

**DRAFT**

**WOODS MANOR BOARD MEETING**

**AGENDA**

Woods Manor Clubhouse  
1:00 pm  
March 4, 2016

- I. Call to Order 1:00 pm  
In attendance: Jay Rust, Larry Brutlag, Chuck Sebald, Lisa Cobb
- II. Approval of Agenda and February 7, 2016 Board meeting minutes. Chuck motions, Larry second; all approved.
- III. Comments from Homeowner(s) none
- IV. Maintenance Report
  - a. WMA & WMI
    - (a) Problem with A building roof leak reported by Jay. 3<sup>rd</sup> floor unit had some drywall damage. Tiana and Jared supervised repairs -- patched roof, and repaired unit's wallboard.
    - (b) Blockade hanging over garage doors on the list to be done when time allows.
    - (c) Hot tub door replacement and structural support on list to be completed probably after ski season.
    - (d) 201B owner will be contacted by Tiana about removing the lockbox or it will be removed, and damage repairs to the building will be billed to the owner.
    - (e) Realtor was denied permission to affix a lockbox to sell 101A.
    - (f) Board requests that the management company inspect the garage door opener mechanics.
    - (g) Jay has spoken with an elevator expert who says we should be prepared to replace our elevator hydraulics at cost of \$20,000 each. Jay suggests that it be added to our 10 year capital budget plan.
- V. Financial Report
  - a. WMA & WMI
    - (a) Both the year end and current reports need additional conversion work to be completed and then approved by the

Board. Ski Country is transitioning to a new accountant, Deb England.

- (b) Two board members and their spouses scheduled time at Ski Country offices in December to review 2015 invoices, expenses and accounts. All are in good standing. Larry will work with Deb England to finalize these ledgers and reports.

VI. Ratify Time Share Conversion Coordinator Contract.

- (a) Larry moved, Chuck seconded; all approved. The contract was sent to the Board for review and input having online previously.
- (b) The coordinator's responsibility will be to educate timeshare owners about the conversion plan and coordinate communication with the Board's liaison.

VII. New Business

- (a) Resolution to create special assessment bank accounts -- one for the interval assessments, one for the whole owner assessments. Larry moved, Chuck seconded. All approved.
- (b) Time Share Conversion Plan Owner Mail
  - A packet will be sent that will include:
    1. introductory cover letter
    2. response memo requested to be returned in included addressed & stamped envelop
    3. a letter from a local realtor
    4. a copy of the Board approved timeshare conversion plan
- (c) Board approved appointing Kelly Tormaschy as our fifth Board member to replace Karen Shilling. Lisa moved, Larry second, all approved.

VIII. Old Business

i) Time Share Dues and Assessment Payments

- (a) As of March 3, 2016, 79 weeks are delinquent with yearly dues. Five statement /invoice notification letters were returned as non-deliverable and unable to forward. More requests were made to deed back their time share weeks. Some owners paid their dues reluctantly.

IX. Exterior Capital Project Plans

Jay talked with Travis project manager expressing the Board's desire to meet with him after the snow has melted and weather conditions are appropriate this spring. We will clarify and redefine the exterior renovation plans. Work will be requested to start in 2017 after ski season. Also, Jay spoke with Mark Hogan and he will be ready to redefine drawings, present plans for approval at Breck town meetings. Marc believes there will not be any problems obtaining approval.

X. Other – None.

XI. Next Board Meeting will be in Breckenridge on Friday, May 27, at 1 pm.

XII. Adjourn 1:46 pm.