

**SAWMILL STATION HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Saturday, December 5, 2009 - 9:00 AM**

MEMBERS PRESENT: Steve Miller (Vice President), Adam Howell (Treasurer) Kit Eschner (Secretary), Heidi Hostetter

OTHER'S PRESENT: Matt Priebe (CMC Property Manager), Becky Varga (CMC Assistant Controller)

CALL TO ORDER: Vice President Steve Miller called the meeting to order at 9:07 a.m.

APPROVAL OF BOARD OF DIRECTOR MEETING MINUTES:

- Steve called to approve the September 19, 2009 meeting minutes. A motion was made, seconded and passed to accept the minutes as written.

HOMEOWNER FORUM:

- No homeowner letters or inquires were discussed.

MAINTENANCE UPDATE:

- Matt researched & found a parking boot in a catalog for approximately \$1,200. Matt said Tom Kresler told him not to bother with it.
- Matt contacted the painter regarding the touch-up warranty work. The contractor agreed to do the work but could not fit it into his schedule this year. He said Sawmill will be the first for touch-up work this spring at no charge.
- The irrigation system had been winterized.
- CMC purchased trees in Denver for \$12.00 each, which is less expensive than if purchased locally. The trees have a 1-year warranty, so they can take them back next year. CMC did not charge the HOA for delivery.
- Matt inventoried the hot tub covers. **Action Item: Steve to let Matt know about the hot tub cover lifter in his garage.**
- Heidi mentioned she has a hot tub cover that does not match, which Matt said could be used by some CMC rental units. **Action Item: Heidi to send the hot tub cover dimensions to Matt.**
- D&M Roofing adjusted chimney caps this summer. Matt has photos. **Action Item: Per Adam's request, Matt will tell D&M Roofing the association has budgeted \$10,000 per raking & would like to keep the cost in line with budget.**
- Buildings 3, 4, 5, 6, & 13 remain to be painted over the next 2 years.
- Matt mentioned more stain was bought because homeowners usage after the last meeting. Adam would like to see a tighter rein on the stain & be able to know the last homeowner who used it. **Action Item: CMC to maintain a log of homeowners who take stain.**
- Matt addressed Tom Kresler's question about the railing contractor. Evidently the contractor was telling Matt that Tom had authorized the work, so Matt approved the invoices for payment. The railing contractor's service has been discontinued. Tom had approved for the HOA to use the extra railings the contractor had in his garage.
- **Action Item: Board members should not directly authorize work to a contractor, particularly for capital improvements. All contracts should go through Matt.**
- **Action Item: Matt will need to discuss with Adam before answering a homeowner's call for CMC to have lose railings fixed.**
- Matt addressed upcoming snow removal. Matt will be operating a front-end loader this winter to remove snow. Scraping of ice may need to be done in February or March. Matt did notice some ice build-up already, which will be spread with ice melt & scrapped at no extra cost.
- **Action Item: Matt to check with the town of Winter Park to see if the culverts get cleared, so ice will not build up in the streets.**
- It was mentioned that the Trailhead community's sprinkler system appeared to be tapped into the Sawmill Station line. **Action Item: In the spring, the sprinkler system will be checked to see if Trailhead's system is tapped into the line. If so, the line will be cut & capped.**

FINANCIAL UPDATE:

- Adam reviewed the Balance Sheet as of October 31, 2009. Cash balances totaled over \$105,000. The Reserve Funds were just over \$104,000.

- Adam reviewed the Income Statement for the ten months ending October 31, 2009.
 - Year-to-date net income was \$8,315, which exceeded budget by \$10,654 primarily due to savings in roof maintenance & landscaping.
 - **Action Item: Matt to refund the drywall ceiling repair in the amount of \$140.00 billed to the HOA 6/16/09.**
 - Legal fees related to a recent homeowner matter totaled over \$1,500. **Action Item: Becky to send any additional invoices received on this matter to Steve.**
 - **Action Item: Beginning 2010, CMC Maintenance will bill the selling homeowner for removal of real estate brackets/signs, not the Sawmill Station HOA.**
- Two 2010 budget proposals were presented to the Board. Neither budget included an increase to the HOA dues for operational expenses.
 - Adam projected approximately \$45,000 will be spent in 2010 from the Reserve Fund for improvements, which is an increase of about \$6,500 from the current annual Reserve Fund contribution.
 - Budget #2 included a \$10.00 per unit per month increase to the Reserve Fund contribution, increase the homeowner's total monthly operating & reserve assessment from \$195 to \$205.
 - A motion was made, seconded & passed to approve Budget #2.
 - **Action Item: CMC Accounting Department to increase the monthly Reserve Fund contribution to \$65.35 per unit per month beginning January 2010.**
 - **Action Item: CMC will include a letter explaining the increase with the January statements.**
- **Action Item: Lizbeth & Matt from CMC to work with Adam to update the Long Term Replacement Plan.**

OLD BUSINESS:

- Heidi reported that Trailhead said no to the inquiry about Sawmill Station resident's use of their clubhouse. With the new Fraser Recreation Center opening, there is not a need for Sawmill Station to use their clubhouse after all.
- Parking on streets:
 - Towing of cars was discussed. Matt said new signage is up to inform residents of no parking areas & the towing service phone number.
 - It was mentioned that the end of Logger Lane seems to be turning into an unofficial parking lot. It was suggested that a temporary fix would be to put up tree stakes & rope off the area. The rope could be taken down for snow removal.
 - Placing boxes with maps of parking areas around the neighborhood was discussed. Owners should put parking maps in their units for renters & guests.

NEW BUSINESS:

- The Board approved the renewal of the management contract with Condominium Management Company with no increase in fees. Adam suggested the following improvements with the contract renewal for 2010:
 - CMC needs to communicate better with service providers & vendors.
 - CMC needs to include all Board members emails related to work orders & bids.
 - CMC needs to provide better guidance on long term financial & maintenance planning.
 - CMC needs to provide work orders signed by a Board member & invoices for maintenance paid from the Reserve Fund. It needs to be noted on all vendor bids & work orders exactly what is going to be done & how much it will be.
- A new owner inquired about putting a hot tub in the garage. Adam checked with the insurance company to see if this would void any coverage, & they said there was nothing they could do to prevent it. The new owner said he would install a vent in the garage.

SCHEDULING OF NEXT BOARD OF DIRECTORS MEETING DATE:

- The Board agreed there should be 6 meetings per year, 4 meetings with CMC & 2 without.
- The next Board of Directors meeting was scheduled for Saturday February 27, 2010 at 10:00 a.m.

ADJOURNMENT: The meeting was adjourned at 10:05 a.m.

Minutes recorded by Becky Varga of CMC & reviewed by the Board of Directors prior to distribution. Minutes are not formally approved until voted on at the next Board of Directors Meeting.

**Sawmill Station
Board of Directors Meeting
Saturday, September 19, 2009 9:00 a.m.**

MEMBERS PRESENT: Tom Kresler (President), Steve Miller (Vice President), Kit Eschner.

OTHER'S PRESENT: Brian Lence (CMC President), Lizbeth Nabhan (CMC Financial Controller), Matt Priebe (CMC Property Manager), Rich Newton (Stern & Newton)

CALL TO ORDER: President Tom Kresler called to order at 9:02 a.m.

Rich Newton attended the meeting to discuss the association's ongoing issues with the owner of #402. Rich recommended the Board update their rules and regulations to specify their fine structure. The Board can update rules and regulations as long as they are not inconsistent with the Declarations and Bylaws. He also suggested the Board obtain copies of complaints in writing and take document any future violations with photographs when possible. Rich requested to be copied on all correspondence including proposed changes to the rules and regulations. Finally, Rich suggested the Board vote on a reimbursement assessment to recover attorney's fees from the condominium owner.

Action Item: Rich Newton to send a copy of the Declarations and Bylaws to the tenant in #402 via certified mail.

APPROVAL OF BOARD OF DIRECTOR MEETING MINUTES:

- Tom called for to approve the June 27, 2009 meeting minutes. A motion was made, seconded and passed to accept the minutes as written.

HOMEOWNER FORUM:

- Tom tabled a homeowner letter regarding boilers until the next Board meeting.

MAINTENANCE UPDATE:

- Matt stated he had a meeting with the painter to do discuss areas that needed to be touched up.
- Tom informed CMC that they could continue to store snow in the same location this winter.
- Matt estimated ice pack removal could cost \$2,000 in the coming winter. He also mentioned he was in the process of obtaining bids for roof snow removal.
- The Board instructed CMC to continue to enforce rules and regulations regarding parking, etc. **Action Item: Matt to research the cost of a boot for the association.**
- There was confusion surrounding direction given to the log railing replacement contractor. **Action Item: Matt to officially communicate to the contractor that they would not continue to use his services.**

FINANCIAL UPDATE:

- Lizbeth reviewed the Balance Sheet as of August 31, 2009 with the Board. Cash balances totaled just over \$106,000. The Reserve Funds were approximately \$100,000.
- Lizbeth reviewed the Income Statement for the eight months ending August 31, 2009 with the Board. Year to date net income totaled \$4,279. Net income exceeded budget by \$9,336, due primarily to savings in roof maintenance and the fact that the landscaping budget had not been used to date.
- All owners were current with their dues as of August 31, 2009.
- Kit requested clarification on insurance coverage in regards to the interiors of the condominiums including plumbing, electrical, studs, drywall, etc. Steve mentioned he would read through the policy and talk to the agent for clarification.
- **Action Item: CMC to discuss insurance coverage with the association's insurance agent and report back to the board at the next meeting.**

NEW BUSINESS:

- The Board would work on revising the rules and regulations via email.

SCHEDULING OF NEXT BOARD MEETING DATE:

- The next Board of Directors meeting was confirmed for Saturday December 5, 2009 at 9:00 am and the semi-annual meeting would be held at 10:00 am.

ADJOURNMENT: The meeting was adjourned at 10:00 a.m.

Minutes recorded by Lizbeth Nabhan of CMC.
Minutes are not formally approved until voted on at the next Board of Directors Meeting.

APPROVED

**Sawmill Station
Board of Directors Meeting
Saturday, June 27, 2009 9:00 a.m.**

MEMBERS PRESENT: Tom Kresler (President), Steve Miller (Vice President), Adam Howell (Treasurer), Heidi Hostetter

OTHER'S PRESENT: Brian Lence (CMC President), Noreen Frye (CMC Accounting and Association Business Manager), Matt Priebe (CMC Property Manager)

CALL TO ORDER: President Tom Kresler called to order at 9:07 a.m.

APPROVAL OF BOARD OF DIRECTOR MEETING MINUTES:

- Tom called for to approve the December 6, 2008 meeting minutes. A motion was made, seconded and passed to accept the minutes as written.

HOMEOWNER FORUM:

- A generic agenda was drafted for the Semi-Annual Homeowner Meeting, which follows the Board meeting.
- Tom mentioned the Board needs to talk about the back log railings and landscaping as far as financing.

MAINTENANCE UPDATE:

- Back Log Railings
 - About 15 out of 50 log railings around hot tubs are in disrepair.
 - Adam said he had met with Noreen because the Reserves were out of control. The HOA has already paid the contractor \$50,520 for deck and railing work.
 - About ¾ of the complex has already been done, and not all buildings need repair.
 - Tom said the railings are made from a natural product and perhaps a long term solution would be to find an alternate system that will fit with the buildings. The HOA can continue but will need a back-up plan.
 - It was decided to discuss the log railing at the Homeowner meeting, and to get their input.
 - **Action Item: Tom and Matt will take inventory of needed deck and railing repair/replacement on Tuesday June 30th.**
 - Homeowners can do a little work and staining of their decks and railing. They need to contact Matt to get the stain. The HOA has already paid for it.
- Landscape Replacement Plan for Dead Trees & Shrubs:
 - There is no warranty left on landscaping done 3 years ago.
 - Adam said there was \$5,000 budgeted for landscaping, which has not been used yet. They will need to get the most for what funds are available. **Action Item: Matt to get bids on tree replacement.**
 - The need for tree fertilization was discussed. The cost to fertilize is using funds that could be spent on new trees. Matt suggested tree stakes and a truck load of manure.
 - **Action Item: Tom and Matt to review landscaping replacement during their walk through on Tuesday.**
- Damage Done During Snow Plowing:
 - **Action Item: Tom and Matt to look at repositioning and placement for new landscaping so not to be damaged by snow plowing during their walk through on Tuesday.**

FINANCIAL UPDATE:

- Adam gave an update on the fiscal year ended December 31, 2008.
 - The good news was the HOA collected \$100,000 and spent \$93,000, leaving a profit of \$7,000.
 - The bad news was the Reserve Funds were out of control. They had budgeted to use \$38,000 from the Reserves in 2008 but actually spent \$56,000. The \$18,000 overage less the \$7,000 profit resulted in a total over spending of \$11,000.
- Balance Sheet – 5/31/09
 - Currently there is approximately \$90,000 total in the Reserve Funds.
 - Adam said for 2009 the Reserves will be funded \$38,000 however there are already plans to spend \$33,000 for railings (\$12,000) and painting 2 buildings (\$20,000), leaving \$5,000 for projects.
 - Maintaining the Reserve Funds was discussed. It was noted the complex is getting older and currently clear of special assessments, but it will probably be something to occur in the future. It was decided it was too early to special assess or increase dues.

- Adam mentioned the Long Term Plan may be outdated. **Action Item: Matt to get price on roof replacement on a 4 unit building.**
- Tom would like to send a survey to homeowners with a list of future repair/replacement items to get their opinion on what is a priority and if they would prefer an increase in dues or special assessment. The survey will be sent with an upcoming billing.
- Income Statement – YTD 5/31/09 (with variance report)
 - The Insurance expense is slightly lower than budget. **Action Item: Noreen to review the monthly insurance allocation and advise why it is lower than budget.**
 - Adam believes the HOA is in better financial shape than other association because of their planning for the future.
- Accounts Receivable Report
 - All owners are paid up except one.

OLD BUSINESS:

- The backflow issue will be discussed at the Homeowner meeting.

NEW BUSINESS:

- What does Tony's bankruptcy mean to the HOA?
 - Noreen said paperwork was received surrendering the property to the mortgage company. Tony is protected and the HOA cannot legally go after her for non-payment of dues. She is paid up for now but will probably not be paying dues in the future.
 - Brian brought to the Board's attention the Declarations sections 11.17 through 11.22. He found nothing stating a specific timeframe for sending delinquent homeowners to an attorney. CMC has specific procedures they follow for collections, and Brian suggested the HOA continue to handle accordingly.
 - A lien could be filed on the property so when it is sold, the outstanding dues can be collected.
 - **Action Item: Steve to get clarification on Declaration statement "by the filing and foreclosure of a lien" relating to Tony's bankruptcy and state rules on filing a lien on bankrupt or foreclosed property, particularly if it is a primary residence.**

SCHEDULING OF NEXT BOARD MEETING DATE:

- The next Board of Directors meeting was scheduled for Saturday September 19th, 2009 at 9:00 a.m.

ADJOURNMENT: The meeting was adjourned at 10:00 a.m.

Minutes recorded by Becky Varga of CMC & reviewed by the Board of Directors prior to distribution. Minutes are not formally approved until voted on at the next Board of Directors Meeting.