

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
January 4, 2022**

I. CALL MEETING TO ORDER & INTRODUCTIONS

The Spyglass Condominium Association Board of Directors Meeting was called to order at 4:03 p.m. via videoconference.

Board Members Participating Were:

Jason Randall, President, #115

Amy Corsinita, Secretary, #81

Madison Tomson, Treasurer, #53

Bill Albert, Director, #64

Representing Basic Property Management (BPM) were Eric Nicholds, Gary Nicholds and Jason Blarjeske. Lauren Hitchell of Summit Management Resources transcribed the minutes from recording.

II. APPROVAL OF 2022 MINUTES

Motion: Amy Corsinita moved to approve the minutes of the October 8, 2022 Board Meeting as presented. Bill Albert seconded and the motion carried.

III. FINANCIALS CONSIDERATIONS

A. Current Financial Status

Madison Tomson reviewed the financial reports through November 2022.

Total Snow Removal was \$2,868 unfavorable to budget.

Madison Tomson approved the renewal of the CD for another 12 months.

Motion: Amy Corsinita moved to approve the financials through November 2022. Jason Randall seconded and the motion carried.

IV. OLD BUSINESS

A. Snow Removal

Eric Nicholds stated that any questions or concerns about snow shoveling and plowing should be addressed with Oscar.

Action Item: Amy Corsinita will create an outline of topics to discuss with Oscar.

B. Garage Doors

Bill Albert has received six bids thus far. A decision needs to be made on colors, door style, timing of when the project should be completed and if there is adequate funding in the budget. Doorlink and CHI were the vendors that provided samples and seemed to provide the best value. There would be a 50% deposit required and the remaining 50%

due at install. The contractor will provide a dumpster and a location for the dumpster will need to be identified.

Action Item: The colors and style for the doors will be decided on once samples are received. Bill Albert will reach out to the vendors to get questions answered about timing.

C. *Paving Project*

The attorney drafted an agreement for the owner of Unit 12 to own the annexed piece of asphalt. A Peak will be doing the paving which will start in June or July. Gary Nicholds had all the documents recorded with the County.

Action Item: Amy Corsinita and Madison Tomson will oversee the project.

V. **EXECUTIVE SESSION**

The Board convened Executive Session at 4:53 p.m. to discuss collections and resumed Regular Session at 4:54 p.m. The Board authorized sending the delinquent owner to collections with a vote of 4-0.

VI. **NEW BUSINESS**

A. *Trash*

The renters in Unit 6 are dumping outside trash in the dumpsters.

Action Item: Trash and parking will be monitored.

VII. **SET NEXT MEETING DATE**

The next Meeting was tentatively scheduled for March 8, 2023 at 4:00 p.m.

VIII. **ADJOURNMENT**

Motion: Jason Randall moved to adjourn at 4:59 p.m. Madison Tomson seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
February 2, 2022**

I. Call to Order & Introductions

The Spyglass Condominium Association Board of Directors Meeting was called to order by Jason Randall at 4:02 p.m. via videoconference.

Board Members Participating Were:

Jason Randall, Acting President, #115
Amy Corsinita, #81
Madison Tomson, #53
Bill Albert, #64

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

II. Approval of Last Board Minutes

Motion: Jason Randall moved to approve the minutes of the September 1, 2021 Board Meeting as presented. Bill Albert seconded and the motion carried.

III. Administrative Report

A. Financial Report as of January 31, 2022

Gary Nicholds reported that the balances were \$136,912 in Operating and \$480,094 in Reserves for total cash of \$617,006. The 2021 Operating surplus was \$19,603 and the Reserve surplus was \$42,120 for an overall surplus \$61,724. There were no owner delinquencies.

There was an insurance claim for #34 for a major leak.

Motion: Madison Tomson moved to approve the financial report. Bill Albert seconded and the motion carried.

Motion: Madison Tomson moved to transfer the 2021 Operating surplus to Reserves. Jason Randall seconded and the motion carried.

IV. BPM Management Report

Eric Nicholds reported the following:

1. Installed heat tape on several roofs.
2. Caine Electric is scheduled to add bubble covers over the heat tape electrical outlets.
3. The outlet on garage #50 will be repaired.
4. There is an area that has membrane but no siding but it appears to have been that way since original construction.
5. The #42 garage door damage was repaired.
6. The drywall repair in garages #44 and #62 was completed.

7. The lack of electricity in garage #46 is on the electrician's list. The repair cost will be split 50/50 with the owner.
8. E&A is plowing the property in addition to shoveling the steps and roofs. Amy Corsinita suggested that they be asked to do a quick pass through the parking lot in the mornings.
9. The doggie bags are being filled as needed.
10. The roof over Jason Randall's unit was repaired.

V. Old Business

A. Unit 12 - Legal

This agenda item will be discussed in Executive Session.

B. Garage Door Replacement Planning

Amy Corsinita said some estimates were received last year for garage doors with a faux wood exterior. She suggested asking the vendors to update the bids. The Association is responsible for the door expense but not the mechanicals.

Action Item: Amy Corsinita will forward the garage door information to all Board members.

VI. New Business

A. Reserve Study

Action Item: Gary Nicholds will obtain bids for a Reserve Study, which he estimated will cost about \$3,000.

VII. Set Next Board Meeting Dates

The next Board Meeting will be held April 27, 2022 at 4:00 p.m.

VIII. Executive Session

The Board convened Executive Session at 4:28 p.m. to discuss a legal matter and resumed Regular Session at 4:51 p.m.

Action Item: Jason Randall will draft a request to the Association attorney about responding to the letter from the owner's attorney.

IX. Adjournment

Motion: Bill Albert moved to adjourn at 4:51 p.m. Jason Randall seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
April 27, 2022

I. Call to Order & Introductions

The Spyglass Condominium Association Board of Directors Meeting was called to order by Jason Randall at 4:06 p.m. via videoconference.

Board Members Participating Were:

Jason Randall, Acting President, #115
Madison Tomson, #53

Amy Corsinita, #81
Bill Albert, #64

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

II. Approval of Previous Meeting Minutes

Motion: Jason Randall moved to approve the minutes of the February 2, 2022 Board Meeting as presented. Madison Tomson seconded and the motion carried.

III. Administrative Report

A. *Financial Report as of March 31, 2022*

Madison Tomson reported that the balances were \$75,884 in Operating and \$480,423 in Reserves for total cash of \$556,306. There was a small Accounts Receivable balance, mainly for late fees. Snow Removal was \$18,435 unfavorable to budget due to the new contract. There were no Reserve expenses.

Motion: Jason Randall moved to accept the financial report. Amy Corsinita seconded and the motion carried.

IV. BPM Management Report

Eric Nicholds distributed a written report prior to the meeting. The following items were discussed:

A. *Unit 50*

BPM is trying to find an electrician who can do the work and to arrange access with the owner, who has been unresponsive.

B. *Dumpster Clean-Up*

Amy Corsinita noted that there were items left outside the dumpster including a pallet and a bedframe.

C. *Unit 87*

The owner reported a crack above the back porch door that is believed to have occurred during roof ice removal. Eric Nicholds looked at it and thought it could have been caused by settling. He asked the owner to continue to watch it.

V. Old Business

A. Unit 12 Legal

The owner was supposed to provide a list but nothing has been received.

B. Garage Door Replacement Planning

Jason Randall said he walked the property and only noticed one garage door (#28) that was in very poor condition. Replacement of all garage doors would be a very large expense and would require a project manager. He suggested making repairs as needed and postponing the full replacement for one year, at which point there might be more contractor availability and fewer supply chain issues.

C. Reserve Study Proposals

Three vendors were contacted. Advanced Reserve Solutions submitted a bid of \$1,750. Aspen Reserves has not responded and Kona Engineering has requested additional information. The Board agreed to wait another week or two to see if a second proposal is received. Madison Tomson was authorized to select the vendor.

VI. New Business

A. Reassess Walkways, Ledger Boards and Siding

The Board will walk the property with the BPM team on Monday, May 16th at 4:00 p.m. to identify areas needing repair. Bill Albert noted that some of the trees growing close to the building are rubbing the siding and should be trimmed. The Aspens along the walkway need to be trimmed and the false chamomile needs to be pulled or sprayed. These projects can be addressed during the Owner Work Day.

Action Item: Jason Randall will ask the weed spraying vendor to send a bid.

B. Community Event

The Board discussed scheduling a community barbecue instead of the garage sale.

VII. Set Next Board Meeting Dates

The next Board Meeting will be held Wednesday, August 10, 2022 at 4:00 p.m.

VIII. Adjournment

Motion: Bill Albert moved to adjourn at 4:39 p.m. Amy Corsinita seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
September 14, 2022**

I. Call to Order & Introductions

The Spyglass Condominium Association Board of Directors Meeting was called to order at 4:00 p.m. via videoconference.

Board Members Participating Were:

Jason Randall, Acting President, #115
Madison Tomson, #53

Amy Corsinita, #81
Bill Albert, #64

Representing Basic Property Management (BPM) were Gary Nicholds and Eric Nicholds. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. Administrative Report

A. Financial Report as of August 31, 2022

Gary Nicholds reported that the balances were \$154,293 in Operating and \$481,010 in Reserves for total cash of \$635,303. Year-to-date, there was an Operating deficit of \$11,939 due to a \$12,000 overage in Snow Removal and a Reserve surplus of \$68,591 for an overall surplus of \$56,652.

Motion: Madison Tomson moved to accept the financial report. Jason Randall seconded and the motion carried.

IV. BPM Management Report

Eric Nicholds distributed a written report prior to the meeting. The following items were discussed:

A. Unit 20

A neighbor has complained that the occupants of Unit 20 are smoking in the unit but there is no rule against it and therefore no action the Board can take.

B. Snow Plowing

The Board agreed that they were not particularly happy with the snow plowing service provided by E&A last year. It was significantly more expensive than the previous vendor. Eric Nicholds said pricing increased for all plow contractors by almost 25% last year. RKR and Hillco have larger equipment.

Action Item: Eric Nicholds will request a bid from Hillco.

V. Old Business

A. Reserve Study

The Board agreed the less expensive (\$1,800) Advanced Reserve Solutions Reserve Study option would be adequate.

Action Item: Madison Tomson will email approval of the Advance Reserve Solutions proposal to Kerry Hartnett.

B. Garage Door Replacement

Jason Randall said the garage door replacement needs to be addressed. A couple of the garage doors look bad and one owner wants to replace his. Bill Albert said he has been looking into overlays. He thought adding a piece of protection would extend the life another year or so. The issue is locating the material. Jason Randall said he heard that Altitude Garage Door replaced a garage door for \$2,200.

Action Item: Bill Albert will do further research and provide a proposal to the Board.

Action Item: Jason Randall will contact Alex with Altitude Garage Door.

VI. New Business

A. New Policies

The affected policies have been updated by the attorney for compliance with the new Colorado laws.

Motion: Madison Tomson moved to approve the updated policies as presented. Jason Randall seconded and the motion carried.

B. Annual Meeting

Eric Nicholds asked Board members to email any topics they would like included on the agenda to Kerry Hartnett in the next few days. She will send out the packet in the next week. Eric will ask her to forward the draft to the Board before sending. The terms of Amy Corsinita and Jason Randall will be expiring and there is one vacant seat.

VII. Set Next Board Meeting Dates

The Annual Meeting will be held on October 8, 2022 at 9:00 a.m. via Zoom.

VIII. Adjournment

Motion: Jason Randall moved to adjourn to Executive Session to discuss a legal issue at 4:34 p.m. Bill Albert seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS TOWNHOMES AT WILDERNEST
ANNUAL MEETING
October 8, 2022**

I. CALL MEETING TO ORDER & INTRODUCTIONS

The Spyglass Condominium Association Annual Meeting was called to order at 9:06 a.m. via videoconference.

Board Members Participating Were:

Jason Randall, President, #115
Amy Corsinita, Secretary, #81

Madison Tomson, Treasurer, #53
Bill Albert, Director, #64

Owners Participating Were:

Joan Moats, #22
Steve Weidenbacher, #51
Mike Protz #117

Mark Matthews, #43
Chase Kaspar, #69

Representing Basic Property Management (BPM) were Eric Nicholds, Jason Blarjeske and Kerry Hartnett. Sarah Woodward of Summit Management Resources transcribed the minutes from recording.

II. CERTIFICATION OF PROXIES & DETERMINATION OF QUORUM

Jason Randall held 15 proxies. With owners represented in person or by proxy, a quorum was confirmed.

III. APPROVAL OF 2021 MINUTES

Motion: Steve Weidenbacher moved to approve the minutes of the October 9, 2021 Annual Meeting as presented. Jason Randall seconded and the motion carried.

IV. FINANCIALS CONSIDERATIONS

A. Current Financial Status

Madison Tomson reviewed the financial reports. As of September 30, 2022, the balances were \$145,642 in Operating and \$481,000 in Reserves. There were positive retained earnings of \$123,000 in Operating and \$518,000 in Reserves.

Profit and Loss variances were as follows:

1. Total Snow Removal - \$12,012 unfavorable to budget.
2. Total Operating Income/(Loss) – (\$6,872) unfavorable to budget.
3. Total Reserve Income/(Loss) - \$74,520.

B. 2023 Budget Review & Ratification

Madison Tomson reviewed highlights of the proposed 2023 Budget.

1. Dues – 3.4% increase.
2. Management Fees – 10% increase.
3. Insurance – 5% increase.

4. Snow Plowing – no increase as of now but the contract has not yet been signed.
5. Reserve – The Board is planning to move the garage door project to 2023.
6. Net Income - \$16,722.

Motion: Mark Matthews moved to ratify the 2023 Budget as presented. Bill Albert seconded and the motion carried.

V. PRESIDENT’S REPORT

Jason Randall thanked the other Board members and BPM for their work on behalf of the Association. He recognized Madison Tomson for her work on the contracts. He encouraged owners to participate in the Work Day with the incentive of a dues reduction. He discussed the garage door replacement and said that the Board is seeking the best contracting option. He mentioned there is a problem with trash being left outside the dumpster. It will cost the Association \$4,000 if it continues because BPM charges for the extra trips to clean it up. There was a suggestion to install a security camera to identify the responsible individuals. Jason noted that there has been an increase in bear activity around the dumpsters. The Association is in good financial health, which helps with resales.

VI. BPM MANAGEMENT REPORT

Eric Nicholds reviewed the following items:

1. There were many large projects over the past few years, including painting and lighting.
2. Units #8, #30 and #60 have new owners.
3. A few dryer vents caps were replaced.
4. A dying tree by #117 was removed by Alpine Tree Services.
5. Flat roofs will be cleaned once the leaves have fallen. The heat tape was replaced last year on the flat roofs and will be activated after roof cleaning.
6. Advanced Reserve Solutions has been engaged to draft a Reserve Study.

There was a question about the painting warranty. There are areas of the building where paint is peeling and wearing off. Eric Nicholds asked owners to email photos of areas of concern to Kerri@basicproperty.com.

VII. OLD BUSINESS

A. Decorative Landscaping

Chase Kaspar requested a small budget to add flowers and offered his services. Jason Randall supported this initiative and asked Chase to contact him.

VIII. NEW BUSINESS

A. Parking

Jason Randall said that people often park in the gravel area of the parking lot, which is not a parking spot. He said that it is difficult to track down the parking violators. BPM monitors the parking lot and keeps records of violations.

IX. ELECTION OF DIRECTORS

The terms of Jason Randall and Amy Corsinita expired this year and both were willing to run for re-election. Chase Kaspar self-nominated. Eric Nicholds said the Board can be expanded to five members.

Motion: Bill Albert moved to elect Chase Kaspar to the Board, and to re-elect Jason Randall and Amy Corsinita by acclamation. Mark Matthews seconded and the motion carried.

X. HOMEOWNER FORUM

Owner questions and comments addressed the following topics:

1. Smoke – Joan Moats said that smoke is seeping through the walls into her unit. She said that she has tried to cover the outlets and vents with plastic but the problem has gotten worse, there is now a chemical odor and it is affecting her health. Jason Randall recommended that she work with the owner of the neighboring unit as this is not an Association matter. She noted a rule in the governing documents that limits noxious smells. Eric Nicholds suggested that she contact the Sheriff if she believes there is illegal activity or hire an attorney. The Board is not empowered to regulate activities inside the units. The Board will discuss this matter at their next meeting.

XI. SET NEXT MEETING DATE

The next Annual Meeting was scheduled for October 7, 2023 at 9:00 a.m.

XII. ADJOURNMENT

Motion: Jason Randall moved to adjourn at 10:01 a.m. Mark Matthews seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
October 8, 2022**

I. CALL MEETING TO ORDER

The Spyglass Condominium Association Board of Directors Meeting was called to order at 10:05 a.m. via videoconference.

Board Members Participating Were:

Jason Randall, President, #115

Amy Corsinita, Secretary, #81

Chase Kaspar, #69

Madison Tomson, Treasurer, #53

Bill Albert, Director, #64

Representing Basic Property Management (BPM) were Eric Nicholds, Jason Blarjeske and Kerry Hartnett. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. GARAGE DOORS

The garage door replacement was budgeted at \$71,000 last year. Due to increases, the actual cost will be around \$110,000. Madison Tomson said the Reserve balance is relatively healthy but the new Reserve Study could identify other large projects. It might be possible to lock the cost and do the project in phases. Bill Albert said Home Depot and Lowes can set it up but they are a pass through. Their pricing is competitive but he was sure about the quality and they have to find installers. The garage doors should be mid-grade with insulation, 26 – 27 gauge steel with nylon rollers and heavy duty springs. The quotes he received ranged from \$1,624 - \$2,214. The doors will come painted. The Board will discuss this matter further once the Reserve Study has been received.

III. ELECTION OF OFFICERS

The Board agreed to retain the same Officers and for Chase Kaspar to serve as a Director.

IV. ADJOURNED

The meeting was adjourned at 10:21 a.m.

Approved By: _____ Date: _____
Board Member Signature