

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
FEBRUARY 15, 2017**

I. CALL MEETING TO ORDER

The Spyglass Townhomes at Wildercrest Board of Directors Meeting was called to order at 6:06 p.m.

Board Members Participating Were:

Donato Lipari, #8	Molly Tompkins, #12
Laura Lierz, #14 (via teleconf.)	Jason Randall, #115

Representing Basic Property Management were Gary Nicholds, Patti Vande Zande and Jason Blarjeski. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Molly Tompkins made a motion to approve the August 31, 2016 Board Meeting minutes as presented. Jason Randall seconded and the motion carried unanimously.

III. FINANCIAL REPORT

A. Delinquencies

Patti Vande Zande said there were no significant delinquencies and several owners who have paid in advance.

B. Operating Profit & Loss Statement

Patti Vande Zande reviewed the financial report through January 31, 2017. She said all accounts were in line except for snow removal, which was \$1,350 over budget.

The combined Reserve balance was \$225,491.

IV. MANAGEMENT REPORT

A. Snow Removal Update

A question was raised regarding the roof snow removal. Gary Nicholds said he directed the crew to clear certain problem spots and to knock down some of the icicles. The Board was concerned that the crew was on the roof for hours clearing snow from areas that did not need to be addressed. Gary Nicholds will talk to the contractor about the frequency of roof snow removal and to provide detail on the number of hours worked. He will ensure that there is supervision of the crew at all times.

The snow removal budget figures were reviewed. The snow plowing budget was \$16,500 and \$1,285 has been spent, leaving a balance of \$15,215. The snow shoveling budget was \$21,400 and \$5,625 has been spent, leaving a balance of \$15,775. The roof snow removal budget was \$16,050 and \$7,190 has been spent, leaving a balance of \$8,860.

B. Discussion: Scrape Downs

Gary Nicholds said some areas of the driveway were very rutted. These areas could be scraped using the loader. The Board agreed not to take any action since most of the driveway is exposed to the sun and the snow will melt.

C. Dryer Vent Check

Gary Nicholds said the vents were checked and all were clear.

D. 40 Garage Drain

Gary Nicholds said he checked the drain and confirmed the heat tape was working. There was a small ice clog that was cleared. A space heater was put in the garage.

E. New Owner List

A list of new owners was distributed.

F. Unit 115 Leak

The roof was cleared after Jason Randall reported a leak. Gary Nicholds will check it in the next few days and will make sure Oscar keeps the area clear. He will try to determine if there is a roof leak that needs to be repaired or if the leak was caused by snow build-up. Jason Randall said he looked in the attic and did not see any evidence of moisture. If there is a leak, Gary will ask the roofing contractor if repairs should be made now or if they can be done in the spring.

V. OLD BUSINESS

A. Board Dinner

The Board agreed to schedule a dinner sometime in April.

VI. NEW BUSINESS

A. Satellite Dish

The owner of Unit 50 was issued a violation for bolting a satellite dish to the roof. The owner is willing to take it down and but DirecTV will not take responsibility for removing the bolts. The owner will be instructed to remove the dish within one week and to remove the hardware by April 30th.

B. Pet Waste Issue

There have not been any additional issues with the owner who has not been cleaning up after his dog.

C. Parking

Cars without parking permits have been tagged. Many of the cars have out of state plates and may be visitors.

D. Insurance

Gary Nicholds will contact the insurance agent about the renewal.

E. Timberline

Donato Lipari said Summit County was discussing a requirement for local trash companies to use the Summit County landfill. This may result in an increase to the cost. Gary Nicholds will call the owner of Timberline for an update.

VII. SET NEXT MEETING DATE

The next Board Meetings will be Wednesday, May 17, 2017, Wednesday, August 16, 2017 and Tuesday, November 14, 2017. The Annual Meeting will be Saturday, October 7, 2017. The Owner Work Day date will be set at the May meeting.

VIII. ADJOURNMENT

Jason Randall made a motion to adjourn at 7:05 p.m.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
MAY 17, 2017**

I. CALL MEETING TO ORDER

The Spyglass Townhomes at Wildercrest Board of Directors Meeting was called to order at 5:31 p.m.

Board Members Participating Were:

Donato Lipari, #8

Molly Tompkins, #12

Laura Lierz, #14 (via teleconf.)

The owner of #81 participated via teleconference.

Representing Basic Property Management were Gary Nicholds, Jason Blarjeske and Eric Nicholds. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Molly Tompkins made a motion to approve the February 15, 2017 Board Meeting minutes as presented. Laura Lierz seconded and the motion carried unanimously.

III. FINANCIAL REPORT

A. Operating Profit & Loss Statement

Gary Nicholds reviewed the financial report through April 30, 2017.

1. Total Checking/Savings - \$423,090, including \$225,733 in Reserves.
2. Accounts Receivable – (\$2,965).
3. Net Ordinary Income – (\$16,471) due to overages in Snow Plowing and Shoveling.
4. Total Reserve Income - \$33,449. There was a \$4,200 Reserve contribution from a unit sale that will be reflected in the May report.
5. Net Income - \$16,978, which was \$2,429 favorable to budget.

Gary Nicholds will follow up with the drywall contractor regarding the missing invoice for Unit 115. He will also determine why Management Fees was \$199 over budget. It may have been an extra charge for the time spent checking the dryer vents.

B. Delinquencies

Gary Nicholds said several owners have paid in advance and one owner owes for April and May.

Donato Lipari motion to accept the Financial Report as presented. Molly Tompkins seconded and the motion carried.

IV. MANAGEMENT REPORT

A. Dogs

Jason Blarjeske said there was an issue with an owner's dog. Photos were provided by another owner and the dog owner was sent a warning in January. There is still dog excrement on the deck. A fine letter was sent by mail and posted on the door two days ago. A \$25 fine was issued. Each additional offense will escalate the fine by \$25 up to \$100.

B. Parking

Jason Blarjeske tagged a couple of vehicles and spoke to several residents. The Altitude Door and Garage vehicle has been in visitor parking at least three times this month. The Board authorized levying a fine for the next violation.

There is a black Honda that is being parked in visitor parking. Gary Nicholds has spoken to the owner of the unit and she will communicate with the vehicle owner. The Board authorized fining for the next violation.

There is a blue Subaru that is being parked in visitor parking. It belongs to the unit owner's daughter. The Board agreed not to fine the owner since the car is only parked there when the daughter is visiting.

Jason also stickered a motorcycle and a remodel trailer. The trailer must be moved by Friday.

C. Timberline

Gary Nicholds spoke to the owner of Timberline. They sent notice to everybody in the County of a 6 – 10% rate increase due to the new requirement for them to use the County recycling center. This Association's rate will increase 6% effective April 1st. The recycling pick up was missed once because the Xfinity truck was blocking access for the trash truck. The owner of the Xfinity truck has been informed of the recycling pick up schedule and asked not to block access.

D. Ice Melt Buckets

Gary Nicholds asked if the Board wanted to continue maintaining the ice melt buckets. Some of them were buried in the snow this past winter. The Board agreed to add this topic to the Annual Meeting agenda.

E. Noxious Weeds

Gary Nicholds has a bid of \$800 from Neils Lunceford to spray all the weeds. Gary will check with the County about the subsidized program and will ask Greg Gentry for a bid.

V. OLD BUSINESS

A. Satellite Dish

Jason Blarjeske said the satellite dish has been removed from the roof. He will confirm that the owner has arranged for the holes in the roof to be repaired.

VI. NEW BUSINESS

A. Good Governance Policies

Gary Nicholds provided templates for nine good governance policies. The State wants all Associations to have these policies separate from the Declarations, Bylaws and Rules and Regulations. Donato Lipari noted that the policies will need to mirror any existing language in the governing documents to prevent confusion.

B. HOA Clean-Up Day

The Clean-Up Day was scheduled for Saturday, June 10th. Jason Randall will be asked to be in charge. Gary Nicholds will send an email blast and a sign will be posted by the dumpster. The notification should include “come meet your neighbors” and that lunch will be provided. The Board property tour will be June 1st.

C. Asphalt

An owner said there was a large hole in the asphalt by her garage and some rotted wood about 1’ up on her garage door jamb. Gary Nicholds will follow up.

VII. SET NEXT MEETING DATE

The next Board Meeting will be Wednesday, August 16, 2017 at 5:30 p.m. The Annual Meeting will be Saturday, October 7, 2017 at 10:00 a.m.

VIII. ADJOURNMENT

Molly Tomkins made a motion to adjourn at 6:26 p.m. Donato Lipari seconded and the motion carried.

Approved By: _____
Board Member Signature

Date: _____

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
AUGUST 28, 2017**

I. CALL MEETING TO ORDER

The Spyglass Townhomes at Wilderndest Board of Directors Meeting was called to order at 6:05 p.m.

Board Members Participating Were:

Donato Lipari, #8

Molly Tompkins, #12

Jason Randall, #115

Laura Lierz, #14 (via teleconf.)

Representing Basic Property Management were Gary Nicholds, Jason Blarjeske, Patti Vande Zande and Eric Nicholds. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Molly Tompkins made a motion to approve the May 17, 2017 Board Meeting minutes as presented. Laura Lierz seconded and the motion carried.

III. FINANCIAL REPORT

A. Operating Profit & Loss Statement

Patti Vande Zande reviewed the financial report through July 31, 2017.

1. Total Checking/Savings - \$474,090, including \$226,066 in Reserves.
2. Accounts Receivable – (\$4,313) due to prepayment of dues.
3. Net Ordinary Income – (\$1,248), which was \$1,685 favorable to budget. Roof Snow Removal was \$8,645 unfavorable to budget.
4. Total Reserve Income - \$63,178, which was \$6,279 favorable to budget.
5. Net Income - \$61,903 for Operating and Reserve combined.

Patti said there should be a \$107,237 transfer of the net surplus from Operating to Reserves at year-end. She recommended opening a cash sweep account at Alpine Bank or another institution to keep all fund balances within the \$250,000 FDIC-insured maximum.

The Synchrony Bank CD matures in February 22, 2018. Patti said she has experienced problems communicating with Synchrony and recommended reinvesting the funds with another institution. Patti will send notice of withdrawal prior to the renewal. Jason Randall will research options for investment of the funds.

There have been six unit sales this year.

Jason Randall made a motion to authorize transfer of the \$107,237 year-end surplus to Reserves and to authorize opening of an Insured Cash Sweep account. Donato Lipari seconded and the motion carried.

Gary Nicholds was asked to research the variance in the Trash account. It should be a set monthly price.

B. Delinquencies

There were no owner delinquencies.

Donato Lipari motion to accept the Financial Report as presented. Jason Randall seconded and the motion carried.

IV. MANAGEMENT REPORT

A. Policies

Gary Nicholds he determined this Association does not have the nine recommended good governance policies. They address collections, conflict of interest, conduct of meetings, enforcement of Covenants and rules, dispute resolution, inspection of records, investment of Reserves, Reserve Study and adoption and amendment of rules, policies and procedures. He has templates for these policies that have been approved by an attorney. He will forward the documents to the Board for review.

B. Ledger Boards

Gary Nicholds will solicit bids for the ledger boards.

C. Roof Repairs

There are some missing shingles. The most obvious areas are on the garage roofs of 119, 95 and 69. Gary Nicholds will check into the warranty. These repairs need to be made this year.

Jason Randall said there was a leak between his unit and 117. The shingles in that area are damaged. Gary Nicholds will follow up. Donato Lipari noted that the snow should be removed in the problem areas but axes and pick axes should not be used on the roofs.

D. Culvert

RKR will be looking at the culvert. There is a concrete collar on the west side but the collar on the other end has been destroyed. The culvert should also be cleaned out. Donato Lipari will talk to Columbine Concrete about this project.

E. Sign

RKR will repair the broken "No Parking" sign post.

F. Electrical Boxes for Utility Meters

The boxes around the meters are falling apart. Jason Blarjeske will try to rebuild the original chicken wire enclosures to protect the meters from snow coming off the roofs.

G. Asphalt Repairs

There is a pothole on the edge of a driveway. Gary Nicholds will try to have it patched.

H. Light Poles

One light pole near 51 fell over. The collar was replaced and it should last through the winter. Donato Lipari said all the light poles should be replaced in the next year or two.

I. Playground Fence

The playground fence needs to be repaired. Gary Nicholds will call Bob Strong to ask if the playground has to be fenced for liability.

J. Drains

One overflow drain cover on the flat roof sheared off and needs to be replaced.

V. OLD BUSINESS

There was no Old Business.

VI. NEW BUSINESS

A. Budget Planning

Patti Vande Zande will develop a draft budget within the next two weeks for Board review prior to the Budget Meeting.

B. Snow Removal Contract

Gary Nicholds has spoken to RKR and Oscar about snow removal contracts for the coming winter.

C. Dog on Deck

The owner who was allowing his dog to defecate on his deck was fined three times. Gary Nicholds will check to see if the fines have been paid.

D. Deck Repair

The deck repair and repainting with correct color has not yet been completed. The owner has been contacted about changing the post size and repainting it with the correct color. The owner should be required to address this before winter, even if he plans to expand his deck in the future.

E. Board Member Terms and Status

Paul Krahulic sold his unit. His Board seat needs to be filled. Amy Corsinita (#81) has expressed interest.

Molly Tompkins made a motion to appoint Amy Corsinita to serve the remainder of Paul Krahulec's term (until 2018). Donato Lipari seconded and the motion carried.

The terms of Donato Lipari and Laura Lierz terms expire this year. Laura is willing to serve another term but Donato will not be running again. Gary Nicholds asked the Board to forward him the names of any other potential candidates.

VII. SET NEXT MEETING DATE

The Annual Meeting will be Saturday, October 7, 2017 at 10:00 a.m.

VIII. ADJOURNMENT

Donato Lipari made a motion to adjourn at 7:14 p.m.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS CONDOMINIUM ASSOCIATION
ANNUAL MEETING
OCTOBER 7, 2017**

I. CALL MEETING TO ORDER

The Spyglass Condominium Association Annual Meeting was called to order at 10:07 a.m. in Dillon Town Hall.

Board Members Present Were:

Donato Lipari, President, #8	Molly Tompkins, Vice President, #12
Jason Randall, Treasurer, #115	Laura Lierz, Secretary, #14
Amy Corsinita, Member at Large, #81	

Homeowners Present Were:

Virginia Griffin, #66	Cindy & John Held, #97
Robert Jones, #41	Mark Matthews, #43
Steve Miller, #63	

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Patti Vande Zande. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. CERTIFICATION OF PROXIES

With 16 proxies received and owners represented in person, a quorum was confirmed.

III. APPROVAL OF PREVIOUS MEETING MINUTES

Laura Lierz made a motion to approve the October 8, 2016 Annual Meeting minutes as presented. Molly Tompkins seconded and the motion carried.

IV. FINANCIAL REPORT

A. Current Financial Status

Patti Vande Zande reviewed the Balance Sheet as of September 30, 2017.

1. Operating Cash - \$162,645. The Union Bank Checking account is used for dues collection. The Alpine Bank ICS account is a sweep account into which any balances over \$250,000 are moved and transferred to other banks to ensure FDIC coverage of the balances. The Alpine Bank Checking holds the Operating cash. The Alpine Bank Reserve is a savings account for Reserve money. The Synchrony Bank CD is for excess Reserves earning higher interest.
2. Reserve Cash - \$333,300.
3. Total Cash – 505,849.
4. Accounts Receivable – (\$7,240) credit for prepaid dues.
5. Equity/Reserve Fund - \$333,304.
6. Retained Earnings - \$78,513.

Patti Vande Zande reviewed highlights of the Profit & Loss as of September 30, 2017.

1. Net Ordinary Income - \$7,244 actual vs. \$7,135 budget.
2. Net Reserve Income - \$89,826.
3. Total Net Income - \$97,070, which was \$18,492 favorable to budget.

B. 2018 Budget Review and Ratification

Patti Vande Zande reviewed the 2018 Budget. The budget as drafted included no increase to Operating or Reserve dues. She made some adjustments to all Snow Removal line items. The Operating income and expenses are budgeted to result in a net Operating loss of \$1,862.

Reserve projects scheduled in 2018 include:

1. Asphalt Pavement/Overlay - \$10,000.
2. Siding/Resurfacing - \$10,000.
3. Roof Replacement/Repair - \$5,000.
4. Other Major Building Maintenance - \$2,500 (ledger boards, etc.).

Including the Reserve income and project, the overall net income is budgeted to be \$65,995.

A motion was made to approve the 2018 Budget as presented. The motion was seconded and carried.

V. PRESIDENT'S REPORT

Donato Lipari thanked all owners who participated in the Owner Work Day and Jason Randall for running the event. There were over 20 participants this year. Any owners who need some red deck paint should contact Jason. Recycling was eliminated because the container was usually contaminated and disposed of as regular garbage. There are now two six-yard trash dumpsters that are emptied twice weekly. Owners can recycle individually at the County facilities. There are no major capital improvement projects scheduled for this year. A full asphalt overlay will need to be done in the next few years. The plan is to pay this expense from Reserves. The light poles should be replaced in the next two years. The fence around the play area is in poor condition and will be repaired. Basic Property Management has requested a 3% management fee increase. This increase was included in the 2018 Budget and was approved with the budget. Donato's term is expiring and he will not be running for reelection. The owners thanked Donato for his service on the Board.

VI. BASIC PROPERTY MANAGEMENT REPORT

Gary Nicholds reviewed the following:

1. The snowfall in December and January presented many challenges and most Associations exceeded their snow removal budgets.
2. Repaired the shingles on the garages for Buildings 69, 95 and 119.
3. Repaired the frame around a garage door.
4. Patched damaged asphalt.

5. Working on finalizing the plowing contract.
6. Executed a snow shoveling contract.
7. The leaves will be cleaned out of the roof drains.
8. The culvert on the right side of the entrance is crushed. It will be repaired and protected with a concrete collar once RKR can fit it in their schedule.
9. Broken tree branches from the storm last week are being cleaned up.
10. Owners were reminded to turn on their heat tape by mid-November and not to turn it off until April.
11. Owners were reminded to close the dumpster prevent access by bears. Gary was asked to check the latch on the dumpster.
12. Dogs must be leashed, owners must pick up after them and dogs may not be permitted to relieve themselves on decks. Owners should report issues to management.
13. The parking situation has improved. Owners should report improperly parked vehicles to management.

VII. ELECTION OF DIRECTORS

The terms of Donato Lipari and Laura Lierz expired this year. Laura expressed her willingness to run again but Donato's seat was open. There were no other nominations from the floor. Cindy Held made a motion to elect Laura Lierz. Jason Randall seconded and the motion carried.

VIII. OWNER OPEN FORUM

An owner thanked Gary Nicholds for his assistance with her gutter.

Donato Lipari said the substrate and headers under several of the walkways from the decks to the parking lot are starting to fail. This will need to be addressed in the next few years. It may be possible to create some additional parking spaces by reconfiguring the walkways.

Cindy Held asked if she could wrap bushes in burlap for the winter. Donato Lipari said this would be permitted and the Association could probably reimburse her for the supplies.

Cindy Held asked if there was an Association Facebook page to facilitate neighborhood communication. Donato Lipari said there was an Association website. Eric Nicholds said a Facebook page could be set up but the owners would be responsible for moderating and maintaining it. Gary Nicholds noted that he can only distribute owner phone numbers and emails with written authorization.

An owner suggested holding a raffle to encourage owner participation at the Owner Work Day.

An owner asked about Basic Property Management staffing. Gary Nicholds said there were four people in the office and a total of about 19. Basic manages 23 properties.

An owner said her neighbor backed into her garage door. The neighbor agreed to arrange and pay for the repairs but did not follow through. Donato Lipari said the door should be repaired and the expense charged to the unit owner.

An owner suggested improving the area above the playground area to make it a safe for children to play. The Board will follow up on this idea.

IX. ADJOURNMENT

Molly Tompkins made a motion to adjourn at 11:22 a.m. The motion was seconded and carried.

Approved By: _____ Date: _____
Board Member Signature