

WOODS MANOR ASSOCIATION BOARD MEETING

12:00PM
September 19, 2009
Woods Manor Clubhouse

Call to Order: 12:04pm

Board of Directors Present: Jay Rust, Chuck Sebald, Wes Cobb, Jon Schutz

Len Vest and Karen Schilling by teleconference

Four Seasons Management: Steve Erlandson and Jay Reinhardt

Introduction of new Management Team Member: Jay Rust and Steve Erlandson introduced Jay Reinhardt. Jay has joined Four Seasons Maintenance Team and resides in the WM manager house. Jay grew up in Jamestown NY with past manager Erik, has spent 16 years in various positions and cities around Colorado and brings added skills to the position. Four Seasons and the Board are pleased with his performance.

Approval of Agenda: Chuck Sebald made the motion to accept agenda adding under New Business add "Homeowners HOA meeting questions review" and Wes Cobb seconded it. All in favor. Passed

Approval of Board Meeting Minutes: Chuck Sebald made the motion to accept the July 5, 2009 Board Meeting Minutes as presented Karen Schilling seconded it. All in favor. Passed

Financial Report: WMA - Steve reviewed WMA financial reports. In the P&L grounds account included expenses to improve drainage around buildings/driveway and to mark property boundaries with pins embedded in concrete which put account over budget. The Repairs and Maint was over budget due to one time fees to repair heat tapes, paint the front walk entry rails and light posts as well as some repairs to sprinkler system found after inspection of system. Most other budget categories are in line with budget. A review of the A/R summary: 4 WMA owners have balances as of 8/31/09 and two of those have been paid, and the other two only owe final special assessment amounts which they are on track to pay off before the April 2010 due date.

WMI – Karen asked what WMI owners/guests may be charged for and what fees are included in maintenance fees. Steve replied that guests may be charged for excessive housekeeping, damages to unit or violations to Association Rules & Regulations but most other items are included as ongoing maintenance included in their fees. Steve reminded the Board that the bad debt expense account was added after CPA suggested that we track this as an expense account line item. Steve also noted late fees of \$7800 are well over budgeted amount increasing income. Linen expense was over budget due to replacing

some king sheets. The \$3400 budget for spring/fall maintenance is insufficient – item will be discussed at October budget meeting. After a review of the A/R summary Four Seasons was instructed to contact Steve Werner for any WMI owners owing \$1000 or more for collection processing. Any owners owing less than \$1000 will be contacted by Four Seasons to attempt collection and advising these owners that collection with lawyer support for balances over \$1000 will be directed at the owners' expense. Board will consider increasing late fees in the future and create a subcommittee to pursue options regarding late payments.

Board Action:

- ❖ Wes Cobb requested a review of the elevator service vendor contract's regular maintenance and inspections with the hope of finding cost savings. Steve will contact our vendor and report back by email.
- ❖ Steve and Len will work to coordinate the financial record reports so the P&L report matches the Retained Earnings Report.
- ❖ Four Seasons will send Len along with Chuck, co-treasurers, the bank statements and monthly financials for review.
- ❖ Four Seasons and the Board carefully reviewed the WMI Aging report and will send Steve Warner monthly updates for actions.
- ❖ The Board supported Four Season's suggestion to contact by phone WMI owners that are late in paying HOA 2009 dues before they qualify for legal action. There is a significant increase in new aging weeks for 2009.
- ❖ Jay Rust requested Board volunteers for a committee to explore additional options regarding WMI owners' late payments. Board members need to contact Jay before the next meeting to express interest in serving on this committee.
- ❖ Wes Cobb made the motion to accept the financial reports as presented by Four Seasons and Chuck Sebald seconded. All in Favor. Passed.

The Board thanked Steve for the financial reports and their efforts to detail all expenses for Board discussion. Steve mentioned that both WMI & WMA budgets will most likely see increases for 2010 and should include increases for reserve contributions to fund future projects.

Maintenance Report:

WMA: Steve reviewed maintenance issues reported by Board, dripping eaves and lint trap signs being the only remaining items left to be worked on. Steve reviewed all of drainage improvements/property boundaries and other projects mentioned earlier and noted that irrigation system has been blown out for winter, winter fertilizer has been applied to lawn areas. Steve reviewed work to water test Clubhouse A flat roof and re-caulk walkways to alleviate water intrusion into dumpster room ceilings. Steve also noted several areas were repainted: elevator landing walls, clubhouse doors, doors to elevators in garages and south facing window sills/frames on both buildings. Karen asked if carpet cleans were scheduled. Steve said all stairs and stairwell landings will be cleaned along with the WMI unit cleans in early November.

Steve Erlandson reported the progress on maintenance issues reported by the Board as follows:

	Date issue reported	Description of issue	Who Reported issue	Date confirmed (by FSL)	Date fixed	Checked by	Cost	Comments
1	3/7/09	Repair dripping eaves over club/A bldg	Chuck	3/7/09				Waiting on ladder
2*	5/27/09	Remove section of wall under A flat roof to lower drain	Jay	5/27/09	8/21/09	FSL	\$250	
3	7/5/2009	Hang sign on WMI W/D's to clean lint traps	owner	7/5/2009				Chuck make signs?
4*	7/5/2009	Survey property and establish WM boundary	owner	7/5/2009	8/20/2009	FSL	\$600	
5*	7/5/2009	Prevent water from pooling at end of driveway	owner	\$	8/12/2009	FSL	\$490	

* denotes completed item that will be eliminated from list

WMI: Steve noted that most ongoing WMI maintenance issues are minor plumbing needs. All TV's have been replaced with flat panel screens and new remotes have cut down nuisance calls to Four Seasons for operation. Len thanked Four Seasons for including unit #'s with maintenance reports. Steve reported the need to replace the refrigerator and garbage disposal in B102 due to excessive repair costs. Jay agreed that replacement was better than repairing old appliances. Steve noted that many unit window cranks and screens are becoming an issue and in need of maintenance. Additional carbon monoxide detectors have been installed in units per new Colorado House Bill 100.

The Board thanked Four Seasons Lodging for their maintenance work and their proactive observance to our buildings' needs.

Old Business:

- A. **WM Land Survey:** The WMA land has been surveyed and marked with permanent pins. Chuck Sebald secured them with cement. Thank you Chuck.
- B. **Flat Roof Repair:** The roof has been re-sloped to create better water drainage from the roof reducing pooling. The winter freezing of water on the sidewalk from roof drainage has not been completely eliminated. The walkways will need

to be replaced in the near future. They may need to be closed this winter. Clubhouse entrance, if this is directed, would be thru the lower entrances.

C. WMA Interest Payment: The WMA will repay the interest of \$540 to the WMI reserve fund in September 2009. The WMI paid their third year \$20,000 special assessment payment in advance, June 2008, to expedite the common area repairs and remodel projects.

D. WMI Gas Bill: Four Seasons, working with Excel Energy, has determined the WMI gas expense have been paid for 2009 by the WMA. They will repay \$2193.68 to the WMA for 2009. A research audit will continue to establish when this discrepancy started and if other years is owned to WMA. The billing has been corrected and will be current for the 2010 budget planning process.

New Business:

A. Homeowner Report on Issues Discussed at HOA Annual Meeting:

- ❖ Request for a sign on the WMI dryers that guests clean the lint traps after each use. [These will be engraved by Chuck Sebald and installed during WMI November Maintenance Week.](#)
- ❖ Request for management to investigate a solution to the water that collects in a pool at the street end of the driveway. [French drain installed August 2009.](#)
- ❖ Homeowner concerned that the WMI budget did not include funding for reserves. [This will be discussed at the October Board Budget Meeting.](#)
- ❖ Homeowners expressed interest for the WMA to build a reserve fund. [This will be discussed at the October Board Budget Meeting.](#)
- ❖ Homeowner request to investigate recycling of trash at Woods Manor. [Four Seasons reported that Summit County does not sort trash for recycling \(glass, paper, plastic\). And outside storage for different contains is not available. Thus, recycling at Woods Manor would cause problems at this time.](#)
- ❖ Homeowner request to review the status of the limited general common area decks for railings to meet space code and structural strength. [This has been added to WMA's long term planning document.](#)
- ❖ Homeowners encouraged the Board to have a survey and establish Woods Manor boundaries with appropriate signage. [This has been completed along with installation of "private property" signage. \(Old Business A\)](#)
- ❖ The homeowners were very concerned about the WMI Balance Sheet showing Accounts Receivable of \$44,168.87 which reflects these outstanding HOA dues payable to the WMI. It was the consensus of the homeowners that efforts to recover these funds be expedited with the full extent of possibilities available to the Board. [\(Please note above "Financial Report" Board Action\)](#)
- ❖ **Décor final Plan:** The Design Committee has selected round tables for the center of building A and B lobbies along with a rectangular tables, lamps and mirrors for Floor 2 and 3 of both buildings. Tables have been ordered and should arrive this Fall.

Breckenridge historical photo prints will be mounted in both Building A and B lobbies. This will accomplish the goal of the Design Plan to have décor reflect the

culture of Breckenridge. The Board is in the process of obtaining 2-3 quotes in preparation for final review.

B. WMI Maintenance Week: Steve recommended the Board consider continuing with washer and dryer replacement, hard surface furniture such as tables and chairs which are beyond safe repair and distribute the art saved from the common area renovation among the units. The Board requested email update of inventory needed for review and action. Len and Jon will participate with Steve to evaluate the units and plan the 2009 purchases. Karen Schilling will work with Steve in October to coordinate the wall art for WMI units.

Chuck Sebald found in garage A owner furniture discarded that can be evaluated for use in the intervals units. It matches the oak styles currently in use. Steve and Len will decide its status during furniture review.

C. 2010 WMA and WMI Budget: The Board set the annual budget planning meeting for Sunday, October 18, 2009, 12:00 o'clock noon in the WM Clubhouse.

D. Other: Jay confirmed that the Board's legal council is drafting a letter addressing WM boundaries to Alliare Bed and Breakfast owners. The survey confirmed that the B&B has extended yard space onto WM land. The draft will be emailed for our review when received.

Next Board meeting: 2010 WMA & WMI budget planning,
October 18, 2009, 12 noon, Woods Manor Clubhouse.

Adjourned: 1:53PM

Executive Board Meeting

Adjourned: 4:00pm