

MINUTES OF THE BOARD MEETING
OF THE ANCHORAGE WEST ASSOCIATION

April 26, 2008

At a meeting of the Board of Directors of the Anchorage West Association, duly and regularly called and held at 9:00 am on Saturday, April 26, 2008, there were present: Directors James Sebben, Melissa Barrett and Peter Tamblyn from the current Board of Directors; Dave Lipa designated his proxy to Peter Tamblyn. Kevin Lovett and Peter Schutz were present representing Summit Resort Group. Anchorage West Owner Al White was in attendance for the entire meeting and Jack Ross represented the landscape committee during the landscape committee report given during the Owners Forum.

1. **Call to order** – The meeting was called to order at 9:00 am.

2. **Owners Forum** – the meeting was advertised and welcomed owners to participate.

Jack Ross Proceeded with the following landscape committee report: Members of the Landscape Committee met several times during the late summer and early fall in an attempt to respond to the various conflicting motions made at the Annual Meeting, and to develop, within budgetary constraints, sufficiently finite landscape concepts to make it possible to secure reliable bid proposals to achieve the membership's perceived objectives.

Those meetings and subsequent individual efforts resulted in consensus on the following positions:

- 1) The Lunsford proposal presented at the Annual Meeting failed to meet the perceived membership objectives and was therefore unacceptable;
- 2) Different concepts for sign design and placement on the Tenderfoot street side, as well as what landscape changes, if any should be made for that area, could not be agreed upon, leading to the conclusion not to proceed further in the search for an acceptable concept at that time;
- 3) Given the apparent fiscal constraints, any program to be implemented during the fiscal 2008/2009 period, should be limited to what the committee perceived to be the most critical need, the rehabilitation of the top tier of the three terraces;
- 4) The conceptual consensus for that effort included site preparation and planting of 1500 square feet of Blue grass sod, arranged in an asymmetric, curvilinear pattern among existing or relocated shrub and flower plantings, with some rock features if budget permits.
- 5) Informal estimates that have been canvassed suggest that the recommended work could be done for a price range on the order of \$3500;
- 6) The Committee's recommendation is to initiate negotiations with at least two reliable landscape entities to develop firm proposals for such work to be performed this spring within that budget limitation, and contract for the work to be done after membership confirmation.
- 7) The Committee will work to recommend a subsequent program, hopefully with firm bid proposals, to the membership at the Annual meeting.

Peter Tamblyn advised the Landscape Committee to be prepared to speak and present a proposal to the Owners at the Annual Meeting.

3. **Minutes** from the January 12, 2008 Board meeting were approved with a discussed minor correction; it was noted that Dave Lipa objects to the minutes as written.

4. **Financials**- Treasurer Jim Sebben and Kevin Lovett reported on the financials as follows:

Financial Report as of March 31, 2008

March 31, 2008 close financials report that Anchorage West has \$1996 in Operating and \$31,548 in Reserves with a due to operating from reserves of \$15,572. With this transfer, there will be \$17,568 in

operating and \$15,976 in reserves. The \$15,572 due to the Operating Account from the Reserve account consists of \$13,583 worth of expenditures associated with additional boiler work and pool / hot tub needs as well as other minor capital expenditures and \$1988 associated with the fund accounting initial set up. This transfer will be made to true up the accounts.

March 31, 2008 Profit and Loss statement reports that we are \$1,852 under budget in operating expenses excluding depreciation expenses. Areas of significant underage / overage include:

- 502 Gas Expense \$7654 under budget
- 515 Building Maintenance \$1148 under
- 516 Boiler & Heat R & M \$2815 over (1/4rly service charges, leak repairs, zone valve replacements)
- 535 Pool Maint. \$2164 over
- 570 Property Tax \$1624 under budget

Reclassifications

Treasurer Jim Sebben and Kevin Lovett reviewed expenses occurring over the past year; many expenses were paid out of the operating account that were actually considered reserve expenses associated with the boiler replacement, pool upgrade or an otherwise noted capital improvement. Reclassifications from operating to reserves were therefore made resulting in a transfer of \$13,583.98 of expenses from the operating account to the reserve account. It was noted that Dave Lippa would like to review the reclassifications; Jim Sebben will send him an email informing him of such.

2007-08 Fiscal year end balance prediction

May 2008 year end account balance projection (with transfer of \$15,572 due from reserves to operating):

- Operating \$17,000
- Reserves \$21,706

Proposed Budgets 2008-09

The proposed operating budget for 2008-09 was presented and reviewed. There is no proposed increase to owners' dues despite an increase to overall operating expenses as the dues increase effective September 2007 will cover the increases. The following are a few of the highlighted operating budget items:

Gas – It was noted that usage has dropped by over 26% since the installation of the new boilers; however, rates have increased. Jim Sebben and Kevin Lovett will monitor the gas market and lock at 70% of total usage once the opportunity arises.

Boiler and heat R & M – this account was increased to include the proposed annual routine maintenance contract provided by Tech One. SRG will ask Tech One if possible savings exists on the maintenance contract if Anchorage West signs a 2 year contract. SRG will also ask Tech One if the Silverthorne stationed master plumber is Casmus certified.

Insurance – It was noted that due to SRG's negotiations and relationship with Farmers Insurance, the annual insurance premium decreased by \$1848.

Meeting Expense – the meeting expense line item was increased based on actual costs to hold the owner picnic; SRG will get cost estimates from Kulas Café and Q 4U to cater the picnic.

It was noted that Dave Lippa would like an opportunity to review the budget; Peter Tamblyn will email Dave Lippa; all budget discussions must be complete by May 15, 2008. The Board supported the initial presentation of the proposed operating budget.

The proposed capital projects plan / reserve budget was presented and reviewed. 2008-09 slated projects were listed as follows:

Carport Structure - \$2500 is budgeted for necessary carport structure caulking and waterproofing to prevent drainage from seeping through the carport.

Carpet - \$14,000 is budgeted for common area carpet replacement. It was noted that repairs must be completed to the concrete under the carpet. Melissa Barrett will head the carpet replacement committee and will work with Kevin Lovett to obtain bids and carpet samples.

Boilers, control replacement - \$8400 is budgeted to replace the existing Tekmar 262 controls with Tekmar 265 controls to maximize the running efficiency of the boilers resulting in savings on energy costs. SRG will investigate resale options for the Tekmar 262 controls.

Boilers, auto vent - \$3000 is budgeted to install auto vents on the system to allow for proper air venting.

Hot tub cover - \$2500 is budgeted to purchase and install a new hot tub cover.

The following additional items were noted regarding the capital plan:

Boiler pumps – it was noted to add monies in the capital plan 5 years out for boiler system pump replacement.

Landscaping – Any major landscape improvements will result in additional funding needs such as a Special Assessment or an increase to dues.

There will be no proposed increase to the capital reserve funding this year; however, Owners will be given a “heads up” that an assessment or increase to dues will be necessary in 2009-2010 fiscal year.

5. Managing Agents report- Kevin Lovett reported on the following:

Completed items

Pool cover received

Pending/ Report Items

Hot tub cover options:

- Continue with soft cover in place now
- Install custom aluminum cover approx. cost \$2000 (heavy, durable) life expectancy 4 year (we have had this cover before)
- Install custom vinyl cover approx. cost \$1300 (lighter, less durable) life expectancy 1-2 yrs (we have had these before)
- Install custom wooden roll cover (new product on market) –estimated expense \$2500

After discussion, it was decided to purchase the wooden roll cover and to have the site manager unroll each morning during opening of the hot tub and roll it closed in the evening during lockup.

-Bylin roof panels – monitoring has occurred per plan at Sept. 07 board meeting; serious ice buildup was viewed this winter and spring and removing the shed roofs and installing bylin panels was not recommended.

-Concrete Repairs – 2 “squares” of concrete have settled on the side walk on the lakeside of the lower south building. These will be replaced.

Capital Projects 2008-09

- \$2500 budgeted for carport work (caulking)
- \$14,000 budgeted for carpet replacement of common stairs
- \$2500 budgeted for new hot tub cover
- \$8400 budgeted for Tekmar control replacement
- \$3000 budgeted for air vent work

Old Business

6. Old Business

-Boilers –

SRG presented a boiler repair report comparing reported / proposed items vs. completed items. Tech One has completed the approved repairs; the following items are pending:

-Auto Air vent install

-Tekmar control replacement

-Replacement of barometric draft dampers with caps – pending, Tech One will complete pro bono if awarded the maintenance contract

-Investigation of flues- Tech One will investigate

Annual Maintenance proposal – Tech One has submitted a Casmus approved annual maintenance proposal, checklist and schedule. The annual cost is \$7500.

-Managers unit; conversion of office to livable space- an analysis was prepared was made by Dave Lippa; this will be discussed at the next meeting.

7. New Business

-2008 Annual Meeting

-Date, July 26, 2008 9:00 am followed by picnic

-Up for re-election Jim Sebben and Roy Topping

-Annual meeting notification mailer to include:

Notice

Proxy

Agenda

Board list

Minutes from 2007 annual meeting

Proposed Budget

SRG will add to the Annual Meeting notification mailer verbiage regarding a report from the landscape committee and funding options for landscape improvements as well as a simplified reserve plan.

-Lakes side window / sliding door replacement- at the 2008 Annual Owner meeting, the option to complete the replacement of all of the lakeside windows and sliding glass doors will be presented with funding option of a special assessment. Owners will be asked to vote on completion of this project at the 2008 Annual Meeting for completion in 2009.

-Boat storage, charge owners for use – the charging of Owners for storing boats in the upper lot will be brought up as a motion at the 2008 Annual Owner Meeting.

8. Next Meeting Date – The next Anchorage West Board meeting will be held Friday July 18, 2008 at 3:00 pm in the SRG office.

9. Adjournment – with no further business, the meeting adjourned at 12:33 pm.