

**WOODEN CANOE
BOARD OF DIRECTORS MEETING
SEPTEMBER 18, 2009**

MINUTES

1. **Call to Order.** The meeting was called to order at 1:10 p.m.

Prior to beginning the meeting, there was a presentation from Bobby Ryan (Bobby Cat Snow Removal) on snow plowing.

Bobby stated he's been in Summit County for 21 years with 14 years snow plowing experience. He lives in Frisco and only plows Frisco properties.

He presented bids for the 4 cul-de-sacs (Night Chant, Wooden Canoe, Kokopelli, and Pemmican. He had also prepared a bid for Hammerstone and Water Dance but that would be the Water Dance Townhomes responsibility.

Whenever there is snowfall of 3" or more, his people are out and plowing at 5:00 a.m. He can be flexible on the time of plowing at Wooden Canoe. If he gets the contract for plowing at the hospital he would do that at 8:00 a.m. and he could be at Wooden Canoe by 8:30 a.m. His first option was for a 6 month contract (October 15 through April 15) at a flat rate of \$1,400 no matter how many times plowing is done. Any plowing done outside of these dates would be at \$300 per plow. His second option was a straight per plow rate of \$300 per plow. He is willing to be flexible on the 6 month contract (i.e. change start date to November 1 or November 15).

The company does not use pick up trucks. He has 5 bobcats, 108" "V" blades along with snow buckets (100") and snow blowers. The bobcats allow for scraping down and keeping roads clearer than pick ups with plows. He does not have a loader but is capable of moving large piles of snow when needed. The Board talked about several issues they have experienced in the past such as narrowing of the roads as winter progresses, formation of ridges of ice when the snow was not scraped down, snow piles at ends of driveways, etc. Bobby did not see any problems with his people/equipment being able to handle all of this. He is willing to write into the contract that there will be no additional charge if he is called to come back and take care of something that was not done correctly in the first place.

Statements would be sent out monthly listing each plow date. Bobby also stated that he often goes back and plows when there are only a couple of inches of snow and usually doesn't charge. His goal is to make his clients happy with good service. He stated that anyone is welcome to call him if there are problems or if drifts have accumulated that he is unaware of. As he learns the property and how the wind blows, drifts will automatically be taken care of. He is conscientious and keeps on top of things; he gets very few complaint calls.

The Board asked about damage repair as a result of plowing. Bobby stated he would be responsible for any structural damage but not scrapes on the asphalt or the gravel at the edge of the streets. If necessary his crew would come back and rake some gravel if it was a real problem. He also noted that the HOA could withhold final payment until all damage issues have been addressed.

Bobby is willing to tailor a contract to fit the needs of Wooden Canoe as far as start/stop dates. There should be no need to haul snow out unless it's a record breaking winter and then everyone in Town would be in the same boat.

Bobby left the meeting at this time and the Board will let him know their decision.

A question was raised on who removes the snow from in front of the dumpster area, the Town or the plow contractor? It was noted that when the Town re-asphalted they did not do the dumpster area. It doesn't look like they consider this area their responsibility.

The Board returned to the official Agenda.

2. **Affirmation of Attendance and Quorum.**

A. Board Members in attendance were: Jim Hafemeister, Pat Wallace, Charles Williams, Jack Schiller, and Dodie Davies.

A quorum was established.

B. Representing Mountain Managers were Phil Wells, Susan Witkowski, and Judy Freese (via conference call).

3. **Minutes from the 5/22/09 Board Meeting.** A motion was made, seconded, and passed unanimously to approve the minutes as written.

4. **Repair and Maintenance Report.** Phil reviewed the report and read through each item. Pat noted that with the newly purchased fish for the ponds, the timing of drain and clean will be affected. This is timed to coincide with the normal life expectancy of the fish. Now there are new fish mixed in with the old. On tree spraying, Jim stated he had asked Green Trees to spray his trees when they sprayed the common area trees. He was never billed and it's unknown if his trees were actually sprayed or not. It was noted that the tree on Sanderman's property has been taken down. Apparently he was able to convince the Town that it was on their property and they removed the tree – no longer an issue.

5. **Financial Report.**

A. August financials were looked at along with the year-to-date figures.

On the income side, delinquencies were discussed. It was noted that the financials listed Vukonich as the owner of 520N – Mary Moser is the owner; Vukonich is the second owner. This may be important if a lien is placed on the unit. The title will be checked. Unit 578WD remains seriously delinquent with the last payment received in June of 2008. The unit has been liened. Phil talked about Small Claims Court and noted this usually gets results. The Board directed Mountain Managers to send a certified letter to the owner notifying him that he has 30 days to bring his account current or further legal action (over and above the lien) will be taken.

On the expense side, the HOA is in good shape overall. Pond expenses were under budget but Pat presented a bill which will bring this pretty much even. Utilities were slightly over budget, Repair and Maintenance, snow removal, trail maintenance, and grounds were all under budget. Snow removal was discussed. Phil noted that there is about \$6,000 budgeted for 2010-2011 snow plowing. The Board felt that the start and end dates of the plow contracts should be changed to reflect a later start date and possibly an earlier end date. All this will be considered when bids are obtained.

Overall, the budget shows the HOA \$7,068 under budget on expenses, year-to-date. With Pat's current bill, this will be reduced to about \$4,000.

The balance in the checking account was \$12,251.89 and the money market account balance was \$37,274.16.

- B. 2010 Operational Budget was reviewed – this is for the calendar year, January through December. When looking at snow removal, the budget always reflects the end of one year and the beginning of the next. Phil noted that the budget amount is based on actuals plus 10%. It was over budgeted last year based on a harder winter the previous year – difficult to predict.

Income is projected at \$71,832 and based on no increase in dues.

Expenses were reviewed line by line and Phil noted where there were changes from last year's budget. Utilities were budgeted with a 12% increase. There will be an increase but the amount is unknown. Insurance is based on the current premium plus 7%. Negotiations will begin shortly and an additional bid will be obtained for comparison purposes. It is hoped that the budgeted increase will not be needed but no hard numbers are in yet. A question was asked on whether or not insurance covers the dumpster enclosure for fire, etc. Phil noted that the policy for Wooden Canoe is different than most complexes since it is comprised of single family homes. He will check on coverage for the dumpster enclosure, pond equipment, etc. When he has some numbers they will be forwarded to the Board. Repair and Maintenance was under budget for 2009 but a little extra has been kept in for 2010. Pond water #1 is based on the previous budget; pond water #2 is based on previous year's actuals plus 3% (per new bills). Pat noted that drain valves have been open on pond #2 which accounts for the water loss. In fact, there was no water lost from the ponds; it was being pumped into the ground due to the open valves. No one explained how the valves worked and some should have been closed and were left open. Pond expenses have been continually going down thanks to all the work Pat has done. Snow plowing is based on last year's rates plus 10%; heavy equipment/trail maintenance is based on the previous year's budget. A question was asked on what is included in supplies (\$500 over budget last year). Phil will check on this and let the Board know.

A back flow preventer was replaced on the pond and no bill has been received (\$700+). Mike Jedd Plumbing did the work but he can't be located – no response to any messages that have been left. With no bills received, nothing has been paid – don't want to incur late fees/or interest. Mike Jedd is the guy who stated that only a licensed plumber can install the backflow preventer. It has been found that anyone can install but they must be tested each year by a licensed tester. Pat also noted that the back flow preventer should be removed each year. Pat will do that this year and store in his garage. Pat also stated that all chemicals have been ordered for next year – Mountain Managers will not have to do this. Pat expressed some concerns that Mountain Managers' staff did not seem to be keeping track very well and didn't know what was on hand, etc. Pat has been trying to deal with Ed instead of Phil but Phil wants to be kept in the loop especially if any problems arise. Pat was asked to e-mail Phil or call Susan/Phil with any concerns if Ed couldn't be reached. There have been some past issues with work not being properly done even with the scope of work provided by Pat. This is something that Phil needs to keep on top of.

- C. Reserve Study: Nothing was spent last year. There are a couple of items scheduled for 2010 – tree planting/mulch/rock at \$4,500; exterior staining of posts at \$1,250; perimeter fence stain at \$ 5,163. Looking ahead it was noted that the cost of dumpster key pads in 2011 seems high. They are only replaced when broken – it's not routinely done. It was noted that \$4,500 probably will not be needed for trees/mulch/rock. The islands/berm will be added to the scope of work. Trees should be on the MCR but routine items should be on the operational budget (grounds) and not on the MCR. Rock looks good for now.

Crack filling and seal coating were discussed. The cracks are already reappearing and Jim noted that chip seal may be a better, longer lasting product. Crack filling will need to be done prior to seal coat or chip seal. It was noted that A-1 Chip Seal out of Broomfield does a nice job. Phil will look into this and more discussion will take place at the next meeting.

The staining of the posts and fence was reviewed. A motion was made, seconded, and passed to keep the staining on the current schedule, obtain bids, and have it done in 2010.

Budget approval will be held off until the next meeting. Trash and snow removal will be negotiated and firm numbers put into the budget.

6. **Old Business**

- A. Trash removal costs and extra pick ups were discussed. Waste Management provided costs for trash pick up. The monthly rate for 2 pickups per week is \$389; an extra pick would be \$90; the monthly rate for 3 pickups per week would be \$583. The Board did not feel that 3 pick ups per week would be necessary except for peak times (Thanksgiving, Christmas, Easter, 4th of July, and President's Weekend). After discussion it was resolved to stay with 2 pick ups per week and add extra pickups as needed. An additional bid will be obtained from Timberline.

- B. The trees behind Dick Masica's home were talked about. Jim is working on this with Roy Goodwin (Water Dance). They have been told that they have enough fire mitigation and don't need more. Roy has spoken with the Mayor and the Town Fire Mitigation person (Dan Gibbs). He feels that while they may have a point, he doesn't think a real hazard exists. More letters will be written and the issue will continue to be worked on with more pressure exerted from different angles.
- C. Joanne Masica requested that the bicycle traffic at the complex entrance (at traffic light) be addressed. It was suggested that a sign be erected that is visible to drivers leaving the complex stating "Beware of Bicycles". Bicycle traffic comes in the wrong way and drivers need to be aware of the hazard. Bicyclists should also be aware that there is oncoming traffic. With plans to re-do the front entrance, several things could be done all at once including petitioning the Town to widen the side of the street to allow a path for bicycles. It was noted that C-Dot probably won't help but doesn't seem to care what Wooden Canoe does as long as they are aware of it. C-Dot has funding for bike paths and there are other avenues to explore. The best bet is to start with the Town and ask them to widen street to include a bike lane and also ask them to provide signage.

Pat noted that there is what may be a water valve located at the entrance island on the exit side just off the pavement. This has been covered with a bucket lid and has been back filled around the lid. When the island is re-done, this will be dug up to see what exactly is under the lid (spring project – June).

7. **New Business**

- A. Snow plowing was discussed again at length. No one wants the same plower as last year (drove a red pick up). It was noted that Al's Snowplowing (Columbine) had given the job to this guy in an attempt to save gas and keep drivers employed. If Al's Snowplowing is used again, the contract should state that no pick up trucks are to be used. Phil will get multiple bids.

Cost options were discussed. It was suggested that it might be better to try and get a per plow cost of October and November then go to a monthly rate with a per plow rate again for April. Bobby's price is higher than what was paid last year. The Board would like to see what other contractors are charging and also what guarantees and commitment are offered. Once Columbine's bid is obtained, see if Bobby will match the cost or if he would lower the price if he was offered other Frisco properties. Also, see if there are any discounts available if the same contractor does both Water Dance and Wooden Canoe (Columbine did the Water Dance drives and streets last year). Once bids are obtained they will be sent to the Board for consideration.

- B. Another Board meeting will be required before the budget can be approved. Trash and snow removal can be decided on either by conference call or e-mail and then another meeting will be held to approve the budget.

- C. Pat spoke about the ponds. He prepared a letter to owners telling them what had happened during the year. (This is not to be published yet and will be sent out with the annual meeting minutes.) He also had the pond maintenance budget. He asked about what was included in the Management Agreement with regards to landscaping of the islands and berms.
- D. The estimate received for the island was \$3,200 but it's hoped this can be reduced to below \$3,000. Water Dance has approved up to \$1,500 for their 41% share of the cost. It was felt that the original plan had way too many flowers. Cathy, Cindy, and Ann are the ones that initiated this plan. Charles Williams will work up a new plan before next June. The Board approved \$2,000 but hopes the final price will be lower. Based on what Water Dance will pay the maximum out of pocket expense for Wooden Canoe should be \$2,158.
- E. Lot 43 has been observed feeding the fox behind his home. Concerns were expressed regarding pets and the danger of drawing other wildlife. Regulations were obtained from Paul Wolf, Colorado Division of Wildlife. A letter will be sent to the owner of lot 43 quoting the rules regarding feeding or attracting wildlife.

It was also noted that bears are attracted to bird feeders and these should be brought in at night. This information along with the regulations for feeding wildlife will be included in the meeting packet for the HOA meeting.

- F. Rental units were talked about and it was noted that more and more homes are being rented. 520 Night Chant is advertised as sleeping 20 people. Over Labor Day weekend, 5 children were observed throwing rocks in the neighborhood and playing in the water feature. A letter will be sent to the owners stating what was observed and letting them know that any damage done by a renter to the water feature is the owner's responsibility. They will also be reminded of the danger of people walking on or playing around the pond in winter. With the aerator running, the ice is extremely thin. Ultimately, owners are responsible for the actions of their guests, tenants, renters, family, etc.


Questions were raised on whether or not the Association could forbid rentals of less than 30 days. The Declaration will be checked but it is doubtful that this can be done. It is possible that the number of available parking spaces could limit the number of people in the unit. After this is checked out, Pat will be advised of any restrictions in place.

- G. Pat spoke about the dumpster enclosure. It is constantly being destroyed by Waste Management. It is too small and the drainage is bad. A new and larger enclosure would allow storage for pond equipment, etc. Going with a new enclosure would cost a total of \$20,000 - \$25,000 and would include a new concrete apron. The new enclosure would be 25-30% larger, be much improved in appearance, and would eliminate the need for gutters, heat tape, and the constant repairs that continue to plague the Association. Pat has been talking to

contractors and will discuss plans at the annual meeting. It was also pointed out that there are currently two 4 yard dumpsters being used. With a larger enclosure they might be able go to 6-yard dumpsters which could save a little on extra pick ups. This is in the preliminary stages at this time and all options will be considered. Door location and whether or not to have 2 doors (1 man door) will also be looked at.

8. **The Next Board Meeting** (already scheduled) will be Friday, December 4, 2009, 3:00 p.m., at Mountain Managers. The annual meeting will be on 1/2/10 at 4:00 p.m. (the Board will meet prior to the annual at 2:30 p.m.) Jim and Jack have expiring terms; both agreed to run for re-election but Jim would prefer not to be President again.
9. **Adjournment.** There being no further business, the meeting was adjourned at 3:55 p.m.

Signed:

	9/30/09
_____ Jim Hafemeister, President	_____ Date
_____ Judy Freese, Recording Secretary	_____ Date