

MINUTES OF THE BOARD MEETING  
OF THE ANCHORAGE WEST ASSOCIATION

May 2, 2009

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, May 2, 2009, there were present: Directors Melissa Barrett and Jim Sebben from the current Board of Directors; Chris Durkin attended via conference call. Melissa Barrett held the proxy for Peter Tamblyn. Kevin Lovett, Peter Schutz, Deb Borel and Mark and Pam Williams were present representing Summit Resort Group.

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. No Owners, other than Board members, were present.
3. **Minutes** from the February 2, 2009 Board meeting were approved as written.

**4. Financials-**

**Financial Report as of April 30, 2009**

April 30, 2009 close financials report that we have \$3226.04 in Operating and \$49,200.41 in Reserves.

April 30, 2009 Profit and Loss statement reports that we are \$16,256 over budget in operating expenses. Areas of significant overage / underage include:

502 Gas Expense \$2710 under budget

515 Building Maint \$4911 over budget (fireplace inspections, drywall repair from leak 93, 92, 91)

516 Boiler Heat R & M \$1659 over budget

530 Grounds Maint \$3222 over budget (\$1150 from asphalt patch at upper bldg)

535 Pool Maint. \$2151 over budget (\$1353 for new sand filter., \$1356 pool winterizing)

560 Managers Unit expense \$1331 over budget (from multiple improvements completed in unit)

605 Depreciation \$4617 over budget (this is an accounting function but adds into the total \$17595 overage)

**Reclassifications**

Reclassifications from the operating to reserve account to be made include:

Move \$1150 asphalt patch to reserves

Move \$1353 sand filter to reserves

Move \$810 chimney caps to reserves

Total \$3313

With the reclassifications above and the Depreciation overage removed from the \$16,256 over budget reported, the actual overage to date is \$8326.

**Budget plans 2009-10**

3 plans were presented for 2009-10; plan 1 does not call for an increase to dues, plan 2 calls for an increase to dues of \$10 / unit / mo. and plan 3 calls for an increase to dues of \$20 per unit per month.

Currently, operating cash is low (hovering between a monthly balance of \$1500 and \$5k). All items in plans 1, 2 and 3 are the same with the exception of plan 2 calling for the \$10 inc. and plan 3 calling for a \$20 inc. The proposed increases go towards the “self insurance/ contingency“ fund which will essentially rebuild the operating account by \$5922 or \$10,622 by year end.

The Capital Projects plan and reserve balance are on plan with the exception of the March \$2820 contribution to the reserves which has not been made due to the low cash balance in operating (the monthly contribution to reserves is only made after all other bills are paid and there are sufficient funds).

Upon review and discussion of plans, Jim Sebben moved to present the \$10 per unit / month increase to dues (bringing dues up from \$460 per unit per month to \$470 per unit per month) to the Owners for approval at the 2009 Annual Owner meeting. Melissa Barrett seconds and the motion passes.

#### Capital Projects Plan review

The Major Capital Projects plan was reviewed; items to be addressed within the next 3 years include:

- Painting
- Railing work (if necessary)
- Concrete repairs
- Asphalt sealcoat / repairs
- Laundry Room repairs (flooring/ painting)

### **5. Managing Agents Report**

#### Completed items

- Managers site work report, routine maintenance:
  - Snow and ice removal
  - Security Checks
  - Dog doo pickup
  - Laundry room cleanup
  - Vacuuming of steps and halls
- Common area light fixture heads- heads have been moved in efforts of conformity
- Broken light fixtures under carport replaced

#### Pending / Report items

- Lakeside exterior lights/ lights around pool area –there was a short in the wiring of the lights around the pool area and lights on the lakeside of the lower N and S bldgs. SRG has repaired.
- Recycling – signage added. It is possible to add a third toter during busy periods; it is \$15 per month for the additional toter. There is a \$50 fee to deliver and remove. W.M. has given us the option to “store” the 3<sup>rd</sup> toter on site for the slow mos and we just call them to drop the service down to the 2 toters- then we pull out the 3<sup>rd</sup> toter when needed and increase the service for that month(s). We have budgeted for this in the proposed budget plans 09-10.
- Hot Tub Cover – options limited to “soft” vinyl cover for \$1350. The hard aluminum cover manufacturer will no longer cut to our size. Upon discussion, the Board agreed to continue use with of the floating bubble covers.
- Asphalt repairs – extent of repairs TBD; parking lots in poor shape. SRG is working to obtain an analysis and quote for asphalt work including crack sealing, patching and sealcoat. SRG will present the report to the Board.
- Landscape plans for 2009 include:
  - irrigation start up, aeration, fertilization, maintenance, weeding
  - weed terrace beds, entry beds
- Pool opening date- upon discussion, the Board moved to open the pool the weekend of June 19<sup>th</sup>, 2009.

- Irrigation line (2" PVC sleeve) under drive when TOD does Tenderfoot St work. The goal will be to remove the irrigation connection to Anchorage on the Lake.
- Collins weeding – postponed due to Town of Dillon work on Tenderfoot St.

## **6. Old business**

### **A. Boilers**

Domestic hot water issue. Discussion took place re the DHW issue. The proposal from the engineer to complete drawings and repair plans was reviewed. As well as an “unguaranteed” plan from Tech One for repair which included the replacement of the mixing valve and possible addition of another control. Based on the fact that the engineer stated that a new mixing valve was necessary, the Board agreed to move forward with Tech One installing a new mixing valve in the lower North bldg and foregoing additional engineering at this time. The new mixing valve will be installed in the lower north bldg for approx. \$2800; if necessary, an additional \$600 controller will be added. The functionality of the new mixing valve will be reviewed and then the decision will be made as to new mixing valve installs in the upper and lower south bldgs.

### Lower North bldg vibrations

Melissa Barrett reported extremely loud and disturbing vibrations coming from the boiler room into her unit. SRG confirmed this and reported the vibrations coming into unit 104 as well. Tech One will investigate and make repairs.

### **B. Internet / Cable contract**

The agreement with Comcast for one internet modem in every unit and for one new cable TV box in every unit has been signed and completed. Comcast will complete the install on May 21<sup>st</sup>. A notification mailer has gone out to all owners.

## **7. New Business**

### **A. 2009 Annual Owner meeting**

The date for the 2009 Annual Owner meeting is set for Saturday July 18, 2009. The official meeting notice mailer will be sent on June 18, 2009. The annual meeting notification packet was reviewed; SRG will amend to present the \$10 per unit per month increase to dues and SRG will add an Insurance Discussion to the agenda. SRG will set up the picnic to be catered by Pug Ryans.

### **B. Lakeside Windows and Sliding Glass Door Replacement**

The Board reviewed proposals submitted for lakeside window and sliding door replacements. The Board and Management thanked the Window and Door Committee for their investigation and bid retrieval. The Board and Window Committee solicited bids based on quality, energy efficiencies and conformity of appearance. Accent Windows submitted the bid with the best price and product. Owners will be given the ability to replace the lakeside windows and doors of their unit at their expense if they choose, as long as they follow the specs outlined by the Board, submit a written request to complete the replacement and receive Board approval. The Board specs include windows and doors manufactured and installed by Accent Windows, the frames must be color-bonded brown, R-4 and tempered. The cost estimates were \$7405 for the 3 bedrooms and \$5097 on the 2 bedrooms. The spec will be presented to the Owners at the Annual Owner meeting.

### **C. Insurance**

The Board discussed the current Association insurance coverages. Currently, the association is covered to \$193 per sq ft. Upon discussion, the Board agreed to continue coverage at the \$193 per sq ft rate. SRG will add Insurance to the Annual Owner Meeting agenda as a discussion / notification item.

### **D. Brown metal window frame painting**

SRG was instructed to solicit bids to caulk and paint the metal frames surrounding the lakeside windows/ sliding glass doors.

E. Unit front doors

SRG will wash down all of the unit front doors.

F. Blue railing tops

SRG will touch up paint the blue railing tops throughout the complex.

G. Lights at lower north bldg, parking lot side

Currently, there are 2 lights on the parking lot side of the lower north bldg that have been switched over to solar powered fixtures due to a break in the electrical line serving the lights. The break is believed to be under the asphalt drive. SRG will look to power the lights off of the lower north building as the solar panels do not receive enough sunlight to have sufficient power.

H. Boiler flues/ flue caps

SRG will solicit bids to paint the boiler flue caps with a high temp paint and will solicit bids to insulate the boiler flues.

**8. Next Meeting Date** – The next Anchorage West Board meeting will be held on Friday July 17, 2009 at 6:00 pm.

**9. Adjournment** – with no further business, the meeting adjourned at 11:30 am.