

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
March 6, 2024**

I. CALL MEETING TO ORDER & INTRODUCTIONS

The Spyglass Condominium Association Board of Directors Meeting was called to order at 4:07 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 Kevin Carr (#20) and Carrie Perk (#34) were guests at the meeting.

Representing Basic Property Management (BPM) were Gary Nicholds, Eric Nicholds and Madison Tomson. 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 November 29, 2023 Board Meeting as presented. Amy Corsinita seconded and the motion carried.

III. OWNER COMMENTS

There were no owner comments.

IV. ADMINISTRATIVE REPORT

A. Financial Report

Madison Tomson reported that as of February 29, 2024, Operating Cash was \$72,679 and Reserve Cash was \$513,135.

The Combined net loss as of February 29, 2024 was \$21,651, consisting of a \$34,556 net loss in Operating due to an overage in Snow Removal and a \$12,905 Reserve surplus. There should be some savings in March and April.

B. Check Register

Madison Tomson will be sending the Board a check register for approval at each Board Meeting.

Motion: Amy Corsinita moved to approve the Accounts Payable total of \$30,542 paid in February 2024. Bill Albert seconded and the motion carried.

V. OLD BUSINESS

A. Declaration Amendment

The amendment passed and has been recorded with the County. A new bare walls insurance policy has been bound with an effective date of April 1, 2024. The premium was \$62,000 against a budget of \$66,000. The deductible was increased from \$10,000 to

\$25,000. Kinser Insurance prepared a letter that will be sent to all owners regarding the needed changes to their individual policies.

Action Item: Madison Tomson will send the letter from Kinser to all Board members for review.

B. Rules and Regulations

Madison Tomson reviewed the most significant changes:

1. Added language regarding owner responsibility for repair and maintenance of the unit decks.
2. Clarified which units can have two cars parked in tandem outside the garage.
3. Added smoking is not permitted in common areas, including on decks or front porches.
4. Added that seasonal or decorative lighting shall be turned off by 10:00 p.m. daily.
5. Language will be added to restrict the use of drones for unit sales only and to allow for restrictions on Ring cameras if there are privacy concerns.
6. Updated the violations and fines.

Motion: Bill Albert moved to approve the Rules and Regulations as amended. Amy Corsinita seconded and the motion carried.

VI. NEW BUSINESS

A. Roof Snow Removal

There were four units that reported leaks. One was in the garage and the others were inside the unit. Eric Nicholds believes at least one of the leaks was due to ice dams. The garage leak had a different pipe configuration and it was the only garage affected. There is heat tape but the water may have backed up.

B. Responsibility for Leaks

Madison Tomson said the Declarations indicate repair and maintenance of roof exteriors is an Association responsibility and interior repairs are an owner responsibility. Jason Randall proposed dealing with the leaks on a case by case basis. The interior repairs should not be made until the roof repairs are completed in the spring.

C. Minimum Rental Term

The minimum rental term is listed as 30 days in the Declarations. This cannot be modified without an amendment to the Declarations. There was a suggestion to poll the owners to determine the level of interest in changing the minimum rental term. The Board discussed increasing the minimum rental term to six or twelve months.

Action Item: Madison Tomson will work with Kerry Hartnett to create an owner poll.

D. Board AP Approval Limits

Madison Tomson suggested establishing a threshold for approval of invoices by BPM. Routine invoices such as utilities would be excluded. The Board agreed to set the limit at \$1,000.

E. Ascent Tree Service

Ascent Tree Service submitted a bid of \$890 for weed spraying. The price has not increased in four or five years. The Board approved the bid.

F. *Umbrella Policy*

Madison Tomson said the property does not currently have an umbrella policy. The options would be a \$5 million policy for \$1,523, \$10 million for \$2,824 or \$15 million for \$3,406. Most properties carry a \$15 million policy.

Motion: Jason Randall moved to approve a \$10 million umbrella policy. Bill Albert seconded and the motion carried.

VII. SET NEXT MEETING DATE

The next Board Meeting was scheduled for Wednesday, June 12, 2024 at 4:00 p.m.

VIII. ADJOURNMENT

Motion: Madison Tomson moved to adjourn at 4:56 p.m. Jason Randall seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
June 19, 2024**

I. CALL MEETING TO ORDER & INTRODUCTIONS

The Spyglass Condominium Association Board of Directors Meeting was called to order at 4:01 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) and Jake Denault (#16) were guests at the meeting.

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

II. APPROVAL OF LAST BOARD MINUTES

Motion: Madison Tomson moved to approve the minutes of the March 6, 2024 Board Meeting as presented. Bill Albert seconded and the motion carried.

III. OWNER COMMENTS

Pawan Vora had questions about the motivation behind the proposal sent out about changing the rent. Amy Corsinita stated the Board is looking to implement a requirement for leases to be a minimum of six months. There was one Airbnb property that was very problematic. Pawan Vora said he is trying to sell under a 1031 Exchange but needs 28 days of rentals over the next two years in order to qualify as an investment property. Amy Corsinita stated the Board could investigate making an exception for this specific reason.

Action Item: Madison Tomson will consult with the attorney regarding this matter.

IV. ADMINISTRATIVE REPORT

A. Financial Report

Madison Tomson reported that as of May 31, 2024, Operating Cash was \$35,090 and Reserve Cash was about \$541,738.

The combined net loss as of May 31, 2024 was \$37,080 due to an overage in snow removal and a \$41,508 Reserve surplus for a combined year-to-date surplus of \$4,427. There is about \$9,000 left in the snow budget for the rest of the year. The budget for this will have to be increased next year.

B. Check Register

Madison Tomson will be sending the Board a check register for approval at each Board Meeting. Madison Tomson has sent out three so far for March, April and May. The total for all three was \$91,714.

Motion: Bill Albert moved to approve the Accounts Payable check register total of \$91,714 paid in March, April and May 2024. Amy Corsinita seconded and the motion carried.

V. OLD BUSINESS

A. *Declaration Amendment (Minimum Rental Term)*

Madison Tomson stated all votes need to come in by mid-July. There are currently 28 consents, with 17 still needed to pass. There have been many questions about this, with a few owners opposing the amendment.

Action Item: Madison Tomson will send out a reminder July 1st to homeowners.

B. *Leaks – Who’s Responsible*

There are four units that have reported leaks over the past winter, one in the garage and the others in the interiors. Madison Tomson stated that per the Declaration, the HOA is responsible for the roof and the exterior of buildings and garages, however the interior is the homeowners’ responsibility regardless of what caused the damage. This includes interior, drywall, or floor damage. The Board agreed that the Declaration is very black and white, and the attorney agreed that interior repairs are the homeowner’s responsibility. The Board has been taking care of any ice dams or leaks as they come up to try and prevent any issues. The Board cannot be held liable for any damage to interior items. Any roof issues are the Board’s responsibility. All homeowners should have an H06 policy.

Action Item: Madison Tomson will have roofers look at these units to see if anything needs to be repaired on the exterior.

C. *Unit 97 Roof Report*

Madison Tomson stated a roofer has been out to look at where the tree fell, and determined there was only cosmetic damage and there was no structural damage to the roof. All the debris has been removed.

VI. NEW BUSINESS

A. *Workday Schedule*

The work day was scheduled for August 3, 2024 from 9:00 a.m. to 1:00 p.m. A big-ticket item is the walkways, and Bill Albert suggested this be done during the workday. The stringers at the parking lot level are all rotten. Some primer and paint should be applied around the garage doors as well.

Action Item: Amy Corsinita will update the flyer and distribute it.

Action Item: Madison Tomson will work on getting a bid for repairing or replacing the walkways in the future.

B. *Sliding Repairs*

Madison Tomson is currently looking for a contractor for this as well as roof repairs. The Board agreed on this course of action.

C. *Garage Door Damage - #51, #28 & #20*

Three garage doors currently have damage, and the Declarations are very clear that the HOA is responsible for the exterior of garages. All three need the two lower panels

replaces, and a quote has been received from Chris at Align Garage Door. It is about \$930 per garage door. The Board briefly discussed installing cameras on the light poles.
Action Item: Madison Tomson will ask Chris to repair the garage doors.

D. Electrical

Amy Corsinita stated the electrical that runs under the stairs to her unit has slipped and needs to be reattached.

Action Item: Madison Tomson marked this down on the map to be addressed.

E. Trees

Buffalo has marked certain trees, and this will be addressed by Alpine Tree Services if these trees need to be removed.

VII. SET NEXT MEETING DATE

The next Board Meeting was scheduled for Wednesday, September 11, 2024 at 4:00 p.m. Madison Tomson will have the budget for this meeting. The Annual Meeting was scheduled for Saturday, October 5, 2024 at 9:00 a.m.

VIII. ADJOURNMENT

Motion: Madison Tomson moved to adjourn at 4:40 p.m. Jason Randall seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
September 11, 2024**

I. CALL MEETING TO ORDER & INTRODUCTIONS

The Spyglass Condominium Association Board of Directors Meeting was called to order at 4:02 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 Consuelo Redhorse (#16) and Clint Mills (#60) were guests at the meeting.

Representing Basic Property Management (BPM) were Eric Nicholds, Jason Blarjeske and Madison Tomson. 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 June 19, 2024 Board Meeting as presented. Jason Randall seconded and the motion carried.

III. OWNER COMMENTS

Consuelo Redhorse read a statement expressing her support for the short-term rental restrictions. She requested that the Board deny the request for an exemption. She mentioned the issue of the dumpster frequently being overflowing, which causes a problem with wildlife. She suggested additional signage at the dumpster and sending a reminder to owners regarding proper use of the dumpster. Jason Randall said the Board tried to change the short-term rental restriction to six months but it did not receive the required number of votes in favor to pass. The unit that caused problems has been sold. He will discuss the trash situation at the Annual Meeting.

Action Item: Amy Corsinita and Madison Tomson will work on language for signage.

Clint Mills said his rental tenants have a van parked in the lot temporarily. The Board will be discussing the Rules & Regulations later during the meeting.

IV. ADMINISTRATIVE REPORT

A. Financial Report

Madison Tomson reported that as of August 31, 2024, Operating Cash was \$68,506 and Reserve Cash was \$543,799 for total of \$612,306. There was a net deficit of \$17,934 in Operating and net income of \$43,569 in Reserves for overall net income of \$25,635.

B. Check Register

Motion: Jason Randall moved to approve the check register total of \$5,884 Operating and \$14,046 Reserves paid in August 2024. Bill Albert seconded and the motion carried.

V. OLD BUSINESS

- A. *Declaration Amendment Update RE: Restrictions on Use and Rental*
Madison Tomson said the amendment did not pass. The approval was short by six votes. The Board discussed putting the amendment back out for a vote in the spring, although it was noted that the problem unit sold so the situation has been resolved.
- B. *Roof Repairs Update*
Madison Tomson said Hogan did roof repairs at the leak locations. They believe they identified the cause of the leaks. They removed affected sections of the roof, found the leaks and replaced the water shield and shingles. They found some improper original construction underneath. They painted some of the B vents that were rusting.
- C. *Walkway Estimate*
BUP Construction provided an estimate of \$200,000+ for replacement of all walkways. The estimate is divided between the upper and lower walkways. They included pricing for redwood and painting or Trex. The Trex would be less expensive. There was a suggestion to look at a two year phased approach for walkway replacement.
- D. *Siding Repairs/Touch-Up Painting Update*
Eric Nicholds walked the property with Chris Fletcher. Eric gave him a \$10,000 budget to repair or replace siding as needed and touch up paint. Chris will start the project next week.
- E. *Tree Removal – Alpine Tree Services*
Alpine Tree Services will be removing one dead tree identified by the Metro District for \$200. They provided a bid of \$650 to remove three additional diseased trees. The Board agreed the three trees should be removed.
Action Item: Madison Tomson will direct Alpine Tree Services to remove the three additional trees.

VI. NEW BUSINESS

- A. *Rules & Regulations Update*
1. *Vehicles and Parking* – The following language was added: “Light commercial vehicles (such as a sprinter van) are permitted in the upper portion of Spyglass where it does not affect the driveway or fire lane. 22 feet is the maximum length of a vehicle that can be parked in the driveway when parked in front of a garage, inclusive of any accessories such as bike racks, hitches, etc. Should there be any questions, it is encouraged to send a request to the Board for approval. The Board has the right to refuse if it encroaches upon the main driveway/fire lane. This rule is in place to not affect the rest of the Spyglass Community.” The attorney confirmed the Board can amend the Rules & Regulations. The rule will be in effect starting November 1st.
Motion: Bill Albert moved to approve the additional language. Amy Corsinita seconded and the motion carried.

B. Budget Approval

Madison Tomson recommended increasing dues to \$345, which would result in a \$16,757 operating deficit. The operating deficit can be offset by some of the Operating surplus from previous years. Insurance is projected to increase 35%. In Reserves, Siding/Resurfacing and Roof Replacement/Repair were increased to \$10,000 each and \$1,953 was included for garage door panel replacements.

Motion: Jason Randall moved to approve the 2025 Budget as discussed. Bill Albert seconded and the motion carried.

C. Snow Removal Contracts

EJ increased the flat rate for plowing by \$100/month to \$2,500/month. The budget includes one plow outside of the contract period and one haul off. Three bids for shoveling were received for \$45 - \$55/hour. Madison Tomson recommended using the same crew for shoveling and plowing. EJ has a local crew but would be the most expensive at \$55/hour. The roof snow removal bids were \$75/hour for Hogan, \$55/hour for E&A or \$95/hour for EJ.

Motion: Madison Tomson moved to approve the EJ contracts for hand shoveling and plowing and the Hogan Roofing contract for roof snow removal. Amy Corsinita seconded and the motion carried.

VII. SET NEXT MEETING DATE

The Annual Meeting will be held on Wednesday, October 5, 2024 at 9:00 a.m.

VIII. ADJOURNMENT

Motion: Madison Tomson moved to adjourn at 5:22 p.m. Bill Albert seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature