

Woods Manor Condominium Association

**Board of Directors Meeting
Wed., December 5, 2012
3001 W. Long Ct., Littleton, CO**

Call to Order: 3 pm.

Present: Larry Brutlag, Lisa Cobb, Karen Schilling, Chuck Sebald and Jay Rust.

Approval of Agenda: Approved with the addition of "Deck Door Inventory/Assessment" survey under "Other."

Approval of Minutes Oct. 13, 2012: Minutes approved as printed.

WMA & WMI Maintenance and Financial Reports: Reports were not available. Board members agreed to review email reports sent by Four Seasons and follow up by email communications.

OLD BUSINESS

Ratify Email Bd. Budget Votes:

Larry and Jay reviewed the 2013 WMA & WMI operating budgets, reserve budgets and 10 year capital plans. Budget increases for 2013 were kept as low as possible. The Board agreed to review expenditures year to date and determine if funding is adequate for anticipated expenses for the rest of the year before the July 6 annual meeting. Chuck moved to ratify the email votes that adopted the WMA and WMI 2013 budgets. Seconded by Larry. Motion passed unanimously.

Rock Facing:

Two rocks from a chimney came loose, fell and broke a window and blinds in a first floor unit. The window was replaced, blinds repaired. Four Seasons had a mason inspect the exterior rock facing and report findings to the Board. The mason repaired the rock facing. Snow conditions did not allow the mason to do a comprehensive inspection. This will be done sometime late spring 2013. The Board agreed that rock facing needs to be added to the WMA 10 year capital plan.

Asphalt Condition (sewer line work):

Electricity to the driveway lights needs to be fixed next spring caused by removing asphalt for sewer line repair from Asgard House that crosses Woods Manor entry driveway. Asphalt pavement will be replaced late spring 2013. Repairs will be paid by Asgard House HOA.

WMA & WMI Fall Maintenance Work:

Heat tapes checked and some needed repairs (tape over B301 hanging off roof). Painting of time shares completed after some scheduling issues were ironed out. Batteries in CO2 detectors replaced. Aspen trees on the north side of Bldg. A were removed during fall clean-up. Hot tub was upgraded and motor repaired to code. The sprinkler system backflow preventer had to be replaced.

Unit Window Issues:

Four Seasons completed a survey to identify windows with cloudy appearance due to failed seals, window hardware conditions, weather stripping, and screen issues. Board unanimously agreed that this is a top priority to be accomplished in 2013 depending on availability of funds.

NEW BUSINESS

Homeowner Issues from Website: None.

Other

WM Deck Survey: Four Seasons units' deck and door inventory/assessment survey was reviewed – deck, rails, living room and bedroom doors rated A – F. Board agreed to make deck maintenance decisions at the next meeting.

Next Bd. Meeting: Sat., May 4, 2013, Woods Manor Clubhouse.

Adjournment: 5:17pm.