

WOODS MANOR BOARD MEETING

July 10, 2021 at 10 a.m.

Board Members Present: Jay Rust, Mark Lauriha, Denise Thatcher, Chuck Sebald, Sandra Hahn

Owners present: Cortney Spurger

- I. The meeting was called to order at 10:22 a.m.
- II. Minor corrections to minutes of the previous meeting were submitted. Denise moved to approve minutes as corrected. The motion was seconded, and all were in favor.
- III. Manager's house: No one has been hired to be onsite manager for Woods Manor, but there is a serious candidate, Ana, with maintenance and construction experience. Jay would like the board to meet with her. Wildercrest Property Management is undergoing a merger with Heber Construction, which would serve to meet maintenance and construction needs in the complexes they manage. The housing shortage in Summit County increases value of the manager's house to WPM. There was discussion about improvements needed in the manager's house, and that the new manager will be offered involvement in choosing carpet and paint.
- IV. Maintenance: It was noted that our bylaws and procedures do not prescribe a process for getting bids and proposals. **Elevator motors** are in need of replacement. Jay has been advised that repairing the older elevators is a better choice than buying new elevators which are inferior in quality. Denise moved, and Sandy seconded, that Mark confirm the quotes already provided by Thyssenkrupp to repair, refurbish and upgrade as well get other bids for the work. All agreed. The bids are needed prior to the budget meeting in October.

Chimney cap replacement—Mark suggests getting bids in addition to the bid from Turner Morris. However, Jay and Chuck explained the long history of Turner Morris doing Woods Manor's roof work and that we are already under contract. We have a history of roof leaks, and they have been repaired under warranty by Turner Morris. Exhaust pipes on the roof need yearly inspections for roof seals.

Asphalt repairs—A determination is needed as to repairs vs total replacement of asphalt. It was recommended that the board members look closely at the driveway and provide feedback. It was asked if we patch the potholes and other areas needing it now, how long will that extend the overall life. Input will also be requested of owners at the annual meeting.

Paying for maintenance—Historically, Woods Manor unit owners have preferred generating funds for needed maintenance by special assessment, rather than dues hikes. This allows owners to invest funds on their own more profitably than the HOA could invest reserve

funds. It was also discussed paying for items by selling either the property manager house or some of the land behind our buildings. As we are under contract with Wildercrest to provide a property manager onsite in the house, and we are receiving a discount on our overall contracted price, we cannot sell the house at this time. That can be discussed again when the contract is up for renewal in 2 ½ years. Mark was asked to see if he knew of any developers in Denver who might be interested in purchasing land for use to build a 4 plex or other living accommodations. Any decisions on 2022 special assessment will be decided upon at the October budget meeting.

- V. Additional questions/items brought to meeting by homeowner Cortney Spurger:
 - a. Updating verbiage in By-Laws to remove references to “telegraph” and add in “email” as a form of communication in Article III, 3.5 and Article IV, 4.8.
 - b. Window washing – Cortney has gathered quotes on window washing and can provide those details to Noah for distribution to homeowners.
 - c. Cortney asked about the priority of maintenance items – of immediate need is the repair/replacement of the chimney caps.
 - d. In review of the 10-year plan, what estimated costs need updating (i.e. elevator motor replacement), asphalt, property manager house
- VI. Adjournment: The board meeting was adjourned at 11:30 a.m. to transition to an Executive meeting.
- VII. Board meeting reconvened after annual meeting at 3:30 pm. Reopening of clubhouse was revisited. Jay indicated that before opening there must be reliable opening and closing, cleaning checks and spa testing and maintenance. Examples of signage were offered by Jon Spurger.

Jay plans a teleconference tomorrow with Keith regarding the managers residence. Paint and carpet will have to be updated before the house can be occupied.

Officer assignment was discussed. It was decided the board members will continue in their current offices. Jay appointed Denise as Director of Special Projects. Currently pending projects include lock options, game room development and pavement options.

Adjournment was at 4:15 p.m.