

**MARINA PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
February 9, 2016**

I. CALL THE MEETING TO ORDER

The Marina Place Condominium Association Board of Directors Meeting was called to order by Al Watson at 6:35 p.m.

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

Owner Louis Skowyra (#218) was a guest at the meeting.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Bruce Holisky. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVE PREVIOUS MEETING MINUTES

Al Watson made a motion to approve the October 6, 2015 Board Meeting minutes with the revisions provided via email by Susan Snyder. Sue Bays seconded and the motion carried.

Al Watson made a motion to approve the November 17, 2015 Board Meeting minutes with the revisions provided via email by Christa Mehard Dam. Susan Snyder seconded and the motion carried.

III. FINANCIAL REPORT

A. 2015 Year-End Financial Report

1. The Association ended the year \$21,706 favorable to budget with a surplus of \$16,604. The surplus will be rolled over to Reserves.
2. The Reserves ended the year \$46,675 favorable to budget in expenses due to savings from the Clubhouse roof and concrete walks.

There was no dues increase for 2016 for the third year in a row. The Reserve contribution will be increased 2% in accordance with the Reserve Study.

Bruce Holisky and Margarita Sherman will follow up on a couple of expenses that may have been charged to the wrong accounts or should have been charged to individual owners.

Mark Vecchi made a motion to accept the Financial Report. Susan Snyder seconded and the motion carried unanimously.

IV. PROPERTY MANAGER REPORT

A. *New Laundry Quote*

Bruce Holisky received an updated quote from CSC replacing the existing equipment with new coin-operated machines. The Association would receive 90% of all revenue and the cost would be \$22.50/machine/month.

Christa Mehard Dam said the Association does not pay anything for the existing equipment. Last year the total revenue from the machines was \$5,600 and the Association received 50% (\$2,800). The annual cost for the new machines would be \$4,320. If the Association would receive 90% of the revenue, the net revenue for the Association after paying for the equipment would be \$1,100.

She noted that the revenue from the machines has been steadily decreasing over the past four years, possibly due to more owners installing washer/dryers in their units. She suggested asking the membership if they want to keep the equipment at the July meeting. Other options would be to reduce the number of washers and dryers by 50% to lower the cost or to keep the existing equipment.

Al Watson proposed tabling further discussion and to keep the existing equipment unless there are complaints. Bruce Holisky will confirm with the vendor that the contract for the existing equipment can be continued.

B. *Signage Update*

Bruce Holisky sent the Board an email with a graphic for the fire door decals he would like to install that wrap around both sides of the doors. They would be a high performance vinyl with digital print. The decals should have a useful life of about 15 years since they will not be exposed to the sun. The Board authorized purchase of the decals.

C. *Clubhouse Engineering Report*

The engineer from Pie suggested installing a temporary wall structure until permanent repairs can be made to the steel angles that hold up the edges of the Clubhouse roof. The subcontractor they recommended, Blue Sky, could do this work within the next few weeks. Pie is recommending a modular system for the walkways and the roof but they have not yet provided a design.

Al Watson reviewed the report and sent an email to all Board members January 1st with his recommendations and ideas. He agreed that the sides should be shored up as soon as possible. Bruce Holisky was asked to get bids to shore up the sides from Blue Sky, Travis Construction and AGS. Pie should be asked to provide a design for the supports that can be used to obtain the bids. Bruce was asked to obtain the proposals within the next 30 days.

V. OLD BUSINESS

A. Gas Fireplace Cleaning

Bruce Holisky said there was a question at the last meeting about gas fireplace inspections. There is no legal requirement for inspection of gas fireplaces but three contractors he spoke with recommended annual inspections for both wood and gas fireplaces. There may also be a legal mandate regarding inspection of wood fireplaces. This expense is not included in the 2016 Budget. Bruce will solicit three bids.

B. New Board Member Status

Al Watson will contact George Mitsuoka (#332) to determine if he is interested in serving.

VI. NEW BUSINESS

A. Cobianet

Susan Snyder expressed dissatisfaction with the wi-fi service. Bruce Holisky said there were range and connectivity issues with the existing hardware. Upgrading the hardware and increasing the bandwidth to improve the speed has been discussed. Bruce will ask Cobianet to provide a solution and he will also research alternative service providers.

VII. SET NEXT BOARD MEETING DATE

The next Board Meeting was scheduled for Tuesday, April 5, 2016 at 6:30 p.m.

VIII. ADJOURNMENT

Al Watson made a motion to adjourn at 7:38 p.m. Mark Vecchi seconded and the motion carried.

Approved By: _____
Board Member Signature

Date: _____

**MARINA PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
April 5, 2016**

I. CALL THE MEETING TO ORDER

The Marina Place Condominium Association Board of Directors Meeting was called to order by Al Watson at 6:50 p.m.

Board members participating were Al Watson, Sue Bays, Mark Vecchi and Christa Mehard Dam.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Margarita Sherman and Bruce Holisky. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVE PREVIOUS MEETING MINUTES

Sue Bays made a motion to approve the February 9, 2016 Board Meeting minutes as presented. Al Watson seconded and the motion carried.

III. FINANCIAL REPORT

A. 2016 Year-to-Date Financial Report as of February 29, 2016

Christa Mehard Dam said Operating expenses were in line with budget and there were \$5,500 in Reserve expenses for Clubhouse 1 work.

B. Delinquencies

There was one owner delinquency for a total of \$3,300 in dues and late fees. This owner has been in arrears in the past. A payment plan was sent but there has not been any response. A delinquency notice was sent in January and the owner paid \$510 but not the remaining amount due. Margarita Sherman recommended turning the account over to the attorney.

Al Watson made a motion to have Gary Nicholds call the owner. If he does not reach the owner, he will leave a message informing the owner that he has 48 hours to respond. He will also send a letter by certified mail with a return receipt with a one-week deadline for response. If the owner does not comply, the account will be turned over to the attorney to proceed with collections. Sue Bays seconded and the motion carried.

IV. PROPERTY MANAGER REPORT

A. Gas Fireplace Insert Inspections

Bruce Holisky asked the Board if the fireplace inspections should be an individual owner responsibility or if he should schedule a contractor to inspect annually or every other year. Al Watson felt the Association should pay for an annual

inspection of both gas and wood fireplaces and owners should pay for any repairs that need to be made. For gas fireplaces, the Service Monkey bid was \$40/unit and the Chim Chiminee bid was \$45/unit.

Al Watson made a motion to have the Association coordinate inspections of all fireplaces this year, and to schedule gas fireplace inspections every other year and wood burning fireplaces annually going forward. Christa Mehard Dam seconded and the motion carried. Bruce Holisky was asked to try to negotiate a discounted price for a three-year contract.

B. Clubhouse Shoring

Bruce Holisky received two proposals to frame inside the room with the rusty steel angle.

1. Blue Sky - \$1,975. Blue Sky is the contractor PIE works with and they could complete the work in the next week or two.
2. Primestar Property Solutions - \$1,900. Primestar could do the work tomorrow or within the next two to three weeks.

Al Watson made a motion to accept the proposal from Blue Sky to shore up the Clubhouse. Christa Mehard Dam seconded and the motion carried.

C. Pool Coating

The pool coating in Clubhouse 1 is flaking. Bruce Holisky said the shoulder season would be a good time to drain the pool and address the issue with a recoat or another solution. Al Watson noted that the pool was recoated last year. He thought the coating should last longer than one year. Bruce said most of the flaking is in the transition area from the floor to the wall and it could be caused by shifting or settling. Christa Mehard Dam thought it might have been caused by improper curing of the coating before refilling. Bruce will follow up with Charles Johnson and the previous contractor. He will create a log for tracking issues.

D. Fire Extinguisher Inspection

The Board decided by email to have a licensed professional provide an inspection. It should be completed within the next two weeks. Western States will inspect the fire sprinkler system and sprinkler heads at the same time. Gary Nicholds will look into having Bruce Holisky certified to inspect the fire extinguishers and determine if there are any liability issues. He will discuss this issue with the Fire Chief and the insurance carrier.

E. Insurance Renewal

Gary Nicholds said the insurance was put out to bid. The bid from Community Association Underwriters was \$2,031 lower than last year's premium and includes guaranteed replacement cost.

V. OLD BUSINESS

A. New Board Member Status

Al Watson will contact George Mitsuoka and Louis Skowyra to determine their level of interest. Al will copy the Board on the email he sends to them and request biographical information from them if they are interested in running for a Board seat.

B. PIE Report

Al Watson will send an email outlining his comments. The Board should reach consensus about moving forward by email. Bruce Holisky said earlier in the winter there was some water intrusion but this has subsided with the warmer temperatures.

C. Cobianet/Sundial

Bruce Holisky said the current system uses exterior access points around the property. When multiple users connect, it causes noise and poor performance. Sundial would like to install access points in each unit and eliminate the exterior access points. Sundial will also be offering cable service with HD channels in the future. Bruce will create a comparison for Board review. The Association is still under contract with Comcast for at least three years. Bruce was asked to do additional research about the options and costs for Cobianet.

VI. NEW BUSINESS

A. Annual Meeting

Gary Nicholds said the Annual Meeting will probably be held at the Best Western Ptarmigan. Gary will work on identifying a topic for the owner education segment. Al Watson suggested having someone from the state address the evolution of HOA's or Bob Evans from the Marina provide a presentation on the Master Plan and projects.

VII. SET NEXT BOARD MEETING DATE

The next Board Meeting was scheduled for Tuesday, June 21, 2016 at 6:30 p.m. The Annual will be Saturday, July 9, 2016.

VIII. ADJOURNMENT

Al Watson made a motion to adjourn at 7:55 p.m. Mark Vecchi seconded and the motion carried.

Approved By: _____
Board Member Signature

Date: _____

**MARINA PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
June 21, 2016**

I. CALL THE MEETING TO ORDER

The Marina Place Condominium Association Board of Directors Meeting was called to order by Susan Snyder at 6:36 p.m. via teleconference.

Board members participating were Susan Snyder, Sue Bays and Mark Vecchi.

Owners Louis Skowrya (#218) and George Mitsuoka (#332) were guests at the meeting.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Bruce Holisky. Margarita Sherman participated via teleconference. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVE PREVIOUS MEETING MINUTES

The April 5, 2016 Board Meeting minutes will be approved by email.

III. FINANCIAL REPORT

A. 2016 Year-to-Date Financial Report as of May 31, 2016

Margarita Sherman reviewed the financial status:

1. Total Operating Revenue - \$1,941 favorable to budget due to Laundry income.
2. Total Operating Expenses – \$11,967 favorable to budget.
3. Net Operating Income - \$12,870 actual vs. (\$1,000) budgeted deficit.
4. Reserve Revenue – within budget.
5. Reserve Expenses - \$9,351 for the Clubhouse project.
6. Net Reserve Income - \$77,709, which was \$9,159 unfavorable to budget due to the unbudgeted Clubhouse project.

B. Delinquencies

The only past due amounts were for gas charges, which were emailed to the owners. The credit balance of \$22,497 is due to prepayments. The owner who was past due as of the last meeting has paid in full and signed up for ACH dues payments.

Sue Bays made a motion to accept the financial report. Mark Vecchi seconded and the motion carried.

IV. PROPERTY MANAGER REPORT

A. *Bike Storage*

Bruce Holisky provided a summary of the number of bikes on property and the various locations these are being stored. A large number of bikes are being stored under the stairwells; approximately half of the stairwells have bikes. There are 10 – 15 bikes stored in stairwells and one kayak in the stairwell of Building 4. Bikes are being chained to fire suppression water pipes and some racks have been installed by property owners in the garage for bike and kayak storage. Bruce said there were no common areas available for bike storage in Building 1. There could be space created for a bike rack in Building 1 outside of Clubhouse 1 on the lake side. Building 2 has three different areas and two of them already have bike racks. Building 3 has one rack and Building 4 has a small area that could be used for a rack.

The Board discussed the options for bike storage and ultimately agreed not to allow owners to install personal bike racks in their parking spots. The parking areas are considered common space. A bike rack should be installed at Building 4 by the stairwell. Bruce offered to assist owners with the removal of the existing storage racks/boxes in the garage areas. No storage of any kind will be permitted in the stairwells. Bruce will post notice in the common areas with a 90-day deadline for owners to remove the bikes from the common areas and stairwells or to contact Bruce to make arrangements. Any bikes that are not claimed by the deadline will be removed and donated. This topic will be added to the Annual Meeting for discussion and an informal vote of the membership. The Board will also draft a policy for storage of items in the garage and send out notification to the owners.

B. *Roof Project*

The two penthouse roofs on Building 2 are 20 years old and are scheduled for replacement in the Reserve Study. Mark Hubbard from Turner Morris inspected them, confirmed they should be replaced and provided a proposal that included an additional 3” of insulating foam and a 20-year warranty. The price came in \$10,000 – 12,000 over budget due to increased labor costs. Bruce Holisky was asked to research the cost per square foot for the most recent roof replacement by Turner Morris. He will solicit bids from The Roofing Company and G&G Roofing. He will use the Turner Morris bid as a basis for soliciting the other bids to ensure consistency.

There was general discussion about recent roof leaks. Bruce Holisky was asked to research the terms of the Turner Morris roof warranty.

Bruce Holisky was asked to create a spreadsheet that provides details of the square footage of each roof section, when it was last replaced, the warranty on each specific section of roof and the cost per square foot.

C. *Building 2 Painting*

Building 2 painting is scheduled for this year. Bruce Holisky has requested bids and will forward them to the Board once received.

D. *Gutter Downspouts*

The downspouts terminate high off the ground. Some areas have issues with dripping and large icicles forming. Bruce Holisky recommended extending the heat tape and downspouts to the ground at an estimated cost of \$250/each for 10 – 15 locations (\$9,500 total). This would divert the water into the ice melt trough and minimize water flowing into the garage areas. It may be possible to negotiate a discount if all locations throughout the property are included in the project.

One contractor indicated he would not provide a warranty for spliced heat tape. Mark Vecchi asked Bruce to obtain two more bids.

E. *Boilers*

The plumber mentioned to Bruce Holisky that the boilers for the ice melt system are aging and may need to be upgraded or replaced in the future. Bruce will solicit bids for potential boiler upgrades. It needs to be confirmed if the boilers are in the Reserve Study and under which year.

F. *Clubhouse 1 Pool Coating*

The pool coating was redone last year but it is already flaking. Bruce Holisky obtained a couple of different bids. He talked to the contractors who worked on the coating last year but they were not willing to honor the warranty because they did not have control of the whole process. Bruce has worked with one contractor who would provide a warranty on his work and the company supplying the coating would provide a 15-year warranty on the materials. The cost would be just under \$5,000 to have everything cleaned out and redone. The Primestar bid was \$7,700. Two other requests for bids were sent out but were returned as no quotes. Mark Vecchi requested information about the type of epoxy the contractor would use. Susan Snyder mentioned that there was some concern in the past that there may be a slow leak in the pool. Bruce said this was not currently an issue. The timing for replacing the coating will be discussed at the next Board Meeting.

F. *Clubhouse Project*

PIE Engineering dug in some areas on the roof of Clubhouse 1 and created an engineering report. They suggested shoring work in the closet, which was completed by Blue Sky Restoration. The cost to build two walls and shore everything up was \$1,500. Blue Sky will provide a proposal for removing the soil, evaluating the leaks, replacing the membrane and replacing the soil or using modular decking to provide access for future repairs. Modular decking would also decrease the weight load on the roof. Another contractor has also looked at it and Bruce is waiting for a bid.

V. OLD BUSINESS

A. New Board Member Status

Louis Skowyra and George Mitsuoka indicated they would be interested in serving on the Board. Gary Nicholds said Christa Mehard Dam indicated she would prefer not to run again at this time if there are two new candidates. Gary asked Louis and George to provide biographical information that can be sent to the owners with the meeting packet.

VI. NEW BUSINESS

A. Annual Meeting

Susan Snyder, current Board Vice President, will step into the role of President and will run the Annual Meeting since Al Watson has sold his unit.

VII. SET NEXT BOARD MEETING DATE

The Annual Meeting will be Saturday, July 9, 2016 at 9:00 a.m. at the Ptarmigan Best Western in Dillon. The Board and the two candidates will meet for breakfast at 7:00 a.m. at the Arapaho Café prior to the meeting.

VIII. ADJOURNMENT

Sue Bays made a motion to adjourn at 8:05 p.m. Mark Vecchi seconded and the motion carried.

After the meeting was adjourned, it was noted that the two owners interested in serving on the Board were not officially elected by the current Board members. Susan Snyder made a motion to appoint George Mitsuoka and Louis Skowyra to the Board to fill the vacancies of Al Watson and Christa Mehard Dam. The motion was seconded by Sue Bays. All current Board members voted in the affirmative.

Approved By: _____

Board Member Signature

Date: _____

**MARINA PLACE CONDOMINIUM ASSOCIATION
ANNUAL MEETING
July 9, 2016**

I. CALL THE MEETING TO ORDER

The Marina Place Condominium Association Annual Meeting was called to order by Susan Snyder at 9:08 a.m. in the Ptarmigan Conference Room at the Dillon Best Western.

Board members present were:

Susan Snyder, President, 315
George Mitsuoka, 332

Sue Bays, 338
Louis Skowyra, 218

Owners present were:

Raymond & Rose Marie Begin, 115
Carolyn Skowyra, 218
John Charbonneau, 224
Laura Foster, 227
Sandy Bradfield, 232
Joel & Louise Carter, 319
Melora Bentz, 325
David Patterson, 333
Connie Gillen, 412
David & Pamela Brunk, 422
Al & Judy Baker, 427
George Ballweg, 432
Robert Winstead, 434

Paul & Noemi Leo, 124
Judy Lank, 217
Gerald & Diane Simonton, 225
Jeff English, 231
Nancy May, 316
John & Paula Googins, 323
Linda Niven, 333
Don & Judy Brockmeier, 336
Marin & Susan Henderson, 416
George Coel, 425
Karl Bebendorf, 431
Ernest & Cecile Berliner, 433
John Goldstein, 435

Representing Basic Property Management were Gary Nicholds, Bruce Holisky and Margarita Sherman. Margot Mayer of Summit Management Resources was recording secretary.

II. PROOF OF NOTICE/QUORUM

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

III. VERIFICATION OF NOTICE

Notice of the meeting was sent in accordance with the Bylaws.

IV. TOWN OF DILLON UPDATE

Town Manager Tom Breslin and newly appointed Council Member Carolyn Skowyra provided an update on Town activities. The Town is healthy financially with sales tax revenue up 12% from 2015. Capital improvements projects include digital signage along the highway, redoing the bike path from Summerwood to Dillon, striping the recreational path on LaBonte Street, steps from the recreational path to the marina, and a new 1.5 million gallon water tank, to be installed this summer.

A Master Plan to improve the Town Park has been developed for projects to be completed over the next five years. There are two more meetings to be held to finalize a Master Plan for the

Cemetery. The Master Plan for the Amphitheater is in place and work is scheduled to start at the end of the summer in 2017 with completion in 2018.

The Farmer's Market will run through the first Friday in September. The airshow was a success and the Air Force Rock and Roll Band played in the amphitheater afterwards. The Brew Fest was the following weekend. There will once again be Friday and Saturday concerts, dance nights and historical society events. A July 4th celebration was held, the Lake Dillon Art Festival will be held July 15 – 17 and there will be family friendly Movies on the Water and Women & Wine Water Tours throughout the summer. The Dillon Open Regatta will be held on August 6 – 7 and there will once again be a Town Party Day in Marina Park. The Pro Challenge Bike race will come through Dillon with a sprint on LaBonte Street on August 13th. Other events include The 106° West Dillon Triathlon held on September 10 and the Annual Marina Mutt Show on September 10. Events are posted on the Town of Dillon's website.

An owner asked about the status of parking on the bike path by the Yacht Club Condominiums. Tom Breslin said that the State Supreme Court has ruled in favor of the Town of Dillon.

The Town of Dillon will work with Bob Evans at the marina on a homeowner's mid-week discount. The Town of Dillon will host a community chat on Thursday, July 14 at 5:30 p.m. at the Town Hall.

Owner questions and comments were as follows:

1. An owner asked if the new water tank installation would eliminate the lead in the water. Tom Breslin said chemicals are added to neutralize lead but there is lead leaching from the pipes inside the condominium buildings. He said the water is tested year round and it is safe to drink.
2. Al Baker said there were acoustic issues with the sound system during the airshow. Tom Breslin noted the comment.
3. An owner noted that there is always a wait list for kayak storage. Tom Breslin said the Marina fabricates the racks.
4. An owner asked if there were fireworks on July 4th. Tom Breslin said that the Town of Frisco offers the 4th of July firework show and the Town of Dillon does theirs on Sunday night on Labor Day weekend.
5. An owner asked about the CMC property. Tom Breslin said proposals were solicited for a campus extension. The Town of Dillon should be informed in August.

V. APPROVAL OF PREVIOUS MEETING MINUTES

Paul Leo made a motion to accept the July 11, 2015 Annual Meeting minutes as presented. Al Baker seconded and the motion carried.

VI. PRESIDENT'S REPORT

Susan Snyder reported that George Mitsuoka and Louis Skowyra had been appointed to the Board. Al Watson sold his unit and Christa Mehard Dam resigned from the Board. Mark Vecchi will remain on the Board but was not able to attend the meeting today.

Susan Snyder said that Clubhouse 1 leaks were discussed at the last Annual Meeting. The Board held five meetings to assess structural concerns and hired an engineering consultant to

provide a structural analysis and recommendations for mitigating the issues. This spring structural shoring was completed. The Board is awaiting competitive bids to remove all landscaping material from the top of the building and to replace the membrane. Due to weight restrictions, it is not possible to use heavy equipment. The project is scheduled for completion next year. The Board is researching options for materials to replace the dirt on top of the roof.

The Board looked into replacing the washers and dryers but had problems locating a vendor and decided to keep the existing machines and to revisit this topic in the future.

Bruce Holisky recommended extending the downspouts and installing heat tape to direct water away from buildings. An owner commented that water runs in their parking spot and creates ice dams.

Funding to remodel and re-roof both Clubhouses is part of the Reserve Study. The total cost is estimated to be \$500,000. Clubhouse 1 will be completed by 2018 and Clubhouse 2 will be completed by 2020, depending on the financial status of the Association.

Owner questions and comments were as follows:

1. Naomi Leo asked if the leak running into her parking spot was from Clubhouse 1. Susan Snyder said it was and explained that there are draining issues originating from the Clubhouse. The leak will be repaired but not before this winter. It is hoped these issues will be resolved in 2017.
2. An owner asked about the options for the top of the Clubhouse. Susan Snyder said options include pavers, modular decking and picnic tables.
3. An owner asked if it would be possible to demolish the Clubhouse. Susan Snyder did not think it would be possible since it is part of the structural foundation for some of the buildings.

VII. TREASURER'S REPORT

Margarita Sherman suggested that owners read the Financial Report that was created by Christa Mehard Dam. The Association ended 2015 with a surplus. The year-end surplus was transferred to the Working Capital Reserve.

As of May 31, 2016 the Association was operating \$12,870 favorable to budget mainly due to savings in utilities, snow removal and timing of billings. Year-to-date Reserve contributions were \$77,000 and there has been \$9,300 in Reserve expenses. Detailed financial reports are available from Basic Property Management for any interested owners. Owners may contact Margarita Sherman at 970-668-0717 Ext. 7000 with questions.

David Brunk made a motion to approve the Treasurer's Report. David Begin seconded and the motion carried.

VIII. MANAGER'S REPORT

Bruce Holisky reviewed completed projects:

1. The asphalt was patched.
2. Half of the sealcoating is done every other year and crack sealing is done every year.

3. The Town of Dillon thinned the trees at the edge of the property on the lake side and bike path.
4. Flowers were planted.
5. Sprayed for carpenter ants around the retaining walls by Building 1 and 3.
6. An old electrical transformer was replaced at no cost to the Association.
7. Two small sections are scheduled for roof replacement this summer. The bid from the current roofing contractor was rather high and another bid is being solicited.
8. Building 2 is scheduled for painting late this summer or early fall.
9. The boiler systems that control the ice melt system should be replaced or repaired.
10. Downspouts with heat tape extensions will enhance the function of the ice melt system.
11. Signage was updated. Decals were put on doors that doors should be kept closed.
12. Completed annual inspections of water heaters, backflow devices and fire alarm system.
13. The common area fire extinguishers will be tested.
14. Chimney inspections for wood fireplaces are scheduled for fall.
15. Gas inserts are scheduled for inspection every other year.
16. The Clubhouse 1 pump was repaired and the pump in Clubhouse 2 was replaced.
17. Hinges on both exit doors were repaired.
18. Bids have been requested to improve drainage with the work to be completed in late summer or early fall.

Owner questions and comments were as follows:

1. An owner the sliding doors were painted shut during the last painting cycle. Bruce Holisky will bring this to the contractor's attention.
2. An owner requested more frequent sweeping of the garage and vacuuming of the atrium.
3. Robert Winstead said the railing on the edge of the walkway in Building 4 seems to be leaning outwards. Another owner said there was a similar problem on Building 2 and the decking boards on the walkway should be repaired. Bruce Holisky will schedule repairs.
4. An owner requested touch up of the yellow paint on the walkways and stairs.
5. The owners thanked Bruce Holisky for his work on behalf of the Association.

IX. OLD BUSINESS

A. Storage

Susan Snyder said bids for bike racks have been requested and the Board is working on a storage policy. Currently bikes and other items are stored in areas that are not safe, do not meet fire code and create an eyesore. The Association will provide storage in designated areas. Bike racks that are currently mounted to walls will be removed. Bike rack spots will be available on a first come, first served basis. The Board will develop an identification system and owners will receive notification and a follow up notification of the new policy. All bikes will need to be tagged and owners will need to cut off their tags within 60 days. Bikes and items stored in other areas will be removed after the established deadline.

In a show of hands, all but two owners were in favor of no storage in stairwells or garages (including kayaks and longboards), bike storage only on bike racks provided by

the Association, the tagging of bikes and two notifications to the membership with a deadline.

Owner questions and comments were as follows:

1. An owner asked if there is a place where kayaks can be stored. A recommendation was made to install a kayak rack on top of Clubhouse 1. Susan Snyder said the Board would consider the recommendation.
2. An owner said there is an old car in the garage of Building 4 with oil pans underneath. Susan Snyder said this parking spot would be addressed.
3. Sandy Henderson noted that decals on doors have been effective. She recommended adding "Fire Lane" signs. Bruce Holisky said it has been challenging to control parking due to the lack "No Parking" signs. Notice will be sent to the membership that Property Management will start towing illegally parked vehicles.
4. Carolyn Skowyra said if kayaks and longboards could be stored on decks if there is no other space available and if it would be possible to create storage outside Clubhouse 1. The Board will look at the area. A comment was made that Dillon Marina offers kayak storage and charges \$110. David Brunk said he would like to see a dedicated Dillon Marina kayak storage to avoid the waiting list. Susan Snyder said the Board would discuss alternatives.

X. NEW BUSINESS

A. Cable TV/Internet

Internet has been an issue and the Board will contact the current provider. The current contract expires in about three years. The Board will evaluate and research other providers. Owners who call Comcast to report a problem should call the bulk account phone number, and provide the Association bulk account number and the serial number for their equipment. Bruce Holisky will ask Comcast to provide a card with contact information and he will add each unit's information to the card.

B. Rental Units

An owner requested that owners who rent be reminded of their responsibilities. There have been incidents when the police had to be called for one unit that is rented online. He requested that rules be posted in rental units. Susan Snyder said owners should call the Board or Property Management to report problems so the unit owners can be contacted. A notice will be sent via email to the membership reminding them of the rules and the importance of sharing the document with their renters.

C. Owner's Directory

An owner asked if there was an owner's directory. Gary Nicholds said that owner information cannot be shared per Colorado law unless the owner provides written consent. Susan Snyder asked that another request be sent to owners to opt in to be included in the directory.

D. Action Items

Susan Snyder reviewed the Action Items: send notification to the membership to opt in to the owner directory, send an updated directory to the membership, send notification reminding owners of the Association rules and to educate renters and create a storage policy.

E. Dog Waste Problems

Several owners commented about bags of dog feces being left in the garage and dog owners not picking up after their pets around the property. Owners were reminded to be respectful of their neighbors and to keep dogs leashed at all times.

F. Snow Removal

Carolyn Skowyra said that snow removal this past winter was inadequate and damaged the grass. Gary Nicholds will address the issue with the contractor.

G. Insurance Coverage

Carolyn Skowyra asked the Board to review the Association insurance policy. She was not able to obtain a mortgage through Wells Fargo due to inadequate coverage for the buildings. Gary Nicholds said the "bare walls" policy is based on the requirements in the Declarations and Bylaws but he will check with the carrier.

H. Bird Nests

Sandy Bradfield said there were numerous bird nests on the property. Bruce Holisky said there are currently eggs in the nests and it is illegal to knock them down.

I. Smoking on Balcony

Nancy May asked if there was a policy about smoking on balconies. Susan Snyder said that the Association cannot prohibit an owner from smoking on their balcony.

J. Fire Extinguisher

An owner said that he has a fire extinguisher that was provided by the Association but it has not been tested. Susan Snyder said the Association does not provide fire extinguishers for the units and owners should test their own fire extinguishers.

XI. ELECTION OF MANAGERS

All five current Board members were running for reelection. There were no nominations from the floor. Carolyn Skowyra made a motion to reelect the incumbents by acclamation. David Brunk seconded and the motion carried.

XII. NEXT ANNUAL MEETING DATE

The next Homeowner Meeting will be held on Saturday, July 15, 2017.

XIII. ADJOURNMENT

A motion was made and was seconded to adjourn the meeting at 10:52 a.m.

Approved By: _____ Date: _____
Board Member Signature

**MARINA PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
September 20, 2016**

I. CALL THE MEETING TO ORDER

The Marina Place Condominium Association Board of Directors Meeting was called to order by Susan Snyder at 6:38 p.m. via teleconference.

Board members participating were Susan Snyder, George Mitsuoka, Louis Skowyra, Mark Vecchi and Sue Bays.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Bruce Holisky. Erika Krainz of Summit Management Resources was recording secretary.

Craig Powell of PIE was a guest at the meeting.

II. APPROVE PREVIOUS MEETING MINUTES

The June 21, 2016 Board Meeting minutes were previously approved and posted on the website.

Susan Snyder will send Erika Krainz the latest draft of the Annual Meeting minutes so they can be finalized and posted in draft form on the website.

III. FINANCIAL REPORT

A. 2016 Year-to-Date Financial Report as of August 31, 2016

Susan Snyder reviewed select line items from the Balance Sheet and Profit & Loss:

1. Total Checking/Savings - \$687,882
2. Accounts Receivable – (\$17,364) credit balance for dues prepayments.
3. Snow Removal - \$1,920 favorable to budget.
4. Utilities Electric - \$3,331 favorable to budget.
5. Utilities Gas - \$3,112 favorable to budget.
6. Clubhouse 1 - \$3,790 favorable to budget.
7. Clubhouse 2 - \$3,214 favorable to budget.

B. Reserve P&L as of August 31, 2016

1. Elevator Cab Refurbish - \$8,000. Bruce Holisky said the elevator cab looks pretty dated and could use some work.
2. Paint Building #2 - \$42,500. Bruce Holisky said he received a bid of \$28,000 but he recommended waiting to do this project until next spring based on the colder temperatures. This funding will be moved forward to 2017.
3. Siding/Trim - \$15,100. Bruce Holisky recommended waiting until spring to do this project. He will do touch-up this fall as needed. This funding will be moved forward to 2017.
4. Concrete Walks - \$15,000. Bruce Holisky said the Board had decided not to do this project. He has done some patching and it is holding up relatively well. He

felt this project could be tabled until spring. This funding will be moved forward to 2017.

Sue Bays made a motion to accept the financial report. Mark Vecchi seconded and the motion carried.

IV. PROPERTY MANAGER REPORT

A. PIE Consulting Proposal

Bruce Holisky sent the proposal to the Board for review. The proposal includes creating a design for repairs based on their findings, replacement of soil and providing oversight for the contractor selected. The total base cost for the proposal is \$15,900 or \$19,400 including the optional services.

1. Plaza design services - \$6,400
2. Deck design services (optional) - \$1,500.
2. Bid review and contractor selection - \$1,500.
3. General Contractor service - \$8,000
4. Electronic leak detection for membrane (optional) - \$2,000

Susan Snyder will consult with her brother about the details of the proposal. Bruce Holisky will get a second opinion from another contractor. Margarita Sherman will be asked to review the financial impact of this expenditure on Reserves.

Craig Powell of PIE rep joined the call and provided a summary of the proposal. Craig indicated that if the membrane is in good condition, the repairs would be mainly focused on the metal work, resurfacing concrete, and concrete termination with the membrane. The electronic leak detection determines the integrity of the membrane which will provide information regarding the integrity of the membrane to determine reuse/repair of the current membrane or full replacement of the membrane. Susan Snyder asked him to provide the warranty information for the roof material. He said the contractor would provide the installation warranty and it is typically one year but there could be an option to contract for extended coverage at a slightly higher contract cost.

B. Bike/Kayak Storage

Bruce Holisky will resend the letter to the owners in the next few days. He has ordered and received several different bike racks. Bruce has worked with about 10 different owners to remove tags and relocate bikes. He will assemble and install them in the next week. The racks will add another 30 – 40 spaces. He estimates about 25% of the tagged bikes will end up being donated

Louis Skowyra said there had been staff changes at the Marina and suggested waiting until spring to approach them about kayak storage. Bruce Holisky said there was a space that could be used to store about 10 kayaks in the meantime. He would need to have a metal rack fabricated. He will get a cost estimate for a rack and forward the information to the Board.

Bruce Holisky was asked to follow up with the owner of Unit 417 regarding the ceiling mounted rack.

The Board recognized Bruce Holisky for his work on this project.

C. Crack Seal/Sealcoat

The sealcoating has been completed for the driveways by Buildings 2 and 4 and the lake end driveways of all buildings. All asphalt was crack sealed. There is some spidering by Building 4 and the contractor added a crack seal perimeter to prevent it from spreading. The contractor M&M Asphalt has agreed to provide a discount if a three-year contract is signed.

D. Downspouts/Heat Tape

The electrician will be finishing up the heat tape in the next day or two and the downspouts will be extended by the middle of next week.

E. Building 2 Paint

The Board agreed to table this project until spring. Bruce Holisky will touch up areas as needed before winter.

F. Building 2 Roof Sections

The bid from Turner Morris to replace the two sections of the penthouse labeled "D" on the schedule (800 square feet total) was much higher than five years ago. They recommended using the Duralast PVC roof product. Bruce Holisky did an analysis of the costs for the roofing projects since 2012 in comparison to the Turner Morris bid. He was not able to identify any large increase in the pricing per square foot. He contacted two other local roofing contractors, but they would install an EPDM membrane, which is less expensive, instead of PVC. A fourth company recommended a spray silicone roof. Mark Vecchi said there would be a fifth option but he was in favor of the PVC product. Turner Morris felt these sections could withstand another winter. Bruce noted that these two sections of roof would be a good area to test an alternative material. The Board will continue this discussion at the next meeting.

G. Pool Coating

Susan Snyder made a motion to proceed with the pool coating project at a cost of approximately \$3,700 this fall. Mark Vecchi seconded and the motion carried.

H. Water Testing

The Town has contacted Bruce Holisky about follow-up testing for lead in the water. They will test four units in the next week.

V. OLD BUSINESS

A. Owners' Directory

Kerry Hartnett sent out another request to owners. She has received a few responses. She will finalize the list and send it out this week.

B. Insurance

Gary Nicholds said there were issues with the previous insurance company that caused some problems for purchasers. The issues were related to the amount of coverage for the buildings. There is now unlimited guaranteed replacement cost coverage with the new carrier CAU.

C. Rules

Susan Snyder would like to add a discussion of the Rules to the next agenda.

VI. NEW BUSINESS

A. Snow Removal Contracts

The previous contractor is moving out of state. Two contractors have expressed interest in providing bids and Gary Nicholds is working with a third. Louie suggested looking at the snow removal companies for the neighboring complexes to see who they use and whether the Association could obtain a better rate. Louie requested that a bid also be solicited from Gentry.

B. Clubhouse 1

Susan Snyder suggested getting an estimate for the interior renovations that include bringing elements up to code as required. Bruce Holisky will talk to the pool coating contractor about this issue.

C. Sundial Proposal

George provided a summary of his discussion with Sundial regarding the internet service. Sundial is willing to install access points in each unit at a cost of \$100 per unit. They analyzed the usage and determined that the usage never exceeded the maximum bandwidth. The access points in each unit would reduce the interference and improve service. They could also provide DirecTV television service through a satellite dish. Sue Bays pointed out that the Comcast contract term was ten years and early termination would have to be negotiated in order to switch to a satellite dish.

Bruce Holisky said he was told by David Dean that the upgrade would be provided at no cost. The Board will do additional research and discuss this topic at the next meeting.

Gary Nicholds was asked to send a communication to the homeowners to solicit feedback from the membership on internet access and performance. This list of issues / concerns could then be compiled and submitted to Sundial.

VII. SET NEXT BOARD MEETING DATE

The next Board Meeting was scheduled for Tuesday, December 6, 2016 at 6:30 p.m.

George Mitsuoka recommended trying Google Hangouts for the next meeting. He will help all the Board members set up the system. He also suggested using Google Docs to simplify the document amendment process.

VIII. ADJOURNMENT

Mark Vecchi made a motion to adjourn at 8:22 p.m. Sue Bays seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**MARINA PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
December 6, 2016**

I. CALL THE MEETING TO ORDER

The Marina Place Condominium Association Board of Directors Meeting was called to order by Susan Snyder at 6:12 p.m. via teleconference.

Board members participating were Susan Snyder, George Mitsuoka, Louis Skowyra, Mark Vecchi, Sue Bays and Christa Dam (joined at 6:53 p.m.).

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Jason Blarjeski, Margarita Sherman and Bruce Holisky. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. APPROVE PREVIOUS MEETING MINUTES

Susan Snyder will resend the September 20, 2016 Board Meeting minutes to the other Board members by email. She asked that everyone respond by email to indicate their approval or request any additional changes by the end of the week.

III. PROPERTY MANAGER REPORT

A. Bike & Kayak Update

Bruce Holisky reported that all but one of the stairwells in Building 4 have been cleared of bikes and kayaks. There are two kayaks remaining in Building 4 and they will be moved to the new racks at the lake end of Building 1 once he has completed the installation. The rack hanging from the garage ceiling at the lake end of Building 4 has one kayak in it and he will coordinate moving of the kayak with the owner the next time the owner is in town.

B. Downspouts/Heat Tape

All of the heat tape has been extended and downspouts installed on all buildings. There are a couple of sections of heat tape that are not functioning properly and will be repaired in the next few days. The ice melt system has been turned on for the winter and appears to be functioning well.

C. Snow Removal

The contract was awarded to Gentry and they have done an excellent job so far. They are being paid on a per plow basis.

D. Building 2 Penthouse Roof

Turner Morris provided bids for the two sections on Building 2 last spring. The estimates were considerably higher than the bid provided five years ago. Turner Morris will honor this year's bid through the end of December. Bruce Holisky researched other contractors and found one who provided a bid for a silicone spray coating. These two small sections of roof might be a good area to test the new product. The other options

would be to replace the existing PVC membrane with the same PVC product or with an EDPM rubber membrane. A PVC membrane would be the most expensive and EDPM would be less expensive. The spray on silicone would be the least expensive, have the same longevity as PVC or EDPM and includes a 20-year warranty. It could be sprayed on top of the existing membrane. The contractor will be providing a bid.

E. Clubhouse

Bruce Holisky reported that the leaks have increased and the Clubhouse was closed due to the loosened boards on the walls and ceiling of the sauna. Bruce continues to work with PIE Engineering on a solution, which will include replacement of the soil on the roof with a modular decking solution and drainage improvements. This project is a high priority but cannot be done until spring. He has requested bids from several contractors for this work. The interior repairs should not be undertaken until the roof repairs have been completed.

The boiler that heats the room and the hot tub has failed. The boiler room and restrooms are currently being heated with electric and space heaters. There are also a number of air leaks from the glass windows. The boiler has a long run for ventilation, which is no longer code compliant. Bruce received a bid to replace the boiler, which will include some plumbing work. He would like to construct a partition in the mechanical room to keep the chemicals separate from the intake air for the boilers to prevent corrosion of the boilers.

The fiberglass pool shell has developed a bulge that is 6' long x 2' high x 5" deep. The coating is also failing. Recoating the shell may not provide the desired longevity.

In light of all the repairs that are needed and the \$300,000 budget, which is not enough to take care of all the work, Bruce recommended closing the Clubhouse for the winter to work on the projects. The first priority will be to fix the roof. The Board agreed not to proceed with recoating the pool based on the bulge. The two boilers could be replaced with one high efficiency boiler but it needs to be determined if the pool will be replaced first. Susan Snyder said the heat should be restored to prevent the pipes from freezing. Christa Dam suggested winterizing the building by draining the pipes and pool. The owners should be notified of the situation and asked to provide feedback on the possibly scenarios for use of the building. Bruce said it would not be a problem to drain the pipes. The electric baseboard heat in the bathrooms will need to be left on and the toilets flushed weekly. He can put antifreeze in the toilets.

Christa Dam proposed that further research be done and cost estimates obtained for refurbishing all the elements. There is some additional money in Reserves that could be allocated to this project. There is also \$150,000 allocated for remodeling Clubhouse 2 in 2020, which could be pushed back.

Bruce Holisky was asked to draft a letter to the owners with an explanation of the situation. He will send the Board the original bid information he has on file from Travis Construction. He expects he will receive a comprehensive bid from AGS for comparison. Susan Snyder noted that the exterior design should be provided by PIE.

Bruce said Blue Sky and AGS have been in contact with PIE. They are basing their proposals on the report that was provided by PIE.

There was general agreement of all Board members that the Clubhouse should be closed for the winter based on the conditions. Gary Nicholds will draft a communication to the owners by next Wednesday for Board review. It will then be sent to the owners by email.

The PIE proposal addresses includes their oversight of the project, defining the scope of work and assisting with the contracts. Susan Snyder said the quality assurance construction observation cost in the contract was a bit high. She would like PIE to provide a revised bid with a quote for an hourly rate plus transportation costs.

Susan Snyder will send Gary Nicholds an email that identifies the portions of the August 5th PIE proposal that need to be revised. The Board will vote on the updated proposal via email.

The Board agreed to send a second communication to the owners regarding the options and costs for the building once the proposals for the interior work have been received. Louie or George? volunteered to work on identifying options.

IV. FINANCIAL REPORT

A. 2017 Proposed Budget

Christa Dam provided a summary. The Association has been running a surplus for the past couple of years due to cost cutting measures. She anticipates the Association will end the current year with a surplus of approximately \$35,000, which can be transferred to Reserves. There is no dues increase proposed for next year. In accordance with a Board decision several years ago, the Reserve allocation will be increased 2%. The Comcast contract was renegotiated last year and the increase will be a maximum of 4% per year for the remaining four years of the contract.

The Reserve Study anticipated an upgrade to Clubhouse 1 in 2018 but this project could be moved forward to 2017.

Gary Nicholds has requested a 3% management fee increase. The Board will discuss this request. The proposed budget does not include any increase.

Sue Bays made a motion to approve the proposed 2017 Budget as presented including a 2% increase to the Reserve contribution. Mark Vecchi seconded and the motion carried unanimously.

V. OLD BUSINESS

A. Rules & Regulations

The Board agreed to table discussion of this agenda item and to address this issue in about six months.

VI. NEW BUSINESS

A. Status of Property Across the Street

An owner has asked about the status of the property across the street. A Board member said the properties have been replatted. They are available for purchase and development. There has been some casual interest but nothing has been confirmed at this point. The Town will be able to select the project that most benefits the community. The Town would prefer a development with mixed use including retail rather than just condominiums.

B. Cobia Net

George Mitsuoka said he had purchased a wi-fi extender at Office Max and it was working very well. The Board will revisit the internet issue in the spring.

VII. SET NEXT BOARD MEETING DATE

The next teleconference Board Meeting was scheduled for Thursday, December 15, 2016 at 6:30 p.m. via teleconference to discuss the management fee.

VIII. ADJOURNMENT

Mark Vecchi made a motion to adjourn at 7:44 p.m. Louie Skowyra seconded and the motion carried.

Approved By: _____

Board Member Signature

Date: _____