

**Lakeview Condominium Association
Regular Meeting of the Board
Minutes
April 6, 2019**

Minutes of the regular meeting of the Board of Directors (BOD) for the Lakeview Condominium Homeowners Association held on April 6, 2019 via conference call and at the clubhouse.

In attendance were: at clubhouse; Carolyn Hime (Vice President), Bernie Romero (on-site maintenance). via conference call; Casey Martin (at large board member). Kevin Stefanik (President), at large board members Kate Andrus and Sharon Foreman.

Members present at clubhouse: Carrie and Don Schroeder and Tom Brennan (404).

Present from the Management Company (Summit HOA Services Inc., or "SHOA"), Murray Bain attended in person (President), Aly Anderson via conference call (Director of CIC Operations) and Cathy Fraser attended recording the minutes.

- 1. Call to Order and Determination of Quorum:** The meeting was called to order by Murray as management company, at 10:04am. Official notice of the meeting was emailed to all Board members on 04.02.2019 in compliance with the Bylaws of the Association. As all but one of the Board members were present, a quorum was established.
- 2. Owner Forum:** No owner discussions.
- 3. Approval of Previous Board Meeting Minutes:** After reviewing and discussing the unapproved Minutes of the prior Regular Board meeting of 07.14.2018, a motion was made by Carolyn, seconded by Kate and as all were in favor, none opposed, it was unanimously resolved that:

**The minutes of the Regular Board Meeting
held 07.14.2018, were approved as written.**

4. Reports of Officers, Committees, Agents

- a) *President's Report:* Kevin noted that there have been people leaving trash against the fence as well as a broken window in game room which has now been replaced. Items in the clubhouse have been secured. One of the stanchions in the parking lot is broken (Bernie will get this fixed). There needs to be a plan for addressing owners who are not cleaning up their dog waste. After discussions the board agreed that Bernie will talk with the owner responsible and a general email will be sent by SHOA as a reminder and renters are not allowed pets and must clean up. There was a problem with the pressure relief valve (PRV) for boiler number one. The PRV has been fixed and there have been no further leaks at this time.
- b) *Financial Report:* Murray gave an overview as end of February, \$20,000 in operating and \$110,000 in reserves. No one is behind in dues and many have prepaid. The insurance was paid in November, but the budget was a month or two later, so the budgeted insurance doesn't show up, however, the expense does. The HOA is on budget with snow removal, gas is a few dollars higher, and common area utilities are above budget. Carolyn and Murray will look at the utility bills closer to see what's going on. Repairs and maintenance is \$3,000 over budget. Overall the association is looking really good.

The board needs to appoint a treasurer, someone to review and take responsibility of the association finances. The president cannot usually take on dual roles. Casey would like to step down from the board and resign due to personal and health issues. Tom can be appointed onto the board and elected as the Treasurer. After further discussion, a motion was made by Carolyn, seconded by Sharon and as all were in favor, none opposed, it was unanimously resolved that:

Tom was elected to the board to fill Casey's vacant seat. He was appointed and accepted the position as Treasurer.

- c) *Manager's Report*: The attached Manager's Report is hereby entered into the minutes. Aly works on a regular basis with Bernie. Most recently there are smoke complaints that Aly is also working with from homeowners. SHOA will schedule a time for Highlander Inc. to look at the chimneys. He submitted a proposal in October in 2018 for only two chimneys without getting on the roofs; there are seven total chimneys to determine what needs to be done. It will be approximately \$1,500/per chimney to repair each cap.

The board asked about the process of knowing about new owners. SHOA explained that Aly works with the title companies in completing the HOA certificates. After the closing, the title company will send the closing documents to the HOA. This usually just includes the address on file for the closing and no additional information. The Board would like to know when new owners come in if possible. SHOA will try, however, this isn't always possible because of the process of how title companies work. SHOA will add new owner information into the monthly report when received. Tom will ask for owner information for 405.

- d) *Project Improvement Committee*: An owner in attendance would like to have the carpet replaced in Building B, it was voted on to be replaced a few years ago. Bernie will get an updated bid from a few carpet companies for commercial carpeting and send to SHOA, which will then be sent out to the board for review and approval.

5. Old Business

- a) *Rules and Regulations/Policies*: Aly asked about the shower valve policy as SHOA doesn't have this – Carolyn will send to SHOA.
At some point the board would like to revise the house rules. Murray suggested that an initial version of this document be reviewed and then sent to the board or create a committee to revise these documents. Carolyn and Tom will take first step in reviewing the house rules in the next few months.
- b) *Security and clubhouse misuse*: Bernie is willing to close up and check on people, not ready to pursue the proposed window bars to stop entry from windows and not sure if legally bars can be placed on windows as fire egress is needed from 3 exits. Active monitoring seems to be working at this time.
- c) *Parking issues*: A parking policy was sent to the board for ratification and Carolyn suggested that the association obtain parking permits to help with the parking problems. Carolyn suggested that they will print their own parking passes and make this mandatory in the rules. The permit doesn't give anyone permission to park in another space unless given permission by the owner to park in this space. This policy will be added to the parking policy. Once this policy is updated and approved by the board, it will then be sent to the membership via email for their review, owners ten days to respond. After the ten days the policy can be voted on and put into effect by the Board.
- d) *Annual disclosure obligation*: Cathy will work with Sharon to make sure the required documents are on their website; these documents needed to be available within 90-days of July 31, 2018.
- e) *Fireplace in Unit F*: The fireplace was removed in the unit which supported the fireplaces above it. Bernie will check on this today and take photos. Murray will call the owner to obtain a status update and then will determine how to proceed from that call. The next step would be to get town involved and possibly this unit could be red tagged.

6. New Business

- a) *Insurance renewal:* This was approved by the board. Aly will send to the membership when the renewal documents are received.
- b) *Website content and contact info:* The financials need to be disclosed on the website. For some documents they may be placed on a website with SHOA to give people a log in access for sensitive documents that should not be displayed to the public. All owners names and addresses of units, (not emails and phones) board members need to disclose email, phone, and addresses of unit.
- c) *Natural gas costs vs. budget:* Carolyn, Tom, and Murray will work on this discrepancy.
- d) *404 new owner lives full time and is interested in involvement:* Tom was appointed onto the board and also voted on as the Treasurer.
- e) *Drain line 7' crack:* There was a crack in the drain line that was replaced with PVC pipes between 501 and 401, which leaked into 401, 301, 201 and even 101. There possibly may be more repairs needed in the near future to other drain lines due to the age of the building. The enzyme program of adding routine to toilets, etc. will be done on a case by case basis by Bernie unless there is a big problem.
- f) *Breckenridge Mechanical Invoice:* An invoice for \$1600 to replace the circulation pumps is outstanding. This needs to be approved and paid. This was approved and Murray will have this paid. In the future Tom and Kevin will be sent some larger mechanical invoices for approvals.
- g) *Policy for flooring:* It was noted that the carpet was removed from an upper unit and now the sound is very loud in the unit below. The board would like a requirement to the effect that if you are in a unit above another unit there should be a sound absorbing liner or similar put in if hard flooring is to be replaced or installed instead of carpet. This would be added as a policy. As there isn't a policy in place at this time, Carolyn will start a draft for this policy.
- h) *Parking lot signs:* Bernie wanted to order eight more signs they are about \$15.00 to \$20.00 a piece, board gave permission to do this.
- i) *Town of Dillion:* The Town of Dillion is selling some of the town parking spots which is a big concern to the board as the HOA will lose use of these spots. It was suggested that signatures are gathered to take to the town. This is outside the of Summit HOA's management duties. Kevin wants to talk to a few other people before any motion or actions are made.

7. Future Events

AGM (Annual General Meeting): July 20, 2019, Saturday (confirm later)
BOD: July 20, 2019 after AGM

8. Adjournment: As no other business was discussed, the meeting was adjourned at approximately 12:17pm.

Attestation: I hereby attest that these minutes are a true and accurate account of the meeting thus held on April 6, 2019

Signed: Corrie Woloshan Dated 07/03/2019

As: Secretary
 (Officer Position)

Signature: *Corrie Woloshan*
Corrie Woloshan (Jul 3, 2019)

Email: cwally77@hotmail.com

04.06.2019 LVC BOD Minutes (for signature)

Final Audit Report

2019-07-03

Created:	2019-07-03
By:	Cathy Fraser (Cathy@SummitHOAServices.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE0q7vyXnaglYiZz_4_R2qWGwzkssDABN

"04.06.2019 LVC BOD Minutes (for signature)" History

-  Document created by Cathy Fraser (Cathy@SummitHOAServices.com)
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AGENDA

Lakeview Condominium Association Regular Meeting of the Board

Date of Meeting: Saturday April 6, 2019
Time of Meeting: 10:00 am (those available could also meet in clubhouse)
Conference Call: 515-603-3124
Conference Code: 623354#

Notice is hereby given for the Regular Meeting of the Board of Directors of the Lakeview Condominium Association, to be held at the date, time and location herewith. All owners are invited to attend.

1. Call to order and determination of meeting notice and quorum
2. Owner Forum – opportunity for owners to speak on specific agenda items
3. Approval of prior minutes
4. Reports of officers, committees, agents
 - a. Presidents Report
 - b. Treasurers Report
 - c. Managers' Report
 - d. Committee Reports
5. Old Business
 - a. Rules and Regulations/Policies
 - b. Security and clubhouse misuse
 - c. Parking issues, policy, tags and space survey
 - d. Annual disclosure obligation
6. New Business
 - a. Insurance renewal
 - b. Website content and contact info
 - c. Natural gas costs vs. budget
 - d. 404 new owner lives full time and is interested in involvement
 - e. Drain line 7' crack and potential for more
7. Adjournment

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