

WOODS MANOR BOARD MEETING

Woods Manor Club House
October 13, 2012
11:30 am

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

Four Seasons Management: Steve Erlandson

Homeowners Present: Kathleen Rust

Call to Order: President Jay Rust 11:34am

Approval of Agenda: Karen Schilling made the motion to accept the agenda Chuck Sebald seconded. Additions requested under Old Business BC Services, contracted collection agency, report and Woods Manor Internet Service Provider Service Report Internet. New Business add Chimney Facings. Passed.

Approval of Minutes August: Larry Brutlag made the motion to approve the minutes. Chuck Sebald seconded the motion. Motion passed.

Maintenance Report:

WMA

Steve reported the following maintenance work for the common areas:

- Winterizing of grounds and buildings almost complete.
- Replaced/repared/tested heat tapes and cleaned gutters.
- Grounds raked, flower pots moved, irrigation system blown out.
- Club House hot tube room exhaust fan motor and thermostat replaced.
- Calked along Building A sidewalk between walk and roof.
- Installed a new door closure for Managers house
- Building A garage heater fan carbon dioxide sensor broken. Repair in process for both garages pending arrival of new sensors.
- Driveway cracked areas repaired, entrance and dumpster asphalt repaired. Seal coat will be completed in spring with current bid secured. Delay required as night temperatures are too cold now in Summit county.
- Replace/repair property boundary signs.
- Clubhouse minor repair/maintenance in kitchen, bath, exercise room signage.
- Met with Fire Department to follow-up on completed projects to bring elevators up to code as required by Fire Inspections from summer.

WMI

Steve reported the following maintenance work for the Interval Units:

- Minor plumbing repairs this month to shower in B304, washer in B303.
- Yearly fireplace inspection/cleaning completed.
- Fall Maintenance Week schedule will include with deep clean, change light bulbs, batteries in fire and carbon monoxide alarms, unit painting and general inspection of kitchen inventory, decks, deck door weather stripping, furniture condition.
- Planned yearly unit replacement items of furniture and mattresses have been received and installed. Useable old furniture was donated to local Habitat for Humanity resale store.

The Board thanked Four Seasons and their staff for their excellent proactive maintenance approach to maintaining the Interval units and the entire common area of Woods Manor.

Financial Report: WMA – Four Seasons

WMA and WMI detailed 2012 financial positions will be discussed at length and in regard to the 10 year Reserve Needs Projections during the 2013 budget planning part of the agenda.

Here Steve reviewed the 2012 September actual financial reports for the WMA and the WMI with the following notations:

WMA –

- The WMA owners are current on dues and August 2012 special assessment of \$13,448 to fund expenses outside the budget or planned 10 years Reserve Needs Projections Plan.
- MTD expenses are in line with YTD budget with notable exceptions in legal and professional, grounds, elevator and electricity.
- WMA operating account will be slightly low after all outstanding bills are paid put should end the year positive to budget.
- WMA reserve account balance is in line with expenses and income and it is projected to be positive by the end of the 2012.

WMI—

- WMI reserves paid their portion of the special assessment.
- Legal fees are projected to be \$2,500 under budget.
- Housekeeping will come in \$2,000 under budget.
- Owners not paying their weekly dues (\$19,434) and weeks owned by the Association (\$4,362) need to be included in the “Expense” part of the annual budget.
- Electricity is projected to be over \$3,000 under budget.
- Total budget is expected to be close to \$9,000 over budget.

Board accepted WMA & WMI budget reports.

Old Business

- **Thyssenkrupp elevator contract** – the project is complete and funded thru the August 2012 special assessment. The State of Colorado continues to increase the scope, number and frequency of required inspections. This may straint future budget.
- **Valves, water heater, washer & dryer replacements** – The Board decided to send whole owners an option letter to participate in this WMI project. The WMI will purchase new washer and dryers as needed and the option remains open for a quantity discount if enough whole owners are interested.
- **Bed Bug/water resistant mattress covers for WMI** – The Board and Four Seasons have discussed this need/expense for several meetings. Four Seasons presented two local bids for consideration. The more compelling rational for purchase is for preserving the new mattresses and providing a sanitary mattress for owners/guests. Quality mattress barrier protection covers include both moisture and insect protection. Karen Schilling made the motion to accept Brooks Furniture bid of \$2,650 for the project which includes installation. Larry Brutleg seconded. Motion passed.
- **Asphalt driveway repairs** – Discussed under WMA maintenance.
- **Units’ door seals-** The Board requested Four Seasons to inspect all WM decks for safety and repair issues along with the weather stripping condition surrounding the deck and hallway entrance doors. Jay requested Four Seasons to email the Board with estimates for such repairs. Also, include needed work for the entire building during the bi-annual WMI maintenance weeks.
- **Time Share Units’ interior painting** – Painting will be completed during Fall Maintenance week. The Board agreed to keep the original accepted contract which included painting the interior of the house using the same color as the WMI units. Four Seasons had been requested to evaluate the house for need and recommended it was due
- **BC Services Report** – Larry will email the Board updates. Legal services will be needed for some of the past due accounts. WMI budget needs to include an estimate cost for these services.

- **Woods Manor Internet Service Provider** – Slow service is provided during high occupancy times with family members screening movies and playing games. Resolving this problem may not be possible at this time.

New Business

- **Asgard House Sewer Line Repair** – Four Seasons has received a request from Asgard House, our adjoining property neighbor to the South, to have their sewer line that runs to the manhole next to the house repaired. The Board agreed that permission from the WMA must be obtained before work can begin. It was agreed that it would be a mutual benefit of all concerned to grant the request but with a legal arrangement with parameters, an Escrow account funded by Asgard House and timeline for repairs to WMA property. Jay agreed to contact legal council and report to the Board and Four Seasons by email.
- **2013 Budget Preparation and Capital Improvement Projects** –

The Board reviewed the WMA & WMI 10 year plans and modified the plans. The plans will included in the annual budget mail to all owners and posted to the Woods Manor website (www.woodsmanorcondos.com).

- The Board evaluated current WMA & WMI operating budget expenditures and reserve accounts, and projected yearend finals. WMA general insurance for 2013 will be know the beginning of Nov. Budgets are tight and will need an increase in dues amount for 2013. WMI owners not paying and weeks owned by the Association are major issues that need to be resolved. The Board agreed to appoint Larry and Jay to work with Four Seasons and email their recommendations to the Board for review and email vote. The Board agreed that a 5% increase may be needed in the WMA operating and reserve accounts. Pending how to resolve weeks not paying their dues may cause a substantial increase for WMI budgets. Larry and Jay agreed to work on solutions to keep dues increases as low as possible for 2013.

Owners' Requests: none.

Other: None.

Next Board meeting: Wed., December 5th at 3:00pm, 3001 W. Long Ct., Littleton.

Adjourned: 5:48pm.

