

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
March 8, 2023**

I. CALL MEETING 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, 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. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. APPROVAL OF LAST BOARD MINUTES

Madison Tomson requested removal of the unit number reference in Section VI.A.

Motion: Madison Tomson moved to approve the minutes of the January 4, 2023 Board Meeting as amended. Amy Corsinita seconded and the motion carried.

III. ADMINISTRATIVE REPORT

A. Current Financial Status

Madison Tomson reviewed the financial reports as of February 28, 2023. Operating cash was \$158,000 and Reserve Cash was \$483,000.

Snow Removal was \$14,000 for the month, trending down from the previous two months, and was \$44,000 for the year, which was \$24,000 unfavorable to budget. The Operating net loss was \$32,962, which was \$21,304 unfavorable to budget. The Reserve account had year-to-date net income of \$15,000 and the overall deficit was \$17,878.

Motion: Bill Albert moved to approve the financials. Amy Corsinita seconded and the motion carried.

The past due owner is in the legal process.

IV. BPM MANAGEMENT REPORT

Eric Nicholds reported the following:

1. Snow Removal – He has talked to E&A about pushing the snow back and snow storage. Jason Randall expressed concern about the snow shovelers spending excessive time.
Action Item: Eric Nicholds will pursue bids from other providers for plowing and shoveling next winter.
2. Tree Spraying – The Board approved the \$890 bid from Ascent Tree to spray the trees.
3. Parking – The son of an owner occasionally parks in front of the dumpster. There were Board concerns about the dumpster not being emptied if the car is not moved in time.

Action Item: Eric Nicholds will enforce the rules and tell the individual not to park in that location going forward.

V. OLD BUSINESS

A. Garage Doors

Bill Albert reported that the questions from last week were answered. The Board needs to decide between the Driftwood plank model and flush model. The cost for the Driftwood plank style would be \$2,840 and the Driftwood flush model would be \$2,742. There is a seven stage process for the doors. They are powder coated. The handles with a key will be provided for the doors that do not have automatic opener. The doors are lightweight and can be easily lifted. The warranties are six months on installation, limited lifetime on the panels against splitting, cracking, rusting, six years on the hardware and three years on the springs. The vendor will put in new stops where needed that will need to be painted. Madison Tomson was concerned about the price increase from \$1,600 to \$2,800 per door for the wood doors, which equates to an increase from \$105,000 to \$187,000 for the whole project. The order lead time is one to two months. The goal is to schedule the installation in May.

Action Item: Bill Albert will try to find a less expensive wood option. If wood is not an option, the Board will select one of the less expensive solid color options.

VI. NEW BUSINESS

A. Board Vacancy

Unit 69 sold in early March. The owner was briefly a Board member and his seat will need to be filled. The transfer tax was received. The Board can appoint a replacement or wait until the Annual Meeting to have a new Board member elected.

B. New Accountant

Madison Tomson is now handling accounting for Basic Property Management.

C. Library

Action Item: Amy Corsinita will talk to an owner who is a woodworker about making a new library since the old one is falling apart.

D. Roof Leaks

Jason Randall said he and his neighbor have experienced roof leaks this winter.

Action Item: Jason Randall and Eric Nicholds will meet to discuss potential solutions.

VII. SET NEXT MEETING DATE

The next Meeting was tentatively scheduled for Wednesday, May 10, 2023 at 4:00 p.m.

VIII. ADJOURNMENT

Motion: Madison Tomson moved to adjourn at 4:41 p.m. Bill Albert seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
May 10, 2023**

I. CALL MEETING TO ORDER & INTRODUCTIONS

The Spyglass Condominium Association Board of Directors Meeting was called to order at 4:10 p.m. via videoconference.

Board Members Participating Were:

Jason Randall, President, #115

Madison Tomson, Treasurer, #53

Amy Corsinita, Secretary, #81

Bill Albert, Director, #64

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

II. APPROVAL OF LAST BOARD MINUTES

Motion: Madison Tomson moved to approve the minutes of the March 8, 2023 Board Meeting as presented. Bill Albert seconded and the motion carried.

III. ADMINISTRATIVE REPORT

A. Financial Report

Madison Tomson reviewed the financial reports as of April 30, 2023. Operating Cash was \$173,784 and Reserve Cash was \$484,000.

The Operating net loss as of April 30, 2023 was \$57,990, due in part to a \$29,626 overage in Snow Removal. The Reserve account had year-to-date net income of \$37,177 and the overall deficit was \$20,000.

Motion: Amy Corsinita moved to accept the financial report. Bill Albert seconded and the motion carried.

IV. BPM MANAGEMENT REPORT

Eric Nicholds reported the following:

1. The heat tape for the flat roofs has been turned off.
2. Trash is being picked up as the snow melts.
3. An owner complained about a leak in their unit last October. The unit hot water heater was determined to be the source.

V. OLD BUSINESS

A. Snow Removal

EJ Property Services has submitted a bid. He can provide both plowing and shoveling service. The cost would be \$2,400/month for November through April for unlimited plow service. Roof shoveling would be \$50/person/hour.

Action Item: Eric Nicholds will continue to solicit bids from other providers.

B. *Garage Doors*

Bill Albert said the garage door style and color were previously selected but the cost was too high. Two models at a lower price point (\$2,193) made by Doorlink with wood grain and windows were identified. The options are to establish a budget and back in to the number, to phase the project over a year or two or to fund the project at the higher cost. After discussion, the Board agreed to select a less expensive option and to order all doors at once to take advantage of the bulk discount and ensure uniformity.

C. *Leaks*

Eric Nicholds suggested engaging Turner Morris to look at the areas that leaked in Jason Randall's unit this winter.

Action Item: Gary Nicholds will provide a draft Deck Policy for Board review.

D. *Owner Delinquency*

Madison Tomson confirmed there is a lien on the property with a past due balance. Sale of the unit is pending. The past due amount will be collected at closing.

VI. NEW BUSINESS

A. *Reserve Study*

Madison Tomson reported that there are no major upcoming projects. The beginning balance on the report was incorrect. The recommended future contributions will change once the numbers are revised.

B. *Work/Clean-Up Day*

The Board will set the date after walking the property on May 24th.

C. *Tree*

A diseased tree was removed in front of #117. The owners want to have Niels Lunceford plant a 3" Aspen tree in the same location to replace it. There were no Board objections.

Action Item: Jason Randall will notify the owner of the approval.

VII. SET NEXT MEETING DATE

The Board set a tentative date of May 24th at 4:00 p.m. to walk the property. The next Board Meeting was scheduled for Wednesday, July 12, 2023 at 12:00 p.m.

VIII. ADJOURNMENT

Motion: Madison Tomson moved to adjourn at 5:10 p.m. Jason Randall seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
August 9, 2023**

I. CALL MEETING TO ORDER & INTRODUCTIONS

The Spyglass Condominium Association Board of Directors Meeting was called to order at 4:03 p.m. in the BPM Conference Room and via videoconference.

Board Members Participating Were:

Jason Randall, President, #115

Amy Corsinita, Secretary, #81

Madison Tomson, Treasurer, #53 (present)

Bill Albert, Director, #64

Owners Kathleen Ambron (#10), Stuart Miller (#63) and Benji Swales (#18) were guests at the meeting.

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

II. APPROVAL OF LAST BOARD MINUTES

Motion: Bill Albert moved to approve the minutes of the May 10, 2023 Board Meeting as presented. Jason Randall seconded and the motion carried.

III. OWNER COMMENTS

Kathleen Ambron thanked the Board for the garage door project and upkeep of the complex. She said the heat tape is hanging off the roof by #10. Eric Nicholds said the heat tape is an owner responsibility, except for the heat tape on the flat roofs. She said there are a lot of overgrown trees that need trimming. Eric said the tree trimming will be addressed later during the meeting.

IV. ADMINISTRATIVE REPORT

A. Financial Report

Madison Tomson reviewed the financial reports as of July 31, 2023. Operating Cash was \$57,000 and Reserve Cash was \$486,000 after payment for the garage doors.

The Operating net loss as of July 30, 2023 was \$47,000, mainly due to overages in Snow Removal and Insurance. The Reserve account had year-to-date net deficit of \$59,000 due to the garage door expense.

The property that was in collections sold and the past due balance was resolved.

Motion: Jason Randall moved to accept the Financial Report. Bill Albert seconded and the motion carried.

IV. BPM MANAGEMENT REPORT

Eric Nicholds reported the following:

1. A "No Parking" sign was installed and some rocks were added. Jason Randall was in favor of strict parking enforcement.

2. Picked up trash as needed.

V. OLD BUSINESS

A. *Garage Doors Recap*

Eric Nicholds recognized Bill Albert for his work on the garage door project. All units have been completed. There was one key issue, which has been resolved. One spring board had to be replaced. Two garages have buckling by the molding, which will be addressed by the vendor.

B. *Unit 12 Driveway Recap*

The driveway was completed and the compliance deposit has been returned.

C. *Walkway Repairs*

Cosmetic and safety concerns should be addressed during an Owner Work Day. Bill Albert recommended bringing in professional help for the additional items. Some of the treads on the metal stairways need to be tightened or replaced. There are some issues with the stringers and railings and the leaves under the steps are causing rot in some areas.

Action Item: BPM will call Jason Lazlo about the needed work.

D. *Workday Discussion*

The Board agreed not to schedule a fall Owner Workday.

VI. NEW BUSINESS

A. *Alpine Tree Service*

Jason Randall and Bill Albert said they could trim the branches that are rubbing against the roof or siding and cut down smaller trees. Amy Corsinita noted there are a few large dead trees that should be flagged for removal by the vendor. She will help with the flagging and branch disposal.

B. *Plowing Contract*

EJ Services will dedicate a loader to the Wilderndest area if there are enough properties contracted. His bid was \$2,400/month for unlimited plowing (\$14,400 total for the winter), \$50/hour for shoveling and \$85/hour for roof shoveling. Last winter, E&A was paid \$31,157 for plowing, \$32,507 for shoveling and \$20,240 for roof snow removal. The Board said there should be criteria for when roof shoveling is done, which was not in place last year. The Board agreed they would like to engage EJ for plowing and E&A for shoveling, with specific criteria established based.

Action Item: Eric Nicholds will ask both vendors to provide firm proposals for the separate services by September 15th.

C. *Decks*

At last meeting, the Board talked about responsibility for the decks, given the number of owners who have expanded. Gary Nicholds drafted a document. The Declarations Section 5.2.b gives the Board the authority to make owners responsible for maintenance, repair and replacement of decks. The Association can still choose to paint all decks for uniformity.

VII. SET NEXT MEETING DATE

The next Board Meeting was scheduled for September 27, 2023 at 3:00 p.m.

VIII. ADJOURNMENT

Motion: Amy Corsinita moved to adjourn at 5:01 p.m. Bill Albert seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
September 27, 2023**

I. CALL MEETING TO ORDER & INTRODUCTIONS

The Spyglass Condominium Association Board of Directors Meeting was called to order at 3:04 p.m. in the BPM Conference Room and via videoconference.

Board Members Participating Were:

Jason Randall, President, #115

Amy Corsinita, Secretary, #81

Madison Tomson, Treasurer, #53 (present)

Bill Albert, Director, #64

Owners Pawan Vora (#26), Stuart Miller (#63), Steve Senigla (#83) and Leslie Bishop (#73) were guests at the meeting.

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

II. APPROVAL OF LAST BOARD MINUTES

Motion: Amy Corsinita moved to approve the minutes of the August 9, 2023 Board Meeting as presented. Madison Tomson seconded and the motion carried.

III. ADMINISTRATIVE REPORT

A. Financial Report

Madison Tomson reported that as of August 31, 2023, Operating Cash was \$65,000 and Reserve Cash was \$487,000.

The Combined net loss as of August 31, 2023 was \$97,220, consisting of a \$46,000 net loss in Operating due to overages in Snow Removal and Insurance and a \$51,000 net loss in Reserves due to the garage door expense.

Motion: Amy Corsinita moved to accept the Financial Report. Bill Albert seconded and the motion carried.

IV. BPM MANAGEMENT REPORT

Eric Nicholds reported the following:

1. EJ Property Services will be providing plowing service this winter. The contract has been signed.

V. OLD BUSINESS

A. E&A Shoveling Contract

The shoveling contract needs to be signed. Bill Albert emphasized the importance of ensuring the vendor works within the budget. Madison Tomson was authorized to sign the contract on behalf of the Board.

B. *Walkway Repairs*

BUP Construction will be looking at the walkways and stairs and will provide an estimate for all repairs. Eric Nicholds will try to have them repair one stairway that is pulling away from the building before winter. The remaining smaller repairs will probably be postponed until spring.

VI. NEW BUSINESS

A. *Insurance*

The Board agreed the insurance provision in the Declarations should be amended to specify “bare walls” coverage.

Action Item: Madison Tomson will direct the attorney to draft an amendment.

B. *2024 Budget Approval*

Madison Tomson said the budget as drafted included an overall 11% dues increase to \$334/unit/month. It included a 5% increase for insurance and an increase for snow removal based on the new contract and rates. The insurance cost may be lower if the Declarations amendment is approved and the coverage can be switched to bare walls. The Reserve contribution was decreased to offset the Operating increase. There was agreement to round the monthly dues down to \$330/unit/month.

Motion: Jason Randall moved to approve the 2024 Budget as discussed. Bill Albert seconded and the motion carried.

C. *Rules & Regulations Update*

Madison Tomson proposed an update to the Rules & Regulations.

Action Item: Madison Tomson will review the Rules & Regulations and provide a red-lined copy for Board consideration.

VII. SET NEXT MEETING DATE

The Annual Meeting is scheduled for October 7, 2023 at 9:00 a.m. The next Board Meeting was scheduled for November 29, 2023 at 4:00 p.m.

VIII. ADJOURNMENT

Motion: Amy Corsinita moved to adjourn at 3:34 p.m. Jason Randall seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS TOWNHOMES AT WILDERNEST
ANNUAL MEETING
October 7, 2023**

I. CALL MEETING TO ORDER & INTRODUCTIONS

The Spyglass Condominium Association Annual Meeting was called to order at 9:00 a.m. in the Basic Property Management conference room and via videoconference.

Board Members Participating Were:

Jason Randall, President
Amy Corsinita, Secretary

Madison Tomson, Treasurer,

Owners Participating Were:

Kathleen Ambron, #10
Bill McCall, #46
Michael & Monica Protz, #117

Mark & Ellyn Matthews, #43
David Easter, #55

Representing Basic Property Management (BPM) were Gary Nicholds, Madison Tomson and Eric Nicholds. Monique Dabrowsky of Summit Management Resources transcribed the minutes from recording.

II. CERTIFICATION OF PROXIES & DETERMINATION OF QUORUM

With owners represented in person or by proxy, a quorum was confirmed.

III. APPROVAL OF 2022 MINUTES

Motion: Jason Randall moved to approve the minutes of the October 8, 2022 Annual Meeting as presented. Madison Tomson seconded and the motion carried.

IV. FINANCIALS CONSIDERATIONS

A. Current Financial Status

Madison Tomson reviewed the financial reports. As of September 30, 2023, the balances were \$77,541 in Operating and \$464,972 in Reserves. There was an overall deficit of \$78,072, resulting from a deficit of \$43,000 in Operating due to overages of \$14,092 in insurance and \$29,626 in snow removal, and a \$35,070 overage in Reserves due to the garage doors.

B. 2024 Budget Review & Ratification

Madison Tomson reviewed highlights of the proposed 2024 Budget.

1. Dues – 10% increase due to the Operating loss.
2. Management Fees – 3% increase.
3. Insurance – possible 5% increase, but the Board is working to get savings on the policy.
4. Snow Plowing – 24% increase.
5. Reserve – about a 33% decrease to the amount put into the Reserves. The Board is still planning on doing the walkways.

Since the majority of owners did not veto the 2024 Budget, it was deemed ratified.

V. PRESIDENT'S REPORT

Jason Randall stated that thanks to Madison Tomson, the Association is in good financial health, which has made it possible to complete many repairs and replacements without impacting the dues. He thanked Bill Albert for the great work on the garage doors, and getting the project done very efficiently. The Board has been trimming trees, due to the requests about large trees, and this has been taken care of with no cost due to their work. Snow plowing and insurance have been two big variables in expenses. The Board will be trying new companies this year. The Declaration may be reworked in the future to accommodate changes to insurance. Property values are also up.

VI. BPM MANAGEMENT REPORT

Eric Nicholds reviewed the following items:

1. Units #69, #73 and #22 have new owners.
2. The garage door installation went very smoothly thanks to Bill Albert.
3. The roof of Unit #115 was repaired.
4. A company has come up to look at walkways, and this will be looked into further to see if there is need for replacement or fixes going forward.
5. A few units have front porches and stairs that are sinking. This will be fixed as soon as possible.
6. EJ Property Maintenance will be doing snow plowing this year.

Kathleen Ambron said that there have been conversations about the new code for handrails. Eric Nicholds stated that depending on the length of the stairs, handrails are not required by code. A handrail was added by Unit #94 last year, and the Board may consider other areas.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

A. Garbage

Bill McCall said that he has a hard time putting trash in the bin and wondered if there are other options, such as a dumpster with a side sliding door. Jason Randall stated that regardless of the dumpster, animals will get in and people tend not to throw their trash farther back, which is why this is a reoccurring issue. Timberline does not offer different types of dumpsters, and switching to Waste Management would be a higher cost. An enclosure could be built, but it would be very expensive. The Board will follow up and see if there is a way to make it easier to open. Michael Protz said there have been issues with people leaving items outside the dumpster, which has been improved since letters have been sent out. There are currently no ideal solutions but the Board will see if anything can be done about this.

B. Pine Tree

Bill McCall said that there is a new pine tree growing near the electrical setup outside the building. This tree might need to be moved or cut down due to its location. The Board authorized him to transplant it or cut it down.

IX. ELECTION OF DIRECTORS

The terms of Madison Tomson and Bill Albert expired this year and both were willing to run for re-election. Maggie Clark was nominated. Since there were three candidates for two positions, the election was contested and will be conducted by an email secret ballot. The results will be announced by Monday.

X. HOMEOWNER FORUM

Jason Randall thanked BPM for all their hard work and help. They provide personal service and are very responsive.

XI. SET NEXT MEETING DATE

The next Annual Meeting was scheduled for October 5, 2024 at 9:00 a.m.

XII. ADJOURNMENT

Motion: David Easter moved to adjourn at 9:45 a.m. Mark Matthews seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
November 29, 2023**

I. CALL MEETING TO ORDER & INTRODUCTIONS

The Spyglass Condominium Association Board of Directors Meeting was called to order at 4:04 p.m. in the BPM Conference Room and via videoconference.

Board Members Participating Were:

Jason Randall, President, #115

Amy Corsinita, Secretary, #81

Madison Tomson, Treasurer, #53 (present)

Bill Albert, Director, #64

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

II. APPROVAL OF LAST BOARD MINUTES

Motion: Bill Albert moved to approve the minutes of the September 27, 2023 Board Meeting as presented. Amy Corsinita seconded and the motion carried.

III. ADMINISTRATIVE REPORT

A. Financial Report

Madison Tomson reported that as of October 31, 2023, Operating Cash was \$70,562 and Reserve Cash was about \$480,000.

The Combined net loss as of October 31, 2023 was \$68,700, consisting of a \$41,000 net loss in Operating due to overages in Snow Removal and Insurance and a \$27,000 net loss in Reserves. The deficits can be covered from Retained Earnings.

Motion: Amy Corsinita moved to accept the Financial Report. Jason Randall seconded and the motion carried.

IV. BPM MANAGEMENT REPORT

Eric Nicholds reported the following:

1. The heat tape has been plugged in for the flat roofs.
2. EJ plowed once before the contract start date at a cost of \$200.
3. He rigged a rope pull on all the dumpsters to make it easier to open the lids.
4. He left a message with Buck Construction about the start date for the walkway repairs but has not yet heard back.

V. OLD BUSINESS

A. Declaration Amendment for Bare Walls Insurance

Madison Tomson and Gary Nicholds are in the process of reviewing the draft amendment and letter to the owners from the attorney. The goal is to send the letter and amendment to

all owners by the end of the year. The insurance policy runs through April. The amendment will require approval by at least 67% of the owners to pass.

Action Item: Madison Tomson will determine if there is a way for owners to submit their vote online.

B. Rules and Regulations

Madison Tomson and Kerry Hartnett are working on revisions to the Rules and Regulations. Madison will provide a draft for Board review once completed. There was a suggestion to add a requirement for holiday lights on decks to be turned off by 10:00 p.m.

VI. NEW BUSINESS

A. Annual Meeting

The Annual Meeting went well. There were no significant owner issues. There was positive feedback regarding the new garage doors.

B. Trees

The Metro District has flagged some trees but Spyglass was not on the list of responsible parties to remove them.

VII. SET NEXT MEETING DATE

The next Board Meeting was scheduled for Wednesday, March 6, 2024 at 4:00 p.m.

VIII. ADJOURNMENT

Motion: Madison Tomson moved to adjourn at 4:22 p.m. Bill Albert seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature