

**MARINA PLACE CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**FEBRUARY 2, 2011**  
*via teleconference*

**I. CALL MEETING TO ORDER**

The Marina Place Condominium Association Board of Directors Meeting was called to order at 5:07 p.m.

Board members participating were Al Baker, David Brunk, Susan Snyder, Blair Ohler and Christa Mehard.

Representing Basic Property Management were Gary Nicholds and Candy Ramage. Erika Krainz of Summit Management Resources was recording secretary.

**II. APPROVE PREVIOUS MEETING MINUTES**

In the December 6, 2010 Board Meeting minutes, Section V.A., Susan Snyder wanted to add some verbiage to clarify the topic. She will send the amended version to all Board members for review.

**III. MANAGEMENT REPORT**

*A. Dues Allocation*

The association dues paid by each unit at Marina Place is calculated based on unit square footage. Al Baker reported that Basic Property has discovered discrepancies in the size of Marina Place condo units as documented in the public records and those used in the past to calculate association dues. Apparently, some units are actually larger than the public records reflect. The board agreed that the unit sizes should be reassessed and correctly recorded in order to ensure that dues are calculated based on correct measurements. Dan Wolf, the association's attorney, confirmed that Exhibit B (pages 5 & 6 of the 2<sup>nd</sup> Supplement to the Declarations which lists the proportionate interests of all units in numerical values) was part of the Declaration and could not be amended without owner approval. At least eight units appear to be miscalculated based on information available on the tax assessor's website, including units 118, 128, 138, 218, 228, 217, 227 and 237. Correcting these eight units will impact the amount of dues paid by all units as the dues are proportional, and increasing any unit's dues can only be achieved by decreasing other units' dues. The next step will be to have Charles Johnson verify the size of the units in question. Gary Nicholds said this project would not be an additional contracted service or expense for the Association but would be included under Basic's regular scope of work.

*B. Property Manager Report*

1. There were three frozen drains, two of which have been thawed.
2. There were three units with frozen lines.

3. A sprinkler head in the closet of Unit 411 froze. The contractors were not able to come out to the property immediately so he will temporarily remove the head.
4. One bid of \$28,000 has been received to purchase and install louvered doors for the closets. Charles Johnson believes it would be a better solution to have all the sprinkler heads removed from the closets because the temperature in one closet was down to 30 degrees even with the door open and the unit heated to 50 degrees. Charles has identified a certified contractor who could remove the sprinkler heads for \$85/hour but he did not have an estimate of how much time it would take per closet. Al Baker recommended getting another bid before making a decision. Gary Nicholds will assemble some other bids and email them to the Board for review and a decision. He recommended doing this work as soon as possible to avoid the potential for future leaks.
5. Charles has received information from Turner Morris about spring roof work.
6. There are some leaks in the glycol lines for the ice melt system in Building 3.

C. *Basic Property Management Report*

Gary Nicholds said he would be sending out all the information to the first mortgagees for finalizing the change to the Declarations to a bare walls insurance policy. The required majority of affirmative responses from owners was received. The mortgagees will have 60 days to register any votes in opposition and a non-response will be deemed as a vote in favor. The Declarations require 100% approval of the first mortgagees.

#### IV. OLD BUSINESS

A. *Unit Heat Requirement*

Al Baker said there were still some owners who refuse to comply with the required minimum temperature in the units. Al recommended fining the non-compliant owners. David Brunk thought the Board had already voted to follow this course of action. Al said there was a vote but the policy was not being enforced and he asked Gary Nicholds to have Charles Johnson strictly enforce this policy. The fine letter should be issued by the management company and a copy added to the owner file so there is a clear record of violations in case there is a future leak. Christa Mehard suggested sending a reminder letter or email to all owners about the temperature requirement and the fine policy. Gary said he could send the reminder tomorrow.

Susan Snyder noted that the procedure for violations included three levels of notification, which are an informal notice, written notice and then assessment of

finer. Susan noted that the owners were notified of the procedure when the rules were changed in 2007. The Board could send notification by email to all owners as the required second warning. The five offending owners could then be notified individually of their violation and that if the violation is not resolved immediately, fines will be assessed. Christa Mehard noted that the procedure allowed for a ten-day waiting period before fines can be levied. David Brunk wondered if there was a way that this situation could be deemed as falling outside this category of violation so the rules would not apply. Gary Nicholds was asked to consult with Dan Wolf to determine the options. Gary said he would speak to Dan tomorrow and email his findings to the Board.

Susan Snyder commented that in the March 15, 2010 Board Meeting minutes, there was a reference to having Dan Wolf draft language for new rules for assessing the insurance deductible to owners and for fining for temperature violations. This apparently never occurred. Gary Nicholds will research this issue and email his findings to the Board.

**V. SET NEXT MEETING DATE**

The next Board Meeting was scheduled for Monday, April 4, 2011 at 6:00 p.m.

**VI. ADJOURNMENT**

Christa Mehard made a motion to adjourn at 6:00 p.m. Susan Snyder seconded and the motion carried.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Approval

**MARINA PLACE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**APRIL 4, 2011**

*Via teleconference*

**I. CALL MEETING TO ORDER**

The Marina Place Condominium Association Board of Directors Meeting was called to order at 6:02 p.m. via teleconference

Board members participating were Al Baker, David Brunk, Blair Ohler and Christa Mehard.

Representing Basic Property Management were Gary Nicholds, Charles Johnson and Candy Ramage. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

**II. APPROVE PREVIOUS MEETING MINUTES**

A motion was made to approve the February 2, 2011 Board Meeting minutes as presented. The motion was seconded and carried.

**III. MANAGEMENT REPORT**

*A. Financial Review*

Candy Ramage reported that the tax return had been filed for 2010. The Association did not have any tax liability. She will email the March financials to all Board members once the reports are finalized.

As of February 28, 2011:

1. Legal – over budget due to the revision of the Declarations.
2. Snow Removal – over budget due to heavy snowfall. Candy noted that about \$2,000 of the overage is attributed to 2010 invoices that were not received prior to the end of the year. There was also an expense of \$1,500 to push back snow in the parking lot.
3. Sewer Lines and Drain Cleaning – over budget due to three frozen lines that had to be thawed.
4. Hot Tub Repairs – over budget due to repairs to the circulation pump and an in line heater in Clubhouse #2.

*B. Property Manager Report*

1. Reroof Part of Building 2 – Turner Morris will start replacing the roof next Monday, weather permitting.
2. Siding – the lumber has been delivered. Colorado Mountain Maintenance will start replacing siding as needed on Building 4 within the next week, weather permitting.
3. Crack Seal and Seal Coat – scheduled in June.

4. Hot Tubs – there is one hot tub with a non-functioning jet pump. The cost to repair it is estimated to be \$800 – 1,000. One of the heaters is malfunctioning and overheating the water. Charles Johnson plans to install some vents to provide airflow under the hot tubs.
5. Sprinkler Heads in Closets – funds have been allocated to remove some of the problem sprinkler heads from the closets. The contractors will not provide bids because there are a number of unknowns for this project. Drawings only exist for Building 3. The most problems have occurred in Building 4. The best price he has gotten so far is \$85/hour for the sprinkler contractor and \$65/hour to repair the sheetrock. All other quotes were over \$100/hour for licensed sprinkler contractors. Charles anticipates the project will require no more than two days of work, and he will continue to see bids that offer a more economical rate.
6. Concrete Work Between Buildings 1 and 2 – the concrete steps between the buildings are scheduled for replacement in June.

C. *Basic Property Management Report*

1. Declarations Update – all owners have approved the change to “bare walls” insurance. The letters have been sent to all mortgagees and if no response is received, the response is deemed as being in favor. The response deadline is April 15<sup>th</sup>.
2. Insurance – our annual premium increased about \$3,000 to \$36,586 due to last year’s claims. If the bare walls Declarations amendment is approved, it may be possible to negotiate a reduction in the premium.

**IV. OLD BUSINESS**

A. *Posts by Lake*

Charles Johnson asked the Board if he should restring the rope between the posts for the summer. The Board agreed the rope should be hung.

**V. SET NEXT MEETING DATE**

The next Board Meeting was scheduled for Monday, May 23, 2011 at 6:00 p.m.

**VI. ADJOURNMENT**

A motion was made to adjourn at 6:42 p.m. The motion was seconded and carried.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Approval

**MARINA PLACE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
May 23, 2011**

**I. CALL THE MEETING TO ORDER**

The Marina Place Condominium Association Board of Directors Meeting was called to order at 6:05 p.m.

Board members participating were Al Baker, Christa Mehard, Susan Snyder and David Brunk.

Representing Basic Property Management were Gary Nicholds, Charles Johnson and Candy Ramage. Kyle Wiseman of Summit Management Resources transcribed the minutes.

Blair Ohler will be giving his proxy to Al Baker in order to reach a quorum.

**II. APPROVE PREVIOUS MEETING MINUTES**

David Brunk made a motion to approve the April 4, 2011 Board Meeting minutes as presented. Al Baker seconded and the motion carried.

**III. MANAGEMENT REPORT**

*A. Financial Review*

Candy Ramage reviewed the financial reports as of April 30, 2011. Overall the Association was operating \$12,400 over budget, due to unexpected increases in snow removal and legal expenses. Record snow falls this winter resulted in Snow Removal costs that were \$6,300 over budget. Legal was \$5,400 over budget due to the multiple insurance claims in 2010. There will be a \$500 credit for Cable that will be reflected in the May financial reports.

There was one delinquent owner with a balance of \$1,800. She expects the owner will pay in full.

The Reserve balance was \$141,000.

There was general discussion about the dues allocation. Dues allocation is based on square footage of each unit as set forth in the Declarations. The issue considered by the board is that the unit square footage information in the Declarations does not match the square footage of the units as posted on the Summit County website. Based on knowledge of the unit layouts, it appears that the square footage of some units is incorrectly listed in the Declarations. If the original square footage in the Declarations is incorrect, then dues allocation for unit owners may be miscalculated. Dan Wolf, the Association's attorney, was contacted in order to clarify obligations. His response was that Marina Place is not

obligated to change the figures in the Declarations since the Declarations are a legal binding document. Candy Ramage suggested hiring an engineer to provide exact measurements of the units in question. Al Baker proposed tabling the issue until the Annual Meeting to get owner feedback. David Brunk asked for a cost estimate of hiring an engineer to take the needed measurements. Gary Nicholds explained what it would require to make changes to the Declarations. He suggested that the issue be turned back to the County. The Board requested a cost estimate to re-survey the units in question. The Board agreed that if the price was reasonable they would have the units re-surveyed since the variance between the dues amounts is significant enough to warrant resolution of this discrepancy. Gary Nicholds will consult an architect or engineering firm.

As a cost savings measure, Gary Nicholds plans to negotiate a snow plowing contract for 42 plows for the season. While this would allow for an average of seven plows per month, the intent is that if we do not need all seven plows each month that those not used would roll over for use during the rest of the contract period. The HOA would only pay for extra plows if the 42 maximum is exceeded. The board agreed with this approach to the contract.

*B. Property Manager Report*

1. T-12 Lights – Charles Johnson has been informed by Xcel that T-12 light tubes and fixtures will be phased out by July 2012. Xcel is offering a limited-time rebate of about \$19.50 to \$39.00 per fixture that decreases by half on 12/31/11. If the lights are retro-fit this summer the Association will be able to take advantage of the biggest rebate. There would not be any rebate if the project is postponed until next summer. The retrofit would involve 96 fixtures. Homeowners can also apply individually for rebates. A licensed contractor must be hired to change the fixtures. Charles Johnson is in the process of obtaining a bid to replace the fixtures. The T-12 fixtures must be replaced with T-8 or T-5 bulbs and fixtures to qualify for the rebate. There are about 100 fixtures in the garages and the cost estimate is \$90/fixture. The same T-12 lighting is also present in the bathrooms of condos unless this lighting has been replaced by unit owners. Under-the-counter lighting in the kitchens is also T-12. Christa Mehard suggested offering homeowners an opt-in or opt-out scenario based on their remodeling plans.
2. Roof Project – Building #2 project has been completed with 7” of foam insulation added to the roof.
3. Building #4 Repairs - Repairs to the trim and siding have been completed.
4. Painting Building #4 – One bid has been obtained but another is in the process of being completed. The work should start in June.
5. Crack Seal & Seal Coat – Yearly sealing of the asphalt will be done. Charles anticipates the contractor will be M&M. The cost is estimated to be approximately \$2000 – \$3000.
6. Hot Tubs - Due to numerous complaints regarding jet strength, both hot tubs were reworked in Clubhouse 2. The jet pump pressure is now higher.

Charles Johnson commented about the potential cost savings possibilities sent by Christa Mehard related to hot tub covers. Charles Johnson stated that per state regulations the pump has to run constantly to filter the water and keep it clean because this is a semi-public facility not a residential hot tub.

7. Sprinkler Heads Removal – The decision had been made to remove the sprinkler heads from those closets on an exterior wall in Building 3 and 4. The contractor will remove as much as he can in two days in order to contain costs. Charles Johnson suggested removing some sprinkler heads each year until they are all gone. The affected homeowners will be notified before work begins.
8. Concrete Work - Charles Johnson wants to replace the concrete around Clubhouse 1 and rebuild the steps between Buildings 1 and 2. This project was deferred from last year. The steps need to be widened and the concrete will be tinted to match the existing. Charles Johnson noted that there is a discrepancy between the Reserve Study figures and the actual projected cost. Charles Johnson would like to use the \$10,300 originally allocated for another project toward this concrete project which is estimated to cost approximately \$11,000. Al Baker made a motion to approve both jobs. Susan Snyder and Christa Mehard were opposed to doing both projects without a final bid but the motion was seconded and carried.

C. *Basic Property Management Report*

1. Declarations Change - The homeowners approved the Declarations change.
2. Insurance Update – The Association policy will be changed to bare walls coverage as approved by the membership during the ballot vote earlier this year. This decision will result in reduction of the annual premium paid by the Association of \$6,000. Homeowners will be notified in June so that they may make any changes they need to their own insurance coverage as a result of the bare walls policy by August 1, 2011.

**IV. NEW BUSINESS**

A. *Recommendations made by Christa Mehard for the board's consideration*

1. Spending Limits – Christa Mehard recommend the board consider approval of the following language, or a modification thereof as they see fit, for inclusion in our documentation: “The Board of Managers approves an annual operating budget to cover anticipated expenses. If any unexpected funding needs arise during the year, which were not included in the approved budget, they require a majority vote of the board for approval. In the event of an emergency, the board president or another member of the board acting in his/her place, may approve up to \$2,000 to cover the immediate situation until the board can be contacted and a vote taken. Financial commitments on behalf of the association should be documented with a contract or letter



whenever possible in order to document the terms agreed to by the association and the good or service provider.”

The purpose of this measure is set a minimum amount that any one board member can approve to spend without the entire board's approval, and to ensure that unanticipated expenses are considered carefully with regard to cost/benefit, funding availability and prioritization of needs.

The Board agreed to table a formal vote until the next meeting in order to allow time to check with Candy Ramage to understand how unbudgeted expenditures have been handled in the past.

2. Clubhouse #2 – The recommendation was made to close the Clubhouse during the low usage period from mid-September to mid- November as a cost saving measure for the 2011 Budget. It is estimated that about \$3,500 per year could potentially be saved as a result of reduced energy, water and cleaning costs. Christa Mehard proposed enacting the closure on a trial basis to see what savings can be realized and to get owner feedback about the closure, possibly including putting it to a vote. Charles Johnson commented that both Clubhouses have been in use in the past week. Charles pointed out that hot tub #1 in Clubhouse 2 has been closed since the end of April. It will be re-opened by July 4th. Charles noted a possible conflict of interest on his part and recused himself from further discussion regarding this decision. Christa Mehard will contact Candy Ramage to determine the energy savings of the closure of the hot tub in Clubhouse #2 since the end of April. . Al Baker suggested finding out how much Charlette Johnson is paid to clean the Clubhouse in the low usage periods in order to determine if there would be a significant impact on her paycheck.
3. Hot Tub Covers – The recommendation is to purchase three hot tub covers in order to reduce energy consumption. The covers would be used to insulate the hot tubs at night when the club house is closed, and when the tubs are not in use. Charles Johnson noted that the heating would be more efficient with the hot tub covers, but the motors would still have to be left on due to CO state requirements for non-residential hot tub facilities.

Charles Johnson also suggested that when considering energy efficiency that Xcel Energy has provided recommendations for reducing energy consumption. One example is changing from incandescent to LED lights. Charles Johnson will develop a list of potential savings.

The Board was in favor of obtaining three hot tub covers, but agreed to table the decision until the cost and type of the covers is finalized. The best type of cover will be investigated and presented to the Board at the next meeting. Gary Nichols, Charles Johnson and Christa Mehard will look into options. Charles Johnson

stated that a separate meter would be needed for the Clubhouse in order to exactly gauge energy savings. Charles Johnson will get a firm bid for the hot tub covers and report back to the Board.

Christa Mehard recommended tabling final decisions on the recommendations until the next meeting.

**V. SET NEXT MEETING DATE**

The next Board Meeting was scheduled for Wednesday July 6, 2011 at 6:00 p.m.

**VI. ADJOURNMENT**

A motion was made to adjourn at 8:01 p.m. The motion was seconded and carried.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Approval

**MARINA PLACE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
July 6, 2011**

**I. CALL THE MEETING TO ORDER**

The Marina Place Condominium Association Board of Directors Meeting was called to order at 6:16 p.m.

Board members participating were Al Baker, Christa Mehard, Susan Snyder and David Brunk.

Representing Basic Property Management were Gary Nicholds, Charles Johnson and Candy Ramage. Erika Krainz of Summit Management Resources was recording secretary.

**II. APPROVE PREVIOUS MEETING MINUTES**

Susan Snyder made a motion to approve the May 23, 2011 Board Meeting minutes as presented. David Brunk seconded and the motion carried.

**III. FINANCIAL REPORT**

Candy Ramage will present the preliminary June numbers at the Annual Meeting. The only two line items over budget are Legal and Snow Removal, which are each about \$6,500 over budget.

There is one owner delinquency but this owner tends to be late and pay off the balance in a lump sum.

The 2012 Budget will not be presented at the Annual Meeting. It will be sent to all owners later in the year.

As of the June 30, 2011 preliminary reports the Association was operating \$11,500 unfavorable to budget.

As of December 31, 2010 the Reserve balance was \$163,000. At the end of 2011, the balance will be about \$164,000 if all projects are completed on budget and as scheduled.

David Brunk made a motion to approve the Financial Report. The motion was seconded and carried.

#### IV. MANAGER'S REPORT

A. *Hot Tub Clubhouse 2*

Susan Snyder commented that the tub in Clubhouse 2 was functioning very well. Charles Johnson said he removed one pump and replaced it with a two speed five horsepower pump.

The controls for the hot tub in Clubhouse 1 had to be repaired. Charles said he discovered this spring that the new boiler to heat the room and hot tub in Clubhouse 1 never turned off. He had a contractor look at it and he found there was a bad circuit board. It was repaired at a cost of about \$1,500.

B. *Glass Door and Pane*

Two panes lost their seals over the winter and last weekend someone broke another one. Charles Johnson received a bid of \$1,144 from Pica Glass to replace the three panes. He was authorized to proceed with the replacement.

C. *Roof Repair Building 2*

The roof repair to Building 2 is complete. The repair entailed adding 5" of slanted solid foam to the roof to improve drainage and to provide R12 insulation value. About 2/3 of the roof was replaced. There is a 15-year factory warranty on the roof.

D. *Siding/Painting*

The painting should be starting within the next week. Al Baker suggested painting the trim a lighter color to provide some contrast accent. The Board agreed to consider changing the color scheme for the other buildings when they are repainted. They will tour some other properties to get some ideas.

E. *Crackseal/Sealcoat*

This project has been postponed until September.

F. *Sprinkler Head Replacement*

This project has been postponed until September.

G. *Concrete Repair Buildings 1 and 2*

The contractor resubmitted the paperwork to the Town of Dillon. It will also need to be approved by the Summit County Building Department. This will likely be a September project as well.

H. *Hot Tub Cover*

Charles Johnson found a company that will produce and ship the hot tub cover for about \$125 less than the local company. The cost will be about \$330 each. There was general discussion about preventing damage to the hot tub covers. Ideas included hanging the covers on the wall or buying a rack, but ultimately the Board

agreed to try the new cover for one year without any extra equipment. Al Baker made a motion to purchase one cover as a test. Susan Snyder seconded and the motion carried.

## V. BASIC PROPERTY MANAGEMENT REPORT

### A. *Dues Allocation/Square Foot Percentage*

Gary Nicholds said he spoke to an architect about measuring the units. The architect recommended hiring an appraiser since it would be less expensive. Gary located an appraiser who was willing to do the work and sent him all the floorplans; the appraiser realized it was a more complicated undertaking than he originally anticipated. He did indicate that the figures Charles provided were closer than the County's. Gary said if the Board decides to use Charles' unit sizes, it might be necessary to do another Declarations amendment. For that reason, Gary recommended getting a third party professional to do the measurements. Gary has the name of another appraiser out of Denver who can do this work. He will get a cost estimate from her and email his findings to the Board.

## VI. OLD BUSINESS

### A. *Maximum Expense Approval by One Board Member in an Emergency* (The next four paragraphs below were provided by Christa Mehard following the meeting.)

The following was discussed as a follow-up to the previous meeting's business related to non-budgeted expenses. The recommendation was to include language in the Bylaws regarding required Board member approvals. According to the Bylaws, Article VIII, Section 8.1, "Amendments. These Bylaws may be amended by the Board of Managers at a duly constituted meeting for such purpose or at a meeting of the Owners called for such purpose and approved by Owners representing an aggregate interest of at least sixty-seven percent (67% of the general common elements.) The notice of such meeting shall contain a summary of the proposed changes or a copy of such proposed changes."

The Board agreed that the purpose of this language is to set a maximum amount that any one Board member can approve to spend without the entire Board's approval and to ensure that unanticipated expenses are considered carefully with regard to cost/benefit, funding availability and prioritization of needs. Management recommended \$2,000 as a sufficient maximum for emergencies with the expectation that it would suffice for the immediate needs and allow enough time to contact the Board, consider options and approve appropriate measures.

The Board agreed unanimously to update the Bylaws as allowed per Article VIII, Section 8.1 to add the following to Article IV, Section 4.3 of the Bylaws:

P. Approve an annual operating budget to cover anticipated expenses. If any unexpected funding needs arise during the year, which were not included in the approved budget, they require a majority vote of the Board for approval. In the event of an emergency, the Board President or another member of the Board acting in his/her place, may approve up to \$2,000 to cover the immediate situation until the Board can be contacted and a vote taken. Financial commitments on behalf of the Association should be documented with a contract or letter whenever possible in order to document the terms agreed to by the association and the good or service provider.”

Christa Mehard made a motion to add the language to the Bylaws under Article IV. Susan Snyder seconded and the motion carried. Gary Nicholds will have the language added to the Bylaws.

*B. Hot Tub Closure*

The Board will propose closure of Clubhouse 2 from mid-September to mid-November and mid-April until June. The Board agreed to take a straw vote on this at the Annual Meeting.

**VII. NEW BUSINESS**

*A. Rules for Renters*

There have been some renters who were not abiding by the Association Rules and Regulations. Al Baker and David Brunk reviewed the Association Rules and Regulations and extracted pertinent rules to create a sheet specifically for renters. Enforcement will be through fining the owner of the unit. This sheet will be distributed and reviewed at the Annual Meeting. It should be an Addendum to the full Rules and Regulations. It was retitled as “Notice to Renters”.

The Board unanimously agreed to amend the Rules and Regulations, Section 5, 5L of October 2007 to reflect the minimum unit temperature shall be 55 degrees.

Christa suggested adding a statement to the Rules and Regulations that owners are responsible for informing their renters of the Rules and Regulations and for ensuring they abide by them.

*B. Owner Parking Issue*

Management was asked to send the owner who has continually violated the parking rules a letter indicating that if he continues to park in spots other than his designated area, he will be in violation of the Rules and Regulations, he will be fined and the car may be towed.

*C. Agenda Items for Next Meeting*

The Homeowner Education section will be a presentation on Insurance by Steve Dorado.

Candy Ramage will address the Reserve Study funding as part of the Treasurer's Report. She will also provide a summary of the dues allocation issue. The owners should be made aware of the \$3,000 – 4,000 cost involved for changing the Declarations.

The proposed Clubhouse closure will be discussed under New Business.

**VIII. SET NEXT MEETING DATE**

The next Board Meeting was scheduled for Monday, September 19, 2011 at 6:00 p.m.

**IX. ADJOURNMENT**

A motion was made to adjourn at 7:55 p.m. The motion was seconded and carried.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Approval

**MARINA PLACE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
September 19, 2011**

**I. CALL THE MEETING TO ORDER**

The Marina Place Condominium Association Board of Directors Meeting was called to order at 6:06 p.m.

Board members participating were Al Baker, Blair Ohler, David Brunk and Christa Mehard.

Representing Basic Property Management were Gary Nicholds, Charles Johnson and Candy Ramage. Erika Krainz of Summit Management Resources was recording secretary.

**II. APPROVE PREVIOUS MEETING MINUTES**

David Brunk made a motion to approve the July 6, 2011 Board Meeting minutes as presented. Christa Mehard seconded and the motion carried.

**III. FINANCIAL REPORT**

As of the August 31, 2011 the Association was operating about \$11,300 unfavorable to budget.

Candy Ramage explained that there were some larger line items budgeted that have not yet occurred. There is \$10,000 earmarked for two insurance claim accounts that are not budgeted until the expense hits. There is also \$3,000 budgeted for sewer line repairs that probably will not be spent. Including those line items that are not being tracked, the Association would only be about \$2,600 over budget. The insurance claim line items have only been used twice in seven years.

Christa Mehard asked if there were any budgeted projects in Operating that could be pushed out one year. Candy said all projects were budgeted against Reserves.

The Board discussed where to charge the expense for removing the sprinkler heads from the closets. The cost will be 16 hours at \$85/hour to remove sprinkler heads, excluding cutting the holes and repairing the sheetrock. Candy said this could be a Reserve expense.

The Reserve account was \$13,500 over budget as of August 31, 2011 but this will be made up by the end of the year once the remaining Reserve contributions are collected.

The Association's cash position was just about the same as last year.

David Brunk made a motion to approve the Financial Report. Al Baker seconded and the motion carried.



#### **IV. MANAGER'S REPORT**

- A. *Concrete Between Buildings 1 and 2*  
The concrete work in the front and back of the buildings is tentatively scheduled for the first week of October. The contractor is still working on the permits.
- B. *Sprinkler Head Removal in Buildings 3 and 4*  
Removal of the sprinkler heads from the closets is scheduled to start October 17<sup>th</sup>. The contractor will need two days for removal and three for repairing the holes and painting. Charles Johnson will call the affected owners around October 1<sup>st</sup> to inform them of the work schedule.
- C. *Iron Ballards*  
Iron ballards were installed where the wall was removed by Building 2. One owner has complained about the appearance. All repairs to the area (costing about \$7,000) were paid for by the contractor who caused the damage with his heavy equipment.
- D. *Parking Lots*  
All the parking lot work has been completed.
- E. *Roofs*  
Charles Johnson will inspect all the roofs this month and do any required maintenance. There are funds budgeted for this work.

#### **V. BASIC PROPERTY MANAGEMENT REPORT**

- A. *Renter Rules*  
Gary Nicholds requested formal approval of the Renter Rules. Al Baker said he modified the document so it would fit on one page that can be posted on the unit doors. Christa Mehard made a motion to approve the Renter Rules. Al Baker seconded and the motion carried.
- B. *Proof of Insurance for Owners*  
Gary Nicholds said he was pleased by the number of responses he had received to the request for owner proof of insurance. Management is keeping a log and putting the information in the owner files.
- C. *Internet*  
Gary Nicholds spoke to David Dean, the Cobianet representative, today about the 30-day free trial. They would like to do the trial for the entire complex at one time, but they will set up individual owners at other times upon request. David Brunk said he was concerned about the level of service. Charles Johnson said he contacted three references. All said they had some initial connectivity issues but Cobianet responded quickly and made the necessary changes. The trial period will probably be during the off season, starting sometime in mid-October.

*D. Financial Reports*

Christa Mehard requested a financial update every other month until the end of the year in order for the Board to closely monitor the operating budget against actuals.

**VI. SET NEXT MEETING DATE**

The next Board Meeting was scheduled for Monday, January 11, 2012 at 6:00 p.m.

**VII. ADJOURNMENT**

David Brunk made a motion to adjourn at 6:39 p.m. Christa seconded and the motion carried.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Approval