

**SKI TIP RANCH CONDOMINIUMS
EXECUTIVE BOARD MEETING
July 7, 2007**

I. **Call the Meeting to Order**

The Ski Tip Ranch Condominiums Executive Board of Managers met on Saturday, July 7, 2007 at the Keystone Center immediately prior to the annual meeting. Notice of a meeting of the Executive Board of Managers having been properly given, and all members having consented to the meeting and notice, President Ed Wood called the meeting to order at 7:58 a.m. Directors Ed Wood, Dan Prosser, Bob Terry, Dennis Blum, and Martin Litt were present, and Joanna Glaze was absent and excused. Director Dennis Blum joined the meeting in progress. Tony Snyder, Barb Walter, Daniel Vlcek, James VanMatre, and Pat Rice represented Wilderwest Property Management (WPM).

II. **Old Business**

A) **Minutes** – Upon motion by Mr. Terry and seconded by Mr. Prosser, the minutes of the Board Meeting November 17, 2006, having been submitted electronically and reviewed, were unanimously approved as prepared.

B) **Interior Remodeling Approval Process** – The proposal was drafted in response to an owner's request to remodel the interior of a unit, and with the goal of ensuring that the intent of the governing CC&R's is followed, that the Association incurs no additional liability, and that the rights of neighbors are protected. Upon motion made by Mr. Blum, seconded by Mr. Prosser, and unanimously carried, the policy was adopted for incorporation into the Rules and Regulations of the Association.

C) **Reserve Projects and Proposals**

- **Roofing** – Turner Morris is beginning to do necessary shingle repairs to roofs and chimney chases, although they are not able to match exactly the original shingle colors. Unit 8710 will be repaired using the new design of a standing seam metal roof with a transition to the asphalt shingle portions. All buildings will be re-roofed in this fashion at the rate of approximately two to three buildings per year, and the metal portion will be color coordinated to match each building's asphalt shingles. It has been suggested that the Association should plan to re-roof about every 15 years, due to UV exposure and climatic conditions in Summit County.

- **Drainage, Asphalt, Concrete** – When investigating concrete and asphalt replacement proposals, it was noted that roof configurations and drainage issues on the property are contributing to the icing conditions and recurring concrete deterioration. Treatments with epoxy products have not held up over time. WPM recommended having an evaluation of the drainage before soliciting other proposals or having the roofs replaced. Contractor Ed Storako of Excellent Construction was subsequently hired to evaluate the property and design drainage corrections for a total of \$6,800.00.

Mr. Storako has met with Mr. Wood on site and researched original site development documents. When first designed, there was a complex drainage plan including drainage into the river and lake. Most of the design was never implemented, and landscaping modifications, silting, etc. over the years have negatively impacted some of what was installed. Utilities locates are visible on the property now to facilitate the planning and investigations, and Mr. Storako's report will be distributed as soon as it becomes available. He also wants to make snow storage recommendations and is willing to meeting with the snowplow contractor on site prior to the onset of winter.

While some monies would be available in reserves and the drainage project could start this summer, there was concurrence that this project might have to be done in phases. Mr. Blum expressed concerns regarding uniformity and the appearance of the whole property, and suggested using WPM staff to dig out existing swales where necessary.

III. **Financial Matters**

- A) **Financial Statements** – Per the financial statements as of May 30, 2007, assets totaled \$320,781.40, liabilities \$31,258.45, and net equity \$289,522.95. There is an outstanding \$5,000 insurance deductible, which is the owner's responsibility. This is in the midst of a dispute between the owner's insurance company and Xcel, but the owner must be informed that the deductible is payable to the HOA regardless of the resolution of the dispute. Gas is also significantly over budget, in part due to allocating an even spread over the year instead of prorating this expense. Year-to-date, the operating account shows a gain of \$245.84 compared to the budgeted loss of \$2,518.97.

- B) **CPA Review** – Upon motion made by Mr. Terry, seconded by Mr. Blum and unanimously carried, bids should be solicited for a financial review of accounts for fiscal year 2006.
- D) **Reserve Expenses** – Proposals are still pending, but it is hoped that reserve funds are still close to being on track to meet needs. A dues increase allocating monies to reserves may have to be considered during analysis of the next budget cycle.

IV. **Landscaping Report**

A) **Alpine Gardens Responsibilities** – Ms. Glaze has met with David Butler of Alpine Gardens and submitted a report summarizing directives given at that meeting. The goal is to maintain a “natural” landscaping focus and uses watering rings to both adequately establish new plantings and conserve water.

B) **Wilderness Directives**

- Ms. Glaze also submitted directives for WPM’s staff covering immediate needs as well as seasonal landscaping requirements.
- Although complaints have been filed regarding property maintenance, Mr. Prosser and Ms. Glaze walked the property and determined no additional mowing should be done; the property is supposed to be naturalized rather than have a more manicured appearance. Mr. Prosser will confer with the Summit County Fire Mitigation Officer, Patti Maguire, regarding whether the grasses need to be trimmed around building foundations to mitigate fire hazards in the fall.
- The property was sprayed for noxious weeds earlier this week.
- A frozen hose bib was found Memorial Day at unit 8728. It has been repaired, but there is no shut off inside the utility room, and Mr. Vlcek was asked to investigate. Irrigation piping should be placed underground as part of future drainage and landscaping plans are implemented.

V. **Management Report**

Mr. Snyder expressed concerns about issues raised about WPM’s site maintenance during the last few weeks, and pledged improved efforts in monitoring site conditions and being proactive in addressing needs. Dumpster and trash pickup issues were cited as specific examples where improvements must be made and WPM must be more proactive. Suggestions regarding the dumpsters included: adding a key card entry system to lessen unauthorized usage, putting a panel on top to prevent trash being thrown over the doors,

running the doors all the way to the ground to create more barrier to animals, and adding additional signage. Subsequently, upon motion made by Mr. Blum and seconded by Mr. Terry, the Board directed additional signage be placed at the dumpsters regarding prosecution of trespassers and unauthorized usage. The issue will be reviewed after a year to see if signage adequately addresses the problems.

Additional comments and directives included the following:

- The mutt mitts and signage for pet owners have had positive results.
- Security checks of unoccupied units must be performed on a weekly basis.
- The crumbling concrete in driveways should be swept, but larger holes should also be filled with the extra gravel.
- The hot tub surround needs some repair, and the window framing on the women's side of the hot tub building needs to be fixed.
- The fireplace exhaust vents should be painted with a high heat resistant spray paint, and could easily be done using a template to protect the siding.
- The green paint continues to peel from the polished aluminum flashing adjacent to some patios. WPM should investigate better options using a primer to treat the aluminum. One building might be done as an experiment to be monitored over the next winter.
- Two units have installed private hot tubs and the Association still has not adopted rules to cover such installations. Mr. Terry agreed to draft something for the Board's consideration.

VI. **New Business**

A) **Annual Meeting Preparation** – Responsibilities for presentations were reviewed and the agenda was revised accordingly.

B) **Keystone Neighborhood** – Mr. Prosser attended the annual meeting and reviewed topics presented to the forty-four member associations.

- Mountain Pine Beetle kill is devastating the lodgepole forests, although preventive spraying is approximately 85% effective. The lodgepoles were planted during reforestation efforts about one hundred years ago and are close to the end of their natural lifespan.
- Keystone's new master plan is underdevelopment and should be completed within the next three to four months.

- Keystone has switched to Farmers Insurance and agent Bob Strong was at the meeting. Mr. Prosser will talk to Mr. Snyder regarding the HOA's insurance coverage under the Wildercrest blanket policy.

VI. **Adjournment** – Upon motion made and duly seconded, the meeting adjourned at 9:30 a.m.