

**SPYGLASS TOWNHOMES AT WILDERNEST  
BOARD OF DIRECTORS MEETING  
JANUARY 16, 2019**

**I. CALL MEETING TO ORDER**

The Spyglass Condominium Association Board of Directors Meeting was called to order by Molly Tompkins at 4:36 p.m. in the Basic Property Management Conference Room.

Board Members Present Were:

Molly Tompkins, #12

Jason Randall, #15

Amy Corsinita, #81

Owner Norm Crawford, #79 was a guest at the meeting.

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

**II. BOARD APPOINTMENT**

**Motion:** Molly Tompkins motioned to appoint Norm Crawford to the Board to replace Laura Lierz. Jason Randall seconded and the motion carried.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Molly Tompkins motioned to approve the July 11, 2018 and October 13, 2018 Board Meeting minutes as presented. Jason Randall seconded and the motion carried.

**III. FINANCIAL REPORT**

*A. Year-to-Date Balance Sheet as of December 31, 2018*

1. Operating Cash - \$230,828
2. Reserve Cash - \$452,913
3. Total Checking/Savings - \$683,741

The CD that expired this month was renewed at 1.6% maturing on 8/12/19.

*B. Year-to-Date Profit & Loss as of December 31, 2018*

Gary Nicholds reported that the Association ended the month with a year-to-date Operating surplus of \$18,643 and a Reserve surplus of \$118,283 for a combined surplus of \$136,925. All Snow Removal accounts were under budget. There was \$42,762 collected for the Resale Reserve Contribution.

**Motion:** Molly Tompkins motioned to accept the financial report. Amy Corsinita seconded and the motion carried.

#### **IV. PROPERTY MANAGEMENT REPORT**

A. *Asphalt Overlay*

A-Peak indicated that the existing bid amount should be increased 2% - 3%. Donato Lipari was on site with Columbine and will obtain a second bid. The contractors are recommending a concrete pan in the middle of the driveway to improve drainage. The Board agreed this should be done. Removing the timbers and sculpting the driveways is not included in the bid. Gary Nicholds recommended making a decision by the end of the month so the work can be scheduled.

**Action Item:** Gary Nicholds will ask the contractors to provide a recommendation regarding the walls and grading after Columbine submits their bid.

B. *Property Appraisal*

The appraisal was completed and the insured value was increased.

C. *Snow Removal & Icicles*

**Action Item:** Basic Property Management will draft a reminder to owners regarding icicle removal procedures.

D. *Dumpster Signage*

There was general discussion about unauthorized and improper use of the dumpster.

**Action Item:** Oscar will be asked to shovel behind the dumpster and in front of the dumpster enclosure.

**Motion:** Amy Corsinita motioned to post a “No Dumping –Violators Will Be Prosecuted” sign on the exterior of the dumpster shed. Molly Tompkins seconded and the motion carried.

E. *Culvert Update*

Gary Nicholds has asked RKR to place boulders around the culvert to protect it.

#### **V. OLD BUSINESS**

A. *Lights & Pedestals*

The existing light poles are very light, are easily blown over and some are rotting. They could be replaced with dark sky compliant fixtures on pedestals. The estimated cost is \$1,000/pedestal for materials and labor, assuming the wiring is in good condition. Owners should be asked to notify management if they have wiring issues going across the driveway since they should be addressed before the asphalt overlay. New lighting should be installed on the property sign.

**Action Item:** Molly Tompkins will talk to Shelly about light designs and will research options.

*B. Dumpster Enclosure*

The Board tabled discussion based on the other higher priority upcoming projects.

*C. Garage Door Weather Stripping*

The Board discussed who is responsible for the garage door weather stripping. There was general agreement that owners should be told it is their responsibility.

**VI. NEW BUSINESS**

*A. Work Day Schedule*

The Work Day was scheduled for June 22, 2019.

*B. Garage Sale*

The garage sale was tentatively scheduled for July 20, 2019.

**VII. SET NEXT MEETING DATE**

The next meetings were tentatively set for April 10, 2019 and July 10, 2019 at 4:30 p.m.

**VIII. ADJOURNMENT**

**Motion:** Amy Corsinita motioned to adjourn the meeting at 5:45 p.m.

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

**SPYGLASS TOWNHOMES AT WILDERNEST  
BOARD OF DIRECTORS MEETING  
APRIL 10, 2019**

**I. CALL MEETING TO ORDER**

The Spyglass Condominium Association Board of Directors Meeting was called to order by Molly Tompkins at 4:30 p.m. in the Basic Property Management Conference Room.

Board Members Present Were:

Molly Tompkins, #12

Jason Randall, #15

Amy Corsinita, #81

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:** Amy Corsinita motioned to approve the January 16, 2019 Board Meeting minutes as presented. Jason Randall seconded and the motion carried.

**III. FINANCIAL REPORT**

*A. Year-to-Date Balance Sheet as of March 31, 2019*

1. Operating Cash - \$95,313

2. Reserve Cash - \$571,195

*B. Year-to-Date Profit & Loss as of March 31, 2019*

Gary Nicholds reported that the Association ended the month with a year-to-date Operating deficit of \$47,185 and a Reserve surplus of \$23,599 for a combined deficit of \$23,586. The Operating deficit was primarily due to a \$27,890 combined overage in the snow removal accounts.

**Motion:** Jason Randall motioned to accept the financial report. Molly Tompkins seconded and the motion carried.

**IV. PROPERTY MANAGEMENT REPORT**

*A. Leaks & Repairs in 57, 77 and 115*

There was a leak into the garage of 57. The end of the drain was buried in snow. The split pipe needs to be replaced and new drywall installed. There was a leaking gasket around a pipe on 57. An ice dam formed over 115. The window sill warped due to the moisture. Gary Nicholds has been in contact with all affected owners and is working on lining up the contractor to make the repairs.

B. *Snow & Icicle Removal*  
The heavy snowfall this winter necessitated some roof snow and icicle removal.

C. *Dumpster Signage*  
**Action Item:** Eric Nicholds will install the new sign on the outside of the shed by the doggie bag station this week.

## V. NEW BUSINESS

A. *Validate Vote to Approve Columbine Hills Bid*  
**Motion:** Jason Randall motioned to validate the approval of the Columbine Hills bid for asphalt repairs. Molly Tompkins seconded and the motion carried.

## VI. OLD BUSINESS

A. *Asphalt Overlay Discussion*  
This agenda item was not discussed.

B. *Lights & Pedestals*  
Schmidt Electric provided a bid for both the lights and concrete pedestals but subsequently decided he did not want to take on the concrete. While this project is in progress, it would make sense to trench new lines for the one or two owners whose garage electric lines are not working. Molly Tompkins suggested having all the lines checked.

**Action Item:** Molly Tompkins will approach Donato Lipari about serving as the general contractor for this project and what he would charge.

**Action Item:** Management will obtain a bid for concrete sauna tubes.

**Action Item:** Management will schedule a meeting with Schmidt Electric.

C. *Work Day Schedule*  
The Work Day will be scheduled once the timeframe for the asphalt work has been established.

D. *Garage Sale*  
The tentative garage sale date of July 20, 2019 no longer works for Amy Corsinita. It will be rescheduled for another date.

E. *Painting*  
**Action Item:** Gary Nicholds will check the email from the painting contractor to determine which buildings were scheduled for this year to start the rotation and the amount of the bid.

F. *Cap*  
Eric Nicholds found the cap for the hole in the middle of the driveway and replaced it.

*G. Property Sign Light*

Molly Tompkins commented that the sign light shines upwards, which is not dark sky compliant. This should be addressed when the electrician is on site. Eric Nicholds said the light could be replaced with a gooseneck.

**VII. SET NEXT MEETING DATE**

The next meeting was tentatively set for July 10, 2019 at 4:30 p.m.

**VIII. ADJOURNMENT**

**Motion:** Jason Randall motioned to adjourn the meeting at 5:39 p.m. Molly Tompkins seconded and the motion carried.

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

**SPYGLASS CONDOMINIUM ASSOCIATION  
ANNUAL MEETING  
OCTOBER 12, 2019**

**I. CALL MEETING TO ORDER & INTRODUCTIONS**

The Spyglass Condominium Association Annual Meeting was called to order by Molly Tompkins at 10:06 a.m. in Silverthorne Town Hall.

Board Members Present Were:

Molly Tompkins, President  
Amy Corsinita, Secretary

Jason Randall, Treasurer  
Norm Crawford

Homeowners Present Were:

Joshua Alsop  
David Easter  
Robert Jones  
Charles & Stuart Miller  
Steve Weidenbacher  
Will Ninnemann

Steven Myatt  
Madison Thomson  
Michael Protz  
Stephanie Parmé  
John Alfeld

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

**II. CERTIFICATION OF PROXIES**

With proxies received and owners represented in person, a quorum was confirmed.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

The minutes reflect that painting will be completed. An owner asked if it was done. Gary Nicholds explained that, due to inclement weather, the painting project was not completed this year but will be done this coming spring.

**Motion:** Joshua Alsop motioned to approve the October 13, 2018 Annual Meeting minutes as presented. The motion was seconded and carried.

**IV. FINANCIAL REPORT**

*A. Current Financial Status*

Gary Nicholds reviewed highlights of the Balance Sheet as of September 30, 2019.

1. Reserve Cash - \$313,630
2. Operating Cash - \$139,903
3. Total Cash – \$453,534

Most expenses for the asphalt project have been paid.

Gary Nicholds reviewed highlights of the Profit & Loss as of September 30, 2019.

1. Operating Deficit - \$30,248
2. Reserve Deficit - \$177,124
3. Total Deficit - \$207,372

Snow removal was over budget due to heavy snowfall and will be budgeted based on past actuals.

**Motion:** A motion was made to accept the financial report as presented. Joshua Alsop seconded and the motion carried.

*B. 2020 Budget Review and Ratification*

The 2020 Budget as drafted included no dues increase. There is an anticipate 4% - 5% increase to Insurance. Snow Plowing was budgeted on actual expenses from the last five years. After the fire, the Board reviewed the insurance coverage for the buildings and increased the coverage significantly. Based on current prices, to cost to rebuild is about \$300 per square foot.

**Motion:** A motion was made to approve the 2020 Budget as presented. Joshua Alsop seconded and the motion carried.

**V. PRESIDENT'S REPORT**

Molly Tompkins thanked the Board and Basic Property Management for their work on behalf of the Association. She thanked owners for their patience with the dumpster project. New exterior lighting was installed and is dark sky compliant. Exterior wiring was redone and all wiring is now in conduits. The paving level was brought up to the garage lips and the parking spot striping was completed, creating an extra parking spot. Molly Tompkins thanked Jason Randall for replacing five of the board walks boards. Some of the walks were cut back to protect the new lights. The new signs look nice.

An owner commented that the lights look terrific but the actual light pattern is very tight and surrounding areas are dark. He recommended increasing the intensity of the bulbs to improve safety. A comment was made that the bell shaped fixture limits the light flow and longer bulbs would increase the intensity. Gary Nicholds will consult with an electrician to identify a bulb that will cast more light and still be dark sky compliant. Discussion followed and addressed installing low voltage stairway lighting, the potential for the lights to be covered by snow and installing lights above the garage. Molly Tompkins thanked the owners for the input and said the Board will review the issue.

The painting project, budgeted for \$72,000, was not completed this year and is on next year's agenda. Owners should inform the Board of problem spots that should be touched up before the winter. There was a roof assessment, which indicated the roofs should last at least 20 years. The boardwalks are included in the Reserve and will be evaluated next year to determine how many need replacement. The driveway project was a major improvement and was completed without a Special Assessment. A tree study for fire mitigation will be completed per the recommendation from the Buffalo Mountain Fire District.

An owner said that last year's minutes reflect a discussion about responsibility for installing garage door weather stripping. Gary Nicholds clarified that it is an owner responsibility.

An owner said that there is no heat tape on the north side of his unit. Jason Randall explained that heat tape most likely will not help with the ice build-up because of the crevasse. Gary Nicholds will make sure that this area of the roof is shoveled to prevent ice dams. The Board will log roof issues during the winter so they can be addressed properly. Owners should turn on their heat tape now and leave it on until April.

## **VI. BASIC PROPERTY MANAGEMENT REPORT**

Gary Nicholds reviewed the following:

1. Wires that were cut will be fixed.
2. A load of gravel was added on the south side. Owners were asked to spread the gravel in areas where plants used to be. A wheelbarrow will be available at the dumpster area.
3. The sign was fixed with a gooseneck light.
4. Driveway transitions will be marked with 6" reflectors. The retaining wall that was damaged has to be fixed and a snow stake has to be installed by the wall.

Owner questions and comments were addressed as follows:

1. An owner asked if the dumpster was changed to a side entry. Gary Nicholds said it was not. He explained that a side door would reduce capacity by about 25%. The clips on the plastic lid were fixed and now stay on, which makes it easier to open. Gary Nicholds said leaving furniture and large items by the dumpster creates problems and results in additional expenses for the Association
2. Timberline was purchased and there was a problem with timely trash pick-ups. Basic Property Management will follow up with Timberline.
3. An owner asked about responsibility for repairing the electric line to his garage. Gary Nicholds explained that there was a break located between the garage and the power panel where a wire was nicked during construction. The wire will be fixed. The owner requested an explanation of owner responsibilities. Gary Nicholds will follow up.

## **VII. ELECTION OF DIRECTORS**

The term of Norm Crawford expired this year and he was willing to run again. The floor was opened for nomination. Madison Thomson self-nominated.

Discussion followed regarding the size of the Board. The Bylaws currently call for four Board members, with the ability to increase to five Board members. The Board can have two Members at Large. Officer positions are determined by the Board.

**Motion:** A motion was made to add a Member at Large position to the Board and to elect Norm Crawford and Madison Thomson. The motion was seconded and carried.

**VIII. OWNER OPEN FORUM**

*A. Motion Sensor Photo Cell Lights*

An owner recommended installing light with motion sensor photo cell on the stoops. Gary Nicholds will research where they can be purchased and will send a link to the membership.

*B. Recycling*

An owner asked about recycling. Jason Randall explained that recycling presents a challenge because containers get contaminated and all contents end up in the garbage. The Town of Dillon offers free recycling for cardboard, paper, plastic and glass. Clear and dark glass can also be recycled in Silverthorne outside of the Waste Management facility. Frisco offers recycling across from the County Commons and plastic bags can be recycled at City Market.

**IX. SET NEXT MEETING DATE**

The next Annual Meeting will be held on Saturday, October 10, 2020 at 10:00 a.m.

**X. ADJOURNMENT**

**Motion:** A motion was made to adjourn at 11:16 a.m. The motion was seconded and carried.

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

Board Member Signature

Date: \_\_\_\_\_

**SPYGLASS TOWNHOMES AT WILDERNEST  
BOARD OF DIRECTORS MEETING  
DECEMBER 2, 2019**

**I. CALL MEETING TO ORDER**

The Spyglass Condominium Association Board of Directors Meeting was called to order by Molly Tompkins at 4:20 p.m. in the Basic Property Management Conference Room.

Board Members Present Were:

Molly Tompkins, #12

Jason Randall, #15

Amy Corsinita, #81

Madison Tomson, #53

Norm Crawford, #79

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

**II. FINANCIAL REPORT**

*A. Year-to-Date Financials as of November 30, 2019*

**Motion:** Molly Tompkins moved to authorize rolling the excess funds into a CD per Patti Vande Zande's recommendation. Jason Randall seconded and the motion carried.

**III. NEW BUSINESS**

*A. Paving Project*

The paving and light pole project came in on budget. All contractors have been paid.

*B. Painting*

The painting project will be done next year. The cost for the first third of the project will be \$70,000.

*C. Walkways*

The walkways will be assessed in the spring since a lot of work was done this year. There is \$15,000 budgeted in Reserves in 2020 for walkway replacement.

*D. Lighting*

Eric Nicholds received the last four bulbs and they were installed on Wednesday before Thanksgiving. Norm Crawford recommended adding a 3" spacer to extend the bulb closer to the edge of the bell. One spacer will be purchased and installed as a test. The Board discussed the issue of lights on the porches that shine into windows of neighboring units. Possible solutions would be replacing the fixtures with fixtures that have sensors or spraying one side of the intrusive bulbs black.

**Action Item:** Eric Nicholds will research bulbs with internal motion sensors.

**IV. ADJOURNMENT**

**Motion:** Molly Tompkins moved to adjourn the meeting at 4:51 p.m. Jason Randall seconded and the motion carried.

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