

**MARINA PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
January 16, 2012**

I. CALL THE MEETING TO ORDER

The Marina Place Condominium Association Board of Directors Meeting was called to order at 6:01 p.m.

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

David Dean of Cobianet was a guest at the meeting.

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

The September 19, 2011 minutes were not sent out to the Board. Gary Nicholds will send them tomorrow for Board review.

III. COBIANET PRESENTATION

David Dean provided an overview of a new proposal for internet service for Marina Place. The original individual offering was \$4/day, \$10/week or \$20/month per device. This price only allows access of one device to the internet at one time. If a unit wants to have the ability for two devices to access the internet at the same time, then the cost would be \$40 / month. The individual plan keeps the cost out of the Association dues. David proposed a property-wide service for \$10/unit/month (\$960/month for the entire property) for unlimited devices. It would require a username and password that would eliminate the need for a credit card. With this service, Cobianet would also provide a customized landing page for Marina Place. He noted that owners and guests expect free wireless service. Currently owners can sign up individually for a year for \$12.99/month but that program is being phased out.

Susan Snyder commented that the signal strength was not strong in all units. David said he was aware of one issue and it was being addressed.

David Dean confirmed that the service for a property-wide signal would be secure for each user.

IV. FINANCIAL REPORT

A. Review and Approval of 2012 Budget

Christa Mehard said Candy Ramage did a great job preparing the budget. She made several comments:

1. Legal – This line item has been over budget for the past several years due to insurance issues. She asked if there were any lingering issues which might require legal expenses in 2012. Gary Nicholds said he did not know of any

- issues. She proposed including \$2,000 to cover unforeseen legal costs as the association has experienced in recent years, and the other Board members agreed.
2. Water – The Town of Dillon has significantly increased the water rate. Christa said she would do some investigation into the reason for the increase as water costs are a significant portion of the association budget.
 3. Snow Removal/Contractor – This line item should be changed from \$6,600 to \$6,000. Gary Nicholds said the contract runs November 1 – April 15 and includes 39 plows total for \$1,000/month. The extra amount is for snow removal with a loader if necessary. Charles Johnson noted that \$6,000 still did not accurately reflect the actual cost for snow removal for the past several years due to the loader expenses, which average \$1,200 each time. Candy Ramage said the average for the past five years was about \$11,000. The Board agreed to increase the budget to \$11,000.
 4. Clubhouse Cleaning – \$1,000. The cost to professionally clean the tile floors is about \$600 per Clubhouse, once annually. The Board agreed to change this line item to \$600 per Clubhouse.
 5. Roof Repair – Christa questioned the two Roof Repair line items (one in Operating and one in the Reserve). Candy said the amount in the Reserve was actually moved to Operating and subtracted from the Reserve total but she did not want to remove the line item for the historical record.

Al Watson said Manager's Compensation for health insurance and bonuses was reflected in the budget for \$3,754. He felt the cost of the housing and Association dues for the Manager's unit should also be included in the budget to accurately reflect the total cost to the Association for property management. Gary Nicholds said he had been told that those expenses were not a compensation issue, but he would double check with the accountant, and also ask if these costs can be reflected in the budget and if so, how.

The 2012 Budget as written does not result in a dues increase. With the revisions made as discussed above, the expenses are about the same as 2011. Candy Ramage noted that there were negative retained earnings of \$69,144; these funds have been borrowed from the Reserves over the life of the property.

The 2012 Budget was not able to be sent to all Board members before the Board meeting to allow all members sufficient time to review before the meeting. The Board will review the 2012 Budget with the requested changes, and vote to approve it by email in one week.

There was general discussion about the telephone charges. Basic Property Management pays for Charles Johnson's cell phone and the Association pays for the land line. The cost for the land line is \$60/month and Charles said he was planning to disconnect the service since he primarily uses the cell phone. The Board authorized him to disconnect the land line and to have calls to that number rolled over to the management office.

V. PROPERTY MANAGEMENT REPORT

A. *Sprinkler System Update*

Charles Johnson said the project had been completed. He recommended not doing any more work on the remaining closets since all of the closets that have experienced problems in the past have now been remediated. There are not any funds budgeted for 2012. The approximate total cost for the work done in 2011 was \$8,000 which was higher than anticipated. Al Baker recommended consulting with the insurance company to determine the ramifications to our policy if there were another loss for sprinkler line freeze in the closets. Gary Nicholds will speak to the insurance agent about the coverage.

B. *Hot Tub Leak Clubhouse #2*

Charles Johnson said there was a leak under hot tub #1 in Clubhouse #2. The tub will need to be lifted up to gain access. The repairs will probably be several thousand dollars. The hot tub was installed in 2005 and it is no longer under warranty. He believes the leak originates from the fitting. He will get repair estimates from a couple of contractors and forward the information to the Board.

C. *Elevator Repairs*

There have been ongoing problems with the elevator in Building 4. The contractor was on site for about three hours today and determined there was an issue with a circuit board. He has ordered a new one and there should be no cost to the Association.

VI. OLD BUSINESS

A. *Proof of Insurance*

There were about 25 owners who did not respond to the first notice requesting proof of insurance. A second notice has been sent and any owners who do not comply will be contacted. Susan Snyder recommended fining owners \$50 if they do not provide the information by February 15, 2012. After discussion, the Board agreed to fine the owners \$50 if they do not provide proof of insurance by the end of February. The owners will be notified by email or regular mail.

VII. NEW BUSINESS

A. *Cobianet "All In" Option*

David Brunk said he felt the Cobianet offer was a "bait and switch" tactic and he expressed his disappointment with that action. Over half of the units are rentals and ten have full time tenants. Including all the units in the program would cost the Association \$11,520 annually and Christa Mehard was not in favor of adding that amount to the budget. She noted the service still was not reliable. She suggested negotiating with Comcast. Charles Johnson said Comcast had been approached in the past but they were not willing to offer a bulk rate. Al Watson suggested negotiating with Cobianet for more favorable terms, i.e. to extend the original offer. Gary Nicholds agreed to follow up with Cobianet to share the Board's concerns, negotiate an extension of the original

offer, and potentially a lower “All In” rate. The Board agreed that the “All In” option should be put to an owner vote in conjunction with the Annual Meeting.

VIII. SET NEXT BOARD AND ANNUAL MEETING DATES

The next Board Meeting was scheduled for Monday, March 26, 2012 at 6:00 p.m. The Annual Meeting will be Saturday, July 7, 2012.

IX. ADJOURNMENT

David Brunk made a motion to adjourn at 7:50 p.m. Al Watson seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Approval

**MARINA PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
March 26, 2012**

I. CALL THE MEETING TO ORDER

The Marina Place Condominium Association Board of Directors Meeting was called to order at 6:03 p.m.

Board members participating were Al Baker, Al Watson, Susan Snyder, 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

Al Watson made a motion to approve the January 16, 2012 Board Meeting minutes as presented. David Brunk seconded and the motion carried.

III. FINANCIAL REPORT

A. *Financial Status as of 2/29/12*

Candy Ramage said the Operating balance was up \$37,000 and the Reserve balance was up \$22,400 from last year. There was a \$1,000 Operating loss at the end of 2011 and a negative retained earnings balance of \$70,000. There were high Legal and Snow Removal expenses at the beginning of 2011. This year, the Association is \$1,900 under budget in Snow Removal. The Association is operating about \$4,000 favorable to budget with net income of \$300. The Reserve balance is on target. The \$1,880 favorable variance in the Reserve Budget is due to rebates for the new lights.

The unfavorable variance to budget for the hot tubs in Clubhouse 2 was due to leak repairs.

Al Watson made a motion to approve the Financial Report. Christa Mehard seconded and the motion carried.

IV. PROPERTY MANAGEMENT REPORT

A. *Roof Leaks – Penthouse Buildings 3 & 4*

Charles Johnson said there were roof leaks above Units 436 and 338 from small holes in the roof membrane that were most likely caused by screws that were dropped by contractors. The leaks caused sheetrock damage inside the units. Charles estimated the repair costs would be about \$500 and \$1,500 for the two units.

There was another leak in front of Al Watson's door. It did not cause any damage to the unit interior. The roof is scheduled for replacement in 2014 and Mark Hubbard from Turner Morris believes the roof should last at least until then.

B. Roof Replacement Building 4

Charles Johnson reviewed the bids received:

1. Turner Morris - \$100,250 including 3" of additional insulation, a 15-year labor and material warranty, and removal and replacement of the metal parapet wall cap.
2. T&T Specialty Constructors from Eagle - \$101,174.
3. G&G Roofing from Frisco - \$113,860.

The Board approved the Turner Morris bid.

C. Building 1 Painting and Siding Replacement

Charles Johnson received a bid from Exterior Solutions, the company that painted Building 4 last year. They bid the project the same way as last year. The cost to paint Building 4 was \$31,450. There is \$32,000 budgeted for painting of Building 2, which has three more units than Building 4, a penthouse and one additional stairwell. The bid from Exterior Solutions was \$38,000. The Board agreed to table a decision until additional bids are received from other contractors.

The concrete landings in Building 1 look bad and cannot be cleaned. The cost would be \$1,700 to apply the garage floor coating on all four of them.

Charles said the siding replacement bid would be based on an hourly labor rate, plus an hourly rate for the lift, with a not to exceed total amount. The contractors will be required to provide a weekly summary of the labor and materials cost and work until they are either finished or reach the dollar limit. The last two years, the contractors have completed the work for less than the budgeted amount. He will get two more bids.

Christa Mehard asked about replacing the siding with Trex or another synthetic material to reduce annual siding maintenance costs to the Association. Susan Snyder noted that with a synthetic wood, all the siding would have to be replaced at the same time due to fading.

D. Crack Seal and Sealcoat Driveway

Crack sealing is done every year. Susan Snyder recommended getting prices for milling and replacing the area that is wet underneath. This would prevent any future buckling and heaving in the future. Charles will discuss the benefit versus cost with the contractor.

E. Buildings 1 and 2 Concrete Steps

Charles Johnson said the steps would be torn out and replaced. The contractor has met with the building officials in Dillon and has all the information needed. The contractor

will hold the price from the original bid, which is about \$26,000 for both projects including the patio. The 4,000 psi concrete is holding up much better than the 2,800 psi concrete. The Board agreed to proceed using the 4,000 psi concrete. The concrete for the steps does not need to be tinted.

F. Clubhouse 1 Concrete Patio

The Board authorized tinting the patio concrete to match the curving sidewalk.

G. Elevator Inspection

The cost for the inspections is \$225/elevator. The elevator in Building 3 failed inspection. Thysson Krupp made most of the required corrections at their expense. The Association had to pay to relocate a light switch in the pit at \$275. The elevator will be reinspected next week.

H. Sprinkler Pipes

Gary Nicholds said all problematic sprinklers that had frozen or had problems in the past had been removed. The insurance agent indicated that it was not necessary to remove any sprinkler pipes or heads that have not caused problems in the past. The insurance company confirmed that they would cover damage from any future issues.

I. Hot Tubs

Charles Johnson said that there continue to be problems with one of the hot tubs in Clubhouse 2. The problems stem from the moisture and humidity around the wiring. The hot water heater had to be replaced again. A unit that is better sealed to prevent water penetration was installed. The existing breaker will be replaced since it does not have GFI protection and is not code compliant.

J. Power Washing Buildings

Charles Johnson said he usually power washes the buildings annually. It takes three days to do all three buildings. He does not think he will have enough time to do it himself this year. Charles was directed to use his discretion and get a bid to hire this out to someone (at a cost under \$1,000) if it is needed.

K. Proof of Insurance

Proof of insurance is outstanding for three units. It is anticipated that it should be received shortly from the last few owners.

L. Association Insurance

Gary Nicholds put the policy out to bid. It was rejected by most of the carriers based on the past loss history. He has not heard back from CIBA. Fireman's Fund is the current insurer. The rate increased from \$33,533 to \$35,174 due to insurance company losses last year. The Association is in the last year of the three-year window for the claims loss history. These losses should drop off by the end of the year, so it may be possible to get better quotes next year.

V. OLD BUSINESS

A. *Annual Meeting 7/7/12*

The Annual Meeting will be held at Dillon Town Hall on July 7, 2012 at 9:00 a.m. All current Board members indicated their willingness to run for the Board again.

VI. NEW BUSINESS

A. *Management Issues*

Gary Nicholds addressed some comments from an anonymous owner email regarding use of the washer/dryers and hiring of Gary's family for work at Marina Place.

Al Watson recommended always getting two or three bids if possible to prevent any accusations of nepotism in the future. The Board agreed bids should only be required for projects over \$5,000.

VII. SET NEXT BOARD MEETING DATES

The next Board Meeting was scheduled for Monday, May 21, 2012 at 6:00 p.m.

VIII. EXECUTIVE SESSION

The Board adjourned to Executive Session at 7:35 p.m. to discuss Officer positions. Al Baker resigned as President. Susan Snyder made a motion to elect Al Watson to serve as President. David Brunk seconded and the motion carried.

IX. ADJOURNMENT

Al Watson made a motion to adjourn at 7:42 p.m. The motion was seconded and carried.

Approved By: _____

Board Member Approval

Date: _____

**MARINA PLACE CONDOMINIUM ASSOCIATION
ANNUAL MEETING
July 7, 2012**

I. CALL THE MEETING TO ORDER

The Marina Place Condominium Association Annual Meeting was called to order by Al Watson at 9:10 a.m. in the Dillon Town Hall.

Board members present were:

Al Watson, President,	Al Baker, 427
Susan Snyder, 315	David Brunk, 422
Christa Mehard Dam, 337	

Owners present were;

Pete & Gayle Sturdivant, 112	Virginia Carlson & Dave Doman, 113
Rosemarie & Raymond Begin, 115	John Lowen, 116
Jason & Tiffany George, 117	John & Joy Ostaffe, 123
Ronald Kaufman, 127	Charles & Lisa Couture, 137
Karl & Hannah Nicholls, 213	Lauri Larson, 214
Donnis Moore, 215	John Nice, 216
Laura Foster & Joe Frantz, 227	Clarice & Earl McAllister, 228
Pam English, 231	Sandy Bradfield, 232
Mary Lawson, 234	Grover Coors, 235
Mary Watson, 236	Susan Lee, 238
Deanna Barrios, 314	Charlotte Jacobsen, 316
Mark Vecchi, 318	Joel & Louise Carter, 319
James & Linda Northrop, 322	John & Paula Googins, 323
Bill Darling, 326	Steve Holt, 329
David Patterson, 333	Bob & Tobie Rosenberg, 334
Jamie Vanhorn & Linda Sowaskie, 335	John Gillen, 412
Rob & Karen Mitchell, 414	Don & Jean King
Martin & Susan Henderson, 416	Rex Murdock, 417
Pam Brunk, 422	George Coel, 425
Margaret Miles, 426	Judy Baker, 427
Joe Ballweg, 432	Ernie & Cecile Berliner, 433
John Goldstein, 435	

Joel Cochran, the Director of Summit County Emergency Management and David Dean of Cobianet were guests at the meeting.

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

II. PROOF OF NOTICE/QUORUM

With units represented in person or by proxy a quorum was reached.

III. OWNER EDUCATION

A. *Summit County Emergency Management Presentation*

Joel Cochran said the County was facing the risk of wildfire. Normally there is a 5-8 week high-risk fire window in the fall, but this year the first wildfire occurred in Montezuma in March. A Stage II restriction has been implemented and will not be lifted anytime soon despite the recent rain. Last year's moisture resulted in very high grasses, which are now dead on the ground, creating a fuel for fire. The current rain will lead to more grass growth. He encouraged owners to do maintenance around their properties. There have been about seven fires in the County so far this year. Owners were asked to report any sightings of smoke. He recommended having critical items packed in case of an evacuation order. He provided cards with helpful information for making preparations. The government communicates warnings through landline telephones, the Summit County Alert system and the radio. There is also a Twitter feed.

An owner asked about reverse 911 calls. Joel Cochran said the Summit County Alert system serves as the reverse 911 system. Owners should sign up online to have alerts sent by email and to mobile devices.

A question was raised about the fire danger in Dillon. Joel Cochran said a flame front would send ember showers about 1/2 mile in front of it. Dillon's lack of proximity to the forest would make structure fires more of a risk. He did not recommend removing all vegetation around town properties.

An owner noted that the balconies could present a fire risk. Joel Cochran recommended removing all combustible material, including firewood and plastic furniture, to reduce the fuels for fires.

There was general discussion about the fire danger of the flat roof. Charles Johnson said there were multiple stand pipes on each roof that could be used to fight a fire. There are also Knox boxes with keys so fire fighters can access all units. He met with the loss prevention expert last week and they did not consider the trees on the property to be a fire danger.

An owner asked if propane tanks posed a hazard. Joel Cochran said they did but a fire would have to heat the gas enough to make it a liquid to cause an explosion.

In summary, the likelihood of a wildfire reaching Dillon is quite low and the key is to be aware.

B. *Cobianet Presentation*

David Dean provided an overview of the wireless Internet service being offered by his company, Cobianet. The standard product is a bulk internet access service. They provide and support wireless service for \$10/unit/month. All units would have to subscribe to the service. The installation was initially done at Marina Place as a utility with a 30-day free trial so owners could sign up for individualized length of service. There was strong utilization during the free trial, but there was not adequate

subscription once the trial period ended. Since March, they have been providing service for free so owners can evaluate it. If the membership votes to initiate Association-wide service, Cobianet would provide service on a month-to-month basis with no long-term contract.

Owners had several comments and questions:

1. Charles Couture said he ran a speed test. The download speed was 5.7 Mbps and the upload speed was 0.52 Mbps, compared to Comcast's 8 Mbps download and 5 Mbps upload. He asked if the connection was secure. David Dean said the default connection was not encrypted, but an encrypted connection can be provided at no additional cost by calling the Customer Support line. Regarding the speed, David Dean explained that Comcast has more bandwidth. The bulk of what is done on wireless is download and it will be slower than Comcast, but the amount of bandwidth can be increased if needed.
2. An owner asked how long the \$10/unit/month cost would be valid. David Dean said the contract included a 5% increase per year.
3. An owner said she had trouble signing on to the Mac Time Capsule backup. She said her internet connection was also dropped several times while online. David Dean said this could be addressed by Customer Support. There are local service technicians who are dispatched from the customer support line.
4. An owner asked about passwords. David Dean said there would be a property-wide password but it will not be an encrypted signal.
5. An owner said Cobianet did not support many of the more advanced technologies for televisions, play stations, etc. David Dean said Customer Support could add the IP addresses for such devices.
6. An owner asked how the system was sized. David Dean said the equipment could handle thousands of simultaneous users but the back end (bandwidth) would have to be adjusted for heavy usage.
7. An owner said the system did not work in all areas of his units. David Dean said more boosters could be added as needed at no cost to provide adequate signal.
8. An owner asked how many DSL lines there were coming into the building. David Dean said there was one commercial DSL line for all the buildings. An owner suggested adding at least one more DSL line.
9. An owner felt a centralized service would be valuable but this may not be the right one.

IV. APPROVE PREVIOUS MEETING MINUTES

Ernie Berliner made a motion to approve the July 9, 2011 Annual Meeting minutes as presented. John Lowen seconded and the motion carried.

V. PRESIDENT'S REPORT

Al Watson thanked the owners for attending the meeting. Al said he had previously served three years on the Board, and after leaving the Board, he served on the Finance and Architectural Committees. He was asked to rejoin the Board when Blair Ohler sold his unit. He has been serving as interim Board President. The Board has tackled a number of issues, including finances, hot tubs, painting, upkeep and a plan for ongoing maintenance. They are running the Association like a business. The accounting system has been modernized and

subcategories have been created for improved clarity and transparency. The Board tries to get at least three bids for projects. There is now a Reserve Study to help plan for future capital projects. There have been some issues, such as a number of emails that were sent to the owners in advance of the meeting, which will be addressed under New Business.

VI. TREASURER'S REPORT

Christa Mehard Dam said the Association ended 2011 about \$1,000 over budget. The deficit was covered out of the capital reserve. The year-end Reserve balance was \$185,000, up \$20,000 from the previous year, due in part to the increased contribution.

As of the end of May 2012, the Association had a positive balance of about \$7,000 in the Operating account. The most significant favorable variances were in snow removal, legal expenses and the insurance deductible. There were a few unexpected expense increases due to unanticipated work on the Clubhouse 2 hot tub, a 12% water and sewer rate increase and a 5% insurance premium increase. The Association is in the last year of the three-year window for loss history. The policy will be rebid next year and it might be possible to reduce the premium expense. There has been \$78,000 contributed to the Reserves this year with \$110,000 more budgeted for the remainder of the year. Reserve expenses to date total \$158,000 with \$55,000 more projected through the end of the year. This is in alignment with the Reserve Study.

The Board has tried to identify potential cost savings. Some steps have included negotiation with Comcast for the cable service, looking at Cobianet for internet service, purchase of a hot tub cover for Clubhouse 2 to reduce energy consumption, utilizing rebates offered by Xcel Energy for replacement lights required in common areas (which saved the Association about \$1,800), trying to get three bids for all capital projects and solicitation of a bid from a different management company. Dues were not increased this year based on the savings from the lower management fee. The Reserves are on track and continue to grow.

A question was raised regarding the insurance increase. Christa explained that 2011 was a bad year for insurance claims nationwide so premiums went up.

An owner asked why the Association was paying for water leaks that were due to owner negligence. Christa said the Association policy was changed to "bare walls" coverage so the Association is no longer responsible for such claims. An owner commented that his premium for his unit policy doubled as a result of the new Association coverage.

Looking forward, the Board will continue to carefully examine the budget to identify cost savings. She welcomed owners to participate on the Finance Committee, and encouraged owners to make suggestions for other areas of cost savings.

An owner asked if the sprinklers ran daily. Charles Johnson said the irrigation system was on during the dry spell but he has now changed the settings. Susan Snyder noted that the irrigation by the bike paths between the buildings was provided by the Town, not the Association.

An owner commented that leaking toilets could be a significant expense if they exist. Owners who hear a toilet constantly running should call management.

Grover Coors made a motion to approve the Treasurer's Report. John Lowen seconded and the motion carried.

VII. MANAGER'S REPORT

Charles Johnson made some general comments:

1. There were two frozen pipes to bathtubs in Building 4 because the bathroom doors were closed and the heat was turned off.
2. There was a roof leak in Unit 436 caused by a failure of the roof membrane.
3. There was a roof leak in Unit 338 caused by screws poking holes in the roof membrane.
4. There are some dying trees on the lake and street sides of the building but they are on Town property. Marina Place only owns the trees between the buildings.
5. A leak was repaired under the hot tub by Building 2.

A. Completed Projects

1. Crack sealed all asphalt and seal coated half of it in September.
2. Replaced garage light fixtures.
3. Removed sprinkler heads from several owner closets that were susceptible for freeze-ups

B. Pending Projects

1. Crack seal all asphalt and seal coat the other half in August.
2. Building 2 will be painted this summer.
3. Unit 112 has experienced repeated sewer backups. Some of the cast iron pipe was replaced with PVC pipe and improved the slope. A clean out will be installed so it can be flushed periodically.

C. Future Projects

1. Concrete work between Buildings 1 and 2 is scheduled to start the week of the 16th. Numerous approvals were required because of the change to the stair configuration.
2. Obtained bids for siding replacement based on a linear foot cost.

An owner said she had a reoccurring problem with backed up drains. Charles Johnson will have a contractor inspect the line. Charles requested owners to inform him if they observe slow drainage or foreign matter in their sinks or tubs. This will allow these drains to be evaluated before a backup occurs.

VIII. OLD BUSINESS

Peter Sturdivant said there continued to be a problem with cigarette butts thrown off the balcony by renters in Unit 212. The Board will notify the homeowner of the violation by mail and phone. Owners were asked to report all violations to management. An owner suggested establishing a no smoking policy. Susan Snyder said there was lengthy discussion about this suggestion two years ago but it was determined that this policy would be very difficult to enforce.

IX. NEW BUSINESS

A. *Employment of Charlette Johnson*

Ernie Berliner said he would like to have last year's decision to terminate Charlette Johnson's employment revisited. He proposed rehiring Charlette to assist Charles with various tasks and to continue this arrangement until they retire in a few years.

Lengthy discussion ensued and there were numerous comments and questions regarding this issue. They included:

1. The annual payment to Charlette was approximately \$17,000/year.
2. Basic Property Management was hired to manage the property and decisions regarding hiring or maintaining staff is their responsibility, not an owner decision.
3. There has not been any change to the services provided by Basic Property since Charlette's employment was terminated.
4. The average amount paid in dues by each unit is \$502/unit/month. Charlette was making \$1,279/month, a cost of \$13.46/unit/month (2.68% of the total dues). The other management company's bid was \$18,000 lower than Basic's initial bid, so to get costs back in line, Basic cut the salary expense for Charlette.
5. It was not fair to reward Charles' loyalty and hard work by cutting his pay. It was clarified that his pay was not cut but that he had to do more work for the same pay.

Board comments included:

1. Susan Snyder said the management contract had not been rebid since 2005. In 2005 there were a number of projects and it made sense to hire someone extra to take care of cleaning and janitorial services. There was an agreed price for that additional cost. This cost was then increased without the Board's knowledge. The Board reviewed the previous contract and decided the contract should be inclusive, i.e. that cleaning should not be an added service. This inclusive contract is what was put out to bid. A lower bid was received from another company. The savings would have been \$30,000, but the Board felt there were possibly some questionable areas of savings the new company claimed they would be able to achieve. Al Watson noted that there were a number of extra payments for Charles Johnson being provided by Basic, and excluding these expenses, the two management bids were actually very close.
2. Al Watson said that Charles was planning to retire in a few years so it would be prudent to get a new person trained at the property to facilitate the transition.
3. David Brunk said that this issue was not about Charles and Charlette, but about fiscal responsibility in handling the Association's funds.

Gary Nicholds was asked to provide his view. Gary said that under the new contract the Board eliminated the addendum which had accompanied the previous contract, so Charlette's job was eliminated. As a result, Charles may have to hire subcontractors to complete some of the tasks he used to do. Al Watson noted that some of that work, such as plumbing and electrical could not be done by Charles anymore due to potential liability since he is not a licensed electrician or plumber.

X. ELECTION OF MANAGERS

All five current Board members were running for reelection. Other candidates were Mark Vecchi, John Lowen and Ernie Berliner.

Secret ballots were tallied and Al Watson, Susan Snyder, David Brunk and Christa Mehard Dam were elected to the Board. There was a tie between Mark Vecchi and John Lowen. Following the meeting, upon hearing this, John Lowen withdrew his name from consideration and Mark Vecchi was elected to the fifth Board seat.

XI. VOTE ON COBIANET

The ballots on the installation of Cobianet internet were tallied and the initiative was passed by the owners. However, several issues were raised by owners during the meeting. These will be addressed with David Dean, the Cobianet representative, before moving forward with a formal contract.

XII. SET NEXT MEETING DATE

The next Annual Meeting was scheduled for Saturday, July 6, 2013

XIII. ADJOURNMENT

The meeting was adjourned at 12:29 p.m.

Approved By: _____ Date: _____
Board Member Approval

**MARINA PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
July 30, 2012**

I. CALL THE MEETING TO ORDER

The Marina Place Condominium Association Board of Directors Meeting was called to order at 6:00 p.m.

Board members participating were Al Watson, Susan Snyder, David Brunk, Christa Mehard Dam and Mark Vecchi.

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

II. APPROVE PREVIOUS MEETING MINUTES

David Brunk made a motion to approve the May 21, 2012 Board Meeting minutes as presented. Christa Mehard Dam seconded and the motion carried.

III. FINANCIAL REPORT

The financial reports were reviewed at the Annual Meeting.

IV. OLD BUSINESS

A. Water Expense

Christa Mehard Dam said she spoke with the Finance Director from the Town of Dillon. She learned that the Association is paying a large amount in water and sewer capital fees in addition to usage. This is mandated by the Town and all users pay based on the size of the property. The amount being paid for actual water usage is very small. Christa plans to work with the Town to ensure that the capital fees are correctly calculated for our property. She will continue to research this issue and will provide an update at the next Board Meeting.

B. Cobianet

Christa Mehard Dam said she had numerous conversations with David Dean. She is satisfied that he has or is in the process of addressing the concerns raised at the Annual Meeting. A fact sheet was created for the owners with information and solutions related to the questions they raised.

The problems experienced getting on line and staying on line may be related to the user's computer or an inadequate number of radios positioned around the property. David Dean has installed and activated several radios and this appears to have solved some of the issues. Owners should be encouraged to report any connectivity problems to the Cobianet Support desk in order to ensure that they can be immediately addressed by David Dean.

Christa has worked with David to make several clarification edits to the proposed contract. They included:

1. Placement of additional equipment will be at Cobianet's expense.
2. Equipment upgrades will be at Cobianet's expense.
3. The expected download speed was specified at a minimum of 3 – 6 Mbps.
4. Payment for services will be month by month.
5. The original contract made a commitment to no price increase for the first year, and then no more than 5% annually thereafter. After negotiation, David Dean agreed to reduce this to 3%, but wants to make it a standard annual increase. Christa said she was comfortable with a mandatory 3% annual increase.

Gary Nicholds said he had received two bills from Cobianet for the month of July. The Board agreed the bills should not be paid since there was no signed contract and the connectivity issues had not been resolved.

Susan Snyder made a motion to proceed with the Cobianet contract effective August 1, 2012 and to accept a mandatory 3% annual increase in the contract. Christa Mehard Dam seconded and the motion carried.

Gary Nicholds will email the membership early this month informing them of the affirmative vote, the fact that their dues will increase \$10/month effective August 1, 2012, provide them with the new login information and the effective date, and provide them with the owners' wireless guide. Gary will also ensure that steps are taken to ensure that members who pay dues via auto pay are also easily able to change their auto pay amounts to cover the increase for Cobianet services.

V. PROPERTY MANAGEMENT REPORT

A. Project Update

1. The painting of Building 2 has been completed. Charles Johnson walked the property with the contractor and created a punch list. The items on the list were addressed yesterday.
2. There are still some issues with the sliding glass doors being painted shut.
3. The concrete demolition at the front and back of Buildings 1 and 2 has been completed. The new concrete will be poured shortly. The concrete pour cannot be completed until it passes inspection for the step design. Charles confirmed that 4,000 psi concrete will be used.
4. The crack sealing and seal coating will be done after the concrete work has been completed.
5. The leaking hot water heater in laundry room #3 was replaced.
6. The backflow device in laundry room #4 is leaking. Repair is dependent upon the fire prevention service availability which should occur by mid-August when they inspect all backflow devices.

7. There was a reoccurring leak from Unit 336 into Unit 326. The ceiling was cut open but the leak could not be replicated. It was finally determined that the leak was originating from the bathtub overflow in Unit 336. The leak is being repaired; it will be an Association expense since it is inside the walls.

VI. NEW BUSINESS

A. *Election of Officers*

Susan Snyder made a motion to nominate Al Watson to serve as President. Christa Mehard Dam seconded. Mark Vecchi nominated Susan Snyder to serve as President and Al Watson seconded but she declined. The original motion carried.

David Brunk made a motion to nominate Susan Snyder to serve as Vice President. Al Watson seconded and the motion carried.

Susan Snyder made a motion to elect Christa Mehard Dam to serve as Treasurer. Mark Vecchi seconded and the motion carried.

Mark Vecchi made a motion to nominate David Brunk to serve as Secretary. Al Watson seconded and the motion carried.

Mark Vecchi will serve as Member at Large.

B. *Annual Meeting Recap*

1. The Board agreed they liked the Town Hall venue but they would like to be able to use the audio system. Gary Nicholds will follow up with the Town.
2. Susan Snyder will review her notes from the meeting and send comments to the other Board members within the next week.
3. Al Watson commented that all discussion at the meeting should be related to Association business.

C. *Staffing Concerns*

Gary Nicholds was asked to inform the Board if there were any problems with Charles Johnson meeting the obligations of the new contract without Charlette on the payroll.

D. *Unit 225*

The owners have requested permission to enlarge their owner's closet utilizing the available common space under the stairs adjacent to their closet. Al Watson said he had walked the property and there were only two units who had this type of space available. He proposed selling the space to the owners since they wish to utilize common space currently owned by the Association. Susan Snyder noted that there would need to be legal work done to transfer the ownership and selling the space would enlarge their owned square footage and could, as a result, change the owners' dues allocation. Charles Johnson pointed out that two other units had taken over common area for use as personal storage without officially purchasing it from the

Association. Mark Vecchi suggested sending a letter to the owners of the units with the additional storage. Al Watson will draft a letter to the owners of Unit 225. He will also discuss with the Association attorney how to handle the situation with units that have already made alterations and contact those owners once we have more information.

E. Management Contract and Management Issues

The Board reviewed a number of issues related to the management contract with Gary Nicholds.

1. Level of detail – David Brunk said he had concerns about not receiving a number of items of information that he requested from Gary Nicholds, some errors in the meeting materials that were sent out and some actions taken by Basic Property’s staff. Gary Nicholds acknowledged his comments and indicated he would pay very close attention to accuracy going forward and was working to address the other issues raised.
2. Staffing issues – Christa Mehard Dam asked Gary Nicholds to raise any concerns to the Board related to Basic Property’s ability to fulfill their contract or regarding future contract negotiations. As the owner of Basic Property, it is his responsibility to make resource decisions as to how the company will meet its commitments.
3. Communication between the Board and Basic Property Management – Susan Snyder asked if the current means of communicating was efficient. Gary Nicholds responded that his only concern was the timeliness of responses. Gary was encouraged to request one point of contact with the Board if communication demands become unmanageable.
4. Future Staffing- It was noted that Charles has mentioned retirement plans within the next few years and that Gary should work with him to understand his plans and initiate appropriate planning for his future replacement to ensure we are properly prepared for that transition when it occurs.
5. Contract renewals – Susan asked that Gary provide status and notification to the Board when various contracts are coming up for renewal with enough advanced notice to allow sufficient evaluation, discussion and negotiation before the contract renewal date.

VII. SET NEXT BOARD MEETING DATES

The next Board Meeting was scheduled for Monday, October 29, 2012 at 6pm MST.

VIII. ADJOURNMENT

David Brunk made a motion to adjourn at 7:35 p.m. Al Watson seconded and the motion carried.

Approved By: _____

Date: _____

Board Member Approval

**MARINA PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
October 29, 2012**

I. CALL THE MEETING TO ORDER

The Marina Place Condominium Association Board of Directors Meeting was called to order at 6:10 p.m.

Board members participating were Al Watson, Susan Snyder, David Brunk and Mark Vecchi.

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

II. APPROVE PREVIOUS MEETING MINUTES

Al Watson made a motion to approve the July 30, 2012 Board Meeting minutes as presented. Susan Snyder seconded and the motion carried.

III. FINANCIAL REPORT

The financial report was not reviewed.

IV. BASIC PROPERTY MANAGEMENT REPORT

A. Two Manhole Replacements/Town of Dillon

The Town inspected the manholes and determined two needed to be replaced. They will be dug up in the spring and repaired. The work will take three days and the Town will reroute the sewer around the area while the repairs are being made.

B. Building #1 Roof

A bid of \$88,975 has been received from Turner Morris. It would be \$27,950 additional to increase the amount of insulation with R-31. Turner Morris will extend a discount if the contract is signed by the end of the year. There are some new building codes that will take effect in the next year or so that will require R-49 insulation. The existing insulation is probably R-21.

G&G Roofing was supposed to be on site today to provide a bid.

Mark Vecchi asked that a bid be obtained for another type of PVC membrane roof from a Denver contractor. The roofing material they use may have a longer warranty (25 years) than the material Turner Morris plans to use.

C. Painting Building #1

Charles Johnson will be getting bids to repaint Building 1 with the same color and material as Buildings 2 and 3.

D. *Crack Seal & Seal Coat Update*
This work has been completed.

E. *Concrete Steps and Hand Railing*
This work has been completed. The railings are powder coated with a color that matches the buildings.

F. *Dillon Marina Parking Update*
The bike path has been completed but is not yet open. The main parking area will be paved in the spring. Sewer lines are in the process of being installed. Some of the earth has been removed in front of the retaining walls and the Town Engineer is aware of it. There are no funds to address the situation now but it will be treated as a maintenance item by the Town.

G. *Sewer Clean Out Update*
The sewer clean outs have been installed. The total cost was about \$3,000. A few issues were identified, including one 10' section of pipe that was extremely clogged. Charles Johnson received a bid from Ace Sewer and Drain to clean out all three lines where the clean outs were installed for \$1,800. There are funds included in next year's budget.

H. *Storm Window*
Ten storm windows were purchased and nine have been installed.

I. *Annual Wood Burning Fireplace Inspection*
The fireplace inspections have been completed. Any issues were documented and the unit owners were notified in writing. There were five fireplaces listed as being in "dangerous" condition and Charles Johnson put notes on them. There are about 35 gas fireplaces throughout the complex and the rest are wood burning.

J. *Town of Dillon Water Report*
The Town tests ten locations for lead in the water every three years. There is no lead in the Town's plumbing but many buildings have lead solder. The tests came back with unacceptable levels of lead for the Lodge at Lake Dillon and Lake Cliffe. Marina Place was not tested. Notices with the test results will be posted in all units. Charles Johnson met with the head of the Water Department this morning. Twenty dwellings will be tested in March. Running the water for a minute should clean out the pipes and flush the contaminated water. The Town will be taking steps in about six months to remedy the problem by raising the pH of the water. Charles has ordered four test kits and could test each building if directed to do so by the Board. The tests cost \$15 each plus \$10 for the cooler rental to return the samples. David Brunk was the only Board member in favor of doing the water tests at this time. The other Board members were not in favor of testing now since the Town will be taking corrective action in the next six months. The Board agreed to send the information from the Town about the lead levels to the owners and to test the water in six months

after the Town has corrected the problem to ensure the lead levels are within acceptable limits.

V. OLD BUSINESS

A. *Unit 225*

Al Watson met with Hindman Sanchez regarding Unit 225 to discuss the sale of common elements to the owners. It was determined that this action would be extremely complicated and expensive. A more reasonable alternative would be to lease the space to interested owners. The cost to draw up the legal documents for a lease would be \$350 – 450, which would be paid by the leasing owner.

Al Watson made a motion to accept the leasing option for the owners who have the space available. David Brunk seconded and the motion carried.

VI. NEW BUSINESS

A. *Rekeying*

Charles Johnson said the Association has historically rekeyed every five years. There have only been a couple of instances of unauthorized use of units in the past few years. The cost to rekey is about \$60/door. The Board agreed that owners should be responsible for rekeying their own units. Owners will be informed at the next Annual Meeting.

B. *Balcony Railings*

A risk assessment was done and the balcony railings were once again identified as an issue. The railings are included in the Reserve Study for about \$10,000 annually, but this would only pay to replace the railings for one floor of one building. A volunteer should be solicited to head up a committee. Charles Johnson said the main concern was not the railing spacing but the ability for children to climb the railing. The risk assessment agent will be asked to provide an opinion on the retrofit David Brunk did for his balcony. Mark Vecchi volunteered to work on a solution with Charles. Any solution will have to be approved by the County, the insurance agency and the owners. Charles said the risk assessor anticipated that the insurance company would send a letter requiring Marina Place to do a railing upgrade.

C. *2013 Budget*

The budget as written includes a 2% increase to the Reserve Fund contribution. There is \$10,000 included in Operating for the balcony railings.

David Brunk made motion to approve a 2% overall increase to the dues. Al Watson seconded and the motion carried with three in favor and Mark Vecchi opposed.

The Board agreed to table approval of the 2013 Budget until Christa Mehard is present to participate in the discussion.

Following further discussion, David Brunk withdrew his motion.

D. Insurance and Water Expenses

Al Watson said he was frustrated with the 7% increase from the insurance company. Gary Nicholds said the policy would be put out to bid before the next renewal. He was told that the rate increases were due to extensive industry losses last year.

Al was also concerned by the high water expense. Gary Nicholds pointed out that a portion of the cost was for the capital fund.

E. BPM Contract

Discussion of the management contract was tabled until the next meeting. Charles Johnson said his intention was to continue to work at least two years (until December 31, 2014). The management fee has not been increased in about three years. Gary Nicholds said he would like a 2% increase if it can be worked into the next budget without a significant impact.

VII. SET NEXT BOARD MEETING DATES

The next teleconference Board Meeting will be scheduled by email. The next regular meeting was scheduled for Monday, January 21, 2013.

VIII. ADJOURNMENT

Susan Snyder made a motion to adjourn at 7:51 p.m. David Brunk seconded and the motion carried.

Approved By: _____
Board Member Approval

Date: _____