

**SPYGLASS TOWNHOMES AT WILDERNEST  
BOARD OF DIRECTORS MEETING  
MAY 6, 2020**

**I. CALL MEETING TO ORDER**

The Spyglass Condominium Association Board of Directors Meeting was called to order by Molly Tompkins at 4:09 p.m. via teleconference.

Board Members Present Were:

Molly Tompkins, #12	Jason Randall, #15
Amy Corsinita, #81	Madison Tompson, #53
Norm Crawford, #79 (joined the meeting at 4:20 p.m.)	

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

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Molly Tompkins moved to approve the minutes of the December 2, 2019 Board Meeting as presented. Amy Corsinita seconded and the motion carried.

**III. FINANCIAL REPORT**

*A. Year-to-Date Financials*

Gary Nicholds reviewed highlights of the Balance Sheet and P&L as of April 30, 2020:

1. Operating Cash - \$71,946
2. Reserve Cash – 390,170
3. Total Cash - \$462,116
4. Snow Plowing - \$970 unfavorable to budget.
5. Snow Shoveling - \$627 favorable to budget.
6. Roof Snow Removal - \$25,000 unfavorable to budget. Roof snow and large icicles had to be removed several times during the winter to prevent ice dams and leaks.

**Motion:** Molly Tompkins moved to accept the Financial Report. Amy Corsinita seconded and the motion carried.

**III. MANAGER'S REPORT**

Eric Nicholds reviewed the following items:

1. The heat tape and snow stakes were pulled today.
2. The mattress behind the dumpster was removed. He believes the rental tenant in Unit 61 is responsible for leaving numerous items at the dumpster.  
**Action Item:** Eric Nicholds will contact the unit owner.
3. Eric was not able to find any lightbulbs with sensors for the fixtures by the doors. There may be a battery-powered option that could be used for the garages and pathway lights. The Board agreed to table this project until the fall.

4. Norm Crawford will look at the new parking lights to determine what would be involved in painting the interiors of the fixtures white.
5. The lightbulbs that were displaced by high wind during the winter were reinstalled. Plumbers tape was added to try to secure them.
6. An inventory will be done of the garage doors to determine which ones need repair. It should be possible to replace only the lower panels as needed. The replacement can be phased with the building painting.  
**Action Item:** Eric Nicholds will talk to contractors about options.

Gary Nicholds said a resident, who is a highway patrolman, had a sticker placed on his vehicle for parking in an unauthorized spot. The resident provided documentation that per state law, he has latitude to park his cruiser in basically any location to ensure he can respond quickly.

#### IV. OLD BUSINESS

- A. *Painting*  
Sam Amati has Spyglass on his painting schedule sometime in June. He will replace damaged or missing boards as needed. The paint color for the deck is called "Spyglass Deck".  
**Action Item:** Gary Nicholds will send the color-coded painting map to the Board and review the contract to determine if the decks are included.
- B. *Spring Clean Up*  
The Board will tour the property on Wednesday, May 13<sup>th</sup> at 3:00 p.m. to identify potential projects for a clean-up day, which may be scheduled once the stay at home restrictions are lifted. The walkways and decks probably need to be painted and some walkway boards need to be replaced.

#### V. NEW BUSINESS

- A. *Stain on Driveway*  
The renters in Unit 20 did vehicle maintenance on the driveway and left some type of stain in front of the garage that needs to be cleaned.  
**Action Item:** BPM will contact the unit owner about having the tenants clean the stain. If they do not comply, BPM will have the stain cleaned and bill the unit owner.

#### VI. SET NEXT MEETING DATE

The next Board Meeting was scheduled for Thursday, May 21, 2020 at 5:00 p.m.

#### VII. ADJOURNMENT

The meeting was adjourned at 5:04 p.m.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Signature

**SPYGLASS TOWNHOMES AT WILDERNEST**  
**BOARD OF DIRECTORS MEETING**  
**September 9, 2020**

**I. CALL MEETING TO ORDER**

The Spyglass Condominium Association Board of Directors Meeting was called to order by Jason Randall at 4:14 p.m. via teleconference.

Board Members Present Were:

Jason Randall, Acting President, #15  
Amy Corsinita, #81  
Madison Thompson, #53

Representing Basic Property Management was Eric Nicholds. Erika Krainz of Summit Management Resources was recording secretary.

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Amy Corsinita moved to approve the minutes of the May 6, 2019 Board Meeting as presented. Jason Randall seconded and the motion carried.

**III. MANAGER'S REPORT**

Eric Nicholds reviewed the following items:

1. Obtained a meter for the fire hydrant from the District.
2. Jason Lazlo repaired some of the ledger boards.
3. Eric is dealing with more parking issues since some owners are working from home.
4. There is one rental tenant who is causing ongoing problems with parking, car repairs in the driveway and noise. There is a camper parked by Jason Randall's unit. The owner indicated it will be moved by this weekend. The boat that appeared in the lot today has been tagged and must be moved.

**Action Item:** BPM will start to fine the unit owner for documented future violations.

**Action Item:** Eric Nicholds will follow up on the boat status tomorrow.

**IV. OLD BUSINESS**

A. *Trash*

The trash contract is being amended to include specifics and address issues. The new proposal is \$360/month for once weekly service for two bins. Some service has been missed due to trucks blocking access to the dumpster. The truck owners should be asked to park in visitor parking on the trash pickup day. Amy Corsinita suggested hiring Mountain Striping to paint yellow stripes in front of the dumpster to provide guideline for the trash vendor and parking of vehicles. The other Board members agreed with this approach.

**Motion:** Madison Tomson moved to approve the Timberline contract with once weekly service for two containers with a commitment for service on a set day within a timeframe. Jason Randall seconded and the motion carried.

*B. Board Election*

The membership will be notified of the vacancies on the Board.

*C. Volunteer Aspens*

Owners will be reminded to remove the Aspen saplings around their units. This topic will be added to the Annual Meeting agenda.

*D. Garage Doors*

A contractor looked at the garage doors. He could build individual replacement door panels on site. Another option would be to replace the entire door and paint it to match. The Retrek bid for rebuilding the bottom panels for 60 garage doors was \$30,000. Jason Randall suggested postponing this project until next year. The owners will be informed that the Board will consider the course of action in the spring.

*E. Snow Plowing*

The plowing contract does not start until November. Owners should be reminded that they are responsible for shoveling if it snows in October.

**V. SET NEXT MEETING DATE**

The Annual Meeting is scheduled for October 10, 2020 by videoconference.

**VI. ADJOURNMENT**

**Motion:** Jason Randall moved to adjourn at 4:56 p.m. Amy Corsinita seconded and the motion carried.

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

**SPYGLASS TOWNHOMES AT WILDERNEST  
ANNUAL MEETING  
October 10, 2020**

**I. CALL MEETING TO ORDER**

The Spyglass Condominium Association Annual Meeting was called to order by Jason Randall at 10:02 a.m. via videoconference.

Board Members Participating Were:

Jason Randall, President	Amy Corsinita
Madison Tomson	

Owners Participating Were:

John Alfeld	Kathleen & William Ambron
Alissa Bass & Steven Myatt	Jeanette Huff
Mark Matthews	William McCall
Gabriel & Stephanie Parme	Monica Protz
Seth Tomson	Pawan Vora
Eric Whittier	

Representing Basic Property Management was Eric Nicholds. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

**II. CERTIFICATION OF PROXIES & DETERMINATION OF QUORUM**

Jason Randall held 10 proxies and Amy Corsinita held one. With owners represented in person or by proxy, a quorum was confirmed.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Jason Randall moved to approve the minutes of the October 12, 2019 Meeting as presented. Mark Matthews seconded and the motion carried.

**IV. FINANCIALS**

*A. Current Financials*

As of September 30, 2020, the cash balances were Operating - \$118,854, Reserve - \$336,966 and total - \$455,820. There was a \$19,253 Operating deficit and an \$8,270 Reserve surplus for an overall deficit of \$10,983.

*B. 2021 Budget Review & Ratification*

Jason Randall said several expensive projects were completed over the past few years without a Special Assessment. The budget includes a \$10/unit/month dues increase to build the Reserves for the future siding replacement. Painting half of the buildings was a major expense this year. The same contractors are lined up to do the second half of the buildings next year. The goal is for the Reserves to be 70% funded based on upcoming expenses.

Madison Tomson reviewed highlights of the proposed 2021 Budget:

1. Operating Dues - \$147,713, including the increase to the Reserve contribution.
2. Management Fee - 3% increase.
3. Snow Removal - \$62,000.
4. Insurance – 5% increase to \$36,000.
5. Reserve Contribution - \$290/month.
6. Reserve Surplus - \$17,000.

A question was raised regarding fixing the garage doors that were damaged by the snowplow. Jason Randall said a Denver contractor has been found who will be able to replace individual panels. The Board will revisit this project in the spring.

**Motion:** Jason Randall moved to ratify the 2021 Budget as presented. The motion was seconded and carried.

#### **V. PRESIDENT'S REPORT**

Jason Randall said there were close to 30 participants for the Owner Clean-Up Day and 18 owners received credit. The property looks great. There are ongoing issues this year with trash, parking and owners not picking up after their dogs. The Board will be ramping up enforcement of visitor parking to address repeat offenders. Many of the violations originate from rental units. It was clarified that visiting family members are permitted to use the visitor parking spots. The Board is trying to identify a way to encourage compliance from rental owners. The trash service from Timberline has become problematic. The Board is exploring other vendor options. There are Aspens sprouting around the property. Owners should be aware that they can remove them because they can cause foundation damage if they are growing too close to the building.

#### **VI. BPM MANAGER'S REPORT**

Eric Nicholds reviewed the following items:

1. Painted several buildings this summer.
2. Installed a water meter on the hydrant so the painters could power wash. The Metro District did not charge the Association for the usage.
3. Repaired and painted damaged ledger boards.
4. Turner Morris completed roof repairs as needed.
5. Requested bids for trash service from Waste Management and Summit Roll-Offs.
6. RKR will provide plow service and E&A will provide shoveling service.
7. E&A will clear debris from the roofs and plug in the heat tape before winter. Owners are reminded to turn on their heat tape when it starts snowing.

#### **VII. ELECTION OF DIRECTORS**

The terms of Jason Randall and Amy Corsinita expired this year and both were willing to run for re-election. There also was one vacant Board seat. There were no other nominations from the floor.

**Motion:** Mark Matthews moved to re-elect the incumbents by acclamation. Steve Myatt seconded and the motion carried.

**VIII. HOMEOWNER FORUM**

Owner questions and comments addressed the following topics:

1. Maintenance Contractors – Owners who need contractor recommendations should email the BPM office.
2. Boardwalks – A suggestion was made to replace the boardwalks with a composite material that would be more durable.
3. Long Term Renters – Owners should register their long term renters with the Board. Renters should be provided a copy of the rules.
4. #117 Garage Roof Leak – Eric Nicholds will confirm with Turner Morris that the leak has been addressed.

**IX. SET NEXT MEETING DATE**

The Annual Meeting was scheduled for October 9, 2021 at 10:00 a.m. There was a request to provide a videoconference option.

**X. ADJOURNMENT**

**Motion:** Mark Matthews moved to adjourn at 10:38 a.m. John Alfeld seconded and the motion carried.

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