

Marina Place Board meeting minutes
Tuesday Feb 23rd at 4:30 MST
Weblink: meet.google.com/dce-bwtm-ksc
Phone: 302-314-6897 PIN: 603 483 634#

Call to order:

The meeting was called to order at 4:35pm

Attendance:

Board members in attendance:

Susan Snyder, Craig Garrett, Sergio Castenada, Sue Bays, Ralph Wyman

Vacasa in attendance:

Ben Sloman

Approval of minutes:

A motion was made to approve the minutes from December 14, 2020, seconded and unanimously approved.

Financials:

2020 Year end financials surplus in operating p&l ended at - \$39,677.68

Accounts Receivable ended at (\$19,322.35)

Actual operating cash surplus is = \$20,355.33. Ralph suggested this AR balance to be footnoted to show that collections are ongoing and that we will be moving to foreclosure on this unit, we hope to realise the income into 2021. A line item will be added as a bad debt expense.

A motion was made to move \$20,355.33 to reserves, add a line item for bad debt and move \$19,322.35 to this line item, seconded and unanimously approved.

Starting reserve balance for 2021 AR \$421,950 minus the outstanding balance due to R&H mechanical which will be paid when final inspections are completed by the county on the clubhouse.

Vacasa to send Board the collections policy and delinquency letter

Status of Unit 314 -

A motion was made to move to foreclosure for unit 314, seconded and unanimously approved.

Old business:

Clubhouse I Status

\$64k outstanding on R&H invoice will be paid when total project complete, Awaiting receipt of bathroom doors and then we will schedule final inspections for the county.

Building 2 roof options

Full replacement - Section repair

Lallier > 151,182 - \$21,777 (add option section 2-4 \$31,423)

Dynamic > \$132,185 - \$42,466

Roof Worx > \$175,819 - \$22,130

Trinity > \$32,306 (section only)

Interior work unit 235, requested 3 bids for this work needed for repair.

Roof Worx - \$22,853

Cuttys - \$19,300

Summer projects - Need to get another estimate on retaining wall. We have one from John Nelson, however he is no longer available to consult on this project. Susan sent Vacasa another contact for this estimate.

Additional bid on the snowmelt boiler and concrete for building 3, concrete may not be needed at this time to be replaced.

Vacasa to find the years of each section of re-roofing, along with the warranty on each section

Discussed timing of the re-opening of the re-opening clubhouses. All agree that due to continued restrictions in place, it is too early to determine when the clubhouses would be able to be opened again.

This will be discussed at the next Board meeting.

Budget ratification meeting scheduled for March 3 rd for interested owners to attend.

Discussed monthly checks on units by Bryan. Checking each unit was discussed at prior meeting and due to co-vid, recommendation was to limit entrance of the property manager into all units to avoid any increased exposure to covid. Board agreed to discuss resuming regular monthly checks on units at the next board meeting. Monthly checks were put in place to be able to ensure empty units had sufficient heat to avoid pipes freezing.

Next meeting

April 27 2021, 4:45pm

Adjourn

Meeting was adjourned at 6:20pm

Marina Place Board Meeting Minutes
Tuesday April 27, 2021 at 4:45pm MST
Weblink: meet.google.com/dsx-hjqa-sye
Phone: +1 413-337-2533 PIN: 848 239 847#

1. Call to order:
 - a. Meeting was called to order at 4:53pm
2. Attendees
 - a. Board Members: Susan Snyder, Sue Bays, Ralph Wyman, Sergio Castaneda, Craig Garrett
 - b. Guest in meeting: John Smith (128), Thomas Greene (135), David Cameron (228)
 - c. Vacasa Staff: Ben Sloman, Ashton Kent, Bryan Shack, [Emily Montesano](#)
3. Approval of the minutes for February 23, 2021
 - a. **A motion was made to approve the minutes with the edits, seconded and unanimously approved.**
4. Financials
 - a. Operating - \$234,978.45
 - b. Reserve - \$479,226.38
 - c. Variances - Operating dues \$18k, seems as though its from Reserves to Operating - follow up with Kate, missing invoice for electricity, cash surplus into reserves along with bad debt line item
 - d. YTD - \$18,909.56 under budget operating
5. Property Management Report - Bryan
 - a. R&H mechanical lead is out on covid, will be finishing up soon, they need to install thermostat - once this is completed we will pay the outstanding invoice ~\$64k
 - b. Inspections have been moving forward, failed environmental, health and safety, need flow meter and labels on pool mechanicals, EMS and fire dept need to sign off on fire alarms (working with Allied), one more inspection on ADA and facility inspections should be complete.
 - c. Bryan to patch/seal blacktop hole near bldg 3
 - d. Bldg 4 will be painted next - Board approved Excel Capital Projects to complete
 - e. Putting up new no parking signs
 - f. Landscape front of building 2. Discussed options between building bldg 3 and 4. Will consider xeriscaping to reduce water usage and ongoing maintenance upkeep of grass.

- g. Elevator inspections complete.
- 6. Old Business:
 - a. Clubhouse
 - i. Status Update - waiting on environmental/health/safety permit inspection, Town of Dillon and Sewer/Water have already approved. Allied needs to send email to Dillon EMS saying fire alarm works for them to approve, will be done Friday. Expect to be done by second week of May. There will be an online waiver to sign that states if they get COVID it is not MP/clubhouse fault, and to clean up after themselves, and an online reservation system for owners (6 people in pool at a time, 4 in spa area).
 - ii. Bryan/Emily to work on laminated signs saying all people must shower before getting in pool/hot tub
 - iii. Re-opening - Will try for Memorial Day weekend, May 28th, for Clubhouse 1. Clubhouse 2 can be opened up the week of May 7th. Vacasa to send out notice of re-opening to homeowners.
 - iv.
 - b. Building 2 Roof Options - Board is interested in replacing the entire building roof with deferment on the retaining wall to 2023-2024 and ice/snow melt boiler to 2022 . Need to have Turner Morris provide bid for other roof sections on building 2.
 - c. Unit 235 Interior Work
 - i. Bldg 2, unit 235 Roof sagging - Bryan got multiple bids and sent to the board to look over, waiting on 1 more bid for the interior work. Bryan to get 2 more bids.
 - d. Clubhouse 2 needed new pump. Need to redo ladies shower room fan.
 - e. Foreclosure filed to Unit 314.

7. New Business

- a. Summer Projects
 - i. Retaining Walls - received bid from Geocraft for ~\$120k - board will defer to TBD
 - ii. Boiler for Ice Melt/snow melt bldg 3 - running well this winter, half doesn't appear to be fully operations, but didn't affect anything else. Will be replacing the boiler and some concrete work to get to the tubing to replace. Anticipate around the same amount of concrete work as building 1 project. The project will likely required an additional 70K as original reserve study did not include replacement of concrete the length of the building. Board agreed to defer until 2022 and complete roof work on building 2 this year.
- b. Monthly Unit Checks - Unit checks have resumed. Bryan does not do check is someone is occupying the unit.
- c. Sewer Stacks - Bryan to get bids on this per building.
- d. Bryan working on getting concrete bids for stairs / patio outside of Clubhouse 2.
- e. Discussed contract renewal due in September.
- f. .

8. Next meeting scheduled for May 25 at 4:45pm MST
9. Executive Session
10. Adjournment
 - a. Meeting adjourned at 6:22pm

Marina Place Board Meeting Minutes
Tuesday June 1, 2021 at 4:45pm MST
Weblink: meet.google.com/can-mteb-ycz
Phone: +1 304-602-7186 PIN: 236 039 147#

1. Call to order at 4:49pm MST
2. Attendees
 - a. Board Members: Susan Snyder, Sue Bays, Ralph Wyman, Sergio Castaneda
 - b. Guest in meeting: Sarah Butler (Lallier Construction), Peter Sherman (#216), Tom Clark (Turner Morris), Tim Morris (Turner Morris), Lisa Hernandez (#326)
 - c. Vacasa Staff: Ben Sloman, Ashton Kent, Kate Bauer, Bryan Shack
3. Approval of the minutes for April 27, 2021 will occur over email
4. Financials
 - a. Today's Cash Balances
 - i. Operating - \$249,212.80
 - ii. Reserves - \$518,208.76
 - iii. Total aged receivable - \$26,557.35 of which \$22,182.98 are over 30 days past due
 - b. Financial Highlights
 - i. MTD operating shortfall - (\$1,072.06) favorable to budget \$1,252.09
 - ii. YTD operating surplus - \$9552.30 favorable to budget by \$20,607.22
 - c. Cable TV has increased, will investigate if rate changed on contract or invoices
5. Property Management Report - Bryan Shack
 - a. Spring cleaning in progress and flowers will be planted after last frost
 - b. Reservations at Clubhouse I are no longer needed; Board made a motion to open hot tubs without reservation system and unanimously approved
 - c. Laundry equipment: CSC won't replace damaged machine and it is currently unplugged and not being used
6. Old Business:
 - a. Clubhouse II
 - i. Bryan received certification of completion today, June 1, 2021
 - ii. Working to obtain bids for concrete repairs
 - b. Building 2 Roof Options
 - i. Lallier Construction - Sarah Butler - TPO product due to current PVC damage occurring; TPO product has been around ~20 years; heat welded instead of using a glue adhesive; impact of snow/ice removal means recommendation for walkway in certain areas to protect membrane; 2 year workmanship warranty and 20 year manufacturer warranty

- ii. Turner Morris - Tim Morris - some sections are still under warranty; section above 235 is newer but in very bad shape
 - 1. Roof Ages: B1 installed in 2011 (10 years remaining), E installed in 2004 but was damaged, B2 installed in 2011, C installed in 2014, D1 and D2 installed in 1996 (not in bad shape but overdue for replacement)
 - a. Will protect areas not being replaced with plywood
- iii. Turner Morris was originally called out to make repairs and inspect the Building 2 roof; denied leak coming from roof. Bryan called Lallier and they located the leak source quickly.
- iv. Vacasa will send Board estimates for partial replacement of the roof
- v. Unit 235 Interior Work - will occur once roof replacement is completed, Bryan to obtain third bid

7. New Business

- a. Sewer Stacks
 - i. Backup occurred in unit 327 today, June 1, 2021; last clean out not completed in 2019 as scheduled
- b. Lead Water Testing - Vacasa to send results to Board
- c. Security Cameras - Recent increase in thefts around the county, Board will look into possible security cameras

8. Next meeting scheduled for June 24, 2021 @ 4pm

9. Adjournment at 6:33pm MST

Marina Place BOD meeting
Thursday, June 24 · 4:00 – 5:00pm
Video call link: <https://meet.google.com/yed-dxrc-gvs>
Or dial: (US) +1 915-201-4859 PIN: 610 864 525#

1. Call to order
2. Attendees - Quorum
 - a. Board Members: Susan Snyder, Craig Garrett, Sergio Castaneda, Sue Bays, Ralph Wyman
 - b. Guest in meeting: Mike Swartzlander (235), Julie Fleetwood (326)
 - c. Vacasa Staff: Ashton Kent, Laurie Daly, Bryan Shack, Emily Montesano, Ben Sloman
3. Approval of the minutes for June 1 2021 and April 27, 2021
 - a. Both unanimously approved
4. Financials
 - a. Today's Cash Balances
 - i. Operating - \$245,509.13
 - ii. Reserves - \$518,208.76
 - iii. Total aged receivable -
 - b. Financial Highlights
 - i. MTD operating
 - ii. YTD operating
 - c. Variances
 - i. Large variance in electric utilities, Vacasa to research
 - ii. Follow up on Comcast for increase in April
5. Property Management Report - Bryan Shack
 - a. Mulch added in front areas as well as the building 1 and 2 courtyard
6. Old Business:
 - a. Concrete repairs
 - i. ASAP received, additional by Larwood and Timberline
 - b. Building 2 Roof Options
 - i. Turner Morris: will they remove pea gravel, when can materials and work start?
 - ii. Lallier: remove section 4 and 5 due to warranty coverage
 - iii. Dynamic: what section are they suggesting should be repaired? When can materials and work start?
 - iv. General consensus: Dynamic, Turner Morris, Lallier

- v. Include unit #235 to roof email, wants interior work completed after Labor Day
 - c. Sewer Stacks
 - i. No current issues. Bryan to get bids for clean-out
 - d. Lead Water Testing
 - i. Finished last week and will forward report to Board when received
 - e. Security Cameras
 - i. 4 cameras installed, Vacasa will purchase 4 additional cameras
- 7. New Business
 - a. Landscaping
 - i. Building 3 and 4 Xeriscape
 - b. Annual Meeting
 - i. Previous Meeting Minutes, Notice of Meeting, Agenda, Ballot
 - ii. Schedule room to sit in for Board members
 - iii. 114 234 225 contact information to Susan
 - iv. All positions up for election, ask homeowners for interest, Susan will email notice of positions open
 - v. Forest Service - speak to fire danger and evacuation plan, present at meeting
 - c. Management Contract:
 - i. Send bid to Marina Place for Vacasa management
 - d. Updated contact information from Homeowners
- 8. Next meeting scheduled
 - a.
- 9. Adjourn meeting

Marina Place Board Meeting Agenda
Tuesday, September 14, 2021 at 4:30 pm MST
Video call link: <https://meet.google.com/svn-oqwe-iqa>
Or dial: (US) +1 318-501-3118 PIN: 947 290 916#

1. Call to order:
 - a. Meeting called to order at 4:36pm MT
2. Attendees
 - a. Board Members: Paul Jerde, Sue Bays, Robert Hyde, Ralph Wyman
 - b. Guest in meeting: Susan Synder #315, Melora Bentz #325, Michael Moore #215
 - c. Vacasa Staff: Bryan Shack, Ashton Kent, Meghan Lutterman, LynNette Rahming, Laurie Daly
3. Approval of the minutes for June 24, 2021
 - a. The Board will approve the minutes via email once edits can be made and reviewed
4. Financials
 - a. Monthly Financials Update as of Jul 31, 2021
 - i. Operating: \$168,010.93
 - ii. Reserves: \$535,462.02
 1. Vacasa recommends moving money to another reserve account or investment account; will determine the need to do so in order to maintain within federally insurable limits
 - iii. Monthly Variances:
 1. Electrical expenses: Vacasa to investigate cause for increase in June and July expenses
 2. Need to JE to another account for manager's bonus
 3. \$4,400 paid by operating for clubhouse renovation doors from WeatherTite, needs to be moved to reserves to correct manager coding
 4. MTD: Unfavorable to budget by \$6,747.28
 5. YTD: Favorable to budget by \$17,327.70
 6. Reserve Expenses for the year: Vacasa to provide a breakdown of spending from reserve account to show itemized expenses
 7. Future financial reports will provide T12 report
 8. Vacasa to review Comcast contract for timing

- b. Budget Process for 2022
 - i. Vacasa accounting team puts together a draft budget using budget vs actuals, manager will review with accounting then send to Board for discussion
 - c. Dues Comparison
 - i. Vacasa to compile a list of nearby HOAs and what they pay per square foot for dues; include details of services/utilities included in HOA dues comps such as internet, cable, water/sewer
5. Property Management Report - Bryan Shack
- a. Landscaping: waiting for bids for Xeriscaping
 - b. Concrete work is in progress at clubhouse; pouring will occur in the next week
 - c. Building 2 roof update: repairs will begin this week with Dynamic Roofing
 - d. Sprinkler lines will be blown out next week by All Summit Always Professional
 - e. Increase to unit checks with colder weather coming in
 - f. Changing all mercury light bulbs to LED
 - g. Laundry Room: CSC may be making changes to company and Bryan is looking into other vendors to provide services
 - h. Request to purchase defibrillator as a safety precaution for property, Vacasa will send pricing and options to the Board
6. Old Business:
- a. Unit 235 Interior Work: Bryan is working homeowner and Dynamic Construction to coordinate repairs
 - b. Building 3 Renter: renter has moved out and this item has been resolved
7. New Business
- a. Sewer Stacks: sewer stacks need to be jetted for preventative maintenance
 - b. Insurance Claims:
 - i. Homeowner experienced a water leak from unit above and inquired what the process for resolution is; unit owners need to open insurance claims and handle since no common area is involved
 - ii. Board would like to send out materials to homeowners regarding HO-6 policies for 2022 HOA meeting; Vacasa will send out information to homeowners
 - c. Snow Removal 21/22: All Summit Always Professional has been approved for snow removal unanimously, Vacasa will let vendor know
 - d. Management Contract Renewal: Board requested some changes to proposed management contract from Vacasa

- i. Wording in new proposal needs adjustment, Board will get final requests to Vacasa for changes by the end of the week
 - e. Election of Officers: Unanimously approved as follows
 - i. President: Ralph Wyman
 - ii. Treasurer: Robert Hyde
 - iii. Members: Sue Bays, Paul Jerde
 - f. Board Members:
 - i. John Vanneman has resigned from the Board and Vacasa will reach out to homeowners for interested volunteers
- 8. Homeowner Comment
 - a. Melora Bentz, observed unit 324 creating loud noises and there is a small dog that is being left unattended for long periods of time
 - i. Vacasa to send a letter of notice to the unit homeowner regarding these issues
 - b. Homeowner requested removal of spray foam on garage ceiling; Board has determined that this the spray foam is not allowed and Bryan will work on removing
 - c. Homeowner requested approval for non-compliant door trim; Board has denied request and Vacasa will reach out to the homeowner and let them know
- 9. Schedule Next Meeting: The Board will schedule the next Board meeting via email
- 10. Adjournment
 - a. The meeting adjourned at 6:58pm MT

Marina Place Board Meeting Agenda
Wednesday, December 15, 2021 at 4:30 pm MT
Video call link: <https://meet.google.com/khh-fwyt-rcc>
Or dial: (US) +1 574-400-6302 PIN: 973 375 867#

1. Call to order:
 - a. Meeting called to order at 4:38pm
2. Attendees
 - a. Board Members: Ralph Wyman, Robert Hyde, Paul Jerde
 - b. Guest in meeting: Christian & Heidi Aggeler. Jerri White-Haskins
 - c. Vacasa Staff: Ashton Kent, Patrick Delaney, Laurie Daly, LynNette Rahming, Emily Montesano
3. Approval of the minutes for September 14, 2021
 - a. A motion was made to approve the minutes, seconded and unanimously approved.
4. Financials
 - a. Monthly Financials Update
 - i. Operating: 53,606.46
 - ii. Reserves: 535,462.02
 - iii. Income Statement: over budget by 755.08
 - iv. Under budget on water by 500.06
 - v. Over repairs and maintenance by \$3212.71
 - b. Dues Comparison
 - i. CDL: range from \$313-520/month
 - ii. Lakeview: range from \$416-639/month
5. Property Management Report - Bryan Shack
 - a. No current major construction
 - b. Boiler is working well
 - c. Working on keeping the property clean, stairwells, parking garages, etc
 - d. Adding poles to pool room bathroom doors and robe/towels hooks
 - e. Looking into pricing on wood for fixing deck boards
6. Old Business:
 - a. Building 2 Roof Repairs

- i. Completed through Dynamic and holding up well
 - b. Unit 235 Interior Work
 - i. Carpet still needs to be tucked in under base board heater, getting architectural request so permits can be pulled
- 7. New Business
 - a. FY 2022 Budget Review and Approval
 - i. A motion was made to approve the budget, unanimously approved
 - b. Board Recruitment
 - c. Future Meeting Cycle
 - i. Every other month on Wednesdays
- 8. Schedule Next Meeting
 - a. Wednesday February 16th, will change if necessary
- 9. Adjournment
 - a. Meeting adjourned at 6:38pm