

MARINA PLACE CONDOMINIUM ASSOCIATION

BOD MEETING Minutes

January 8, 2020 4:15PM Mountain Time

Call in number: +1 605 468 8763

Pin: 866136

1. Call the meeting to order

- a. Meeting was called to order at 4:22pm
- b. Board members in attendance: Susan Snyder, Craig Garrett, Sue Bays, Ralph Wyman, Sergio Castaneda
- c. Owners in attendance: none
- d. Vacasa staff in attendance: Ben Sloman, Bryan Shack

2. Approve Previous Meeting Minutes (2019 11 12)

- a. Requested to send minutes to the Board again.

3. Financials

- a. Review Draft Budget
- b. Discussion on Repair and maintenance line items to see if recurring items will need repairs
- c. A motion was made to approve the budget as presented, seconded and unanimously approved.
- d. 6 units to go for special assessments collection
- e. Discussion on the general labor line item, Vacasa has refunded some items that did not have enough description, were included within the management agreement or other items that could be considered as minor maintenance.

4. New business

- a. Mark Vecchi resigned from the Board via email 1/8/2020
- b. A motion was made for Susan Snyder to take the President position due to Marks resignation. As a vacancy was created due to Marks resignation, Sergio Castaneda was nominated to join the Board and to take the place of Vice President, seconded and unanimously approved.
- c. Clubhouse update, working on additional bids on the HVAC / air handling, tiling on bathrooms is currently in the works (2 weeks), there is some electrical work to be completed in the sauna, hooking up new fans in bathrooms and chemical room, window installation is scheduled for end of the month.
- d. Discussion on pets within rental units, Vacasa will continue to communicate and police these violations.

5. Schedule next meeting

- a. April 14, 2020 - 4:30pm Mountain time

6. Adjournment

- a. Meeting adjourned at 5:34pm

MARINA PLACE CONDOMINIUM ASSOCIATION

BOD MEETING Minutes

March 31, 2020 4PM Mountain Time

meet.google.com/vos-cggm-tda

Join by phone

+1 318-392-3184 PIN: 820 892#

1. Call the meeting to order

- a. Meeting was called to order at 4:11pm
- b. Board members in attendance: Craig Garrett, Susan Snyder, Sergio Castaneda, Ralph Wyman, Sue Bays
- c. Owners in attendance: none
- d. Vacasa staff in attendance: Ben Sloman, Bryan Shack, Gloria Henline

2. Approve Previous Meeting Minutes (2019 11 12) + (2020 01 08)

- a. Requested to send minutes to the Board again.
- b. A motion was made to approve the minutes as presented for the November 12, 2019, seconded and unanimously approved

3. Financials

- a. Checking - \$202,140.41
- b. Reserve - \$383,342.92
- c. AR - \$13,704.85
- d. 2019 tax return is in process despite 7/15 automatic extension
- e. Delinquency letter was sent on 3/23 for the one unit with remaining special assessment payment \$13,704.85, HOA will place a lien on the unit.
- f. Vote on transferring \$19,839.32 2019 operating surplus to reserves.
 - i. A motion was made to transfer \$19,839.32 from operating to reserves, seconded and unanimously approved.
- g. Detailed review of 2020 cash flow and additional cost overruns for clubhouse 1 were reviewed. Reserve study budgeted amount for Clubhouse 1 was 445K. Anticipate final cost will be 150K over budget. Some of the related cost increases due to the county requiring updates to current code. Board reviewed projects for the remaining 2020 and projects for 2021. At this time, it is the board's opinion that we do not need to make any immediate corrections with special assessments or dues increases at this time.

4. New business

- a. Clubhouse update, R&H mechanical bid approved and signed, timeline and start date getting scheduled. Will approve check to start ordering items.

- b. Bryan spoke about the community and what we have been doing with the common areas, wiping all common areas, handrails, elevators, doors, handles as much as possible, Clubhouse 2 is closed down, redoing the shower pans as paint is flaking off. Clubhouse 1 putting up tile, painting, electrical for sauna. We cannot get permits or inspections currently - this might change due to construction to continue,
- c. We need final framing for the sauna inspection, doors on bathrooms
- d. We can complete some work in the mechanical room while we wait for the long lead time equipment - 12 weeks for long lead equipment.
- e. Put together cost overruns in detail
- f. Ben will draft a letter to owners, due to covid with your units and property manager we will suspend immediately all unit checks, any specific concerns should contact Vacasa, clubhouse update,
- g. Insurance -
 - i. Robert Harris - \$36,865
 - ii. Kinser Insurance - \$29,212
 - iii. Up the building limit, can you use umbrella for building property, what is the guaranteed replacement cost based on per sqft,

5. Schedule next meeting

- a. May 11th, 2020- 4pm

6. Adjournment

- a. Meeting adjourned at 5:55pm

MARINA PLACE CONDOMINIUM ASSOCIATION

BOD MEETING Agenda

May 11, 2020 4PM Mountain Time

Join with Google Meet

meet.google.com/ezp-gjmq-ggg

Join by phone

+1 551-444-6172 PIN: 321 298 932#

1. Call the meeting to order

- a. Meeting was called to order at 4:03pm
- b. Board members in attendance: Susan Snyder, Craig Garrett, Sergio Castaneda, Ralph Wyman, Sue Bays
- c. Owners in attendance: None
- d. Vacasa staff in attendance: Ben Sloman, Bryan Shack, Gloria Henline

2. Approve Previous Meeting Minutes March 31 2020

- a. A motion was made to approve the minutes as presented, seconded and unanimously approved with edits from Susan Snyder.

3. Financials

- a. Checking - \$211,544.25
- b. Reserve - \$383,359.17
- c. AR - \$16,287.97

4. New business

- a. Summer projects 2020
 - i. Carpet (Building 3 and 1 atrium areas) - 3 options \$3,900 - \$4,700 - defer to 2021
 - ii. Concrete - \$15,000 - stairs and patio areas in front of clubhouse 2 - Send a picture of this area to the Board
 - iii. Downspouts - \$6,120
 - iv. EPDM membrane sealant (Building 2 and 4) - \$6,000 - Price seems high. Is building 2 roof under warranty? When does warranty expire? Board proposed to seal and apply using the same materials used to seal building 3 penthouses this past winter. Need cost of material plus estimated hours.
 - v. Stain / painting Building 3 - \$47,910 - (Excel painting \$32k) find who we used last time and the cost - ~\$17k too high - split the siding and the painting out for costing - Estimate seems to be too high. In the past, the bid was just for staining. Siding replacement was made a separate line item. Request bid for staining and a separate bid for replacement of worn siding.
 - vi. Elevators - on reserve study in 2020 for interior cosmetic update \$8,000 defer to 2021
 - vii. Trash and dumpster enclosure repairs - \$2,000

viii. R&H mech for mechanical has started and completed the boiler install, we are just waiting on the last item which is the make up air unit for air flow through the clubhouse.

b. Annual meeting

i. Meeting format - communicate with owners about how we will be able to do this as well as get owners prepared for this if it occurs, Vacasa to research Zoom, Skype, and/or WebEx for best functionality to allow meeting moderator, Q & A window, etc.

c. Insurance

i. Do we have enough building limit coverage? Vacasa will organize a conference call to speak about coverages and limits that we should move forward with in the future.

d. Issues with 318? Long term rental, noise late at night in the building 3 garage - parking vehicle in no parking areas - vehicle needs to move for emergency vehicle access - Vacasa to contact 318 Owners about issues with tenants.

e. Appliances in managers unit - need replacement - will get some costs together and will send to Board for approval

5. Schedule next meeting

a. Next meeting scheduled for June 8, 4pm

6. Adjournment

a. Meeting adjourned at 5:35pm

MARINA PLACE CONDOMINIUM ASSOCIATION
BOD MEETING Minutes
June 8, 2020 4PM Mountain Time

[Join with Google Meet](https://meet.google.com/tqi-zdpg-toe)
meet.google.com/tqi-zdpg-toe

Phone Numbers
(US)+1 716-259-2413
PIN: 535 211 313#

1. Call the meeting to order

- a. Meeting was called to order at 4:14pm
- b. Board members in attendance: Susan Snyder, Ralph Wyman, Sergio Castaneda, Craig Garrett
- c. Owners in attendance: None
- d. Vacasa staff in attendance: Ben Sloman, Bryan Shack, Gloria Henline

2. Approve Previous Meeting Minutes May 11 2020

- a. A motion was made to approve the May 11 2020 minutes with Susans edits, seconded and approved.

3. Financials - March 2020

- a. Checking - \$206,669.64
- b. Reserve - \$383,374.39
- c. AR - \$16,099.01 - placed lien on unit, send notice to lender on unit also

4. New business

- a. Summer projects - Discussed concrete repair of steps and plaza outside Clubhouse 2. Have only one bid for 20K. Board discussed deferring the project this summer, but requested photos of this area. Discussed patching steps for another season and completing in 2021. Bryan to send photos of plaza area in front of Clubhouse 2. Need additional bid for building 3 painting. Sergio will forward another contractor name.
- b. Clubhouse 1 – Delays in parts and labor due to co-vid. Anticipate all work to be completed near the end of summer. Vacasa will put together Powerpoint a document summary of the project with pictures, notes and details on the clubhouse 1 project for the annual meeting. Details to include higher \$ project overruns contributing to additional \$88K over budget.
- c. Annual meeting - Send cover letter information about reason for not opening the clubhouse. We will assess when changes from the state and county

change, safety is paramount. Include clubhouse I status and anticipated completion date with bullets on delays in project completion.

- d. Insurance - Reviewing replacement cost coverage in current insurance policy to determine if close to other properties in the county. Kinser will provide some contacts for building replacement cost experts, Vacasa will get some pricing on this work to be done and provide to the Board.

5. Schedule next meeting

- a. June 29 4pm

6. Adjournment

- a. Meeting adjourned at 5:29pm

MARINA PLACE CONDOMINIUM ASSOCIATION
BOD MEETING MINUTES
June 29, 2020 4PM Mountain Time

Meeting ID
meet.google.com/hhm-pmcm-asj

Phone Numbers
[\(US\)+1 786-288-3699](tel:+17862883699)
PIN: 856 688 238#

1. Call the meeting to order

- a. Meeting was called to order at 4:04pm
- b. Board members in attendance: Craig Garret, Sergio Castaneda, Susan Snyder, Ralph Wyman, Sue Bays
- c. Owners in attendance: None
- d. Vacasa staff in attendance: Ben Sloman, Gloria Henline, Bryan Shack

2. Approve Previous Meeting Minutes June 8 2020

- a. A motion was made to approve the June 8 2020 minutes, seconded and approved.

3. New business

- a. Clubhouse 1 – Delays in parts and labor due to co-vid. Anticipate all work to be completed near the end of summer. Vacasa will put together Powerpoint a document summary of the project with pictures, notes and details on the clubhouse 1 project for the annual meeting. Details to include higher \$ project overruns contributing to additional \$88K over budget.
- b. Annual meeting - Send cover letter information about reason for not opening the clubhouse. We will assess when changes from the state and county change, safety is paramount. Include clubhouse I status and anticipated completion date with bullets on delays in project completion.
- c. Looking for a physical location for the meeting, clubhouse 1 possibly, public spaces are not taking reservations as yet. Best Western - group of 6.
- d. Two more bids on the painting of building 3
- e. Send Board member bios to Vacasa to add to slideshow.

4. Schedule next meeting

- a. Next meeting is scheduled for July 11 2020 (Annual Meeting)

5. Adjournment

- a. Meeting adjourned at 5:32pm

**MARINA PLACE CONDOMINIUM ASSOCIATION
NOTICE OF ANNUAL MEMBERSHIP
MEETING MINUTES**

1. Call to Order

- a. Prior to the meeting the board made sure we could get in touch with all owners trying to connect with the meeting, via phone, text, email, etc.
- b. Meeting was called to order at 9:25am

2. Owners Forum

a. Identification of Proxy/Proxy Holders

- | | |
|----------------------------------|-----------------------------------|
| 1. RMLW Properties - Mark Vecchi | 6. Marvin Spees - Al Baker |
| 2. Ernest Berliner - Al Baker | 7. Jet Arabians - Jill Talbot |
| 3. Coel Living Trust - Sue Bays | 8. Mark Vecchi - Sue Bays |
| 4. Connie Gillen - Al Baker | 9. Michael Jones - Susan Snyder |
| 5. Jeff English - Sue Bays | 10. Al Schlichter - Craig Garrett |

b. Quorum Must Total 50% of Membership

- | | |
|--|----------------------------|
| 1. 113 Carlson | 22. 232 Bradfield |
| 2. 114 Jerde | 23. 234 Dargen |
| 3. 115 Begin | 24. 237 Wyman |
| 4. 116 Cordial | 25. 311 Cox |
| 5. 117 Gock | 26. 315 Snyder |
| 6. 124 Leo | 27. 316 May |
| 7. 127 Kaufman | 28. 322 Northrop |
| 8. 132 Belmear | 29. 325 Bentz |
| 9. 133 woodcock | 30. 329 Holt |
| 10. 134 Haskin | 31. 332 Mitsuoka |
| 11. 137 Gallagher | 32. 334 Castaneda |
| 12. 213 Schurman | 33. 335 Sowaskie/ Van Horn |
| 13. 214 Larson | 34. 338 Bays |
| 14. 215 Moore | 35. 414 Mitchell |
| 15. 216 Baker | 36. 416 Henderson |
| 16. 217 Laub - 217 Snively - 217Reuter | 37. 426 Garrett |
| 17. 221 Daly | 38. 427 Baker |
| 18. 223 Abels | 39. 432 Ballweg |
| 19. 224 Charbonneau | 40. 434 Winstead |
| 20. 227 Kinney | 41. 435 Goldstein |
| 21. 228 Cameron | |

3. Introduction of the board members:
 - a. Susan Snyder - President of the board, has been on the board of directors for many years
 - b. Ralph Wyman - owned in marina place for 6 years and was elected for the board last year.
 - c. Sue Bays - Have been on the board for many years.
 - d. Craig Garrett - Been in marina place for 4 years and on the board for 3 years.
 - e. Sergio Castaneda - owner for 5 years, 1st year on the board. He went through the explanation on how the voting process will be during the virtual meeting.

4. Proof of Meeting Notice
 - a. Notice was sent to all homeowners by email and mail June 16 2020

5. Approval of 2019 Annual Meeting Minutes
 - a. A motion was made to approve the minutes from 2019, second and unanimously approved.

6. Managing Agents Reports
 - a. Projects
 - i. Clubhouse - pictures were shown of how the hot tub, bathrooms and pool look on the clubhouse. Additional drains, all LED lights,
 - ii. Building #3 has a new roof in there.
 - iii. Concrete repairs in clubhouse # 2 - 1 bid so far, waiting on 2 more
 - iv. Building # 3 painting - 5 bids at the moment
 - v. Atrium area carpet replacement - looking at samples, waiting until building 3 is painted
 - vi. Snowmelt issues were fixed as well and new concrete in building #1
 - vii. Re-do all lighting in carports

7. Review 2020 Statement of Operations
 - a. Cable and Internet - Owners had some questions about not including cable and only internet. Bulk price packages are a lot cheaper than getting internet only.
 - b. Clubhouse project - the budget went higher than expected.
 - i. Building the Pool and Hot tub - \$256,500
 - ii. Bathrooms - \$50,244
 - iii. Engineering and design - #13,728
 - iv. Sauna - \$16,852
 - v. Windows - \$18,015
 - vi. Lighting - \$9,179
 - vii. Electric - \$11,409
 - viii. Mechanical and plumbing - \$132,186 - ventilation system had to be built to improve the humidity issues that were happening before.
 - c. Insurance Coverage - 1:10

- d. Landscaping -
 - i. Grass between buildings has been dying. Grass between buildings 2 and 3 it is owned by the city - need to call the city and complain to them to get them to fix it
 - ii. Mulch is being done by Bryan

8. 2020 Proposed Budget

- a. Review and Ratify 2020 Budget
 - i. A motion was made to ratify the 2020 Budget, seconded, one opposed and the rest in favor, budget was ratified.

9. Election of Board Members

- a. A motion was made to elect the same board to continue, seconded and everybody else in favor.

10. Old Business

- a. Clubhouse
- b. New Business
 - i. More calls to the police in the last year with short term rentals - it is the owners responsibility to address issues at your unit and with renters. Fines will be given if necessary.
 - ii. Noise disturbances - police needs to be responsible instead of Vacasa (Bryan)
 - iii. Plans to renovate the concrete are in motion
 - iv. Plans to renovate the clubhouse are being talked about
 - v. Only owners can have pets and guests when the owner is present
 - vi. Not any options for having an electric car charging station
 - vii. 10pm noise curfew is still in place

11. Set 2020 Annual Membership Meeting Date and Time

- a. July 10 2021

12. Adjournment

- a. Meeting adjourned at 10:52am

Board meeting immediately following Annual meeting

Call to order at 10:54am

Board members in attendance: Susan Snyder, Sergio Castenada, Ralph Wyman, Sue Bays, Craig Garrett

A motion was made to keep current board positions with no changes, seconded and unanimously approved.

Meeting Adjourned at 10:56am

MARINA PLACE CONDOMINIUM ASSOCIATION
BOD MEETING MINUTES
November 24, 2020 5PM Mountain Time

Meeting ID

meet.google.com/hhm-pmcm-asj

Phone Numbers

406-530-8180 PIN: 645 628 742#

1. Call the meeting to order

- a. Meeting was called to order at 5:03pm
- b. Board members in attendance: Sergio Castaneda, Susan Snyder, Sue Bays, Ralph Wyman, Craig Garrett
- c. Owners in attendance: Tim Bauer 422, Alan Coopman 203, Jacqueline Kinney 227
- d. Vacasa staff in attendance: Ben Sloman

2. Approve Previous Meeting Minutes

- a. A motion was made to approve the minutes, seconded and unanimously approved.

3. New business

- a. Review proposed 2021 budget
- b. Review of current 2020 budget / spending / estimation of year-end position against budget - Cash flow and balances need to be updated
- c. Review status of Clubhouse 1
- d. Review budget / total clubhouse I cost
- e. Review summer / fall projects: Painting Bldg 3, etc.
- f. Review any upcoming projects
- g. Manager report
- h. Town of Dillon Water Report - Lead levels.

4. Owner discussion:

- a. Community not kept clean, leaves in stairwells, gravel in the parking lot, feels like its unkempt, gutter fell off previously, possibly years ago and asked if this has been repaired. Bryan spoke to this cleaning being done multiple times per week but the volume of leaves and buildup continues due to wind, plowing and application of ice melt etc.

5. Schedule next meeting

- a. Next meeting is scheduled for 14th December 5pm

6. Adjournment

- a. Meeting adjourned at 7pm

**MARINA PLACE CONDOMINIUM ASSOCIATION
BOD MEETING MINUTES
December 14, 2020 5PM Mountain Time**

[Zoom invite](#)

1. Call the meeting to order

- a. Meeting was called to order at 4:40pm
- b. Board members in attendance: Sergio Castaneda, Susan Snyder, Sue Bays, Ralph Wyman, Craig Garrett
- c. Owners in attendance:
- d. Vacasa staff in attendance: Ben Sloman, Katherine Bauer, Gloria Henline

2. Approve Previous Meeting Minutes

- a. Minutes for this meeting and previous will be sent to the Board

3. New business

- a. Review proposed 2021 budget: Updates needed to reflect actual dues collected for 2020. Remove dues collection from manager unit. Updates needed in Reserve Study cash flow to reflect 2020 year end and 2021 starting balance. 2021 Budget to be emailed to Board after updates are made for final approval.
- b. A motion was made to amend the Collections policy to change the interest rate to reflect 60-90 days past due is 12% per annum, 90+ days is 24% interest per annum. The \$50 per month late fee remains, seconded and unanimously approved. Effective date on the policy should be as soon as possible. Collection policy to be sent out for signature approval after update.**
- c. \$96k for R&H mechanical expense will likely fall into 2021 expense
- d. 2021 reserve study includes work on retaining wall. Jon Nelson (PE) completed a report a few years ago on the retaining wall: engineering solutions on how to rebuild / repair wall to prevent further heaving. Board requested this report be sent out for review. Jon is not available to provide additional consulting on this project. Discussions should start to determine proposed design / cost / possible contractors.
- e. Board directed Vacasa to move forward with administering new Collection policy for unit in building 3 that has been delinquent in monthly due and special assessment payments.

4. Schedule next meeting

a. Next meeting is scheduled for February 23 2021 4:30pm

5. Adjournment

a. Meeting adjourned at 5:54pm