

**MARINA PLACE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 20, 2017**

**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, Louis Skowyra, Mark Vecchi and Sue Bays.

Representing Basic Property Management were Gary Nicholds, Patti Vande Zande 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 December 6, 2016 Board Meeting minutes as presented. Louis Skowyra seconded and the motion carried.

**III. FINANCIAL REPORT**

Patti Vande Zande reported that the Association was in a good cash position. There were no owner delinquencies. The only significant overage in the Operating account was for snow removal. There are some outstanding invoices for the month of January and she anticipated all snow removal categories would be over budget for the month.

The insurance claim for the elevator incident was not reflected in the report. Bruce Holisky said all information was submitted and he is waiting for the insurance company to approve the claim so he can proceed with the repairs.

Sue Bays made a motion to approve the Financial Report. Louis Skowyra seconded and the motion carried.

**IV. PROPERTY MANAGER REPORT**

*A. Snow Removal/Ice Melt Update*

Bruce Holisky said he had to bring in a loader to move some of the snow from the driveway after the garbage truck got stuck. There have not been any issues since the snow was moved.

The boiler for Building 1 and 3 snow melt has been serviced at least twice this winter. There are a couple of sections of the snowmelt that are not functioning. He is doing manual ice removal in those areas. The snowmelt for Building 4 is working fine. Most of the ice has now melted due to the recent warm temperatures. He suggested consideration of widening the driveway in front of Buildings 3 and 4 by five to six feet by removing some of the railroad ties on the right side.

The Board asked Bruce to get a bid for replacing the snow melt boiler. He noted that there would need to be some modification to the boiler room to provide adequate ventilation.

The downspouts are working well but there is an issue with the heat tape. The contractor provided a turnkey solution to extend the existing tape in the new downspouts but the electrical subcontractor provided a subpar product and the wrong type of new heat tape is connected to the existing heat tape. The existing heat tape is nearing the end of its useful life. It is brittle and not functioning in some areas. Bruce spent \$3,700 to purchase a spool of the correct heat tape to replace the incorrect tape from the roofs down the downspouts. Some of the breakers are not GFI protected. A reputable electrician has offered to install the new materials at cost with a discounted hourly rate. The original contractor has agreed to refund the Association about \$5,000 for the incorrect heat tape. The total cost to install the new correct heat tape, new breakers, new wiring to the roof and labor would be \$20,000 - \$22,000. The spool of heat tape he purchased will be adequate to address all the existing problem areas and to replace about half of the remaining original heat tape.

Susan Snyder noted that the Board had made a commitment at the last Annual Meeting to obtain three bids for all large projects. The other Board members agreed that Bruce should obtain two additional bids.

*B. Review PIE Proposal*

The updated proposal includes removing the soil, evaluating the existing roof, evaluating the foundation walls of the Clubhouse and Buildings 1 and 2 and testing for leaks and structural integrity for the rear wall of the Clubhouse. Evaluation of the drainage system was not included in the original proposal. During the last tour of the property, one of the PIE engineers looked for drains. There was a 5' icefall in Building 1 garage. He felt a drainage plan should be included in the proposal.

Susan Snyder said several costs increased for a total of over \$10,000. Susan said she would like to meet with Matt, Kade and Craig to discuss the new proposal. Bruce Holisky will schedule a meeting.

*C. Parking, Trash & Weed*

Gary Nicholds said there have been some parking issues. Bruce Holisky is dealing with them as they are reported.

A trash can that was used during a construction project was left in the garage and was being used by owners and guests instead of the dumpster. It has been removed.

A concern was expressed about renters smoking marijuana on the first floor and disturbing residents on the floors above. Gary Nicholds is working with the attorney and CAI on how to handle such issues consistent with Colorado law. He noted it is a common problem for all properties.

#### **IV. OLD BUSINESS**

*A. Review Comcast/Sundial*

Bruce Holisky forwarded a proposal from Comcast to the Board. The price was significantly higher than Sundial. The comments from Board members and owners indicate that they are satisfied with the system now that the interior access points have been installed. The Board agreed to continue with the Sundial service.

*B. Clubhouse 1 Options*

Bruce Holisky said he put this topic on the agenda to address usage of the Clubhouse areas in case any Board members had ideas. Louis Skowyra suggested looking at options for the sauna, steam room and hot tub upstairs, with/without the pool and possibly for a pergola. Mark Vecchi said he would like to know how much the dues would decrease without a pool. Susan Snyder suggested getting a bid for the cost of replacement of the existing facilities. A workout room would be another option but probably would not be used as much as a second hot tub. Clubhouse 1 should be reopened as soon as possible. Ideas and bids should be compiled by the end of March.

Bruce Holisky said he has given several contractors a tour of the property. If usage options can be decided, he could provide concept sketches.

Bruce Holisky said the walls by the sauna and around the bathrooms are not structural and are deteriorating. They need to be rebuilt and solidified or removed and replaced with something different. PIE is making the repairs to the structural wall.

The Board agreed to pursue cost estimates for the following options:

1. Option 1 – replace the pool and hot tub, bring the mechanical room up to code, renovate the bathrooms and renovate the sauna.
2. Option 2 – install two new hot tubs in the existing space or one outdoors on the lower level.

Bruce Holisky will put together a list and presentation with check boxes, sketches and ideas before the next meeting.

#### **V. NEW BUSINESS**

*A. Sewer Stacks*

Bruce Holisky said one pipe cracked and a section had to be replaced. There was a freeze in Building 2 earlier in the winter because the heat tape was not working. All heat tape is now functioning. Ace Drain has been very responsive to emergencies. Susan Snyder said a couple of the sewer stacks in the garages used to be cleared proactively on an annual basis. She asked Bruce to research which ones were done in the past.

**B. Hot Tubs**

Sue Bays said a family member commented that the hot tub water was green. Bruce Holisky said there was extremely heavy use since Clubhouse 1 has been shut down. He is doing his best to keep up.

**VI. SET NEXT BOARD MEETING DATE**

The next Board Meeting was scheduled for Monday, March 6, 2017 at 6:30 p.m. via teleconference.

**VII. ADJOURNMENT**

Sue Bays made a motion to adjourn at 8:36 p.m. Louis Skowyra seconded and the motion carried.

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

**MARINA PLACE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
March 6, 2017**

**I. CALL THE MEETING TO ORDER**

The Marina Place Condominium Association Board of Directors Meeting was called to order by Susan Snyder at 6:35 p.m. via teleconference.

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

Kade Grimosky and Matt Duncan of PIE were guests at the meeting.

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

**II. PIE ENGINEERING PROPOSAL REVIEW**

Susan Snyder stated that there was a price increase of about \$10,000 in the most recent proposal as compared to the proposal from August. She requested an explanation of the changes. The Board asked questions regarding electronic leak detection, the paver system, drainage, removal of the overburden, potential cost overruns, the scope of work, references for PIE, contractor recommendations and the time frame for the project.

Matt Duncan and Kade Grimosky provided the following responses:

1. The changes were made based on the observations during the property tour with Bruce Holisky. The main issues identified were the drainage and the roof repair or replacement.
2. One of the cost increases was based on the potential requirement for electronic leak detection (ELD) for the warranty, which was optional in the original proposal. This requirement will depend on the type of membrane selected.
3. The existing membrane is leaking at the edges but there is no evidence of infiltration in the center area. The leak testing cost estimate increased due to information from the Building Sciences division of PIE. The cost is based on the miles traveled, square footage of the area being tested and the number of leaks.
5. The paver deck system includes a slip sheet underneath each pedestal to protect the membrane. The drawings will include the load limit for the paver area.
6. The original proposal was a smaller scope of work. It was intended to address the edge conditions around the perimeter of the roof and did not address drainage.
7. The drawings from previous repairs made in 2000 and 2001 can be used as a basis for the new design. The recommended approach is to create the new design while the demolition is in progress.
8. There is a contingency that is a percentage of the total repair cost. It is normally sufficient to cover all costs for unexpected issues.
9. A chain or hammer will be used to identify areas of concrete that have been hollowed out and are compromised.

10. The drawings from 2000 and 2001 do not indicate the presence of any internal drains. The structural slab of the plaza is sloped to one side, resulting in drainage into a trench drain lined with gravel. If an internal drain is found after pulling out all the overburden, all waterproofing manufacturers have standard details for internal drains. A sump pump should be added to keep the drainage out of the garage.
11. The scope of work will include designing the membrane, evaluating the drainage and a structural evaluation. The proposal only addresses the plaza level. Matt Duncan did not think it included anything inside the community room or mechanical area but will confirm what was included in the original proposal. Susan Snyder felt the load bearing walls should be inspected.
12. There is some evidence of concrete scaling inside the mechanical room and closet but there is no rebar showing and it is not necessarily a structural issue.
13. PIE can provide a list of references and contact information. Mark Vecchi will follow up with the references.
14. PIE can provide a recommendation for a contractor to complete the installation but it will depend on the type of membrane selected.
15. Regarding the project timeline, the design process usually takes two to four weeks, depending on the availability of staff. PIE can provide a written commitment to complete the design within four weeks. Once the drawings have been completed, they will be put out to bid. The bidders will have two weeks to review the drawings, with questions answered during the third week and bids due by the end of the third week. The bid review process should take about one week. The structural evaluation and drainage system site observation should occur within a few days of demolition. The repair or membrane installation should not take longer than three weeks, depending on the membrane chosen. The timeframe for installation of the pedestal system will depend on the contractor selected and the size of the crew. It is estimated that the entire project should be completed within two months. It was noted that most waterproofing contractors are in the Denver area and many are already booked for the coming summer.

The PIE representatives left the call at 7:53 p.m.

Susan Snyder stated that based on a recommendation from her brother, the Board should not sign the proposal since it does not include potential repairs to the drainage system. This would be a change order and could end up being very expensive. She proposed drafting a contract with PIE instead. She suggested asking John Nelson, a contractor recommended by her brother, to draft a fixed fee contract to protect the Association from unforeseen circumstances. The other Board members agreed to this suggestion. John should also be asked to bring in someone to do a structural assessment. The Board also agreed to send a communication to the owners to solicit assistance from anyone with expertise in structural engineering.

### **III. APPROVE PREVIOUS MEETING MINUTES**

Susan Snyder will resend the minutes with her revisions to the Board for review.

### **IV. ELEVATOR**

Bruce Holisky sent all information to the Board by email. Thyssen Krupp has revised their proposal from \$9,200 to \$5,700 to replace both control boards for the elevator. Another

contractor thought only one board needed to be replaced. The cost to replace one board would be \$3,700 and the contractor indicated that replacing the second board later would cost around \$4,000. Bruce will determine how much the insurance company is willing to pay. The Board approved replacement of both boards.

Bruce will cover the vents (on all buildings) where the snow penetrated with plastic to prevent damage during the winter. This task should be added to the annual list.

**V. ADJOURNMENT**

Susan Snyder made a motion to adjourn at 8:09 p.m.

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

**MARINA PLACE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
April 24, 2017**

**I. CALL THE MEETING TO ORDER**

The Marina Place Condominium Association Board of Directors Meeting was called to order by Susan Snyder at 6:37 p.m. via teleconference.

Board members participating were Susan Snyder, Louis Skowyra and Sue Bays. Mark Vecchi joined at 7:18 p.m.

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

**II. APPROVE PREVIOUS MEETING MINUTES**

Susan Snyder said she needed to carefully review the technical details in the March 6, 2017 Board Meeting minutes. They will be approved by email.

**III. FINANCIAL REPORT**

Patti Vande Zande reported that as of the end of March the Cash balance was \$838,000. There was \$27,729 in prepaid dues and \$21,803 in Accounts Payable. Net income was \$45,300, tracking closely with the prior year. Snow Removal was \$6,900, which was \$3,300 over budget. The Association was operating at a loss of \$2,361, tracking with last year's budget at this time. Patti indicated that the financials are healthy.

The Reserve account had a surplus of \$47,758. There has been \$3,750 booked against Reserves for heat tape replacement.

Gary Nicholds said the Alpine Bank accounts are all under one tax identification number. The total balance is currently \$836,444 and FDIC only insures balances up to \$250,000. He recommended establishing a sweep account so any balance over \$250,000 is automatically transferred into other insured money market accounts. The funds would be liquid and accessible. Gary was asked to discuss this proposal with Christa Dam. Gary will determine what the signature requirements are to set up the account.

Sue Bays made a motion to approve the Financial Report. Louis Skowyra seconded and the motion carried.

**IV. PROPERTY MANAGER REPORT**

*A. Ice Melt Boilers*

Bruce Holisky said the ice melt boilers made it through the winter with a few small repairs. They are now turned off for the summer. The cost to replace them would be \$20,000 – 25,000 per boiler. This amount should be added as a placeholder in the

budget. He suggested doing some ELD leak testing by Building 3, which is estimated to cost approximately \$3,000.

**B. *Retaining Wall***

Bruce Holisky is working with Jon Nelson to determine the setbacks and develop design options to reinforce the existing walls to prevent further movement. One option would be to reinforce the wall with soil screws anchored into the soil. Another option would be to replace the walls with concrete if it is feasible within the setback or to use locking blocks similar to the ones in the wall below Walgreens. Jon will provide an estimate for his time, design services and implementation for the walls by Buildings 1 and 3 and for widening the entrance by Buildings 3 and 4.

**C. *Spring Property Clean Up***

The project will include pressure washing the walkways, refreshing the mulch and planting flowers and will be started once weather permits.

**D. *Building 2 Painting***

Bruce Holisky asked the painting contractor Louis to revise his proposal that was submitted at the end of last summer. His price for the scope of work requested last year was \$24,500. The new scope added the walkways and stair treads and painting the concrete landings on the first floor. The revised bid was \$29,300. Other bids provided last year without the additional items were \$34,800 from Allman Painting and \$45,300 from Primestar.

Mark Vecchi made a motion to proceed with Louis based on his updated proposal. Sue Bays seconded and the motion carried.

**E. *Building 2 Penthouse Roofs***

Bruce Holisky will be trying a spray coating instead of removing the old membrane. He has requested a firm bid and timeframe. The contractor will be extending a discount since it will be a case study. Bruce will forward the scope of work to the Board once received. He will ask the contractor for a reference for a local property with the treatment so he can take photos to forward to the Board. The product has a 15-year warranty. Bruce indicated that the spray coating on the local property was installed about six years ago and there are no current issues.

**V. OLD BUSINESS**

**A. *Clubhouse 1 Interior Plans & Cost Options***

1. Boiler Replacement – Bruce Holisky received one bid from Countryside for \$25,000 (including relocation to the other side of the room and installation but excluding some new plumbing that will be needed and a new heat exchanger at a cost of \$6,200) to replace the boiler that failed. This would replicate the previous system, with one boiler for the control room and hot tub and a second for the pool. The Tolin Mechanical estimate was about \$20,000 for the same work. Tolin also provided a second, more expensive, option that would replace the two boilers with one larger boiler. The approximate cost would be \$40,000

- for the boiler plus about \$6,000 for plumbing work. All estimates include making the necessary ventilation modifications.
2. Storefront Glass – Two companies took measurements. Bruce Holisky has confirmed the code requirements for the type of glass required and will pass on this information to the contractors so they can provide estimates.
  3. Pool – The cost to resurface the pool is \$5,000 – 7,000 based on quotes Bruce Holisky received. This estimate assumes the existing fiberglass shell will be kept. The shell has a bulge in the side. Replacing the existing pool size and shape (30' x 13') with an equivalent fiberglass shell is not feasible since a new shell would be too large to fit in one piece through the door or windows. The estimated cost to replace the pool with a sprayed concrete shell is \$80,000 – 100,000. This estimate includes all plumbing, installation costs and a heat exchanger. This option would have more longevity than resurfacing the existing shell. All agreed that resurfacing the existing pool shell did not make sense because of the integrity and structural issue with the bulge.
  4. Hot Tubs – The pool could be replaced with a 7' x 12' hot tub at a cost of approximately \$30,000. The boiler size could probably be reduced. The existing hot tub could be kept or replaced. Susan Snyder said there had been consideration of an outdoor hot tub but this would be very expensive due to heat loss, the need for a fence to restrict access and likely higher insurance costs. Gary Nicholds also pointed out that outdoor tubs are also very labor intensive and can cause noise issues for the surrounding units.
  5. Sauna – The sauna could be redone at a cost of \$10,000 – 12,000.
  6. Flooring – Two contractors have looked at the floors in the main area, bathrooms and sauna. They will provide proposals for a non-slip hard surface. Bruce is waiting for a cost estimate for a spray finish coating for the open face block walls.

The Board discussed options for the interior space of Clubhouse 1 (Louis Skowyra left the meeting at 7:19 p.m.):

1. Option 1 – Redo the pool and keep the same configuration. The total cost would be over \$150,000 plus the glass and wall treatment. A summation of all the costs needs to be completed.
2. Option 2 - Convert half of the space into a game room, workout room or small gathering space. Update the sauna and convert the pool to a hot tub or replace the pool with two hot tubs. The total estimated cost was under \$100,000 plus the glass and wall treatment. There was discussion about whether a workout room would be utilized. Susan mentioned that condominium complex she visited reported that there was not much use of their workout room. In addition, the ongoing repair and maintenance of equipment could be costly and a time sink. Adding a game room was discussed. Pool tables would cost \$3,000 – 20,000 depending on the type. All understood that game rooms see heavy usage. The option for a small gathering space was discussed. A television would be less than \$1,000. A bar/kitchen area with a small refrigerator would cost \$10,000 – 20,000.

Bruce Holisky was asked to obtain estimates for remodeling the bathrooms.

Bruce Holisky was asked to solicit three architect bids to create drawings for a couple of options with partitioning the existing space into a spa versus dry room space. He will email the bids to the Board for review and a vote. Comprehensive bids for each option will be completed to provide comparison between options.

Bruce Holisky noted that the cost estimates for Option 1 did not include pricing for a general contractor to manage the project. Bruce recommended that a general contractor be hired to manage whatever option is chosen. The Board agreed pricing for a general contractor should be obtained.

## VI. NEW BUSINESS

### A. *Utilization of Jon Nelson for Generation of Other Contracts*

Susan Snyder suggested hiring Jon Nelson to help generate the contracts that will be required to execute the Clubhouse repair work that will be designed by PIE. Bruce Holisky thought his rate was \$150/hour.

Bruce Holisky will meet with Kade from PIE this week and will provide the Board with her recommendations and a summary of their discussion. Susan Snyder recommended engaging Jon Nelson to look at the plans before selecting the materials and design. The other Board members agreed.

Bruce Holisky was asked to confirm Jon Nelson's hourly rate and to request an estimate of how much time he would need.

Susan Snyder made a motion to engage Jon Nelson to review the options and plans proposed by PIE at a cost not to exceed \$1,500. Sue Bays seconded and the motion carried.

### B. *General Comments*

1. Planters - Susan Snyder said some of the wildflowers in the planter on the southeast side at the entrance to Building 4 needed to be trimmed as they are block the view of incoming cars. Bruce Holisky said this would be addressed during the driveway entry modification. He will dig out the flowers and replant them in another area.
2. Plow Damage – Sue Bays said there was damage to the foot path between the buildings. It appears that the sprinklers may have been damaged. Bruce Holisky said this was a Town responsibility.
3. Marina Stairs – The new stairs have been installed from the bike path to the marina.
4. Letter to Membership – Susan Snyder drafted a letter to the owners regarding the Board vacancy. Gary Nicholds was asked to put it on Marina Place letterhead, to run a spell check and to send it to the owners by the end of the week.

**VII. SET NEXT BOARD MEETING DATE**

The next Board Meeting was scheduled for Tuesday, May 23, 2017 at 6:30 p.m. via teleconference.

**VIII. ADJOURNMENT**

Mark Vecchi made a motion to adjourn at 8:14 p.m. Sue Bays seconded and the motion carried.

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

# Marina Place

## Board of Directors

### Meeting

May 15, 2017

7:30

**Call to Order:** The meeting of the Board of Directors was called to order at 7:30 PM.

**Present:** Susan Snyder, Sue Bays, George Mitsuoka, Louis Skowyra, Mark Vecchi, Gary Nicholds, Bruce Holisky

#### **New Business:**

The membrane and overburden options for the clubhouse were discussed. Concern was expressed for having a long warranty for both materials and contractor (workmanship). General consensus was to have a long warranty or go with the more expensive option. Bruce will get bids based on membrane and overburden selection. John Nelson will write contracts with subcontractors.

**Motion:** Susan moved to move forward with the loose-laid membrane and concrete pavers contingent on receiving a 15-year warranty. Mark seconded the motion.

**Action:** The motion passed unanimously.

There was a discussion regarding the TV demonstration that David Dean (Sundial Communications) wants to have. Antennas are not wanted in each unit. Sue and George will meet with David and work out the details of the demonstration.

George alerted everyone about his water heater leaking. He suggested that owners with old heaters be informed about the possible problem. It was mentioned that this could be a topic for owner education at the annual meeting.

#### **Adjournment:**

**Motion:** Sue moved that the meeting be adjourned. George seconded the motion.

**Action:** The motion passed unanimously.

**MARINA PLACE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
June 2, 2017**

**I. CALL THE MEETING TO ORDER**

The Marina Place Condominium Association Board of Directors Meeting was called to order by Susan Snyder at 6:32 p.m. via teleconference.

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

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

**II. APPROVE PREVIOUS MEETING MINUTES**

The April 24, 2017 Board Meeting minutes will be approved after Susan Snyder's edits have been incorporated.

The May 15, 2017 Board Meeting minutes will be approved by email after they have been put into the standard format.

**III. PROPERTY MANAGER REPORT**

*A. Retaining Walls*

Bruce Holisky said Jon Nelson looked at both retaining walls at the sides of Buildings 1 and 3. The Building 1 wall has some issues but Jon did not believe a failure was imminent. It could be shored up or completely replaced. Jon recommended installing horizontal and vertical shoring nails in the existing wall. Susan Snyder suggested asking Jon to draw up plans that can be used once the Board decides to move forward with the project. Bruce did not think Jon would be able to fit in the work next year but he would have staff who could do the work. The main issue is that in the areas of the Building 1 retaining wall where there are not tree roots holding it in place, the retaining wall is pushing toward the building. Jon did not feel the work had to be done immediately. Susan was in favor of getting an idea of the price for planning purposes. Bruce estimated the cost to repair it would be \$30,000 – 50,000, including the design and actual work, or \$100,000 – 150,000 for complete replacement with concrete blocks or poured concrete. Bruce will ask Jon for a cost estimate for the soil nails with the assumption the work would be done in 2018 or 2019. Gary Nicholds was asked to send the Reserve Study spreadsheet to all Board members.

*B. Building 2 Painting*

Bruce Holisky reported that Building 2 is about 75% completed. He anticipated the work (including the building exterior, stair treads and second and third floor walkways) would be completed by Monday.

C. *Building 2 Roof*

Bruce Holisky is waiting for Primestar to get back to him regarding how they want to approach this project. He believes the two penthouse roofs can be completed this summer. He will meet with Jeremy on Monday and request a firm bid. He noted that the decision was made to go with Primestar instead of Turner Morris based on their cost and product used.

D. *Fire Protection Inspections*

The fire protection inspections are due. Western States did the inspection last year. Bruce Holisky has found another company, Tri County, that will save the Association about \$500 for the inspection of the sprinkler heads, sprinkler system backflow, fire suppression system and fire extinguishers.

Susan Snyder made a motion to approve contracting with Tri County. Sue Bays seconded and the motion carried.

E. *Crack Seal & Seal Coat*

Double M has done crack sealing and seal coating for several years. Their estimate for last year, this year and next year was reduced by \$300/year. The Board authorized moving forward with a contract with Tri County.

F. *Drain Cleanouts*

Bruce Holisky said there are 32 drains and the cost for cleaning them out is \$100/drain. All parking lots will need to be emptied out the night prior to service. He recommended scheduling this work this fall or next spring when occupancy is low. The Board agreed to table this project until the fall and to evaluate the financial status before making a decision.

G. *Walkway Handrail Shoring*

The second and third floor handrails on all buildings need to be shored up. Bruce Holisky had KC Custom Builders try some different options to make the handrails more solid at locations on three buildings. Their bid for all work was \$4,715. The Board agreed that if two additional bids can be obtained and they are close to the existing bid, KC Custom Builders should be contracted to do the work as soon as possible. Bruce will ask Primestar and Black Diamond to provide bids. He will send all bids to the Board for review and they will respond to him. Susan Snyder thanked Bruce for his work on obtaining bids and saving the Association money when possible.

Mark Vecchi proposed establishing a list of historical prices per square foot for future projects such as roofing to eliminate the need for obtaining three competitive bids for all projects so projects can move forward more quickly.

#### IV. OLD BUSINESS

A. *Clubhouse 1 Interior Plans & Cost Options*

The Clubhouse roof is in the design process. Bruce Holisky should have the documents to create an RFP within the next two weeks. He will send the RFP to contractors

recommended by PIE and two others Bruce Holisky has contacted. He believes the design will provide recommendations for pavers of various colors and prices.

He has proposals from two architects. JW Architecture is about \$34,000 and the second is about \$42,000. He is trying to get another bid from a third architect. Both will provide two usage options, i.e. what it will take to keep pool, redo mechanicals, redo the air handling and install a new wall and floor finishes or removing the pool, partitioning the space, replacing the two hot tubs and adding a game room.

Board comments included:

1. Sue Bays – Replacing the pool would be very expensive. She was in favor of replacing it with smaller hot tubs.
2. George Mitsuoka – He liked the idea of getting plans for both updating the existing footprint and replacing the pool with one larger hot tub and adding a workout room with equipment. He was not in favor of multiple hot tubs.
3. Mark Vecchi – He was in favor of keeping the pool. He felt it was an important amenity for sales.
4. Susan Snyder – She noted that if there is only one larger hot tub and it is out of service, there would not be a backup.

The Board agreed that both design options should be presented to the owners and the decision should be made by a majority vote. Bruce Holisky will develop a presentation for the Annual Meeting.

## **V. NEW BUSINESS**

### *A. Board of Directors Election*

All Board members indicated they would be willing to run again. Louis Skowyra and George Mitsuoka were asked to provide biographical information. Susan Snyder commented that she would need to step down as President. Bruce Holisky said the new owner of Unit 337 might be willing to run.

## **VI. SET NEXT BOARD MEETING DATE**

The next Board Meeting was scheduled for Tuesday, June 27, 2017 at 6:30 p.m. The Board will meet at 7:00 a.m. on Saturday, July 15, 2017 at the Arapahoe Café prior to the Annual Meeting.

## **VII. ADJOURNMENT**

Sue Bays made a motion to adjourn at 7:53 p.m. Mark Vecchi seconded and the motion carried.

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

**MARINA PLACE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
June 27, 2017**

**I. CALL THE MEETING TO ORDER**

The Marina Place Condominium Association Board of Directors Meeting was called to order by Susan Snyder at 6:35 p.m. via teleconference.

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

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

**II. POOL BUILDING RENOVATION**

The PIE bid package was sent out and a response is expected by July 14<sup>th</sup>. Bruce said the bid package will be sent to AGS and Blue Sky Construction. It was also sent to Reconstruction Experts and to a Denver company but he was not sure the Denver company would be submitting a bid. AGS will be on site tomorrow to do another walkthrough and check details before finalizing their proposal. It was requested to inform Jon that the bids are expected on July 14<sup>th</sup> for the Clubhouse project and asked if he will be available to draft the contracts.

Susan Snyder said there was no price included with the Baker Hogan Houx architectural clubhouse interior proposal. Bruce Holisky said Mark Hogan would be joining the call at 7:00 p.m. to describe the process. The Tab Associates bid was \$32,000 and JWA Architecture was around \$25,000. Susan said she was not comfortable with an open-ended proposal. She was hoping to have three firm bids from the three firms. Mark Vecchi and Sue Bays agreed.

**III. BUILDING 3 /4 STREET ENTRANCE**

Jon Nelson has indicated he can provide a detailed estimate. The permit application is \$60 and final construction plans are due with that application, a surveyor will need to be involved and utility locates will be needed for him to do his design work. The Board agreed to have Jon to provide a detailed estimate, obtain the permit, hire a surveyor and arrange for the utility locates. The Board will make a final decision for this project upon receipt of the total cost estimate.

**IV. FIRE SPRINKLER INSPECTIONS**

The inspections have been completed and Bruce Holisky is waiting for the report. The inspections were quicker and less expensive than last year. He believes the sprinkler heads and fire system are in good shape. Some fire extinguishers may need to be replaced.

**V. ASPHALT**

Bruce Holisky is waiting to hear back from MM regarding the scheduling of the crack sealing and seal coating. He anticipates they will give one week notice.

## **VI. HANDRAILS**

Three bids were received for the handrails.

1. Black Diamond – Option A \$19,680 and Option B - \$5,880.
2. KC Construction - \$4,715.
3. Primestar - \$15,000.

The Board discussed the bids. Mark Vecchi requested warranty information. Louis Skowyra was in favor of the KC Construction bid since they have done a few of the railings already and they are holding up well. Eric indicated that KC has done other work for other properties. Louie also confirmed their work and that they have been in business for a long time. The Board agreed to accept the KC Construction bid but requested more detail regarding what they are going to do, in particular how the railings will be secured to the concrete areas, and the warranty information. Bruce Holisky will call Keith and request the information discussed.

## **VII. BAKER HOGAN HOUX (BHH) PARTNERS PROPOSAL**

Architect Mark Hogan of BHH Partners joined the meeting at 7:05 p.m. He explained how his firm develops bids. The first step would entail a feasibility study at a cost of \$2,500. He would provide four options that could be narrowed down to two. He would get bids from three General Contractors. The second step would be development of the concept. One option he recommended would be to externalize one of the hot tub areas. Susan Snyder said Board had decided not to pursue that concept.

Susan stated that the Board would like him to provide two design options with architectural drawings for the Clubhouse that can be evaluated with the ownership. She asked if he could provide a cost estimate. Mark Hogan explained that it would be difficult to quote a fee until the scope of the project is clarified. A code expert may need to be consulted regarding ADA compliance. He would approach five builders, schedule a meeting with each of them, discuss options, select one of them, contact the General Contractor and prepare a report that could be put online for owners. Once he understands the scope, he would work hourly as a consultant with an estimated maximum fee.

BHH has done numerous smaller scale projects such as decks and additions. Mark Hogan said it was always better to have the builder as a partner rather than as a bidder so they have a vested interest to make the budget work. The builder would help with the bidding process.

Mark Hogan was asked to prepare several options, including keeping the pool room as is and replacing the hot tub and adding a game room. He can provide two additional options if he has other suggestions. The feasibility study would include 2 -3 options including estimated pricing and sketches of each option.

Mark Hogan left the meeting. All Board members agreed to move forward with BHH for the feasibility study at a cost of \$2,500.

## **VIII. BUILDING 2 ROOF**

Primestar provided a bid of \$8,000 for a spray silicone coating for the two Building 2 penthouse roofs. Sue Bays said she received a cost of \$5/sq.ft. from a contractor in Denver. She was interested how this compared with the Primestar bid. She asked Bruce Holisky to

determine the square footage of the roofs and to get another bid for the same material. Bruce will get this information tomorrow morning and forward it to the Board.

**IX. SUNDIAL**

Sue Bays said she was not impressed that it took Sundial a month to respond to her email. Bruce Holisky said he spoke to David Dean about the test installs. David plans to have them completed by the Annual Meeting so Board can test the system. There will need to be a sled on the roof to hold the equipment. Sundial will install a thick rubber mat to protect the roof membrane under the sled. If the system is approved, they will come up with a permanent solution for housing the equipment on the roof which will not penetrate the roof membrane. Bruce will ask David to provide an update to the Board. The test installations should be in the units owned by George Matsuoka, Louis Skowyra and Sue Bays.

Bruce was thanked for his work on these projects.

**X. ANNUAL MEETING PREPARATION**

The Board will meet at the Arapahoe Café at 7:00 a.m. before the Annual Meeting.

An owner has expressed interest in running for a Board seat. The owner will be invited to the breakfast. All current Board members were willing to run again.

**XI. PROPERTY MANAGER ASSIGNMENT**

Mark Vecchi asked if Bruce Holisky worked at another property. Bruce confirmed that he also worked on another property in Frisco. Mark thought the contract specified that he was dedicated to one property. He will review the contract and speak with Gary Nicholds.

**XII. ADJOURNMENT**

Susan Snyder made a motion to adjourn 8:06 p.m.

Approved By: \_\_\_\_\_  
Board Member Signature

Date: \_\_\_\_\_

**MARINA PLACE CONDOMINIUM ASSOCIATION  
ANNUAL MEETING  
July 15, 2017**

**I. CALL THE MEETING TO ORDER**

The Marina Place Condominium Association Annual Meeting was called to order by Susan Snyder at 9:07 a.m. in the Conference Room at the Ptarmigan Best Western in Dillon.

Board members present were:

Susan Snyder, President, 315	Sue Bays, 338
George Mitsuoka, 332	Louis Skowyra, 218

Owners present were:

Raymond & Rose Marie Begin, 115	Kevin Gock, 117
Tenley Stillwell, 118	Henry Gardiner, 121
Don Stillwagon, 211	Lauri Larson, 214
Donnie Moore, 215	Carolyn Skowyra, 218
Marty Coltrance, 213	Trish Laub, 217
Robert Priest, 222	John Charbonneau, 224
Jeff English, 231	Susan Lee, 238
Susan Cox, 311	Kurt Stammich, 314
Nancy May, 316	Linda Nathrop, 322
Joel Carter, 319	Melora Bentz, 325
James Sowaskie, 335	Robert Mitchell, 414
David Brunk, 422	Wesley Lilley, 424
Craig & Cynthia Garrett, 426	Al & Judy Baker, 427
Karl Beendorf, 431	George Ballweg, 432
Ernest & Cecile Berliner, 433	Robert Winstead, 434
John Goldstein, 435	

Representing Basic Property Management were Gary Nicholds, Erik Nicholds, Bruce Holisky and Patti Vande Zande. Margot Mayer of Summit Management Resources was recording secretary. Tom Breslin was a guest at the meeting.

**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. MANAGER'S REPORT**

Bruce Holisky presented the Manager's Report.

1. Building 2 was painted. The contractor did a good job. Granules were added to the paint for the walkways and stairs to make them less slippery.
2. Building 2 Penthouse is scheduled for painting this summer.
3. A contractor shored up the loose railings. There are still two locations where the railings connect to the concrete that need to be fixed. Brackets are on order.

4. Completed annual backflow preventer inspection.
5. Completed annual fire protection inspection, including the sprinkler system and fire extinguisher.
6. The new snow removal contractor did a good job. A loader was contracted to remove snow from corners.
7. The stairwells in Buildings 1 and 2 were cleaned and power washed.
8. Multiple bike and kayak racks were installed.
9. Bruce Holisky worked with the Town of Dillon on water testing over the past six months. He received the report but has not yet reviewed it. There were a couple of units that tested high for lead. If a unit is vacant for a longer period, the cold water faucet should be allowed to run for about five minutes to flush the pipes. The Town of Dillon has been putting an additive in the water to get rid of metal.
9. Extended downspouts and heat tape within downspouts will be replaced. This project will be completed by the end of summer.
10. New wiring and new breakers that control the heat tape were replaced for code compliance.
11. The Building 4 elevator issues were resolved. Wind blew snow into the elevator stack vent, which shorted out the electrical boards and they had to be replaced. The repair costs were paid by an insurance claim. Going forward, the vent will be covered with plastic every November.

Owner comments were as follows:

1. Water – An owner asked about the water quality. Bruce Holisky explained that there were two units that tested high for lead. Susan Snyder said the Town of Dillon treated the water to remove the lead but it is mainly due to the age of pipes. Usually lead appears if the water stands in the pipes for an extended period.
2. Parking Garages – The garages have not been swept regularly. The entrances to the garage are often icy. Susan Snyder explained that the downspouts were extended and the heat tape was replaced, which should address this problem.
3. Snow Removal – The pathway between the buildings was not cleared. It should be communicated to the contractor to keep the pathway clear of snow and to move the snow away from the wall. Bruce Holisky will communicate these requests to the contractor.
4. Jeff English said that the exterior of the buildings needs to be improved. There are weeds and the rope is on the ground.
5. Al Baker said the elevator needs to be adjusted. It moves slower in the winter and faster in the summer. Bruce Holisky said he will initiate the adjustment.
6. Henry Gardiner thanked Bruce Holisky for taking care of the concerns he wanted addressed.

#### **V. APPROVAL OF PREVIOUS MEETING MINUTES**

David Brunk made a motion to accept the July 9, 2016 Annual Meeting minutes as presented. Lauri Larson seconded and the motion carried.

#### **VI. PRESIDENT'S REPORT**

Susan Snyder said that Christa Mehard Dam was the Board Treasurer. She sold her unit and the Board is now seeking an owner volunteer to fulfill that duty.

## **VII. TREASURER'S REPORT**

Patti Vande Zande said the Financial Report was created by Christa Mehard Dam. The Association ended 2016 with a \$36,000 surplus. There were savings due to using a new snow removal contractor, lower utilities, no legal expenses and no insurance claims. A total of \$185,000 was added to the Reserve Fund in 2016.

As of May 31, 2017, the Association was operating favorable to budget. Contributions to Reserves year-to-date were \$91,000 with another \$120,000 to be collected for the remainder of the fiscal year. Reserve expenditures totaled \$30,000 for unanticipated heat tape replacement and elevator repairs and there is about \$70,000 in planned Capital expenditures this year. The Reserve Study is reviewed and updated regularly and Reserve funding is in line with the Reserve Study projections.

There have been recent efforts to improve the financial reports and budget transparency. Owners should contact Basic Property Management to obtain a financial report. Given the higher dues, the Board has been diligently looking for cost savings and is trying to obtain at least three competitive bids for projects.

Karl Beendorf made a motion to approve the Treasurer's Report. Lauri Larson seconded and the motion carried.

## **VIII. TOWN OF DILLON UPDATE**

Town Manager Tom Breslin and Council Member Carolyn Skowyrá provided an update. Tom Breslin provided pocket-sized cards listing Dillon events such as the Arts Festival, the Farmers Market every Friday, Yoga in the Park, stand-up paddle board and Saturday concerts.

The new magazine Exit 205 is a collaborative effort between the towns of Dillon and Silverthorne. The Dillon sales tax was up \$25,000 (7%) in May but is down 1.3% year to date due to the loss of Sports Authority and Vitamin Cottage. It is anticipated that REI will replace this revenue. Three ballot issues are being considered. The first will ask voters for permission to issue bonds, the second will be to opt out of Senate Bill 152 in order to allow the town to participate in any deal to provide internet and the third will be related to an excise tax on medical marijuana.

Projects this past year included resurfacing of LaBonte Street, reconstruction of Lodgepole Street, construction of stairs from the recreation path to the Marina and replacement of some water mains in the town and along Highway 6. CDOT is in the process of resurfacing Highway 6. The largest project this summer will be the amphitheater reconstruction with additional restrooms and facilities for the performers, which started on Monday. The amphitheater should be open for next summer. The Saturday night concert series will be held in the Town Park this summer.

REI has opened in the Sports Authority space and Cheba Hut is a new restaurant. A request for proposals has been sent out for redevelopment of the town core area. The town would like to partner with developers to purchase some of the dilapidated buildings and the town will contribute the land. An affordable housing project is being considered on LaBonte Street, but this would be a long-term plan of 10 – 15 years.

An owner asked about the rezoning project across the street from Marina Place. Tom Breslin said the project is moving forward for development of 64 units. Susan Snyder said she would like

parking to be allowed on the road again during the summer. She asked if there are plans to address the parking, given the additional units. Carolyn Skowyra said a parking study was done and it was determined that there was access to parking on any given day. Parking will be addressed with each development or redevelopment. A question was raised regarding overnight parking in Dillon. Carolyn Skowyra said it is allowed in certain lots.

David Brunk asked if there were any plans for redevelopment of Adriano's Restaurant. Carolyn Skowyra said that there will be plans. Tom Breslin said Town Council Meetings are always open to owners. The agendas for the meetings are posted on the website. An owner expressed appreciation for the improvement to the kayak storage area.

## **IX. PRESIDENT'S REPORT**

Susan Snyder said the Board met seven times this past year. She reviewed the following:

1. Roof Repairs – Turner Morris looked at alternative materials and wants to use a different type of membrane. The material will be evaluated and an estimate of the cost per square foot will be obtained.
2. Bike and Kayak Storage – This issue has been resolved. Owners should contact the Board if they have concerns.
3. Sundial Internet/Comcast Cable – Comcast is rather expensive and the Board is looking into other options. The Board agreed to a trial period to test and evaluate Sundial in units of residents who live at Marina Place full time. In a show of hands, all owners confirmed that they use the internet. Some owners found the internet service was adequate but most owners found the internet was sub-par, especially during ski season. George Mitsuoka explained that Sundial proposed removal of all the high-power access points and installation of individual access points in each unit at a cost of \$100/unit. After discussion, it was decided that the Board would approach Sundial about providing a video presentation that can be shared with the membership. The contract with Comcast expires in one year. Susan Snyder said the Board will send out a communication and the video presentation to the membership. She asked owners who have expertise in this area to contact the Board.
5. Handrails – This project was unanticipated.
6. Retaining Walls at Building 3 and 4 – The walls are shifting. The Board will solicit six different proposals to either replace or stabilize the walls. Henry Gardiner said the neighboring Association should participate in the cost of repairs since their drainage fills the walls with water. Susan Snyder said pursuing such litigation would cost more than the repair. A suggestion was made to approach the Association to ask if they would be willing to split the cost of repairs.
7. Wi-Fi Password – An owner noted that the wi-fi password was posted on the website. Another owner stated that he did not need a password to log in. Louis Skowyra will contact the website designer.
8. Down Spouts and Heat Tape – This project was not anticipated.
9. Ice Melt System – The ice melt system behind Building 2 and 3 was repaired three times within the last year and the ventilation in the shed is inefficient. The cost for two boilers with proper construction and ventilation would be about \$44,000.
10. Clubhouse 1 – Water leaks became significantly worse over the last year. The Board engaged an engineering firm to provide a recommendation for fixing the membrane and addressing the overburden. They recommended concrete pedestals and concrete pavers, which the Board believes is a good solution. Once all bids are received, the Board will

meet to review them and choose a contractor. This project should be completed before the winter.

A letter was sent out in September informing owners that the Clubhouse will be closed in December due to safety reasons. A boiler and the pool were failing, walls were crumbling due to improper ventilation and there was a store front glass condensation issue. The sauna needs to be fixed and tile work needs to be done. Overall, the Clubhouse needs a facelift or complete renovation.

The Board solicited bids from eight architectural firms and hired one at a cost of \$2,500 to present different options for addressing the inner space. Options discussed were to either have a pool or two hot tubs and a game room. The Board is waiting for pricing before presenting the project to the ownership for a vote.

Lengthy discussion followed regarding the options. At the end of the discussion a straw poll vote was taken:

1. Owners in favor of a pool, without knowing the cost ahead of time: 26 votes.
2. Owners in favor of a pool, but wanting to know the cost ahead of time: 3 votes.

Susan Snyder reviewed Reserve allocations, savings from previous capital expenditures and upcoming projects. There is a total of \$880,000 in the Reserve and Operating accounts. She did not think there was adequate funding available to pay for the entire project. The project could be paid for through a Special Assessment and a bank loan. There will be further discussion regarding how to approach such a project.

## **X. OLD BUSINESS**

### *A. Rules & Regulations*

Rules & Regulations that are in place are not followed or enforced. There are dogs off leash and some renters have dogs even though this is not allowed. There are sometimes dogs in the hot tub building and dog waste has become a big problem. "No Parking" signs are ignored and tenants park in the wrong spot or illegally along the retaining wall. Gary Nicholds said violations are difficult to police and enforce. He asked owners who rent short term to send him their rental management company contact information so he can work with them to ensure renters are made aware of the Rules & Regulations. Owners should notify Property Management of violations. Owners will be fined for violations caused by their renters. A fine structure is in place and repeat offenders will be fined. A couple of owners were in favor of towing cars to set an example. It was clarified that owners can arrange among themselves to use the parking spots of other units.

## **XI. NEW BUSINESS**

### *A. Lip on Driveway*

Carolyn Skowyra asked if it was possible to eliminate the lip on the driveway. Susan Snyder said the lip was installed added to divert water from the driveway.

**B. Property Maintenance**

The following items were discussed:

1. Unit inspections and security checks are part of the management contract and should be done bi-weekly during the winter and monthly during the summer. It appears they are not always documented or signed off. The onsite Manager will not enter a unit if it is rented.
2. Overall, there is a lack of cleanliness around the property (sidewalks, garages, elevators and atriums) and the soap dispensers are not filled. It was noted that it is difficult to keep the garages clean. An owner suggested purchasing brooms and hooks for the garages so owners can help with keeping the garages clean.
3. Bruce Holisky is a full-time employee and spends more than 40 hours on the property. He helps five hours per week at another property.
6. An owner said one time when he arrived at the property his door was unlocked and another time his television was on. Gary Nicholds asked owners to inform Property Management of such issues.
7. Owners were sent notice to remove their deck furniture before the decks were painted. Any furniture that was not removed was placed in the unit.
8. An owner said the trim has been painted inconsistently in green and brown. Susan Snyder will follow up on this matter.

Gary Nicholds said he appreciates owner input if things are not right. Susan Snyder said the appearance and cleanliness will be addressed. She said the Board had asked Bruce Holisky to obtain bids and follow up with architects, which contributed to having less time to take care of the property.

**XII. ELECTION OF MANAGERS**

All five current Board members were running for reelection and Craig Garrett submitted a self-nomination. Ballots were counted and Susan Snyder, Susan Bays, George Mitsuoka, Mark Vecchi and Louis Skowyra were reelected.

Susan Snyder stated that she will remain the Board President for a short time. This year's work load was crushing and she needs to phase out of her Board responsibilities. Craig Garrett will attend future Board meetings and will transition into a Board seat in the future. She said the Board will need to hire a Treasurer if there is not a volunteer from the membership.

**XIII. NEXT ANNUAL MEETING DATE**

The next Homeowner Meeting will be held on Saturday, July 14, 2018.

**XIV. ADJOURNMENT**

A motion was made and was seconded to adjourn the meeting at 11:56 a.m.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Signature

**MARINA PLACE CONDOMINIUM ASSOCIATION  
SPECIAL BOARD OF DIRECTORS MEETING  
August 8, 2017**

**I. CALL THE MEETING TO ORDER**

The Marina Place Condominium Association Special Board of Directors Meeting was called to order by Susan Snyder at 6:32 p.m. via teleconference.

Board members participating were Susan Snyder, Louis Skowyra and Mark Vecchi.

Owner Craig Garrett was on the line along with Jonathan Nelson of Nelson Engineering.

Representing Basic Property Management were Gary Nicholds and Bruce Holisky. Emma Spofford of Summit Management Resources transcribed the minutes from recording.

**II. POOL BUILDING RENOVATION**

The PIE bid package was sent out and three bids were received:

1. Reconstruction Experts - \$180,000
2. Blu Sky - \$368,000
3. AGS - \$445,000

It was noted the bid from Reconstruction Experts (RE) was considerably lower than the others and the other two bids were much higher than expected. The RE bid was lower because the contractor made some modifications to the bid specifications, which included pricing for a TPO membrane instead of the specified PVC membrane and a modification to specifications for the overburden, which involved reducing the size of the pavers from 24" to 12". RE has since revised the pricing to include the specified pavers, which increased the bid to \$208,400. The RE bid also included completing the excavation by hand. The other bids allow for the use of a Dingo machine as recommended by PIE. It was noted that an email had been received from Kate stating that a TPO membrane would be significantly inferior to PVC and not recommended. It is unknown why RE has not provided a price for the PVC membrane. It was suggested that they may not be certified to complete this installation. It was noted that PIE has not provided an estimated price for the project for comparison or to indicate if the bids are realistic.

The Board discussed how to reconcile the bids and the next course of action. Concerns were raised regarding if there would be enough time to complete the project before winter. Estimated completion times are late October through late November. Susan Snyder suggested delaying the work until spring to allow more time to resolve the bid issues and put together a comprehensive funding plan that covers this project as well as the other upcoming associated projects, such as the interior remodel and retaining wall. Concerns were expressed regarding a project delay, as this would significantly delay the interior work and re-opening of the facility.

It was agreed that a funding plan needs to be put in place before a final decision can be made. There is approximately \$600,000 in the Reserve Fund. Components of the funding plan could include a combination of a bank loan, current funds, an increase to monthly assessments and a

Special Assessment. Gary Nicholds stated that Patti from Basic Property Management can start to make some bank loan inquiries.

Susan Snyder suggested the bids were high due to the time constraint for the completion of the project and because the contractors were local. Bruce Holisky noted that all three companies also have offices in the Denver Metro area so this was most likely not the reason. The contractors should be asked if delaying the project until spring would change the price. Johnathan Nelson stated that the contractor could be asked to sign a letter of intent if the project is delayed to next year and if the project takes place this year, liquidated damages could be added to the contract to encourage the contractor to complete the project on time. Due to the large discrepancy between RE and the other two contractors, there is concern that this contractor has not provided realistic pricing and will make other modifications to the specifications to cut costs. It was noted that all three contractors have worked with PIE and have provided references. Discussion followed regarding if there was enough time to obtain an additional bid and still complete the project by winter. Bruce Holisky stated that the original bid process took three to four weeks and involved several sub-contractors. It was suggested that PIE should be asked how many contractors were asked to bid versus how many bids were received.

It was suggested that demolition of the Clubhouse be considered as an alternative to the renovation. Susan Snyder stated that she believes the Clubhouse structure provides structural support to the other buildings. Bruce Holisky stated a re-build would most likely cost the same as a renovation.

There was discussion regarding why the bids from AGS and Blu Sky were \$80,000 apart in price and why there were large variances within line items. Bruce Holisky stated that AGS had quoted a different pedestal and paver system and there may also be lower labor charges for room clearing. It was suggested that phone calls be scheduled with each contractor to discuss the specifics and discrepancies. These calls should be coordinated with PIE.

It was agreed that the issues with the bids and the development of the funding plan need to be resolved and completed within the next couple of weeks to ensure there will be enough time for the project to be completed this year. Bruce Holisky and Jonathan Nelson will work together to prepare a list of all the questions and concerns and a phone call will be scheduled with PIE to discuss a course of action. The next Board meeting will be scheduled following the meeting with PIE.

### III. ADJOURNMENT

The meeting was adjourned at 7:39 p.m.

Approved By: \_\_\_\_\_  
Board Member Signature

Date: \_\_\_\_\_

**MARINA PLACE CONDOMINIUM ASSOCIATION  
SPECIAL BOARD WORKING SESSION  
September 5, 2017**

**I. CALL THE MEETING TO ORDER**

The Marina Place Condominium Association Special Board Working Session was called to order by Susan Snyder at 6:39 p.m. via teleconference.

Board members participating were Susan Snyder and Sue Bays.

Owner Lisa Hernandez was a guest at the meeting. Owner Craig Garrett joined the meeting at 7:47 p.m.

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

**II. POOL BUILDING RENOVATION**

Bruce Holisky reviewed the actions he has taken since the last meeting:

1. He informed PIE Engineering that the roof project was on hold due to financial questions related to the roof, interior and retaining walls and the timing of the work with the winter season fast approaching. The PIE representative agreed this was the best course of action.
- ~~2. He commented that there may also be some issues to address when the time comes to start up the boilers as temperatures drop.~~
- ~~23.~~ He believes it might be possible to get lower bids from the three contractors this fall to complete the work next spring.
- ~~34.~~ He has identified a fourth company, Travis Construction, who is interested in providing bids for the roof and the Clubhouse projects.
- ~~45.~~ He informed Blue Sky about the decision to table the project work this fall/early winter. They can provide a bid for the exterior work and interior work and for serving as General Contractor for the retaining wall project. They have recently done several other retaining walls and can provide valuable insight.
- ~~56.~~ AGS Construction was on site this morning to look at the retaining walls and to revisit the Clubhouse. They also looked at the potential driveway expansion and the existing ice melt system.
- ~~67.~~ He spoke to Mark at BHH today. He was told that the Association has not spent all of the \$2,500 that was contracted for the feasibility study. BHH can do some more work on the changes and options.
- ~~78.~~ He informed Reconstruction Experts about the project being on hold and they did not have an issue with it.
- ~~89.~~ In summary, all bidders are on board with the new course of action and are ready and willing to rebid new plans for next spring.
- ~~910.~~ He took pictures for Jon Nelson ~~for~~ of the retaining wall so he can work on a design based on the information.
- ~~101.~~ He commented that there may also be some issues to address when the time comes to start up the boilers as temperatures drop. A bid has already been received for replacing

the ice melt boilers. He can obtain additional bids and ask the mechanical contractor to help with the ice melt boiler design. There will need to be two new boilers, one for each location, and the enclosures will need to be rebuilt as they do not vent properly and are not code compliant.

Susan Snyder reviewed the items that should be discussed with Jon Nelson:

1. Ask if he would be willing to submit a bid to provide oversight for the various projects.
2. Ask him to provide a design for reworking the retaining walls that are shifting.
3. Ask him to provide a cash flow analysis for when the work starts to ensure sufficient funds are available as project milestones are ~~completed~~.completed.
4. Ask him how to structure the RFP.

She felt it might make sense for the various companies to bid only on the project components that fall within their particular area of expertise. The retaining wall and driveway work should be separate bids based on the need for heavy equipment and the boiler work should be a separate bid based on the technical expertise required.

The options provided by BHH were reviewed. The Board agreed to request the following revisions:

1. Option 1 – rework the plan to include the pool and hot tub and eliminate the partial wall, kitchen and exercise equipment area.
2. Option 2 – create a new plan to include two new hot tubs or one larger hot tub within the existing structure (not outdoors) and eliminate the meeting space, kitchen and exercise equipment area.

Bruce Holisky reviewed the cost estimates that he previously received:

1. Total Project - \$400,000 (low end).
2. Replace two boilers (one for the pool and one for the hot tub) - \$60,000 to \$80,000 excluding the design. Tolin Mechanical can evaluate the structure, go through the design process and give options for heating, cooling and air handling. They have in house mechanical designers and installers. They are a turn-key contractor for mechanicals. Bruce had a very positive experience working with them on a project in Frisco.
3. Mechanical room and project oversight – Gary Nicholds said General Contractors usually charge about 20% of the project cost.

Action Items:

1. Ask BHH to redo Option 1 and to create a new Option 2 as discussed above – Bruce Holisky.
2. Send Option 1 and new Option 2 along with original Options 2A, 2B and 3 to the Board for review – Bruce Holisky.
3. Approach Jon Nelson about submitting a bid for oversight of the projects, providing a design for the retaining walls, providing a cash flow analysis and for guidance on developing the RFP - Susan Snyder.
4. Discuss financing options with Alpine Bank – Gary Nicholds.
5. Ask Tolin what they would charge for the boiler design work – Bruce Holisky.
6. Request references from previous projects from all bidding contractors – Bruce Holisky.

7. Obtain a cost estimate for the interior work – Bruce Holisky.
8. Schedule another Board Meeting within the next two weeks – Gary Nicholds.

### III. OTHER BUSINESS

#### A. *Drain Cleanout*

Bruce Holisky said there had been discussion about doing a drain cleanout in the spring but it was put on hold. The current occupancy is low and it would be a good time. The garages would have to be empty on the day when the work is done.

The Board authorized this project. Bruce Holisky will send notice to the owners and block off the areas as the work is done.

#### B. *Dryer Vents*

It appears that some of the dryer vents are blocked with lint. Bruce Holisky asked if there should be a mandate requiring owners to clean the vents annually or if the Association should be responsible for cleaning them. Bruce was asked to get a bulk bid to clean all the vents.

#### C. *Owner Delinquency*

Gary Nicholds said there is one delinquent owner. A lien has been filed and attempts were made to establish a payment plan but there has been no response. He needs Board approval to sign the paperwork with the attorney to take legal action.

The Board authorized Gary Nicholds to move forward with the legal action.

Bruce Holisky was thanked for all his work on these projects.

### IV. ADJOURNMENT

The meeting was adjourned at 8:35 p.m.

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

**MARINA PLACE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
November 6, 2017**

**I. CALL THE MEETING TO ORDER**

The Marina Place Condominium Association Board of Directors Meeting was called to order by Susan Snyder at 6:34 p.m. via teleconference.

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

Representing Basic Property Management were Gary Nicholds, Bruce Holisky and Jason Blarjeske. Emma Spofford of Summit Management Resources was recording secretary.

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

Susan Snyder made a motion to approve the minutes from the last meeting held on September 5, 2017. The motion was seconded by Craig Garrett and carried.

**III. FINANCIAL REPORT**

Gary Nicholds stated that Patti Vande Zande was not able to attend the meeting due to the death of a family member but would be able to answer questions when she returned. Susan Snyder noted that homeowner Christa Mehard Dam had indicated that she would review the 2018 Budget. Christa was not interested in serving as the Treasurer and recommended that the Treasurer really should come from the ownership. Susan asked that the budget be sent to Christa for review. The Board will review the 2018 Budget at the next meeting.

**IV. OLD BUSINESS**

*A. Finalize Two Options to Send Out to Vote to Membership*

The hot tub renovation project was discussed. BHH has provided options for consideration.

1. Option 1 - Keep the current configuration of the pool and hot tub.
2. Option 2 - Remove the pool and replace with two hot tubs.
  - 2b. Option 2B - two 14' x 12' hot tubs installed at 45 degree angles and expansion of the bathrooms.
  - 2a. Option 2A - two hot tubs of different sizes, one 8' x 8' and one 14' x 12' installed parallel to the glass and expansion of the bathrooms. This option allows extra floor space for additional tables and chairs.
3. Option 3 - an indoor/outdoor concept, which would involve modifying the building to allow the two hot tubs to partially extend outside the Clubhouse into the courtyard or allow a pool to partially extend outside the Clubhouse into the courtyard. This option also includes the potential for an exercise room, kitchen and meeting area.

The next step will be to proceed with drawings and the preparation of a bid package that can be sent out to contractors for proposals. Four contractors have already indicated

their interest in bidding on this project. This information will then be sent to the homeowners for a vote. It was noted that all four contractors are also interested in providing bids for the exterior work.

BHH will not be used to complete the architectural bids because of their integrated design approach which will not provide cost estimates upfront for the various options. The cost estimates need to be determined in order to secure the appropriate funding for this project.

The Board discussed whether all three options should be put out to bid or only Options 1 and 2. Three Board members were in favor of including Option 3 and three were not due to concerns of additional cost to complete the more extensive project. In addition, the 3 members were not in favor of paying additional Association funds to complete detailed architectural plans. .

Discussion followed on Option 3. Concerns regarding increased noise and liability due to the provision of an exercise room and outside facilities were expressed. All Board members agreed an exercise room and kitchen should not be included in the proposal. It was noted that outside water amenities would significantly increase utility costs. It would also be necessary to fence the area and install an ice melt system and remove one of the large trees.

It was noted that architects to prepare the drawing and bid specifications need to be identified along with the cost for the work. Jason Blarjeske added that the contractors that will be involved in the bid process may also charge to prepare a third option.

After further discussion, it was agreed that the architects should be asked to provide pricing to prepare detailed architectural design documents for Options 1 and 2 along with cost breakout for Option 3. This information will be communicated to the Board by email and a decision on whether to include Option 3 in the process will be made at that time.

Jason Blarjeske noted that Travis Construction did not recommend tearing down and replacing the building due to issues with elevations and tying in to the other buildings.

Gary Nicholds was asked to contact the Association's insurance company regarding how the addition of an outside pool facility might affect the insurance policy and rates.

*B. Clubhouse Roof and Exterior*

This work includes the clubhouse roof, driveway project and retaining wall. PIE has revised their proposal to manage the bid process for the roof. Jon Nelson has completed a preliminary estimate for the driveway project of \$23,000 with a retaining wall design and bidding process to follow. Susan Snyder suggested obtaining bids for the driveway and retaining wall work as soon as possible with the hope that these projects can be completed this year before the interior work. It was agreed that bids for the exterior Clubhouse work should be obtained as soon as possible in order to ensure the work can be secured for spring. Susan will reach out to Jon Nelson to confirm approach with

moving forward with getting bids only for exterior work since interior clubhouse estimate are still likely two months out. .

C. *Unit 323*

Gary Nicholds reported that he has been in touch with the rental company that manages Unit 323. A legal notice? was sent to the rental occupant and presented in person. The notice informed the renter that if there are any further complaints, the eviction process will be started.

**V. NEW BUSINESS**

A. *Letter to Homeowners*

The Board approved sending the homeowner update letter drafted by Susan Snyder.

B. *New Owners*

The new owners of Units 337 and 328 (still under contract) have expressed interest in serving on the Board. Susan Snyder asked Gary Nicholds to send her the owner contact information.

C. *Collection Policy*

Gary Nicholds reported on changes to the Collection Policy. Section 4, Collection Process, iii. Payment Plan, has been updated to incorporate Colorado law regarding the timing of turning over delinquent accounts to a collection agency. Section 14, Communication to Owners, has been updated with a new sentence that states “Should the owner make a payment for the Association dues in arrears, this in no way waives the owner’s obligation to pay legal fees or any other outstanding fees”. It was also noted that Section 5, Late Payments, iv. Suspended Privileges and Access to Amenities, should be amended to read pool and Clubhouse only.

Susan Snyder will review, sign and return the amended policy to Gary Nicholds.

**VI. ADJOURNMENT**

The meeting was adjourned at 8:14 p.m.

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