

## WOODS MANOR BOARD MEETING MINUTES

### **DRAFT**

Woods Manor Clubhouse  
10:00 am  
MAY 18, 2019

Meeting called to order at 10:08am.

Attending: Jay Rust, Julie Peper, Lisa Cobb, Sandy Hahn, Chuck Sebald, Keith Chamberlain, General Manager, Wildernest.

- I. Approval approved, agreed to add to agenda as needed.
- II. Financial Report by Keith Chamberlain:
  - A. WMA Financials
    1. Extra expenses from fire and safety, elevator. Electricity higher due weather conditions. Agreed to disconnect the heaters in the buildings' main entries and entries to elevators from garages.
    2. Keith reviewed WMA financials: Operating Budget, Balance Sheet and Reserve Account.
  - B. WMI Financials
    1. Only 2 timeshare owners have not paid 2019 dues.
    2. Chuck moves to accept financials, Julie second. All approved.
- II. Executive Session – TS Conversion Plan legal issues.

Board agreed to direct Michael Connelly to answer legal complaint.  
Board agreed to direct Michael to submit partition suit in Summit County and serve timeshare owners.
- III. Maintenance Issues and 10 year Plan Review
  - A. Building A & B leak repair status
    1. Devin of PSI plumbing met with Noah, Chuck and Jay. Bldg. A water leaked from a the PVC stack pipe this winter. With sophisticated infrared equipment, a hairline crack was discovered at a Y joint, that was resting on a 2x4 support instead of being securely anchored. Repaired the pipe and properly secured it.
    2. 104B had a hairline crack in kitchen sink drain. Infrared was used to find it. Cutting through drywall was avoided. Bldg. B had an irrigation line problem.

3. Chuck reported on cast iron drainage pipes, in the stacks, are corroding as evidenced by bubbles. A replacement estimate was requested. Noah recommends a PSI contract that puts us first including discounts, like a retainer contract. Board agreed.
- B. Roof and gutter repair:  
Turner & Morris scheduled to inspect and do repairs this June. Dripping behind fascia board need to be repairs. The Board approved \$2,498 for this work.
  - C. Comcast upgrade:  
Lisa requested that Noah's research upgrades to internet as well as TV. Noah recommended switching service from Resort Internet to Comcast for both TV and internet. Comcast individual unit pass words which will provide more secure internet. Also, stronger signal, fewer outages, and the ability for owners to upgrade their own unit's service will be provided. The cost would increase the current base bill by \$3/month. Lisa moved to approve upgrading the basic service, Chuck seconded. All approved.
  - D. Window replacement:
    1. Marvin windows
    2. TravisLisa and Noah reported on the bids requested that would stand up to the elements. Luke, Travis Construction, stated that our current windows may last 3 - 5 years or more. Julie asked what the procedure was to repair broken windows. Since they belong to the HOA, Noah needs to be contacted. He would arrange for repairs. The Board will present the window replacement information at the July homeowner's meeting, as well as any further information available at that time.
  - E. Hot tub:  
Noah reported that there was no water autofill on current tub, and ventilation needs to be upgraded. It was agreed to replaced the fan with a much larger unit at the current opening. Chuck said that room needs to be sealed off from the rest of the clubhouse as much as possible. It was agreed to add a vent in the door to the upstairs clubhouse entry. Humidistat will be replaced. PSI (Plumbing) gave Noah a bid to connect the hot tub drain to the B garage drain. Cost estimates: Trenching \$3,200 - Plumbing \$5,300. \$1,500 autofill. This will be considered after we know the extent and cost of roof repairs.
  - F. Buildings and units lock replacements:
    1. Noah reported on locks. There have been issues with owners

unable to get into their units, garage doors, ski lockers. Lots of calls to call center. Some owners have been asking about electronic locks. Noah has found unit keys on the outside grounds. Security is of prime concern. Joe Jefferson, WM locksmith, says our locks are all based on one notch system, and they are wearing down.

2. Chuck talked with Summit Mtn. Rentals, who prefers the electronic coded locks.

3. Key pad locks all need a fire entry key, that's the master.

Noah has a bid of \$2,691 including install. Noah will have samples to bring to the annual meeting. For example, \$250 for bronze unit lock. Another option: auto locks after a certain time, for the clubhouse, at \$470 each. Storage units, lockers, outside building doors, garage doors would also have key pads. Entry door codes could be changed quarterly or more for increased security. Lock boxes for realtors or contractors would not unnecessary. Options will be presented to owners at annual meeting, and their input requested.

- G. Elevators - Stainless Steel Refinish:  
Scratches need to be buffed out, \$900 per elevator. Chuck motions that we approve this project, Jay 2<sup>nd</sup>, all approved.
- H. Discussion of Tags for cars in garage and parking lot so that cars can be towed if not tagged. There are skiers using our lot but not staying in our units. They can be hung on mirror or placed on the dash. To be kept in the unit. Also will be discussed at annual.
- I. Len's WM Website support - Jay suggested that WM pay Len \$250 for work he did on the WM web site, and then offer him a yearly stipend of \$100 to needed website work. Chuck moved, Sandy 2<sup>nd</sup>, all approved.
- J. Noah special anniversary request:  
Board discussed and approved his request to allow the couple's dog to reside in the manager's house. This approval is contingent upon the approval of a signed agreement by the Noah, Wilderrest and the Board. For example, the agreement must stipulate that the dog must be on leash at all times when out doors, and consequences for violations of the agreement.
- K. Julie asked about water on her deck. The deck's surface is sealed and water will evaporate.
- L. Jay asked Noah when the irrigation system will be activated and checked for needed repairs? The Board agreed that Noah will do this sometime the beginning of June.

- M. Chuck offered to digitize the structural drawings for all the buildings on the WM property. Board approved.
- N. Chuck asked about maintenance and repair reports. Board requested monthly reports. Noah agreed. Jay asked for copies for annual meeting.
- O. Exterior Window Cleaning:  
Noah will send a message to owners asking if they would want to participate in a built window cleaning rate from a local company. If enough want this service to make it cost effective, Noah can set it up and let owners know their share of the cost.
- P. Sandy – Bldg. B dumpster is difficult to secure. Noah will request alternatives from Waste Management.
- Q. Board discussed an update to our remodel policy to include a hallway cleaning when a remodel project is finished, paid for by owner, and have homeowners and contractors sign the policy as part of approval process. May include rules about no construction on holidays, or a Day before or after. Jay will draft that revision for Board review and approval.
- R. Timeshare unit fireplaces scheduled for a service call to clean and checked their safety.
- S. Manager's storage/work room in building A garage needs to be cleaned out. Board will check with Jolene to find out what records needs to be saved.
- T. Noah reported on equipment: Snowblower will be repaired, leaf blower will be replaced.
- U. Request for expensive mountain bikes: Discussion of options shared by Noah. A cage would take up parking space, and those became very tight over the winter with skier visitors. Board decided to study alternatives for resolution, if possible.

Sandy will be out of town on July 6th, but will be running for re-election to the Board. Jay agreed to run for re-election. Lisa mentioned that there is a new owner also interested in running.

IV. Adjourn: 2:40 pm

