

**CROSS CREEK CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
January 11, 2008**

**I. CALL TO ORDER**

Rob Luhrs called the meeting to order at 5:10 p.m.

Board members Rob Luhrs, Bryce Hunt, Carol Horn and Tom Hallin were present. Bob Rappold gave his proxy to Rob Luhrs and David Falk joined the meeting late.

Representing Summit Resort Group were Kevin Lovett and Evert Sandoval.

**II. OWNERS FORUM**

The meeting notice was posted on the website. Owners Jerry Frick and Bob Myer of unit 200 were present; concern was expressed over who is responsible for which items as the Association being managed by SRG and some units managed by Wilderrest Rental program. Items on the interior of the unit are the responsibility of the Owner of the unit which can be handled by the rental agent; items outside of the unit are the responsibility of the HOA and are to be handled by SRG. It was noted that exterior doors and windows are the responsibility of the HOA. The owners of 200 also had questions on the internet; this item was addressed later in the meeting.

**III. APPROVE PREVIOUS MEETING MINUTES**

Carol Horn made a motion to approve the minutes from the 9-15-07 Board meeting; Bryce Hunt seconded and the motion passed.

**IV. FINANCIAL REVIEW**

December 31, 2007 close financials report \$53.42 in the US Bank Operating Acct (this is interest earned on the acct; the acct is in the process of being closed; waiting for all to clear), \$2,234.97 in the Alpine Operating acct., \$39,220.19 in the Alpine 100 Bldg. Reserve Acct., \$53,843.11 in the Alpine 200/300 Building reserve and \$53,239.92 in the Alpine Ctr. Bldg. Reserve acct.

December 31, 2007 close financials report Year to Date expense totals of \$42,571.72 compared to Year to Date revenues of \$47,843.71.

Areas of significant expenditure include:

607 Misc. Expense \$447.92 – this is the expense for initial transition cleaning of the clubhouse and managers unit.

621 Insurance \$4229.15 – this is first half of renewal premium payment.

684 Plumbing and Heating – Ctr bldg. - \$4531.21:

Preventative maint – Denver Boiler - \$1074

Approved repairs ( 1<sup>st</sup> half) – Denver Boiler - \$2683  
Zone valve replacement – Breck Mech - \$774  
Pending expense - \$3963 – Denver Boiler – 2<sup>nd</sup> half of repairs  
818 Building Maint – Platte River - \$5282  
827 Pools and Hot tub – Excellent Const. - \$6470 – pool area reface

SRG reports that the transition from Wilderrest is complete. There are a few invoices pending (center bldg. utilities) and will be paid. SRG requested a meeting with Treasurer Carol and SRG accounting to review all accounts to ensure that all accounts and classifications are made per Board specs.

Rob Luhrs instructed SRG to review the payments to Platte River re the painting job they completed to ensure that a proper split occurred with the payment classifications.

## V. **MANAGING AGENT’S REPORT**

### Completed Items

- Clubhouse Pool area Remodel, Storako Construction (SRG completed minor improvements such as new signage, speakers, light switch covers, door adjustments)
- Individual unit boiler inspections and certified letters sent to each owner (phone calls were placed to all owners with urgent needs)
- Heat tape repairs, 100 bldg. complete
- Association website page set up and mailer sent to all owners informing them of the site and the code for protected sections
- Indoor hot tub cover install
- Pool “flap” work
- Dispensers installed in clubhouse bathrooms as many were broken / missing

### Report Items

-Clubhouse Boiler and Mechanicals – service agreement with Denver Boiler / ACA. Service agreement includes inspection of system 2 x’s per year (March is next visit) and preventative maint.

#### First visit repairs approved (first half of Fall inspection)

- adding glycol to the system as it has none
- replacing the heater fan in the women’s restroom
- replace contactor relay on the pool exhaust fan motor and troubleshoot controls
- replace batteries and reprogram 5 thermostats
- troubleshoot the outside air dampers, the heat in the managers apt. and the back entry heater
- replace all belts on the system

Total \$2683

Interim – Locating the zone valves for the managers unit has been a historical challenge; with cold weather, heat was needed. Breckenridge Mechanical was contacted and after much investigation the zone valves were located and replaced.

Second visit approved (second half of Fall inspection)

Repairs to Magic Aire fan coil units after completion of initial preventative maintenance inspection

-FCU1- The heating control valve is defective. It is the old design Honeywell valve that does not have the "pop-top" style operator. We suggest the entire valve be replaced with the new style operation.

-FCU2- The fuse is blown and the blower motor is defective- replace motor and fuse.

-FCU4 – The blower motor, sheave and part of the mounting bracket are gone. The fan center wiring is disconnected and the fuse is missing. The fan shaft bearings are bad. Replace fan shaft bearings, fan center, identify correct motor & sheaves for this unit and replace.

-FCU5 – The fuse is blown and fan center defective. Replace fan center fuse.

-Pool AHU – the fan center is defective and bypassed so that the fan runs continuously and will not shut off if the freeze stat trips. Dehumidity control does not function. Replace fan center, freeze stat and humidity control.

Total - \$3936

After all repairs are complete to the heating units located above the conference room, SRG was instructed to replace all of the stained ceiling tiles.

Internet – at the 9-15-07 Board meeting, the decision was made to install 31 HSIS wireless modems. The following options were presented for High speed internet services at Cross Creek:

-Comcast – offers one modem in each unit. They offer the following speed tier \$16.95 per unit per mo for 786K (Comcast reports that the speed is actually testing much faster)

\$29.95 per unit per mo for 6Mbps

\$39.95 per unit per mo for 8Mbps

(regular residential rate is \$45.95 per mo)

(note, a one time \$39.95 install fee per unit = \$1198.50)

(all units must participate)

Existing Comcast customers would not have their modem replaced; however, their bill would become zero and they would be added to the Bulk account.

-Resort Internet – offers Wi-Fi installation, 4 access points, AC power outlets and cabling will need to be physically installed.

Speed – 6Mbps

On going monthly cost - \$19.00 per unit

Installation fees \$6710 (installation purchase plan, 10% down and 60 mos. payment plan = \$4.57 per unit / mo)

Upon discussion, Bryce Hunt moved to accept the Comcast proposal at \$16.95 per unit per month if the modems are WI-FI integrated; Carol Horn seconded and the motion passes. Bryce Hunt will talk with the Comcast Representative to inquire on the following:

- are the modems WI- FI integrated
- is there a way to lock down the modems to prevent theft
- term of the agreement and will Comcast waive the install fee if a 3 year term is agreed to
- can one owner upgrade to a faster speed and simply pay the difference in cost on his own.
- find out voice over IP options, costs

It was noted that money is slated in the budget for internet.

Waste Management trash truck hit unit 100 10x10 post – The waste management trash truck backed into the 10x 10 post in front of unit 100. The owner of unit 100 is aware. The damage is not structural, but aesthetic. However, in order to properly repair, the existing 10 x 10 post needs to be removed, stone work completed and repairs to the deck made. Waste Management insurance is paying the \$5200 bill; Summit Building Solutions, one of SRG's preferred contractors, is completing the work . In order to complete stone work repairs properly, warmer weather is needed. Repairs scheduled to begin in March.

Insurance – The transfer and necessary renewal of the Insurance policy with Farmers is complete. Since our blanket policy is not nearly as large as Wilderness's the best rate on the premium was to place it on a BOP (business owner's policy) until the renewal of our blanket in the spring. Per Farmers the additional cost in the annual premium is \$1500. Agent Bob Strong advised that when we add Cross Creek and other additional associations to our blanket renewal in the spring the rates will improve, off- setting some of the increased costs. We believe Farmers is still the best carrier to place the coverage with but will also get quotes from Travelers and one other company.

Window crank repairs –discussion of window crank repair needs to place. It was reported that many of the window sills, which need to be removed in order to replace the crank, are glued down. The removal of the glued sill in order to replace the cranks will damage the sill requiring sill replacement in addition to crank replacement. SRG instructed to take inventory of all window cranks in need of repair and state the condition of the window sill. SRG to determine the cost to custom make replacement window sills and to create a spreadsheet and present to the Board showing all costs to complete the window crank replacement project. Tom Hallin will provide a name for replacement windows.

Outdoor snow melt by hot tub / pool area – it was noted that the in ground exterior snow melt system near the exterior hot tub and pool area has been disconnected and is no longer in use. An electric surface heated snow melt mat can be added to run from the exterior hot tub to the entry door to the indoor hot tub area; a length of approximately 15 ft. The cost of the mat is approximately \$1800 and the addition of an electrical hookup is possible. Carol Horn moved to

purchase and install the heat mat and Rob Luhrs seconded. SRG instructed to finalize the cost and email the Board for final approval.

#### Discussion Items

Conference Room usage- Conference room usage, rates and hours, was discussed. Upon discussion, the following was determined:

##### RATES

Owners – free, with a cleaning charge of \$25 per hour.

Renters - \$50 / day with a cleaning charge of \$5 per hour.

Non renters / Non Owners - \$100 / day with a cleaning fee of \$25 per hour.

Non Profits – free with a cleaning fee of \$25 per hour.

##### HOURS

8:00 am – 10:00 pm Sunday – Thursday for all owners and renters

8:00 am – 12:00 pm Friday and Saturday for all owners and renters

8:00 am – 10:00 pm for all non owners and non renters

Trash, firewood – WM is currently scheduled to pick up trash every other Friday. SRG has been calling in extra pickups as needed (this is cheaper than adding more permanent pickups to schedule). SRG instructed to be aggressive with calling in extra trash pickups as needed.

1 1/2 cords of firewood delivered in December, 1 ½ cord delivered in January. It was noted that all firewood charges are to be split amongst the 200 and 300 building owners, not the 100 building owners.

#### Future Projects

Landscaping – The landscaping project was discussed. It was noted that the main area to receive improvement was the front entry area. The goal is to make the front entry area look as nice to the front entry area across the street. Projects within the “whole” include:

- weed pulling, dig out grass and trim back bushes (SRG and owner day project)

- plant flower boxes above entrances to units

- irrigation repairs – get bid, outside contractor

- improvements at entry, plantings, etc.

\*\$2500 was a swag budget number discussed to complete both irrigation repairs and planting improvements at the entry\*

Bldg 100 painting – the 100 building is scheduled to be painted Spring 2008. SRG instructed to create an RFP and solicit bids for the painting; Platte River will be included in the contractors solicited. Cabot’s stain was stated as the preferred product. It was noted that there are siding repairs necessary that must be completed prior to the painting. SRG will create an RFP for the siding repairs and solicit bids. SRG will send the RFP’s to Tom Hallin for his review.

Sauna/ Steam room conversion, repairs – currently, a dry sauna is in place with wooden interior. Problem, users pour water onto the sauna equipment (which is not water friendly) and the sauna shorts out. Upon discussion, Carol Horn moved to install the wet / dry sauna system for a price not to exceed \$2500; the motion was seconded and passed. SRG was instructed to complete necessary repairs to the sauna door.

Stone and pebble floor repairs and cleaning – SRG instructed to work with Bruce Fleet to see that repairs are completed to the exterior pebble floor where dug up and damaged as well as the interior hot tub area pebble floor. SRG also to work with Bruce Fleet to see that the clubhouse interior stone floor is cleaned and sealed.

Owner Work Day / Steak Fry / Social- May 24, 2008 – The Cross Creek Owner work day is scheduled for Saturday May 24, 2008. Projects slated for the owner work day include landscaping and the resealing of the exterior hot tub wood. SRG instructed to send out notice of the Owner Work Day.

Gutter additions – The gutter and heat tape project was discussed. SRG provided a sample RFP and a bid from Turner Morris to finish remaining portion of the 300 bldg., add gutters and heat tape to the 200 bldg. in same fashion as 300 bldg. SRG was instructed to relook at the plan in order to address the center bldg. drainage. Rob Luhrs will contact the Roofing Company out of Denver. SRG instructed to take pictures of the roofs with ice and snow on them in the winter to show to contractors when discussing plan and bidding this summer. The Board plans to take action prior to Fall 2008.

Additional tile work in clubhouse – The Board inspected the clubhouse tile in the bathrooms and the hallways to the bathrooms. SRG instructed to:

1. get bids to replace all of the tile in the halls, locker rooms and bathrooms in there enteritis
2. get bids to replace all of the tile in the halls leading to the locker rooms and the locker room portion of the bathrooms (including the floors)
3. get bids to replace all of the tile in the halls leading to the locker rooms and the locker room portion of the bathrooms (walls only)
4. get bids to replace eth benches and the counters
5. get bids to clean the floor grout and floor tiles

## **VI. OLD BUSINESS**

-“Out” building painting – SRG was instructed to speak with Bruce Fleet as to the status of the “out” building painting.

-Stream / wetlands – it was noted that the HOA must maintain the stream / wetlands at the rear of the complex. Tom Hallin will get SRG the contact info for the stream specialist.

**VII. NEW BUSINESS**

- Interior Hot Tub surface repairs- it was reported that the floor of the indoor hot tub is deteriorating. SRG instructed to add this to the repair list, find contact information for the vendor that installed the hot tub and get a bid / plan to repair. SRG instructed to email the Board the bid/ plan for approval prior to completing the work.
- SRG instructed to solicit a painter interested in completing minor touch up painting in units; once found, distribute painters contact info to owners.

**VIII. SET NEXT MEETING DATE**

- Meeting schedule 2008
- May 23, 2008 – Board walk around 3:00 and Board meeting 5:30
- May 24, 2008 – Owner work day
- September 13, 2008 – Board meeting 3:00
- September 13, 2008 – Annual owner meeting 4:00

**IX. ADJOURNMENT**

With no further business, the meeting was adjourned at 8:15 p.m.

Approved By: \_\_\_\_\_  
Board Member Signature

Date: \_\_\_\_\_