

**WOODEN CANOE
BOARD OF DIRECTORS MEETING
DECEMBER 10, 2015**

MINUTES

1. **Call to Order.** The meeting was called to order at 10:02 a.m.
2. **Affirmation of Attendance and Quorum.** Board members in attendance were Jim Hafemeister, Charles Williams, Betsy Burton, Paul Lewis, and Tod Hunt. A quorum was established. Also in attendance was Pat Wallace, unit 515C and Chairperson of the Pond & Landscape Committee (PLC).

Representing Mountain Managers/Hammersmith Management were Katie Kuhn, Judy Freese, and Brandon Logsdon.
3. **Approval of Minutes from the 10/06/15 Board meeting.** A motion was made, seconded, and passed to approve the minutes as written.
4. **Management Report.** Completed items over \$500 included payment for fence staining, reimbursement to Pat Wallace for Alpine Tree services and for expenses incurred for pond maintenance,
5. **Financial Report.**

- A. October financials were reviewed. Income was over the budgeted amount and expenses were under budget. One delinquency (late fees) was noted. Jim noted that income is done on a cash basis and any overage in dues is generally due to prepaid amounts. Once the transition to Hammersmith systems is complete, income will be done on a modified accrual basis.

There were 2 pest control bills paid – one for Mountain Pest and the other for Orkin. Management was asked to find out why 2 different companies are being used. Management is also to check on why a 2nd landscape company was used. Pat deals with Sunkissed but is not familiar with Rocky Mountain,

The dumpster enclosure overhead doors continue to be an issue and as yet, there is no definite resolution. Management continues to pursue options with Cain Electric and Altitude Door. A 2nd electric company will also be consulted. Scanning the line to detect any issues will probably be the next step in order to find out exactly where the problem is. It is hoped that trenching the entire line can be avoided. After discussion, it was decided to have Altitude Door put the doors on manual operation. A handle will be installed on both doors to make opening easier and pull ropes will be installed for closing. Owners will be notified when manual operation will be accomplished. Owners may continue to use the two man doors. The combination to the door with the combination lock remains unchanged. The left side man door that is normally locked will be left open as the storage area is empty at this time. Betsy noted that Cain Electric could not access the man door to see if the GFI/breakers need to be reset. Pat will check these on his way home.

- B. The 2016 operating budget was reviewed. MM/HMI was asked if common utilities could be broken out (only if metered separately and if so, only after it can be determined which meter is for what expense). Insurance increased and includes the Wooden Canoe policy, the WC portion of the master policy, umbrella, and D&O.

A motion was made and seconded to approve the 2016 operating budget with changes noted under the pond discussion.

- C. MCR: Katie recommended that a professional reserve study be done. This would provide more accurate remaining life numbers and cost estimates. No decision was made at this time pending resolution of the dumpster door issue and ultimate cost.

6. **Discussion Items.**

- A. Pond Review. Pat noted that reimbursement for expenses is slow to him and to his vendors. Brandon explained that previously both Hadley and Phil were check signers. Bills now go to Trish and are then forwarded to Denver. After the first of the year, the process should be quicker with checks going directly to Denver. Pat will be turning bills directly into HMI in the future. The 2015 and projected 2016 budget numbers were given to the Board. Pat estimates pond cost to be about \$10,800 next year (water not included). This cost is before the split with Water Dance. Water costs will not be as high next year since neither pond is being drained/re-filled. The Wooden Canoe 2016 operating budget will be revised to reflect Pat's pond and water numbers. The letter to homeowners regarding the water features will be sent out with the annual meeting notice.
- B. New Management Agreement. The management agreement is in error and includes some property management services not in the current Mountain Managers agreement. Brandon noted that if full service is desired, the management fee would increase. HMI will be glad to prepare 2 agreements for the Board to review – one for financial/admin services only and one full service. Betsy (also on another HOA Board) stated there have been issues with getting property management tasks accomplished in a timely manner and cautioned the Board about accepting a full service contract until these issues are resolved. Brandon explained there are staffing issues but additional personnel will be hired. The Board (especially Betsy), understands the difficulty with the labor force in Summit County but they still expect timely responses to concerns and issues. The Board also understands the need to include recently passed legislation in the agreement but they want to see a side by side comparison between the current Mountain Managers agreement and any new agreements drawn up by HMI. There seem to be a few differences that need clarification. The Board does not want to change to a full service agreement at this time. Brandon will send the revised agreement and information to the Board as soon as possible. The current management agreement runs through December 2015. The Board would like a 90 day extension to give them time to review and approve any new agreement.
- C. Towing Agreement. An agreement is being signed with Ryan's Recovery. A letter will be prepared for owners notifying them that as of January 1, random drive throughs will be done by the towing company and illegally parked cars will be towed. The letter will be sent out with the annual meeting notice.
- D. Short Term Rentals. Whether or not short term rentals can be restricted is still being reviewed. At a previous meeting, HMI stated they would look into what would be legally allowed. A legal opinion may be advisable to ensure any rule change is permissible.

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7. **Next Board Meeting:** 3/31/15, 3:00 p.m. at Mountain Managers. The Board will also meet briefly following the Annual meeting on 12/29 to elect officer positions.
8. **Adjournment.** A motion was made and seconded to adjourn the meeting at 12:15 p.m.

Respectfully submitted:

Judy Freese, Recording Secretary

APPROVED:

Approved via email

12/22/15

Jim Hafemeister, President

Date