

MINUTES OF THE BOARD MEETING
OF THE ANCHORAGE WEST ASSOCIATION

November 6, 2010

At a meeting of the Board of Directors of the Anchorage West Association, duly and regularly called and held at 12:00 noon on Saturday, November 6, 2010, there were present in person: Director Melissa Barrett and from Summit Resort Group Kevin Lovett and Peter Schutz. Chris Durkin, Dale Hill, and Jim Sebben participated via telephone.

1. **Call to order** – The meeting was called to order at 12:05 pm.
2. **Owners Forum** – the meeting was advertised and welcomed owners to participate. No Owners other than Board members were present.
3. **Minutes** –Chris Durkin made a motion to approve the minutes from the 7-16-10 Board meeting. Jim Sebben seconded and the motion carried.
4. **Financials** – Kevin Lovett gave the following financial report:
September 30, 2010 close financials report that we have \$13,718.77 in Operating and \$12,024.38 in reserves.

September financials report \$2156 over budget in YTD financials. However, the depreciation “expense” of \$1679 is logged; as discussed before, this is not a “real” expense as actual money is never “paid”. This results in essentially a total YTD overage of \$477

Areas of major overage/ underage:

516 Boiler & heat R & M	\$4630 over.	Items that attribute to this overage include:
	\$1766	Backflow preventer replacement
	\$600	boiler flue camera
	\$2500	new blower motor, repairs
504 Water Sewer	\$928 under	
530 Grounds maint	\$1230 under	
570 Prop Tax	\$812 under	
605 Depreciation	\$1679 over	

Reserve Account Cash Flow update/ end of year account balance projections:

September 2010 close balance \$12,024

Projected additional reserve expenses for the fiscal year include approximately \$4500 for the fence project.

Projected additional reserve revenues include the \$2820 monthly reserve contribution.

The May 2011 close reserve balance is projected to be \$30,084

5. **Managing Agents Report** – The Following items were reviewed:

Completed items include:

- Boiler routine preventative 1/4rly maint (fall)
- Winterization, pool, irrigation, snow plow contractor selection
- Tiles repaired around inside of pool edge
- Laundry rate decrease
- Flagstone walk lifting
- Drainage swale work (both sides of lower N bldg)
- Terrace block rebuild N end of N bldg

- Irrigation repairs/ grade work at Tenderfoot st , irrigation sleeve installed under new concrete to front of upper bldg/ boat lot
- Boat lot, registrations and arrangement for season
- Concrete repairs
 - overlay in boat lot
 - replacement of sections of walk, lower N bldg and lower S bldg lakeside
 - upper bldg “Kenitex” repair to concrete wall
- Asphalt crack seal, sealcoat

Report / Pending Items include:

Chimney cleaning and inspections – upper bldg nearly complete, Lower bldgs rescheduled for 1st week December

Boiler – pipe banging in upper bldg – air separator installed and 2 zones reversed

6. Old Business

A. Auxiliary parking lot Fence and Lighting

The Boat lot fence and lighting project was discussed. The contractor reports that he has finished. The Board discussed the continued unsatisfactory work on the fence repair to include nails installed where screws were to be installed and boards not cut properly to size nor cut square. The Board is displeased with the fence work, but pleased with the lighting work. Members of the Board have met on site with the fence contractor to discuss the fence shortcomings numerous times; the contractor has been given detail explanations of expectations and these have not been met by the fence contractor. Dale Hill moved to pay the balance due on the Electrical / lighting portion of the project and get a signed release from the electrician that he has been paid and then pay for any outstanding materials on the fence and no more payment for fence labor; with the final check, the fence contractor will be given a letter stating that he has failed to properly repair the fence despite numerous meetings on site with Board and Management and that now, we must hire another contractor to properly construct the fence. Melissa Barrett seconds and the motion passes. Dale Hill will talk to his contractor to see if he can complete necessary fence repairs; SRG will take pictures of the fence issues before Dale’s contractors begin work on the fence and after.

B. Terrace Bed landscape improvements were discussed. The scope of the project is planned as follows:

Section 1– Top terrace (both sides of covered stairwell)

Option 1 Section 1

- Spray to kill
- Level with dirt
- Install weed barrier
- Install river cobble (rock 4” to 6” size) to cover

Option 2 Section 1

- Spray to kill
- Level with dirt (top soil)
- Sod

Option 3 Section 1

- Spray to kill
- Level with dirt (top soil)
- Sod approximately ½ of each side of stairwell
- Install weed barrier and lay cobble on the other ½ of each side of the stairwell

Section 2 – Middle and bottom terraces (both side of covered stairwell)

- Spray to kill
- Install weed barrier
- Remove select Aspens
- Install mulch
- Install Virginia Creeper or English Ivy

SRG presented a bid from Greenscapes to implement the plan above; the cost is approximately \$4k - \$5k for the section 1 options and \$11-\$12k for the section 2 options.

SRG will retrieve additional bids. At the January Board meeting, a contractor and plan will be selected and Section 1 improvements will take place in Spring of 2011. Section 2 improvements will likely be completed in 2012.

7. New Business

A. Ice Shed roofs

Proposals for repair/ replacement of the ice shed roofs (2) covering the lower walkways were presented. Dale Hill moved to accept the proposal from contractor Chris Thompson to re-use the roof portion of the structure and to install new 6 x 6 posts to support; Melissa Barrett seconds and the motion passed.

B. Capital Projects plan

The Capital Projects Plan and 2011 planned projects were discussed:

Exterior building painting is planned; SRG will:

-get bids to power wash the bird-x residue off of the bldg eaves

-get bids to paint underside eaves to cover up bird-x residue (only need to do if power washing does not eliminate the residue)

-adjust the painting budget in the capital plan accordingly; this project is planned for 2011

Boat lot concrete replace (front of dumpster) \$5000 – this project is planned for 2011

Boat lot seal-coating \$2000 – this project is planned for 2011

Pool area concrete \$2000 – this project will be moved out to 2013

Pool/ hot tub pumps \$1500 allocated

Lower N bldg drainage project \$10,000 – this project will be moved out to 2013

Terrace Bed landscape project - \$5k will be added for completion of section 1 in 2011

Flue cover replacement – SRG will get a bid to replace the flue cover cap on the lower North bldg and add to Capital plan for 2011

Hot Tub resurface – SRG will get bids to resurface the hot tub; this will be added in 2012

C. Boat lot Seal coating – the seal coating of the boat lot is planned for 2011. SRG was instructed to send a letter to all owners informing them that the boat lot will be seal coated in 2011 and that Owners are required to ensure that their boats and trailers are movable; this includes unlocked hitches and properly functioning trailers with inflated tires.

D. Jeep Cherokee – the old Jeep Cherokee believed to belong to unit 72 was discussed. SRG was instructed to send the owner of the Jeep a certified letter stating the Jeep is unregistered and unmovable and that the owner must either register the Jeep and make the Jeep operable and give us a key or the Jeep will be considered abandoned and will be removed from the premises. In the meantime, the Jeep will be towed back to the parking spot for unit 72 and the tow bill will be sent to the owner of unit 72.

E. Hot Tub cover – SRG was instructed to investigate floating hot tub covers that are “thicker” and better insulating but still lightweight.

F. Old paperwork, old files – Melissa will review the old paperwork and files that remain in the Anchorage West office and set aside items for discard.

G. Mac’s trailer and work vehicle – The Board instructed SRG to inform Mac that he can have only the one trailer in the boat lot or his personal yellow work truck; he can not have both.

8. Adjournment – with no further business, the meeting adjourned at 1:15 pm.

9. Next Meeting Date – the Next Board meeting will be held on Friday January 21, 2011 at 1:00 pm.