

**SKI AND RACQUET CLUB CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 14, 2006
Breckenridge, Colorado**

Board members present were:

Earl Haworth, President
Norm Stein, Treasurer

Jan Bowman, Secretary
Dave Finkleman, Member

Representing Basic Property Management were Dan Ulmer, Ryan Cain and Ann Evison. Emma Stanbro was recording secretary.

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I. CALL TO ORDER

The meeting was called to order by Earl Haworth at 10:45 a.m.

II. APPROVE PREVIOUS MEETING MINUTES

The minutes from the last meeting held on October 5, 2005 were read by Jan Bowman. A few minor corrections were noted. A motion was made by Dave Finkleman to approve the minutes as amended. The motion was seconded by Norm Stein and carried unanimously.

III. FINANCIAL REPORTS

This report was given by Ryan Cain.

A. Balance Sheet as of December 31, 2005

As of December 31, 2005 there was an available loan balance of \$60,636. Ryan Cain explained that the majority of this money has since been paid out or is committed to outstanding expenses. Accounts Receivables was ahead of budget by \$5,202 due to advance payment by some owners.

It was noted that the Accounts Payable line item indicated \$20,476 of unpaid bills. Ryan said these liabilities have since been paid. The mortgage balance on the Manager's unit was \$103,279.

B. Operating Profit & Loss

The Board reviewed the Profit and Loss operating statement. Legal fees incurred were in excess of anticipated costs and this account was \$3,471 over budget. Earl Haworth stated that when the lawyer was retained it had been indicated that legal costs would be minimal. After further discussion it was determined that it would not be worth pursuing any recourse to recuperate the excess charges.

Ryan Cain was asked why the interest on the Manager's unit differed from the budgeted amount. It was explained that the mortgage on the property has an adjustable rate. A suggestion was made to research a fixed rate mortgage. Norm

Stein asked why the telephone account was \$465 over budget and what this expense covered. Ryan was not sure of the details and agreed to research this item.

Utilities were under budget by \$4,962. This was primarily due to the closure of the pool during repair activities. The Building Repair and Maintenance category was over budget by \$4,194. Ryan was asked to research and itemize how this money was spent.

C. Projects Profit & Loss Budget

As of December 2005 the project account was \$27,885 favorable to budget. There were two items that were completed that were not in the loan budget - heat tape and asphalt replacement. There was some confusion as to the details and breakdown of costs for both of these projects and Ryan was asked to research each item.

D. Delinquent Accounts

The Board discussed delinquent accounts. The Board asked that in the future this information be presented in the form of an aging report splitting out money owed for homeowner dues versus maintenance costs.

IV. OLD BUSINESS

A. Rekey Locks

Ann Iverson received a bid of \$639 from Breckenridge Lock and Key to rekey all four buildings including the Clubhouse and laundry rooms. This price also includes installing a lock on Building A, which currently does not have one.

Each unit will receive one key per unit and it was recommended that the keys be mailed to the owners for distribution to renters if applicable. This project will take approximately two weeks and it was agreed that it should take place after ski season. Owners will be sent a letter reminding them that the Rules and Regulations state that replacement of lost keys is the procedural and financial responsibility of the owners.

Jan Bowman made a motion to proceed with the rekeying project. The motion was seconded by Norm Stein and carried unanimously.

B. Fireplace Inspections

Most of the fireplace inspections have been completed. It was discovered that two of the units present a carbon monoxide hazard and four of the units do not have a gas shutoff valve. The owners of these units have been notified of the problems. The cost of the inspections will be billed directly to the owners.

It was noted that one of the owners is installing his own gas fireplace. After some discussion it was decided that the Board should send a letter to the owner

outlining the necessary requirements of the installation such as permits, installation to current building codes, etc.

C. *Siding Caulking*

Norm Stein requested that Ann Iverson acquire another copy of this bid and to ensure that the bid includes details on the work to be completed.

D. *Excellence In Design Contractor*

The Board discussed the status of the contract with *Excellence in Design*. Earl Haworth reported that the Association has directly paid the bills owed to Snowbridge and Bighorn. This money will be deducted from what is owed to the contractor.

Bids are being requested for the repair to the stairs on A106, the tearout of the stairs to the Clubhouse and removal of the concrete pile by the tennis courts. The contractor will also be billed for the replacement of approximately 100 railroad ties, which were inadvertently disposed of.

The Board agreed that the contractor should be released from the contract and the completion of any outstanding work. *Excellence In Design* will not be compensated for any money owed until all the appropriate lien releases and details of work and payment owed and/or paid to subcontractors has been provided to the Association. It was also noted that the contractor is still in possession of some materials that belong to the Association such as the light fixtures.

It was agreed that the attorney should send a letter outlining the Board's requirements and noting how the Board has tried in the past to resolve the issues. A draft letter has already been prepared and will be sent to the attorney.

V. NEW BUSINESS

A. *Heaters For Chases*

Ann Iverson is in the process of researching heaters to be installed in the chases in the laundry rooms to prevent problems with frozen pipes. Six heaters are required and the approximate cost for all the heaters would be \$600. There will also be an additional cost to install the heaters and to build a box to house them.

B. *Dog Waste*

It was noted that there is a big problem with dog owners not abiding by the leash law and not walking their dogs in the designated dog area. Ann Iverson commented that the whole area is covered in dog feces. It was suggested that an assessment of approximately \$20 per month be billed to dog owners for the clean up of dog waste. It was agreed that this should be proposed at the next Homeowner Meeting. In the meantime a letter will be sent from the Board reminding owners of the rules and regulations concerning dogs. It was also

suggested that it should be clearly presented on the Association's web page so that real estate agents are aware that the Association only allows one dog per unit.

C. Senate Bill 100

Dan Ulmer gave a brief overview of Senate Bill 100 requirements and how the new regulations may affect the Association. There are seven main criteria that need to be met this year. Some of these items are already in place. Examples of the new requirements are: making financial and accounting information available to homeowners; completing an audit or financial review every two years; providing the next year's budget to the owners thirty days prior to the Annual Meeting; and a majority vote has been changed to 66% of the owners instead of 80%.

Dan has been working with an attorney who has come up with a standard Policies and Procedures document that can be adopted by the Association that will cover the major areas of change and bring the Association into compliance. A copy of the document was distributed and reviewed by the Board members (see Attachment #1). After some discussion a motion was made by Dave Finkleman to adopt the Policies and Procedures as presented. The motion was seconded by Norm Stein and carried unanimously.

D. Unit P4 Building A

A letter was received from the owner of Unit P4 Building A regarding frozen pipes. Ann Iverson stated that this problem would be solved when the heaters in the laundry room are installed.

E. Siding

It was noted that the siding on the south side of Building C would need to be worked on in the near future. Earl Haworth said the work should match the quality of the siding replacement that was completed on Building B.

F. Extra Lights

The Board discussed what to do with the twenty-six extra exterior lights. Dan Ulmer will check with his other Associations to see if any of them would be interested in buying them. The cost per light was approximately \$350. It was suggested that the lights be listed for sale on Ebay.

VI. ADJOURNMENT

A motion was made to adjourn the meeting. The motion was seconded and carried unanimously and the meeting was adjourned at 12:40 p.m.

Approved By: _____
Board Member Signature

Date: _____