

## **WOODS MANOR BOARD MEETING AGENDA**

May 27, 2017

**11am Executive Session / Lisa's Unit 202A/Discuss Legal & Contractual Issues**

**12 noon Exterior Renovation Plans / Site visit to Tannenbaum I & II**

**1pm Pete, Travis Const. Mtg. / WM Parking Lot/Exterior Renovation Planning**

### **Board Meeting Woods Manor Clubhouse**

**I. Call to Order: 2:45PM**

**II. Approval of Agenda**

1. Lisa motioned, Larry 2<sup>nd</sup>, all approved.
2. Lisa motioned that we appoint Sandy Hahn, Unit 104B, to replace Kelly Tomaschy on the Board. Kelly's unit sold. Larry 2<sup>nd</sup>, all approved.

**III. Approval of March 4<sup>th</sup> Minutes** – Lisa motion, Larry 2<sup>nd</sup>; all approved.

**IV. Meeting with Tiana and Jared convened at 3:00PM.**

1. Letters to owners will be out by June 1<sup>st</sup>.
2. Tiana reports that they have hired new accounting, bookkeeper -- annual reports will be cleaned up and emailed to the Board.
3. Tiana, Jared, Jeni will be able to attend the annual meeting on July 2; HOA Board will meet at noon; the homeowner meeting will begin at 1:00, followed by social time. Tiana will work with Larry on financial accounts.
4. Blake and Pete, Travis Construction, inspected, measured deck, railings, entrance and sidewalk for manager's house, and will send estimate. They thought they might be able to get to it soon.

**V. WMA & WMI Financial Reports**

1. Larry reported that Brad (accountant) will be arriving June 1 and will readjust all the accounting entries. Larry inspected the accounts and has not seen anything of concern. He says it looks like operating account balances may be adequate for both WMI and WMA.
2. Larry also noted timeshares' portion of the special assessment is short \$38K at this time. Board discussed options to make up that difference.
3. WMI's operating budget expenses to date are below budget and may continue for the rest of the year. There will be additional bills to pay for

attorney fees – paid \$6,885.06. Additional \$12K is expected. Invoices are being carefully tracked.

4. Len and Jay will write letters to owners still owing money with conversion plan agreement forms. Owners committed will be sent a contract to sign that turns over their deeds once all 50 owners of a unit have committed to their unit's conversion to whole ownership.

## **VI. WMA & WMI Maintenance Reports**

1. Board acknowledged Jared's fine work for the bright yellow height warning bar above the Bldg. A garage door.
2. Jared reported: that the other one will be installed soon; Excel scheduled come in and do free energy assessment; Conference June 23 about management and heat loss – Jared plans to attend; Hot tub needed framework replaced – base structure wood rotted; spa closet door replaced, it also was rotten and warped.
3. Garage door repaired last Thursday by Alex. Sunday 2 am, a renter broke the door and sprinkler head. Fire department came to shut down sprinkler system. Jared shut water before the arrival of the fire department. Homeowner will be billed for the needed repairs and must work for reimbursement from the tenant. Tenant will vacate towards the end of June. Homeowner will be billed for repairs needed. Beau repaired sprinkler. Switches were replaced. Jared's time to manage work will also be billed. Chuck requested that additional safety mechanism might be required to prevent this from happening again.
4. Carpet cleaning – waiting for bids to get closer to budget. Exclusive clean is final bidder. SteamMaster and Mountain Pride bids were reviewed. High Country Cleaning declined to bid -- too busy.
5. Board agreed that WMI linen upgrading should on hold. Any damaged/stained linens must be replaced
6. Irrigation – Drew will meet with Jared to activate the irrigation system and check all sprinkler heads. Some heads malfunctioning last year and needed to be replaced.
7. Board authorized sealing asphalt cracks. Top coating will not be done this year since the exterior renovation is expected to start after the close of ski season next year.
8. Elevator, sound Jay heard has stopped. Elevator service agent reported that our elevators are of good quality and should not be replaced but repaired when needed instead.

## **VII. New Business**

1. Rules & Regs - Bikes in Bldg. – rules say cannot store bikes in hallways, and in garage bike racks are available. Current rule only encourages, doesn't prohibit bikes in hallways but cannot store bikes in hallways. Security for bikes was discussed. Need to revisit rules to address that any damage due to bikes in the building will be the responsibility of unit owner of who ever owns the bike that caused the damage.
2. Back doors of A & B buildings are not locking automatically. Jared will adjust.
3. Private Investigator Authorization – needed to find contact information on some of the timeshare owners. The Board agrees to authorize Jay to negotiate a contract with Charlie McCormick, including payment. Lisa motioned, Chuck 2<sup>nd</sup>, all approve.
4. New contract for Jay to work on the timeshare conversion plan with Len. Talked about conflict of interest policy. Jay will recuse himself of any Board positions that deals with the conversion plan. Contract with Len compensates him 1% of gross sales of the units, plus mileage, expenses like stamps, office supplies etc. Motion by Lisa that the Board will review a draft of this contract. Chuck seconded the motion. Lisa adds that Chuck would be the liaison to the Board. Larry 2<sup>nd</sup>, all approved.
5. 2016 Annual Meeting – July 2, 1 pm, Saturday, WM Clubhouse. Homeowners all welcome to attend the 12 noon Board meeting. Social time with HOA sponsored beverage and food follows the annual meeting. Owners' family and guest are welcome to join us.
6. Kelly Tomaschy's unit sold, so he is no longer available to serve on the Board. The unit was listed at \$375,000 and sold for \$383,000 in 5 days. Breck is a sellers market.

## **VIII. Old Business**

1. Exterior Renovation Next Steps: Motion by Chuck, that Jay will follow through with hiring stucco inspection for asbestos, and report to Board, and then the Board will decide about the need for inspection of the underlining materials' condition. Sandy 2<sup>nd</sup>, all approve. Met with two representatives, Blake, Travis owner, and Pete, Project Manager, to review exterior plans, alternatives, materials, color. Membrane option discussed to replace deck floor surface. Blake will send us information to explore that material. The Board will forward engineering reports about the decks to Travis. Requested a bid for Travis to replace the house entry floor, deck floor, railings, support joist and concrete to entry of the manager's house. Board will vote to on bid by email.
2. Special Assessment Payments: 60 timeshare owners have not paid the special assessment. One whole owner has not paid. All owners will be sent monthly statements including late penalties which will continue to accrue until their assessment is paid.
3. Time Share Conversion Plan Status – over 100 timeshare owners have responded very favorably; the plan is viable and workable. Timeshare owners agreed that continuing is not sustainable due to more delinquencies

every year. Fair & equitable net funds from the sale of converted units will be divided by the weekly owners who are up to date with their payments and agreed to the conversion plan.

The HOA owns 22 weeks; 25 weeks are in foreclosure; 21 weeks owe multiple years dues and special assessment; 21 owe this year's dues and special assessment; 18 owe the special assessment.

4. Three Board seats are up for election – president, vice president and director. Chuck Sebald and Jay agreed to run for re-election. Sandra agreed to run for the Board as well.

Lisa Cobb left meeting, turned over taking minutes to Sandra Hahn at 4:00 pm.

#### MAINTENANCE continued:

1. Larry proposed getting an additional bid for elevator maintenance to compare with current maintenance provider. He will provide contact info to Tiana and Jared.
2. Jared reported the recommendation from the Fire Inspection was to fill every crack/gap in both garages' ceilings with Great Stuff Pro, a fire resistant foam. Jared plans to do this work.
3. Chuck added a maintenance item: Every door in the facility must be accessible by the master key for fire intervention purposes. Owners will be notified if locks are not in compliance. If the owner does not remedy noncompliant locks, the Board will remedy and bill the owner for the expense.
4. Tiana reported that vestibule signs with emergency phone numbers will soon be replaced with signs listing new emergency numbers.
5. Larry noted that back exit doors are not consistently closing/locking. Jared will remedy this security issue.
6. Chuck addressed concerns regarding RCI (time share exchanges): To facilitate conversion of timeshares, payment cannot be accepted for future weeks. For time share owners who have already prepaid to bank week(s) the board may need to find alternative lodging because of exterior renovation planned for after ski season 2017.. Jay and Len will alert RCI. Written communication needs to be sent out. Should membership payment be received inadvertently, it could be applied to dues and assessment fees. Jay will work with Len to determine a procedure for handling timeshare payments to RCI.
7. Tiana noted that there are 53 weeks (Saturdays) in 2016. It was recommended that the 53<sup>rd</sup> week not be given as timeshare week unless it is required by rules and law. If not required, those units could be rented. The Board agreed.
8. Re HOA-owned weeks, Tiana requested a procedure or algorithm for handling these. Weeks in the process of foreclosure can be rented. Tiana will specify what issues need to be addressed and Jay and Len will work with Tiana.

9. Jay noted the conversion issue that we cannot “record” owned units until we have copies of deeds. Jay will address conversion plan problem-units with Kent.
10. Larry revisited the suggestion for planting trees on the hillside behind the clubhouse. It was concluded that the watering challenge renders this not feasible.
11. Jay noted the need to stake and support the two sapling aspens at the front of Bldg. A. Jared agreed to take care of this.
12. Larry moved we authorize Jay to obtain a dinner gift certificate for Jared and Tiana as a thank you for the difficult winter season and their support to WMA and WMI.

Meeting adjourned at 5 pm.