

WOODS MANOR BOARD MEETING

Zoom Connection by WPM

AGENDA
Sat., May 30, 2020
1pm

- I. Approval of Agenda - Chuck moved, Lisa second, all approved.
- II. Financials
 - A. WMA
 - The 2020 special assessment has 3 outstanding payments. Bldg. A roof repairs have been completed.
 - Noah will email to the Board accounting for Repair and Maintenance, 50320, and InHouse Amenities, 50230.
 - Gas Connect project will be scheduled for Sept. at an estimated cost of \$29K.
 - Funds in reserves as of Jan. 2020 will be verified..
 - Lisa motioned that we approve the backflow at \$5,647.75, Sandy 2nd, all approved.
 - B. WMI
 - Board discussed 50040 and 51200 budget expenditures.
 - Two timeshare owners are delinquent in their 2020 payment.
 - Board requested follow up on year end balances.
- III. Manager's Maintenance Report
 - Lawn mower has been repaired. New trimmer is needed. Lisa moved to approve \$275 for this purchase. Sandy seconded, all approved.
 - Raking, fertilizing, dandelion deadheading being done in grass areas as general maintenance. Irrigation systems activated. One head will be replaced and some heads need to be adjusted.

- Tuesday, Thursday, Saturday are cleaning schedule days. Painted doors leading into garages. Mountain Pride cleaned all common area carpets. Also runners are replaced every other Wednesday.
- COVID-19 cleaning standards have been applied for timeshare units as well as common areas including railings.
- Remodel in 301A has been completed. Carts, common hallway floors have been cleaned.
- Timeshare unit and whole unit keys were found in snow. Picaso (rental company) key boxes that have been removed. Some tumblers inside locks need replacement. Cost of replacing tumblers at \$75 each vs. keypads at \$250 each was discussed.
- Tri-county checked fire extinguishers, emergency light batteries, and stand pipes.
- Elevator contractor doing monthly preventative maintenance.
- Chuck was thanked for painting common area walls below the chair rails.
- New heat tapes have a life span of 10 years.
- Bldg. A luggage cart was damaged, by an owner using it to prop open the garage door, repaired and paid for by the owner.
- Hot tub room fan is running constantly. Possibly replacing an upper window with a screen to remove heat and humidity should be considered. This window can be replaced with one that can be opened and closed. Installing a door to the room will prevent air from being sucked out from the rest of the clubhouse.
- Comcast installation will have 2-3 installers with WPM employees in each unit, all wearing masks and gloves. The package X-1 can be located in the main room (living room). Second cable box will be needed in the other bedroom with basic package DSR. Resort Internet may remove their equipment in hallways and storage closets. Outside wiring will not be removed. The bulk package will allow upgrading for the 2nd room.
- Unit window cleaning services was not possible last year as planned due to weather conditions.

- Dryer vent cleaning: piping to outside need to be investigated to prevent puncturing when cleaning. He reached out, inside to
- Entry to clubhouse from Bldgs. A&B: some walkway concrete areas are degrading and need replacement in the near future.
- Cleaning and draining hot tub still not an ideal set up, but will continue as is.
- Resident house roof snow fall mitigation – resident house gutter ripped off and it was replaced at no cost. Snow guards would eliminate these problems. Noah used heated walkway mats on deck to prevent slippery conditions.
- Bids and estimates – A Peak asphalt, patching may not be worth the cost. Best solution is replacement of the entire drive or sections over several years. No bids returned since last week. Earlier structural engineer report stated that underlayment is faulty and proper drainage does not exist.
- Luke, Travis Construction, inspected manager's house conditions with Noah. Laminate on flooring is curling up. Some kitchen tiles have chipped and cracked. Carpet and some windows need to be replaced. Board discussed types of replacement materials and possible costs.
- Lines in parking garages have faded, getting bids to repaint these lines.
- Building B has a backflow deficiency, cost at \$5,647.75, as determined by Town of Breck audits. This is a fire line, essential and cannot be shut down. This was moved and approved earlier in the meeting.
- Leaking seals in a power unit in each elevator. These hydraulic units need replacement in the near future. Today's estimated cost to replace both is \$89K.

Board thanked Noah for his report.

IV. Executive Session / Timeshare Conversion Plan. The Board discussed the current status of the Conversion Plan including legal issues. Chuck will continue to serve as the Board's liaison. Thank you, Chuck.

V. Old Business

- A. Ski & Racket Playground Encroachment: due to potential liability concerns, Chuck requested to have it removed from Woods Manor property. They agreed to remove it. Chuck will check on its progress.
 - B. Special Assessment Accounting. Timeshares obligations are paid from of WMI reserves. To date, three whole owners have not paid their assessment.
- VI. HOA 2020 Annual Mtg. / Open Bd. Positions
Scheduled for July 11. Jay will check about state and county rules for gatherings to meet required Covid-19 safety precautions. Small group sessions may need to be scheduled in the Clubhouse meeting room. Chuck stated that he submitted his intent to rerun for the Board. Three seats are open.
- The Board will meet at 10am, July 11th, in the Clubhouse meeting room.
- VII. 10-year Capital Plan
Chuck will work with Jay to draft revisions to the plan based on current information and send it to Board members for their review.
- VIII. Adjourn 3:45 pm