

**MARINA PLACE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
January 23, 2018**

**I. CALL THE MEETING TO ORDER**

The Marina Place Condominium Association Board of Directors Meeting was called to order by Susan Snyder at 6:40 p.m. via teleconference.

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

Ken Puncerelli and Joel Stein of LAI Design Group were guests at the meeting.

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

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

The minutes will be approved at the next meeting.

**III. FINANCIAL REPORT**

Gary Nicholds reported that the Association ended the year with an Operating surplus of \$33,645, which will be transferred to Reserves. The following variances were reviewed:

1. Operating Dues Income - \$6,944 unfavorable to budget. Gary will follow up with Patti Vande Zande about this variance.
2. Water & Sewer - \$4,728 favorable to budget.
3. Utilities Electric - \$3,430 favorable to budget due to Clubhouse 1 being shut down.
4. Utilities Gas - \$4,380 favorable to budget due to Clubhouse 1 being shut down.
5. Snow Removal - \$2,812 unfavorable to budget.
6. Roof Repair & Maintenance - \$1,205 favorable to budget.
7. Clubhouse 1 - \$5,253 favorable to budget.
8. Clubhouse 2 - \$3,621 favorable to budget.
9. Security/Fire System - \$4,270 favorable to budget due to the new contractor.

Gary Nicholds will clarify the heading for the fourth column on the Operating P&L with Patti Vande Zande. The numbers appear to match the 2017 Budget.

A suggestion was made to reduce the Security/Fire System line item to \$7,000 in the next budget based on actual expenses.

Gary Nicholds will talk to the bank about options for financing for the Clubhouse project.

**IV. PROPERTY MANAGER REPORT**

*A. Architectural Services*

Ken Puncerelli and Joel Stein of LAI Design Group joined the meeting at 7:03 p.m.

Susan Snyder said the Board's intent is to get a cost for construction drawings for two

options and possibly a third and to use the drawings to request bids for the project. Ken Puncerelli felt this would be an inappropriate use of Association funds. He said it should be possible to get estimated budgets (but not bids) from the information they already have. He noted that depending on the magnitude of the project (i.e. if it is considered somewhere between a minor or major renovation rather than a repair), there could be a requirement for handicapped-accessible bathrooms. Susan did not think a private facility was subject to the ADA requirements. Gary Nicholds said he learned from the Summit County Health Department that if there are rentals in the building, the hot tub and pool are considered commercial and fall under commercial guidelines. Gary will do further research on this issue.

Susan Snyder asked what the cost would be to draw plans for three options. Ken Puncerelli said it would be about \$5,000 per option. Option 1 is the pool with the hot tub adjacent (similar to the existing configuration), Option 2 is two spas and Option 3 is the pool extending into the courtyard. Based on his experience, Ken estimated the construction cost would be \$300 - \$400/sq.ft. He recommended that the Board determine which option they want to pursue before having the drawings produced. Architectural, mechanical, electrical, plumbing and structural design plans could cost around \$80,000.

LAI Design Group representatives left the call at 7:35 p.m.

Susan Snyder provided a recap of the situation:

1. The LAI Design Group does not want to provide drawings. They believe pricing can be obtained with the existing documents before incurring the expense for drawings.
2. There are three other architectural firms working on proposals for the costs to provide plans.
3. Bruce Holisky believes that plans are needed to get contractor cost estimates. He anticipates the three architectural firms will provide the proposals within the next three weeks.
4. If an architect is selected to provide plans, those plans will be sent to contractors for cost estimates.
5. The architects providing the cost estimates are also contacting their subcontractors (mechanical contractors, pool installers, tilers, etc.) to confirm their designs and estimates are accurate.
6. The new proposals should not include a kitchen or exercise equipment in Option #3.

*B. Snow Melt Vent Upgrade*

Countywide repaired the snow melt boilers. The one by Building 3 is not currently operational and a part has been ordered. Tolin provided a bid of \$4,200 to retrofit proper ventilation for the snow melt enclosures without new boilers. The Countywide bid for that same work was \$3,000 - \$3,500. The ventilation would make the existing equipment code compliant and extend the life of the equipment. If the boilers are replaced, the connection might need to be modified. Bruce Holisky said the boilers are

reaching the end of their useful life but the contractors feel it might be possible to keep them running for another year or two with ongoing maintenance.

Susan Snyder motioned to accept the bid from Countrywide for the snow melt enclosure ventilation work. Sue Bays seconded and the motion carried.

*C. Internet Password Change*

Bruce Holisky has received some owner requests to change the internet password. Sundial has not detected any evidence that the system has been accessed by an unauthorized user. After discussion, the Board agreed the password did not need to be reset.

*D. Clubhouse Roof*

Bruce Holisky received a bid of \$220,000 from a waterproofing company. Blue Sky reworked their bid and brought it down from \$350,000 to about \$230,000. The AGS bid was \$400,000. PIE Engineering is working with the contractors to ensure all bids are comparable. Bruce expects to have all bids by the end of next week. Jon Nelson will be asked to join a meeting to review the bids.

**V. OLD BUSINESS**

Over Christmas the occupants of Unit 323 were parking a white van right in front of the door. Gary Nicholds will notify the rental company.

**VI. NEW BUSINESS**

There was no New Business.

**VII. SET NEXT MEETING DATE**

The next meeting will be scheduled once the information has been received from the other three architects.

**VIII. ADJOURNMENT**

Sue Bays motioned to adjourn at 8:20 p.m. Mark Vecchi seconded and the motion carried.

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

**MARINA PLACE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
March 13, 2018**

**I. CALL THE MEETING TO ORDER**

The Marina Place Condominium Association Board of Directors Meeting was called to order by Susan Snyder at 6:30 p.m. via teleconference.

Board members participating were Susan Snyder, Sue Bays and Louie Skowyra.

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

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

The January 23, 2018 Board Meeting minutes were approved as presented.

The meeting minutes were posted to the association site before approval.

It was requested that meeting minutes are not posted to the site until approval by the Board.

**III. CLUBHOUSE ROOF PROJECT**

Susan Snyder reviewed Jon Nelson's comments.

1. AGS - Out of the running based on price. The bid received in the fall from AGS was significantly higher than Reconstruction Experts and the other contractor. The second AGS bid was also high.
2. Reconstruction Experts - Did not bid in the second round.
3. Summit – Better paving product.
4. Blue Sky - Demonstrated that they were thinking about the construction challenges, provided good detail regarding how they would perform the work and had a very creative solution for removing the overburden. They had a better schedule and demonstrated a level of commitment and responsiveness. Blue Sky is putting a larger emphasis on demolition and waterproofing.

Jon Nelson recommended going with Blue Sky despite the slightly higher price. Gary Nicholds said George Mitsuoka sent an email agreeing with the recommendation for Blue Sky.

Bruce Holisky provided his input. He has more experience with Andrew at AGS and John at Blue Sky. He was not familiar with Summit, who was recommended by PIE. Andrew and John are both Project Managers and have been very diligent about following up with him. From a customer service standpoint, he felt either company would be a good choice. Given the price difference, he supported the decision to go with Blue Sky.

Susan Snyder motioned to move forward with the roof repair project with Blue Sky based on their proposal for \$234,170. Sue Bays seconded and the motion carried with George Mitsuoka, Louie Skowyra, Susan Snyder and Sue Bays in favor.

Bruce Holisky will ask Blue Sky if they have a standard contract for this type of work. If not, PIE can be hired to draft a contract, which Jon can review on behalf of the Association. The proposed start date is April 30<sup>th</sup> with a projection of 40 working days.

#### **IV. RETAINING WALL AND DRIVEWAY EXPANSION**

Susan Snyder talked to Jon Nelson about the retaining walls projects (behind Building 1 and by Buildings 3 and 4) and expansion of the driveway. He was asked to provide a project scope letter for the driveway expansion. The bid to develop a design and provide a proposal to repair make repairs was \$23,000. It included a survey, storm water pollution prevention planning, traffic control planning, permit fees, geotechnical investigation, hydro-geologic study and report, pavement design and reproduction costs. Jon Nelson would manage the design and permitting, preconstruction and construction administration. Jon has scheduled a survey for the driveway expansion for Monday. It is expected the design and permit application will be ready by the second week of April and can be put out to bid in early May so the project can be started by early June.

Sue Bays motioned to move forward with Jon Nelson's proposal. Louie Skowrya seconded and the motion carried. Gary Nicholds was authorized by the Board to approve the agreement.

The retaining walls need to be shored up this year. Jon Nelson provided several design options. The most feasible and cost effective would be soil anchors. The next step will be to contact the Town and Lodge at Lake Dillon to obtain an easement. The Board agreed to proceed with this project.

#### **V. ARCHITECTURAL BIDS**

Bruce Holisky reviewed the three bids. The bids from JW Architecture and Track Architecture are similar in the style of service offered. Both are design architects. The third bid from WJE is to evaluate the existing conditions and make repairs.

1. JW Architecture - \$20,000 total including \$4,000 for schematic design and \$16,000 to provide documentation to obtain estimates and permits for one option. A second option could be provided on an hourly basis (\$5,000 estimate). No plumbing, mechanical or electrical design is included.
2. WJE - \$26,600. They would evaluate the existing conditions and repair as needed.
3. Track Architecture - \$33,500 for Option 1 design services that includes architectural, mechanical, electrical, plumbing and engineering. Option 2 would be \$52,700.

Susan Snyder will ask Jon Nelson if he would be interested in helping to evaluate this aspect of the project. She knows a second consultant who she would like to approach. The Board authorized her to talk to them. She would like to have two or three photos of the options to send to the owners so they can provide feedback. Gary Nicholds was asked to draft a communication to the owners soliciting a volunteer with expertise in interior remodeling. Gary confirmed that the remodel would be subject to ADA requirements and any new hot tub equipment would have to be commercial grade.

#### **VI. 2018 BUDGET DISCUSSION**

Susan Snyder expressed disappointment that there was no discussion regarding the 2% increase to the Management Fee. Gary Nicholds explained that he had hoped to have a meeting last fall

to discuss the budget but it never occurred. The rate increase is a proposal and he did not think it had been put into effect. He will confirm this with Patti Vande Zande.

Susan Snyder motioned to approve the budget with the exclusion of the 2% Management Fee increase. Sue Bays seconded and the motion carried.

Gary Nicholds has spoken to Alpine Bank about a loan. Using \$500,000 as an estimate, there would be a \$1,500 attorney review fee, the Association attorney would need to write an opinion letter and the origination fee would be 5 – 6%. It would be an 18-month construction loan in the beginning and payments could be interest only during construction. After completion of construction or after 18 months, it would convert to a standard loan. The terms can be locked at the beginning. Gary will be contacting one other bank. Gary was asked to get expense estimates for \$500,000 and \$700,000 loans with payoff at the end of the 18-month period and after five years.

**VII. SET NEXT MEETING DATE**

The next Board Meeting will be April 10, 2018 or April 17, 2018 based on Board member availability.

**VIII. ADJOURNMENT**

Sue Bays motioned to adjourn at 7:49 p.m. Louie Skowrya seconded and the motion carried.

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

**Post Meeting Decisions/Discussion:**

1. Driveway Expansion - Subsequent to the meeting, all Board members were presented with the proposal to engage in an agreement with North Fork Engineering for the driveway expansion project. All Board members approved via email response to move forward with the agreement to engage North Fork Engineering for all phases of the driveway project: Design and Permitting, Pre-Construction phase management and Construction Administration at a cost of \$11,200.

Gary Nicholds was authorized by the Board to sign the contract and forward it to Jon Nelson for his signature. All parties will need to sign the agreement before Friday of this week.

2. 2018 Budget – The Association ended 2017 with a \$40,000 Operating surplus so no dues increase was needed. The surplus was rolled into the Reserves. Per the Reserve Study, the Reserve contribution was increased 2%, which will be absorbed by the anticipated 2018 surplus. The 2018 Budget was approved without the 2% proposed Management Fee increase. The Board will discuss this matter further. The Reserve Study needs to be updated before the end of 2019 to ensure the information is current. The Board should consider commissioning a new Reserve Study around 2020 since it will be ten years old at that point. The elevator maintenance contract should be bid out when it comes due in April as the \$9,000 rate seems high.

**MARINA PLACE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
June 4, 2018**

**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, Louie Skowyra, Mark Vecchi, George Mitsuoka and Sue Bays.

Owner Craig Garrett was a guest on the call.

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

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

Gary Nicholds will distribute the May 1, 2018 Board Meeting minutes in the next week.

**III. ANNUAL MEETING**

The first reminder for the July 14, 2018 Annual Meeting was sent May 23, 2018. The second official notification will include all required information (agenda, budget, etc.), the Board candidate biographies and a letter soliciting owner volunteers to serve on the Board. The terms of George Mitsuoka and Susan Snyder expire this year. George is resigning from the Board and Susan will not be running again.

Susan Snyder motioned to appoint Craig Garrett to replace George Mitsuoka. Sue Bays seconded and the motion carried.

Gary Nicholds will send the Board biographical information he has on file to the Board members. He requested updated information by the end of the week. Gary will draft the Board member solicitation. The meeting will be held at Dillon Community Church and the Board will meet for breakfast at Arapahoe Café at 7:00 a.m.

Gary Nicholds will send the Annual Meeting minutes from last year to the Board for review so they can insure all owner requests were addressed.

**IV. CONTRACT**

Susan Snyder reviewed the PIE Design and the BluSky contract. The following items were discussed:

1. The contractor will use a very small excavator to load the dirt onto a conveyor belt.
2. PIE will be asked to provide written confirmation that use of an excavator is permissible (i.e., in line with the weight limit).

3. The contract should be updated to include “No equipment greater than (the prescribed limit) pounds will be used.”
4. The start and completion dates should be updated. The anticipated duration of 40 days is not expected to change.
5. PIE will be asked to provide the design specifications.
6. Clarification should be requested for the potential increase to costs in Section 5.1.1.
7. The consultant will be asked to provide a recommendation for the percentage increase in Section 12.4.1.
8. Gary Nicholds will ask Patti Vande Zande for an update regarding how much of a down payment was provided. The contractor requested 20%.
9. Gary Nicholds will ensure that payments are made in a timely manner to avoid any late fees.
10. It should be confirmed that the Association and Basic Property Management are listed as additional insured in the insurance policy as stated in Section 15.4.
11. A Performance Bond should be obtained rather than a Payment Bond.
12. Consequential damages should not be included in the contract.
13. Disputes should be resolved by arbitration.

Bruce Holisky will provide an update on the current project status at the Annual Meeting.

## **V. OLD BUSINESS**

### *A. Comcast*

Mark Vecchi is still waiting for a quote from Comcast. Gary Nicholds said the account representative is out of town this week. Comcast needs to walk the property and inspect the cables to determine if any upgrades are required to provide the service and speeds being discussed. Gary will check the contract termination notice in the current internet provider’s contract. Gary was asked to contact the Comcast representative to obtain a quote. The Comcast service should be discussed and voted on by the owners at the Annual Meeting.

### *B. Painting*

Bruce Holisky said Building 1 will be painted at the end of the summer after the Clubhouse roof project has been completed.

### *C. Roof Membrane*

The contract and deposit for the roof membrane work were sent to the contractor, Primestar, and the Board is waiting to hear on the start date. There should be no conflict with this work as this penthouse is away from the Clubhouse roof. Completion is anticipated be by the end of June or early July.

### *D. Driveway & Retaining Walls*

The driveway project contractor has not been in contact with Bruce Holisky recently but two new survey stakes were placed last week. The utilities locates



have been done. Susan Snyder will send the contractor an email about this project and the retaining walls.

Crack sealing and seal coating will be done at the same time as the painting at the end of the summer. Building 1 and 2 will have seal coat done everywhere. There is some heaving pavement and spider webbing by Building 4. Bruce Holisky will request a bid for repairs from the asphalt contractor and include review of this section and recommendation on how it should be addressed.

The bottom concrete steps by Building 2 were patched the year before last. These need to be redone. Bruce Holisky was asked to get a bid to repair. The cost is anticipated to be around \$2,000.

*E. Clubhouse 1 Interior*

Louie Skowyra tried unsuccessfully to interest Denver architects in this project. Based on the survey results, the majority of owners are in favor of a like-for-like replacement. Bruce Holisky has spoken to two architects who might be a good fit for the project now that the scope has been defined as Option 1. His preference would be to work with WJE, which is a larger firm that specializes in renovation projects. They evaluate mechanical, price out the pool, and would provide a turnkey solution. They would provide the construction management. The Board supported this recommendation. Bruce will send the revised scope of work to WJE and request that an updated bid be provided prior to the Annual Meeting. Bruce also offered to look through some of the other work he had done last spring regarding pricing of certain pieces of the interior.

**VI. SET NEXT MEETING DATE**

The next meeting will be held July 9, 2018

**VII. ADJOURNMENT**

Sue Bays motioned to adjourn the meeting at 8:09 p.m. The motion was seconded by Mark and carried.

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

**MARINA PLACE CONDOMINIUM ASSOCIATION  
ANNUAL MEETING  
July 14, 2018**

**I. CALL THE MEETING TO ORDER**

The Marina Place Condominium Association Annual Meeting was called to order by Susan Snyder at 9:09 a.m. in the Dillon Community Church.

Board members present were:

Susan Snyder, President, 315	Sue Bays, 338
Louis Skowyra, 218	Craig Garrett, 426
Mark Vecchi,	

Owners present were:

Virginia Carlson & Dave Doman, 113	Paul & Marilyn Jerde, 114
Jonathan Cordial, 116	Tenley Stillwell, 118
Joe Couture, 137	Don Stillwagon, 211
Lauri Larson, 214	Michael & Donnis Moore, 215
Nancy Snively, Trish Laub & Barb Rueter, 217	Carolyn Skowyra, 218
Jane Abels, 223	John Charbonneau, 224
Dianne & Jerry Simonton, 225	Sandy Bradfield, 232
Ralph Wyman, 237	Susan Lee, 238
Joel & Louise Carter, 319	Linda & James Northrup, 322
John Googins, 323	Carole France, 324
James & Linda Sowaskie, 335	Michael Jones, 337
Connie Gillen, 412	Robert Mitchell, 414
Rex Murdock, 417	Wesley Lilley, 424
Al & Judy Baker, 427	George Ballweg, 432
John Goldstein, 435	

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

**II. PROOF OF NOTICE/QUORUM**

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

**III. APPROVE PREVIOUS MEETING MINUTES**

John Charbonneau motioned to accept the July 15, 2017 Annual Meeting minutes as presented. Al Baker seconded and the motion carried.

**IV. PRESIDENT'S REPORT**

Susan Snyder reported that the Board met eight times this past year. She recognized Bruce Holisky for his newsletter. She reviewed the significant projects:

1. Clubhouse #1 Roof – \$300,000 estimate. Two mailings were sent last year in November and April. A contract for \$243,000 was awarded to BluSky Renovation. They have removed all the soil from the Clubhouse roof and will be removing the membrane. Work has momentarily ceased due to the discovery of rectangular concrete bars on the roof that

- result in the need for addition of a step to accommodate the increased slope, a requirement for another structural feature made of poured concrete and identification of a drain with no outlet that will need a box and sump pump. The contractor is waiting for revised plans from PIE Engineering. The additional costs for these modification is not yet known. This project was not planned or budgeted in the Reserve Study.
2. Clubhouse #1 Interior – \$330,000 budget. The second phase of the project will be the interior. The owners were polled regarding their preference and the majority indicated they were in favor of like for like replacement of the features, which will be the most cost effective solution. Bruce Holisky is meeting with architects and firms that specialize in remodels. The estimated cost is \$300,000 – \$400,000 and there is \$330,000 budgeted in Reserves in 2020. This project should hopefully be completed by the end of the year.
  3. Retaining Walls by Buildings 3 & 4 – A very rough estimate is \$180,000. The walls along the street side are heaving. A professional engineer was hired. The recommendation for the most cost effective solution was to use soil anchors but the Town was not willing to grant the required easement. The engineer has been authorized to perform an analysis and survey for \$10,000 as the results will be required to develop an alternative solution. Precast retention blocks might be an option. This project was not planned or budgeted in the Reserve Study. A suggestion was made to approach the neighboring Association about sharing the cost.
  4. Driveways – \$40,000. The driveways of Buildings 3 and 4 will be widened. An engineer was hired and the design is complete. The cost is expected to be about \$3,000 over the budgeted amount. This project should be completed by the end of the summer / early fall. It will entail removal of the corner landscaping area and re-sloping the grade. The paving contractor will repair areas of asphalt that have heaved or cracked.
  5. Ice Melt System – \$50,000 estimate. Two boilers are due for replacement. There is \$38,000 budgeted this year in Reserves to replace one boiler.
  6. Parking – There has been an increase in the number of vehicles parking in the fire lane in front of the buildings. This puts the buildings at risk as it blocks access for emergency vehicles. Owners were encouraged to call the towing company if cars are parked illegally. Notification will be sent to owners regarding fines for illegal parking and the potential for towing.
  7. Storage of Personal Items in Garage – The Association Rules prohibit storage of items in the garage common space. Racks are provided for bikes, kayaks and paddleboards. There is space for storage by Clubhouse 1. The Board will be enforcing the policy and notification will be sent to all owners.
  8. Internet - Sundial is the current internet provider but their service does not meet the needs of the owners. This topic will be discussed during New Business.
  9. Dogs - There have been complaints about barking dogs in units and cars. Owners were reminded to be respectful of neighbors and that renters are not allowed to bring pets.
  10. Management Contract – The contract is evaluated every three years when it comes up for renewal.

In summary, the projects that need to be funded total about \$500,000. There will be discussion later during the meeting about how to fund these projects and a potential Special Assessment (approximately \$5,000/unit). Without a Special Assessment, the Reserve balance will go negative in 2020.

**V. TREASURER'S REPORT**

Patti Vande Zande reviewed the financials as of June 30, 2018:

1. Operating Cash - \$152,369
2. Reserve Cash - \$858,023
3. Total Cash - \$1,010,392
4. Accounts Receivable – (\$17,143) credit balance for prepaid dues
5. Operating Surplus – \$15,880
6. Reserve Surplus – \$49,495
7. Overall Surplus - \$65,376

Joe Couture motioned to approve the Treasurer's Report. Jonathan Cordial seconded and the motion carried.

**VI. MANAGER'S REPORT/BASIC PROPERTY MANAGEMENT**

Bruce Holisky reviewed projects with a Power Point presentation.

1. Sent a newsletter in June and plan to send three annually in spring/summer, fall and winter.
2. New owners should call him or Kerry Hartnett at the office to provide their contact information.
3. Owners were reminded to submit an application (available on the website) before starting any projects or unit modifications.
4. Owners were asked to remind guests to be respectful of the Clubhouse space.
5. The snow storage areas were modified per Town requirements and functioned well last winter, although there was low snowfall.
6. Replaced the heat tape.
7. Repaired the walkway handrails.
8. The elevators were inspected.
9. The bike and kayak racks are well used but there are some vacant spaces.
10. The washing machine in Building 1 was repaired.
11. The ventilation for the snow melt boilers will be reworked later this summer.
12. Spring landscaping work included flowers and mulch, sprinkler system repairs and pressure washing.
13. Building 1 will be painted later this summer. The boards, stairs and siding will be repaired or replaced as needed. A non-skid paint additive will be included for the walkways and stairs.
14. The Building 2 penthouse roofs were coated with a silicone sealant earlier this summer. The product has similar longevity (10 – 15 years) as the original product at a significantly lower cost.
15. The Clubhouse 1 interior will be renovated within the existing envelope to include a new pool, spa and sauna and new finishes and mechanicals.
16. Owners were asked to leave space between the bumpers of cars parked in the garage.

Owner questions and comments were as follows:

1. Paul Jerde said the Clubhouse roof area should look nice but he did not want to encourage extensive use of the area since it is right outside his unit door.
2. An owner asked if the steps from Buildings 1 and 2 to the street would be replaced. Bruce Holisky said it will depend on the new wall design.

3. Jonathan Cordial said the light outside his master bedroom is too bright. Bruce Holisky can add a light shield.
4. John Charbonneau requested an update on the water quality. Bruce Holisky said the water was recently tested. The problem stems from heavy metals leaching from the building pipes. He recommended running the water until it is very cold to clear the pipes before drinking.

Bruce Holisky was recognized by the membership for his efforts at the property.

## **VII. OLD BUSINESS**

### *A. Owner Education*

Gary Nicholds reviewed fire safety information and stressed the importance of being prepared. Dead standing trees and slash on the ground should be removed. Plastic deck furniture is not recommended. Owners should keep important documents in a portable box. There is currently a level 2 fire ban in Summit County. Smoking outdoors is prohibited, including on porches. Owners were encouraged to sign up at [www.scalert.com](http://www.scalert.com) to receive text messages during local emergencies.

### *B. Insurance*

Gary Nicholds said the Association policy includes guaranteed full replacement cost for all buildings, less a deductible. Owners are responsible for carrying an H06 policy for interior contents to cover everything from the walls in.

## **VIII. NEW BUSINESS**

### *A. Bike and Kayak Racks*

Michael Moore proposed a ban on storage of all items in the common areas between the buildings, including bike and kayak racks. He noted there were some bikes on one of the racks that appear to be abandoned. Susan Snyder explained that the bike rack he objected to was placed in that location based on owner requests and a vote at a previous Annual Meeting and moving them would be a reversal of that decision. Bruce Holisky tags the bikes annually. An owner suggested labeling the bikes so ownership can be determined. Michael Moore offered to serve on a committee to address this issue. Owners interested in serving should contact the Board.

Michael Moore motioned to prohibit any storage between the front doors of the buildings. John Charbonneau seconded. The motion did not carry with four owners in favor.

### *B. Project Funding*

Susan Snyder said the Board has explored options for funding the \$500,000 of upcoming projects discussed earlier during the meeting. The options would be obtaining a bank loan or a Special Assessment of about \$5,000/unit. The Special Assessment could be paid in monthly installments, some other frequency of installments or in a lump sum.

Owner questions addressed the timing of the last Special Assessment, if the funds could be borrowed from Reserves and if projects could be postponed. Susan Snyder responded that

the last Special Assessment was at least ten years ago, there is not enough money in Reserves to provide a loan for the projects and the Clubhouse work is already underway. An owner volunteered to assist the Board with cash flow forecasting.

Al Baker motioned to approve a \$5,000 per unit Special Assessment. Gerald Simonton seconded and the motion carried unanimously.

Linda Northrup motioned to offer three options for payment of the Special Assessment: a \$5,000 lump sum, 12 monthly payments starting October 1, 2018 with no interest or two \$2,500 payments with one due in October 2017 and the second by March 2018. Jonathan Cordial seconded and the motion carried unanimously. A mailing will be sent to all owners so they can indicate which payment plan they select.

*C. Internet Service*

Mark Vecchi said there have been numerous complaints about the Sundial internet service. He has obtained a proposal for a five-year contract from Comcast for upgraded service at a cost of \$24/unit/month including HD, high speed internet with a wireless modem and three receiver boxes per unit. Reliability and speed will be significantly improved.

John Goldstein motioned to approve the Comcast proposal for a five-year contract for an additional cost of \$13/unit/month (\$24/unit/month total) unless there are substantial changes when the contract is finalized. Nancy Snively seconded and the motion carried.

*D. General Discussion*

An owner requested a reminder communication to owners about renter behavior and that renters are not allowed to bring pets.

Rob Mitchell said there appeared to have been a sewer backup in his unit this winter. Bruce Holisky said the lines are jetted every other year. He encouraged owners to contact him about these types of issues.

**IX. ELECTION OF MANAGERS**

Susan Snyder was not running for re-election. The five nominees were Sue Bays, Mark Vecchi, Louis Skowyra, Craig Garrett and Lauri Larson.

Rob Mitchell motioned to elect the slate by acclamation. Joe Couture seconded and the motion carried.

**X. NEXT ANNUAL MEETING DATE**

The next Homeowner Meeting will be held on Saturday, July 13, 2019.

**XI. ADJOURNMENT**

Al Baker motioned to adjourn the meeting at 11:45 a.m. The motion was seconded and carried.

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

**MARINA PLACE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
August 28, 2018**

**I. CALL THE MEETING TO ORDER**

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

Board members participating were Mark Vecchi, Lauri Larson, Sue Bays and Craig Garrett.

Owners Rod & Jean Baker (#200/#216) were guests at the meeting. Susan Snyder participated via teleconference.

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

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

Craig Garrett motioned to validate the email approve of the July 11, 2018 Board Meeting minutes. Mark Vecchi seconded and the motion carried.

**III. FINANCIAL REPORT**

Patti Vande Zande reviewed the financial report.

1. Operating - \$170,265
2. Reserves - \$858,059
3. Total Checking/Savings - \$1,028,324

As of June 30, 2018, the Association had an Operating surplus of \$19,656 and a Reserve surplus of \$12,368. The year-to-date surplus overall was \$32,024.

Craig Garrett motioned to accept the financial report. Sue Bays seconded and the motion carried.

**IV. PROPERTY MANAGEMENT REPORT**

*A. Fire Systems Inspection*

The dry stand pipes need to be pressure tested and inspected. Bruce Holisky will provide an estimate for this service.

*B. Walkway & Stair Board Project*

This project is mostly completed. There are a few things to wrap up in and around the painting that started for Building 1 this week.

*C. Building 1 Paint*

The painters are nearing completion with the exterior and lake end of Building 1.

D. *Buildings 3 & 4 Concrete Sidewalk and Stair Work*

Bruce Holisky sent the Board an estimate. Some of the sidewalks have settled and are spalling. The settling could be repaired by mud jacking. There is some concrete and a step outside of Clubhouse 2 that are deteriorating and might not make it through the winter.

V. **OLD BUSINESS**

Rod Baker asked about the schedule for completing the Clubhouse project. Susan Snyder said there are two phases. The first is repairing the membrane of the clubhouse roof between Buildings 1 and 2, which is being done right now and was scheduled for completion by the end of September. There was a discovery a few weeks ago during the excavation that resulted in the need for a design change. PIE will be providing the final design specifications. BluSky has been asked to provide a revised cost for the work they have done. There will need to be a discussion with BluSky about the change order. There is a much higher anticipated cost. It is hoped the membrane will be completed by mid-October.

VI. **NEW BUSINESS**

A. *Bike Storage*

Michael Moore identified some bike storage areas in the garage. He should be invited to participate at the next Board meeting. Susan Snyder will look at the areas he recommended. The Board might want to identify some areas for kayak storage. Sue Bays will get the information for kayak storage at the marina.

B. *Comcast Update*

Mark Vecchi said Comcast cannot start the work until November. He requested a copy of the previous Comcast contract for comparison. Gary Nicholds will send it to all Board members. Gary will confirm which costs will be picked up by Comcast.

C. *BluSky Update*

BluSky and PIE are working directly with each other. Susan Snyder will follow up with Kade Gromowski about the design. The BluSky change order was \$38,000. The options for change orders per the contract are to agree on a price or to have the work done on a time and materials basis. There would need to be oversight for the hours worked and the number of workers on site. The labor rate in the change order was \$75/hour for framing which was high. Susan reviewed other pieces of the change order with Jon Nelson and also with another seasoned business owner. Susan wants to meet with BluSky to determine what they need from PIE to make the change order more palatable. Oversight of projects is part of the management contract and Susan felt Basic Property Management should provide the oversight three times per day to confirm the number of workers on site and work start and stop times. Gary Nicholds said it is not in the contract to support a project of this magnitude and he will let the Board know by the end of the week. The Board agreed not to sign the change order today.

D. *Clubhouse 1 Interior*

The next phase for the Clubhouse 1 project is to move forward with bids for the interior work, to select a contractor and to establish a schedule. The timeframe depends on identifying someone to manage the contract. This project probably will not be possible before the end of the year.



*E. Driveway Update*

Susan Snyder said Jon Nelson has been on site and started the work. They will be pouring the concrete on Wednesday and will start the asphalt work on Friday. He drafted a contract and the concrete contractor signed it. The paving contractor does not want to sign the contract on principle as the amount for this job is very low. This contractor has paved most of Dillon. Jon recommended moving forward without a contract.

Mark Vecchi motioned to move forward with the driveway widening without a signed contract from the asphalt contractor. Lauri Larson seconded and the motion carried.

The garbage truck will not be able to access the property this Thursday. Susan Snyder asked if Bruce Holisky could buy bags at Lowes that Waste Management will pick up and put them by the dumpster shed for Buildings 3 and 4. Gary Nicholds will talk to the trash vendors about options. Notice of the project and parking restrictions will be posted at the property.

A bid of \$4,700 was received from Double M to sealcoat the driveways. Susan Snyder felt it should be done to prevent any water infiltration which could lead to more repair work in the future. Susan discussed the asphalt repair behind buildings 4 with Jon Nelson. Jon had reviewed this with another contractor. Jon felt the bid from Double M for the repair was reasonable. The bid for repair of the pavement behind building 4 was \$4067. Jon felt that repair of the asphalt at this time was better than waiting until next year. Gary Nicholds said it will depend on the contractor schedule and temperatures. Bruce Holisky will call him tomorrow to determine if both the sealing and asphalt repair can be completed before winter.

Sue Bays motioned to approve annual sealcoating, crack sealing and asphalt patching / repair. The motion was seconded and carried.

*F. Transition with Vacasa*

Patti Vande Zande talked with Mike Magliocchetti today. She will email him the financial records. Gary Nicholds was asked to send the owner emails and addresses to all Board members and Susan Snyder. Patti will provide a list of any units that are known to be under contract.

*G. Architect Recommendation*

Bruce Holisky provided an overview of the architects he has contacted about the Clubhouse 1 interior project. He said his first choice would be WJE (Everett is the contact person) because they work with an established set of sub-contractors. This means schedules are coordinated and pricing is reliable. They were on site at least four times. Lauri Larson said she will contact all the candidates after the architect has been selected to thank them for their proposals and close the loop.

*H. Insurance*

Lauri Larson requested a copy of all the insurance policies. Gary Nicholds recommended budgeting a 3% - 5% increase for the 2019 premium based on the fires.

**VII. ADJOURNMENT**

Lauri Larson motioned to adjourn the meeting at 7:52 p.m. Sue Bays seconded and the motion carried.

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

MARINA PLACE CONDOMINIUM ASSOCIATION BOD MEETING

December 18, 2018 4pm

Mountain Time

Call in number: +1 440-783-8628

Pin: 543 362 228#

CALL THE MEETING TO ORDER

The Marina Place Condominium Association Board of Directors Meeting was called to order at:

Board members participating: Mark Vecchi, Laurie Larson, Sue Bays, Craig Garrett, Susan Snyder

Owners participating: None

Management Company attending: Ben Sloman, Julie Piatchek

APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made to approve the minutes from the [August 28 2018 meeting](#)

FINANCIAL REPORT

Appfolio - we are currently moving all our HOA database into a new software program called appfolio, this will make for a better experience for the owners to be able to access their accounts and for us to provide more to each owner

Reserve balance at \$693,176

Checking balance at \$42,000

Invoice for Pie Engineering \$3,929.20 - Approval?

Budget - Attached to this email for Board approval.

AR report - we have sent out emails today for all owners that are not current, we are already getting responses back with checks being sent to us, these will be deposited as reconciled as soon

PROPERTY MANAGEMENT REPORT

Boiler inspections are coming up, Bryan is organizing this for this month

Countywide is fixing recharge the glycol, building 1 snowmelt

Roofing - the leak detection test was successful and passed, pavers will be out Thursday to start that work.

Reserve study - ARS will be sending us questions.

OLD BUSINESS

Fire Systems Inspection - 3 extinguishers needs to be tested, Bryan is organizing the inspections

Walkway & Stair Board Project - Spring

Buildings 3 & 4 Concrete Sidewalk and Stair Work

*Bruce Holisky sent the Board an estimate. Some of the sidewalks have settled and are spalling. The settling could be repaired by mudjacking. There is some concrete and a step outside of Clubhouse 2 that are deteriorating and might not make it through the winter.*

Website - Ben will move this over before the end of the year

NEW BUSINESS

#### Architect Recommendation

*Bruce Holisky provided an overview of the architects he has contacted about the Clubhouse 1 interior project. He said his first choice would be WJE (Everett is the contact person) because they work with an established set of sub-contractors. This means schedules are coordinated and pricing is reliable. They were on site at least four times. Lauri Larson said she will contact all the candidates after the architect has been selected to thank them for their proposals and close the loop.*

Bryan and Ben from Vacasa have reviewed two proposals from JWa and WJE and note that both Bryan and Ben have not worked with either of these architects previously, and have reached out to some of the larger contractors I have worked with before but they had not worked with either company previously also.

Pricing is close WJE - \$26,600 to JWA - \$25,000, the scopes are similar, I would like to get more information and references on the engineering for this project. It seems that there could be \$12-18k in additional fees during the construction on the WJE proposal. I do like that JWa has a sketch already of the area

WJE additional is estimated \$15k - total \$41,600 - they use an established set of contractors

WJA total \$25,000 - works with Travis construction

Has the Board or previous management spoken with an engineer for this project?

**A motion was made to use WJE as the architect for the clubhouse project, seconded and unanimously approved.**

Gill will be contacted by Susan in regards to reviewing the contract.

#### Elevator

ThyssenKrupp is offering a 8% discount on the service contract if we sign for 5 more years, these elevators are TK built and have proprietary parts including controllers, selectors and other control boards, in the past I have had other service providers service different built elevators, they can do most work, but when there is a critical issue it can be very troublesome for TK to work with direct competitors especially with proprietary parts.

Try 15% for 3 years, Ben has contacted the account rep for this request, they responded Dec 12 with 15% for 5 years.

**A motion was made to approve an extension of contract if the discount is above 15% for another 5 years, seconded and unanimously approved.**

Andrea - ballot for Declarations - changing the Dec to satisfy the law, levy assessment by majority votes by the owners, needed to remove language that complicated the process.

Draft, we want to let you know previous communication was sent out, the official ballot, the board recommends - help us comply with state law, here is the email address to send to - also date for webex for questions prior to voting, flexibility for the owners to decide on how a special assessment is allocated - send out Thursday

#### SCHEDULE NEXT MEETING

#### ADJOURNMENT

Meeting adjourned at 4:54pm