

**SPYGLASS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 20, 2016**

I. CALL MEETING TO ORDER

The Spyglass Condominium Association Board of Directors Meeting was called to order at 5:34 p.m.

Board Members Participating Were:

Donato Lipari, #8	Paul Krahulec, #44
Molly Tompkins, #12	Jason Randall, #115
Laura Lierz, #14	

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

II. APPROVAL OF PREVIOUS MEETING MINUTES

Molly Tompkins made a motion to approve the September 9, 2015 and October 3, 2015 Board Meeting minutes as presented. Donato Lipari seconded and the motion carried.

III. FINANCIAL REPORT

A. Profit & Loss Statement

Margarita Sherman reviewed the year-end Profit & Loss as of December 31, 2015:

1. Net Ordinary Income – \$30,511 due to savings in the Management Fee and Parking Lot and Roof Snow Removal.
2. Total Reserve Revenue – \$21,674 favorable to budget due to \$22,814 of additional revenue from unit sales.
3. Total Reserve Expenses - \$1,320 unfavorable to budget due to asphalt work.

B. Balance Sheet

Margarita Sherman reviewed the year-end Balance Sheet as of December 31, 2015:

1. Checking - \$227,124. Margarita Sherman said the balance was sufficient to transfer \$50,000 to Reserves if desired.
2. Reserves - \$35,038. Margarita noted that a CD was cashed out and will be reinvested in a different bank next week.

Donato Lipari made a motion to move \$50,000 from Operating to Reserves. Paul Krahulec seconded and the motion carried.

C. Delinquencies

1. Unit 83 – the account has been sent to the attorney for collections. The owners are on a payment plan and have paid \$2,488 in the past two months.

Gary Nicholds said there was about \$18,000 still owed from the Special Assessment. The statements have been resent to the owners who have not yet paid. Delinquency notices will be sent on February 1st to any owners who have not paid and late fees will start to be charged monthly.

D. Major Maintenance Plan

Donato Lipari asked if the Major Maintenance Plan had been completed. Margarita Sherman will send the updated Major Maintenance Plan to the Board by the end of the month.

E. Parking Violation Fines

Donato Lipari pointed out that there were three parking violation fines issued in October and two of them have not yet been paid. Margarita Sherman was directed to charge finance charges to both owners effective February 1st in accordance with the Collection Policy.

There were two more parking violation fines issued in January. Margarita Sherman was directed to charge the finance charge starting with the March statement if the fines are not paid by the end of February, in accordance with the Collection Policy.

Paul Krahulec made a motion to accept the financial report as presented. Molly Tompkins seconded and the motion carried.

IV. PROPERTY MANAGER REPORT

Gary Nicholds provided a written report of projects. He reviewed the following:

1. Unit 83 – The owners notified management of two leak issues. The first was due to some nails on the roof that backed out. The nails were reattached and sealed and this appears to have solved the problem. There was a second leak into the closet in the master bedroom. Some loose flashing around a vent pipe was reattached and resealed. There is some minor drywall repair remaining to be done.
2. Snow Removal – There have been minimal problems with shoveling and plowing. RKR did a scrape down of the parking lot about one week ago. There were complaints about snow left in front of a garage and snow being dumped in a window well. Paul Krahulec said the loader caused some damage to a garage and there was an area of the roof that needed attention by Unit 54. Gary Nicholds will follow up. E&A has been out twice to clear snow from the roof There is some

- corner molding by Unit 117 that was knocked off by the roof snow removal contractor and needs to be replaced.
3. Parking – Warnings and fines are being issued as appropriate. There are short-term renters in Unit 30 who are parking improperly and blocking the adjacent owner’s garage.
 4. Light Poles – A number of light pole bulbs have been replaced. Gary noted that some of the globes are difficult to remove or are broken and some of the posts are not very stable.
 5. Unit 10 – There was a leak this past week, which the contractor indicated was caused by a failed section of heat tape. Donato Lipari did not think there was heat tape in that location. All heat tape was inspected in the fall and it was functioning at that time. Paul Krahulec said he had a similar leak due to back up of water from an ice dam. Donato requested that replacement of all heat tape with 220-volt heat tape be added to the Major Maintenance Plan. Gary Nicholds will try to find a contractor to inspect the attic to identify the source of the leak.
 6. Unit 73 – A smoke alarm was sounding and management did not have a key so the Fire Department could not access the unit. There was no evidence of smoke so the Fire Department did not want to break down the door. A locksmith was called, the lock was changed and the owner was charged. It was determined that the alarm was caused by a failed smoke detector.

There was general discussion about how to manage parking. Laura Lierz suggested compiling a list of all owner license plates and issuing a guest parking permit to each owner that their guests would be required display.

Gary Nicholds will work on creating a list of all units that are rented and request the tenant license plates and a copy of the lease.

V. NEW BUSINESS

A. Unit 30 Rental

The owner of Unit 30 previously requested permission to rent her unit short-term and the Board denied the request since short-term rental is prohibited per Section 14.7 of the Declarations. It is believed the unit was rented short term several times over the Christmas holiday. Gary Nicholds will send the owner written notice of the violation. The owner will be notified of the potential for an escalating fine for future violations.

B. Unit 50 Pet Issue

Gary Nicholds will contact the owner of Unit 50 and inform him that the dog cannot be left on the deck unattended during the day. If the dog is left on the deck again, Summit County Animal Control will be called.

C. Wildercrest Property Management

Gary Nicholds was asked to contact Wildercrest about a light post at Treehouse that was hit and is now directing light into Paul Krahulec's backyard.

VI. SET NEXT MEETING DATE

The next regular Board Meeting will be held on April 20, 2016 at 5:30 p.m.

VII. ADJOURNMENT

Molly Tompkins made a motion to adjourn at 7:08 p.m. Donato Lipari seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 20, 2016**

I. CALL MEETING TO ORDER

The Spyglass Condominium Association Board of Directors Meeting was called to order at 5:35 p.m.

Board Members Present Were:

Donato Lipari, #8

Molly Tompkins, #12

Jason Randall, #115

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

II. APPROVAL OF PREVIOUS MEETING MINUTES

Donato Lipari requested consolidation of the Work in Progress list so all issues for each unit are grouped together and accuracy for the Parking Log.

Donato Lipari made a motion to approve the January 20, 2016 Board Meeting as presented. Molly Tompkins seconded and the motion carried.

III. FINANCIAL REPORT

A. Balance Sheet & Operating Profit & Loss Statement

The financial reports were not provided but were not reviewed in detail.

B. Delinquencies.

The Board reviewed the delinquency list.

1. The last owner on the list is two months behind in dues and has not paid the Special Assessment.
2. There are two other owners who have not paid the Special Assessment.
3. The fifth owner on the Special Assessment delinquency list has filed for Chapter 7 bankruptcy. The attorney provided a summary of the next steps to be taken depending on if the bankruptcy is dismissed or if it proceeds. The unit is for sale and the owners hope to sell before August. The Association will be able to collect on the super lien.

Gary Nicholds will check the email addresses for these owners and follow up with a phone call next week and send a letter by regular mail. He will send another letter by certified mail if it is not possible to reach the owners by any other means.

Donato Lipari made a motion to accept the Financial Report. Jason Randall seconded and the motion carried.

IV. PROPERTY MANAGER REPORT

Gary Nicholds provided a written report of projects. He reviewed the following:

1. The owner of Unit 77 reported a roof leak in the garage. The ceiling is not wet and it appears the stain is from an old leak. It will be repaired in the spring. Donato Lipari recommended Brad Smith of Smith Roofing as an alternative to Turner Morris.
2. A leak in Unit 117 reoccurred. The owner believes it is due to lack of bichathane and flashing on the wall. Some siding will be removed to determine if there is work that needs to be done to prevent reoccurrence. The owner was told the work will be done in May after the snow melts.
3. A contractor was supposed to run heat tape between the roofs of Units 115 and 117 but did not finish the job. Gary Nicholds will contact an electrician and ask him to talk to Donato Lipari about what needs to be done.

V. OLD BUSINESS

A. Parking Patrols

Gary Nicholds and Larry Oakley, the Property Manager for Prospector Village, are doing regular patrols and putting notices on cars without parking passes.

B. Unit 83 Leak

There were two leaks in Unit 83. The owner has repaired one of them. The second damaged the living room ceiling and was caused by faulty flashing around a vent pipe. The flashing has been repaired and the sheetrock will be repaired next month.

C. Unit 10

The repairs have been completed and there have not been any new reports of moisture or leaks.

D. Parking Log

Gary Nicholds explained the system for logging vehicles. He was asked to provide the log for Board review at each meeting. Donato Lipari requested consistency and compliance with fining and towing based on the existing Association Parking Policy.

E. Unit 40

The garage roof drain pipe was frozen and it was determined that it was not a GFI problem. The heat tape may not be operating properly and may need to be replaced.

- F. Owner Directory*
Fourteen owners granted permission to share their contact information and 14 declined. An updated directory will be created by the end of the month based on the responses, sent to all owners and posted on the website.
- G. Website Hyperlink*
Gary Nicholds will have Richard Garcia add the missing colon to the website URL.
- H. Unit 90 Garage Slab*
Filler will be added between the asphalt and concrete to prevent water penetration under the garage floor. Gary Nicholds will add this item to the Work in Progress List.
- I. Tenant in Unit 6*
Based on the noxious odor seeping into his unit, Donato Lipari believes the tenant in Unit 6 is growing marijuana. He emailed a cease and desist request to the unit owner on March 29th and to the tenant on April 14th. He will forward the emails to management for the owner file.
- J. Lodgepole Circle Snow Storage and Water Leak*
Gary Nicholds received a complaint about the location of snow storage. A resident on Lodgepole Circle claimed a tree was broken and the melting snow caused a leak in their house. Gary checked the snow storage area and does not believe the snow storage was the cause of the leak. Donato Lipari noted that part of the snow storage area is on an easement.
- K. Heat Tape Reimbursement*
Paul Krahulec is the only owner who has requested reimbursement for his heat tape electric expense. Gary Nicholds will forward the formula Paul used to calculate the reimbursement to Jason Randall.
- L. Broken Window*
An icicle broke off the eave and cracked an outside pane of glass in the Miller's window. They have requested reimbursement for replacement of the broken glass. The Board agreed this was not an Association responsibility.
- M. Insurance*
Gary Nicholds said the Association could save \$1,125/year by switching from Farmer's to CAI insurance. The CAI policy would include unlimited replacement cost in the event of a fire. He will send the information to the Board for review.

VI. NEW BUSINESS

A. Work Day & Garage Sale

The Work Day and Garage Sale dates will be established once it is determined when the County slash pick up will be done.

B. Spring Property Tour

The spring property tour was scheduled for Wednesday, May 25, 2016 at 5:00 p.m.

VII. SET NEXT MEETING DATE

The next Board Meeting will be held on Wednesday, July 20, 2016.

VIII. ADJOURNMENT

Molly Tompkins made a motion to adjourn at 7:17 p.m. Jason Randall seconded and the motion carried.

Approved By: _____
Board Member Signature

Date: _____

**SPYGLASS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 11, 2016**

I. CALL MEETING TO ORDER

The Spyglass Condominium Association Board of Directors Meeting was called to order at 5:35 p.m.

Board Members Present Were:

Molly Tompkins, #12
Jason Randall, #115

Laura Lierz, #14

Representing Basic Property Management were Gary Nicholds and Margarita Sherman. Erika Krainz of Summit Management Resources was recording secretary

II. APPROVAL OF PREVIOUS MEETING MINUTES

Laura Lierz said the reference to parking passes in Section V should be deleted since parking passes are not issued.

Molly Tompkins made a motion to approve the April 20, 2016 Board Meeting as amended. Jason Randall seconded and the motion carried.

III. FINANCIAL REPORT

A. Balance Sheet & Operating Profit & Loss Statement

Margarita Sherman reviewed the financial report through June 30, 2016

1. Operating Cash - \$80,300
2. Reserve Cash - \$224,700
3. Total Operating Revenue – \$1,008 favorable to budget due to late fees and penalties.
3. Total Expenses - \$13,189 favorable to budget due to savings in Snow Removal and Insurance savings.
4. Net Operating Income - \$11,967, which was \$14,196 favorable to budget.
5. Total Reserve Revenue - \$1,883 unfavorable to budget due to timing of Resale Revenue Contribution.
6. Net Reserve Income - \$38,190.

B. Delinquencies.

Margarita Sherman reviewed the delinquency list.

1. The last owners on the list have filed for bankruptcy. There is a lien on the property and the owners have a personal obligation for that amount. Margarita will ask the attorney to provide the amount of the lien. The Association might end up writing off some of the late fees. Margarita was asked to create a timeline of all events. Once the letter is sent to the

owners by the attorney notifying them of the personal obligation, the owners will have 30 days to respond. If there is no response, the attorney will proceed with foreclosure. Gary Nicholds was directed not to provide any services to the owners of this unit.

2. The second to last owner on the list is on a payment plan and has paid two installments. He hopes to be paid in full by the end of August. Gary Nicholds will ask the owner to sign the email that lays out the payment plan and forward a copy to the Board.

Jason Randall made a motion to accept the Financial Report. Laura Lierz seconded and the motion carried.

Margarita Sherman will prepare a preliminary budget for Board review by the end of July. Questions should be sent to Margarita by August 10, 2016, as she will be going out of town on August 14, 2016.

IV. MANAGEMENT REPORT

Gary Nicholds reviewed the following:

1. Unit 90 Garage/Driveway - The owner of Unit 90 notified Gary Nicholds of settling between the cement garage floor and the driveway asphalt. A crack formed and the owner is concerned about the concrete floor substrata washing out. Gary will contact A-Peak Asphalt about filling the gap and creating a ramp. This same type of work is being done at another property at a cost of \$450/garage. Gary will find out when A-Peak plans to be on property so the Board can inspect the unit first. Molly Tompkins requested a written bid.
2. Flat Roof Painting (10/16/64) – This project was completed last Thursday. The paint color was approved by Shelly at Buffalo Mountain Metro District.
3. Landscaping – A few Aspen trees were knocked down over the winter. Six new trees have been planted to replace them. The total cost was about \$200. Gary approached the snow removal contractor about paying for it but he refused because the trees were not marked or staked. Gary will meet with Josh and the plow contractor to walk the property before winter starts.
4. Heat Tape Unit 117 – The contractor has been very busy but will get this project completed before the winter. Gary spoke to Brad Smith of Smith Roofing last week. He plans to have someone on site by the end of the month. They will remove some siding and shingles to locate the source of the leak. The ice and water shield may need to be extended up the side of the building.

V. OLD BUSINESS

A. Clean Up Day

Molly Tomkins volunteered to coordinate an Owner Work Day before the next slash pickup August 29 – September 2. The Board agreed to hold it on Saturday, August 27, 2016 starting at 9:00 a.m. Owners who do not participate will not be charged. Molly Tomkins will draft a notification flyer and forward it to Gary Nicholds for distribution to the owners.

B. Property Tour List

The list of items identified during the May property tour was reviewed. The only item that has not yet been completed is contacting A-Peak about patching the asphalt by Unit 20.

VI. NEW BUSINESS

There was no New Business.

VII. SET NEXT MEETING DATE

The next Board Meeting will be held on Wednesday, August 31, 2016. The Annual Meeting will be October 8, 2016.

VIII. ADJOURNMENT

Molly Tomkins made a motion to adjourn at 6:49 p.m. Jason Randall seconded and the motion carried.

Approved By: _____

Board Member Signature

Date: _____

**SPYGLASS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 31, 2016**

I. CALL MEETING TO ORDER

The Spyglass Condominium Association Board of Directors Meeting was called to order at 5:36 p.m.

Board Members Present Were:

Donato Lipari, #8

Molly Tompkins, #12

Laura Lierz, #14

Jason Randall, #115

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

II. APPROVAL OF PREVIOUS MEETING MINUTES

Molly Tompkins made a motion to approve the July 11, 2016 Board Meeting as presented. Jason Randall seconded and the motion carried.

III. FINANCIAL REPORT

A. Delinquencies

Gary Nicholds reviewed the delinquency list.

1. Owner #20 – The owner paid all dues through the end of August and the roof assessment and is now caught up.
2. Owner #25 – The attorney indicated that the unit is under contract. Donato Lipari said it was his expectation that the Association would be paid the amount of the super lien, all past fines, attorney fees and dues since the approval of the bankruptcy at closing. Gary Nicholds will confirm this with the attorney. Jason Randall said the window should be fixed within one month of closing and this should be communicated to the new owners. Laura Lierz commented that the attorney did not seem to be communicating well. Gary will ask the attorney if the bank or the Association will take ownership of the unit if the deal falls through and will try to determine how much equity the owners have in the unit. The unit was listed for around \$327,000. If there are two mortgages on the unit, the Association is probably third in line. Gary will ask the attorney how much as been paid in legal fees to date and what the total potential liability is.

B. Operating Profit & Loss Statement

Gary Nicholds reviewed the financial report through July 31, 2016

1. Total Operating Revenue – \$1,145 favorable to budget.
2. Total Expenses - \$12,875 favorable to budget.
3. Net Income - \$36,026 favorable to budget.

Outstanding expenses include \$4,000 for the roof work and \$1,500 – 2,000 for asphalt work.

Molly Tompkins made a motion to accept the Financial Report. Donato Lipari seconded and the motion carried.

C. 2017 Budget

The budget as drafted included no increase to dues. Snow shoveling is going up from \$27.50/hour to \$30/hour and this 9% increase will be included in the new budget. Gary Nicholds will be meeting with RKR next week. They do not anticipate any rate increase. Donato Lipari requested that the 2015 comparison column be revised to include the budget and actual costs for the entire year.

The Board agreed to increase the dues by \$7/unit/month (2.6%) to \$275 in order to build the Reserve balance. This will provide \$5,500 of additional revenue. Gary Nicholds will ask Margarita Sherman to include this increase in the next draft of the budget. Gary agreed not to increase the management fee.

The Reserve schedule includes \$160,000 in 2017 for an asphalt overlay but it might not be necessary to incur this expense. The Board agreed to move this expense forward to 2018 since the asphalt was crack sealed and overlaid last year. Other expenses on the schedule for 2017 include \$7,500 for Other Major Building Maintenance, \$6,000 for Garage Doors and \$13,630 for Garage Concrete. Gary Nicholds will try to locate details for the concrete expense.

Gary Nicholds will provided an updated draft that includes the \$7/unit/month and snow shoveling increases by Tuesday afternoon or Wednesday morning and the Board will meet on Thursday to approve it.

IV. MANAGEMENT REPORT

Gary Nicholds reviewed the following:

1. Snow Removal – Gary Nicholds will be meeting with RKR next week to discuss plowing for the upcoming winter.
2. Unit 83 Status – This agenda item was discussed earlier.
3. Berg/Huron Garage Status Unit 90 – Gary Nicholds walked the property with Bruce Yankee of A-Peak Asphalt. He did not think adding a wedge was necessary. The owner was concerned about water penetrating under the slab. Gary will schedule a time with the owner to access the garage and check the integrity of the slab inside the garage with a hammer.
4. Parking Log/Violations – Gary Nicholds provided a written report. The main issue has been determining the ownership of the cars he is ticketing.
5. A-Peak Asphalt Driveway – The Board authorized Gary Nicholds to have A-Peak make repairs to the areas that have been marked at a cost of \$1,500 – 2,000. Gary will confirm that there will be patching by the ends of the boardwalk as needed.
6. Roofing 117 – The roof repairs started today and should be completed by Friday, weather permitting. The ledger board will be repaired on 119. Jason Randall mentioned that his ledger board was also damaged.

7. Heat Tape – The heat tape will be addressed after the roofing is done. An email will be sent to all owners reminding them to turn on their heat tape November 1st.
8. Property Tour List – Most of the items identified during the May tour that were assigned to Gary Nicholds have been completed.
9. Tree Replacement North Entry – This item was not discussed.
10. Roof Assessment Status – Gary Nicholds will determine if there are any unpaid assessments.

V. OLD BUSINESS

A. Work Day Update

Molly Tompkins said painting of one boardwalk was missed. There is not any leftover paint. Molly said some owners indicated that they did not receive the email notification. Owners will be asked to provide updated contact information and email addresses at the Annual Meeting.

B. Property Walk Around

Gary Nicholds and Eric Nicholds will do a property tour before winter. Molly Tompkins volunteered to join them.

C. Fall/Snow Preparation

Gary Nicholds will meet with RKR to discuss snow storage areas. The flat roofs will be checked to ensure the drains are not clogged. The snow stakes will be installed.

VI. NEW BUSINESS

Jason Randall said four owners approached him about reinstating the \$100 surcharge for owners who do not participate on the Owner Work Day. This topic will be added to the Annual Meeting agenda.

Donato Lipari proposed scheduling a Board dinner with the management team.

VII. SET NEXT MEETING DATE

The Annual Meeting will be October 8, 2016 at 10:00 a.m. at the Dillon Community Church.

VIII. ADJOURNMENT

Jason Randall made a motion to adjourn at 7:15 p.m. Molly Tomkins seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature