

WOODS MANOR BOARD MEETING

Woods Manor Clubhouse
12:30 pm
October 1, 2011

Board of Directors Present: Jay Rust, Chuck Sebald, Lisa Cobb, Karen Schilling, Larry Brutlag

Four Seasons Management: Bob Springer

Call to Order: President Jay Rust 12:30pm

Approval of Agenda: Larry Brutlag made moved to accept the agenda as presented. Chuck Sebald seconded. Passed.

Approval of Minutes July 16, 2011: Chuck made the motion to approve the minutes of July 16, 2011 and to post future draft minutes along with Board's schedule of meetings on the Woods Manor website. Larry Brutlag seconded the motion. Motion passed.

Maintenance Report:

WMA

Bob reported the following maintenance work for the common areas:

- Building A entrance lock has been replaced;
- Downspout extenders have been added around the buildings. This has stopped the water leakage into building A garage during heavy rain.
- Garage A entrance overhang and B door have been repaired/replaced respectively;
- Exterior painting has been finished;
- Exercise equipment new and donated has been installed in clubhouse;
- Elevators have been inspected and minor repairs completed;
- Exterior windows have been cleaned along with interior windows of Intervals and whole owners who contracted to have such work preformed;
- Lawn irrigation maintenance required replacement of some sprinkler heads;
- The irrigation system has been winterized as the overnight temps are in the 20's.

Bob reported the following maintenance work for the Interval Units:

- Minor repairs this month on several appliances, shower doors and plumbing complaints;
- Dryer lint traps have all been replaced;
- Guest reports compliment the conditions of some units especially appreciate the new carpet;
- New toilet mechanisms have been installed;
- New alarm clocks have been placed in each unit;
- Fall Maintenance Week schedule will include window screens repaired, fireplace thermostat maintenance along with deep cleaning each unit;
- The Board requested new towel racks be installed in all the units and a detailed report of all unit contents, walls, appliances, kitchen and bath facilities be compiled for the January meeting's discussion to update the "long term repair and replacement" plan.

The Board thanked Four Seasons and their staff for their excellent proactive maintenance approach to maintaining the Interval units.

Financial Report: WMA – Four Seasons

Bob reviewed the September financial reports for the WMA and the WMI with the following notations:

WMA

- The balance sheet liabilities show WMA owes \$3500 to WMI for the manager's house carpet replacement;
- \$16,200 from reserves was moved to pay for the final exterior painting payment;
- The year to date operating budget is over budget due to clubhouse steam room mechanical replacements, building repairs, legal fees, and grounds maintenance, purchasing replacement emergency lights and exterior painting project;
- Breckenridge Mechanical's overpayment for steam room replacement mechanicals will be reimbursed;

Lisa Cobb made the motion to move \$17,200 from reserves to operating to pay for the exterior building painting work. Larry Brutlag seconded. Motion passed

WMI

- The Balance Sheet shows funds transferred from the operating money market fund back into the operating checking account to meet cash flow demands;
- Four Seasons has completed all documents needed for 18 delinquent WMI dues accounts sent to the Collection Agency;
- Currently, the WMI has 13% aging homeowner dues accounts;
- Reserves are not sufficient to fund kitchen and bathrooms remodel projects.

Chuck Sebald made the motion to accept the September financial reports of the WMI and WMA as reported by Four Seasons. Karen Schilling seconded. Motion Passed.

Old Business:

Ratify Rules & Reg. Change: The following Rules and Regulations Policy change was presented by President Jay Rust for Board review:

Late Fees: All penalty, damage (see 32 above) payments, monthly HOA dues payments, and special assessment payments must be received by the Management Company within thirty days of the date stated on the notification letter sent to the unit Owner to avoid a \$25.00 late fee. An additional \$25.00 late fee will be added for each 30 day periods that the total charge (fine and late fee) has not been paid in full.

The Board of Directors may, at any time, request assistance to secure payment of all amounts owed. Such assistance may include, but is not limited to, hiring a collection agency/attorney, filing a lien or court ruling against the unit Owner's property. The unit Owner shall reimburse the Woods Manor Homeowners' Association all expenses for securing payment of all amounts due.

The Board agreed to table (postpone) action on this change to allow legal review.

Woods Manor Annexation – As of Aug 30, 2011 Woods Manor is officially in the Town of Breckenridge. Homeowners were forwarded a copy of the notice in their September statement. Jay noted one of the important changes: all situations needing police attention must now be directed to the Town of Breckenridge police department instead of the Summit County Sheriff. The units' "Police Call Numbers" magnet will be replaced with the new information.

Collection Agency Contract – The Board has contracted with a Collection Agency to pursue WMI aging accounts.

Building A Concrete Repairs – The Board moved the discussion of concrete stairs replacement, walkways and asphalt replacement to the January Board meeting. The long range capitol improvement plan will be evaluation and updated.

Karen Schilling made the motion to repair the Building A concrete problems. A step has a large hole. Chuck Sebald seconded. Motion passed.

Exterior Paint Project – Bob reported the exterior painting of all the Woods Manor buildings is complete including the final punch list. The contractor has been paid paid.

Ratify 202A Remodel Approval: The Board has received the completed remodel package including all required building permits. The project is in compliance with the Woods Manor Remodel/Upgrade/Alteration/replacement/Reconstruction Policy and other WMA Policies, Declarations and By-Laws. Deliberations and voting to approve has been conducted by email.

Chuck Sebald made the motion to ratify the remodel plan as presented and reviewed for 202A. Karen Schilling seconded. Motion Passed.
Lisa Cobb, owner of 202A recused herself from discussions and voting.

New Business

Ebert's 102B Report: The Board received a letter from Woods Manor guests who recently stayed in 102B. It was complimentary of the facility along with detailing suggestions for unit repairs. The repairs were items that only a unit guest would experience. The Board requested Four Seasons review the suggestions not only in 102B but to also check all the Interval units during Fall Maintenance Week.

2012 Budget: Four Seasons

Bob presented and detailed the 2012 proposed budget for the WMA and the WMI for Board review.

WMA

- The anticipated operating expenses are close to the existing operating dues except for areas discussed;
- \$21,650 includes WMI carpet loan, exterior painting loan from reserves and expenses of A202 and A102 from 302 dishwasher value water leak;
- The capital improvement assessment schedule should be updated;
- Retained earnings for the WMA fall below Four Seasons recommended minimum dollar amount formula of 40% of operating budget. This would be \$50,000 for the WMA.
- Regular HOA dues will also need to increase to reflect increased operating costs and increasing the reserve account;
- Four Seasons current contract will expire end of June 2012;
- The Board discussed the necessity of replenishing reserves for the 2011 expenditures;

- The Board decided to review the WMA and WMI long term capital improvement plans and funding estimates in January;

Larry Brutlag made a motion to increase the reserves to \$23,675.52 in the 2012 WMA budget. Lisa Cobb seconded. Motion Passed.

Larry Brutlag made the motion to adopt the WMA 2012 proposed budget for a total amount of \$158,854 to fund the operating accounts. Lisa Cobb seconded. Motion Passed.

WMI

- WMI proposed operating budget was presented;
- 2011 carpet replacement expense were paid from the reserve account;
- Management of the WMI HOA calls/work has significantly exceeded expectations;
- Past due time share owner account cause increased dues for the operating budget.

Chuck Sebald made the motion to increase the 2012 WMI operating budget to \$134,394 to build up reserves to fund future time share units' capital improvement projects. Larry Brutlag seconded. Motion Passed.

Larry Brutlag made the motion to increase the WMI 2012 Reserve Account to \$40,892 be adjusted to fund the Reserve account so as to maintain Board commitment to unit renovation. Lisa Cobb seconded. Motion Passed.

Other: The Board discussed the status of the 302A's remodel package submitted to the Board. The Board affirmed that "conditional approval" is a reasonable request. Final approval will be evaluated by the Board pending all required Town of Breckenridge permits submitted be to Four Seasons to include in the remodel package. The final decision of the Board will be sent by email to the unit owner.

Next Board Meeting: TBD Jan 28, 2012, Denver, Colorado

Adjournment: 4:30pm

Executive Session: Legal Discussions