

**Lagoon Board of Directors
Meeting Minutes
April 2, 2011**

CALL TO ORDER

The meeting was called to order at 3:02 pm on April 2, 2011 in the Lagoon Townhomes Clubhouse.

Directors in Attendance: All board members were present for the meeting, including Bill Tolbert, Michele Regis, Sue Gunn, Jim White and Bob See; A quorum was present for voting.

Homeowners in Attendance: Bob Klumpp 725F, Peg Dehmer 708C, Jon Carey 708C, Chris Tolbert 732A

Other Attendees: Travis Henslee & Melissa Henslee (Lagoon HOA), Mike Kurth & Kelly (Summit Bookkeeping)

HOMEOWNER CONCERNS

Jon Carey & Peg Dehmer were present to dispute fines assessed for their dog being repeatedly off leash on Lagoon property. During the discussion that followed, it was noted that fines are assessed by board approval, not the staff and that Lagoon Drive is officially Lagoon property. Jon and Peg argued that the board written notice had a time of violation error on the fine paperwork. After extended discussion of the history of violations, by a motion duly moved, and seconded, the following resolution was approved by a 4 to 1 vote:

***Resolved:** The current fine of \$100 will be excused in consideration of a possible clerical error. However, based on multiple past instances with this situation and numerous reports from numerous Lagoon residents should the dog be sighted off leash again the \$100 fine will be doubled.*

The board noted that the governing documents of the association specifically prohibit obnoxious and offensive behavior, and that fines will be assessed in response to any future verbal abuse of Owners or Staff.

RATIFICATION OF MEETING MINUTES

The March minutes, which were previously posted on the website, were unanimously ratified by all board members.

FINANCIAL REPORT

Mike reported that the HOA's cash position has increased \$95,000 over last year at this point and the HOA has been operated significantly below budget for the past 9 months. Next, credit card controls were restated. Melissa receives the statements and performs the reconciliation, then forwards that documentation to Summit Bookkeeping where additional reviews are performed.

OPERATIONS REPORT

The entirety of the Manager's Report will be posted on the website along with the approved minutes.

OLD BUSINESS

Bob See reported on the Declarations Lender approval process and noted that only 71 units have mortgages on them. Sue is working with Wells Fargo, which is the only lender to contest the new Declarations. Bob will work with Melissa to send certified letters referencing the initial package to those lenders where the original delivery cannot be confirmed.

Travis reported that fireplace inspections are still underway with approximately 44 units still needing to contact the office. All inspections should be completed by the end of the month.

ADJOURNMENT

The board adjourned the open meeting to enter an executive session to discuss budget and legal matters at 4:57pm.

NEXT MEETING: The next meeting of the Board will be on Saturday, 7 May 2011 starting at 3pm.

MANAGER'S REPORT

PERSONNEL

- Matt's wife accepted a job in California, so he gave notice that he will be leaving in two weeks, April 15th.

COMMON FACILITIES

- Pool
 - Thorough weekly cleanings completed on Mondays in addition to regular daily cleaning.
 - Thoroughly cleaned drains due to urine odor.
 - It is becoming increasingly more difficult to regulate the hot tub temperature. Temperature in the large hot tub is reaching 112 degrees at times. With frequent adjustments (several times a day), we have been able to bring them under control.
 - Readjusted the pool lights to come on at dusk and turn off at 9:58pm in an effort to conserve energy as a result of the time change.
 - Readjusted the dehumidifier in an attempt to conserve energy.
 - Investigated low H2O2 level in small hot tub; repaired tubing.
 - Replaced the multivalve on the pool filter due to a leak. Since this was an in depth procedure to begin with, we completely cleaned the filter system, broke down the filter and replaced all of the internal parts. Neither the sound nor the function of the filter improved. We will need to look into a replacement filter soon. We hand vacuumed the pool to make up for decreased pump function.
- Fitness Center
 - Installed interior trim as approved last board meeting.
 - Completed weekly dust mop and equipment cleanings on Fridays.
 - Caulked doorjamb.
- Amenities Common Room
 - Weekly cleaning of clubhouse and bathrooms. (Fridays)
 - Took pictures of equipment to place for sale.
- General
 - Replaced all burnt out lights in the common areas and flagpole.

GROUNDS MAINTENANCE / SNOW REMOVAL / WEATHER

- Snow removal.
- Trails have been cleared to all fire hydrants and courtesy dog bag dispensers.
- Safety Inspections
 - No safety inspections have been performed since early March.
- Vehicle Maintenance
 - Checked fluid on truck/plow and cat before each use.
 - Installed safety light and audible reverse indicator on plow truck.
- Shop
 - Still working to inventory the shop.

- Labeled paint to matching areas for future use and accurate measure of additional needs.
- Grounds
 - Ice build-up was addressed under the direction of Bill Tolbert. Bill's input and assistance was greatly appreciated. The process continued for about 3 ½ days to get the entire property cleared. Travis negotiated a rate of \$112/hr for continued removal of ice buildup as needed.
 - Current focus, aside from new snow is on moving snow banks and keeping drains clear.
 - Acquired new signs for closing footpaths as needed at the direction of the board to provide more immediate attention to parking lots and buildings
 - Clogged drain in parking lot of buildings 704, 708, 716, 720 & 724 was cleared using a series of sump pumps and hot water.
 - Removed a 70' fallen tree from the dumpster area in building 749 parking lot and ordered lumber for the damaged doors.

COMMON BUILDING ELEMENTS

Common Elements of Buildings

- Common Hallways
 - Compiled a list of improvements needed on the common hallways; detailed below.
 - Cleaned all common hallways, replaced light bulbs.
- Building 749
 - A renter collided with the garage door from the inside; we oversaw the repair, obtained his insurance information and filed a claim. Under the advice of a prior employee, he is denying the claim. According to Altitude Garage Door, the collision resulted in burning the control board, so that also had to be replaced as well as the bottom panel.
 - Applied flashing to another portion of the roof we discovered was flying up as the wind blew.
 - Repaired boiler.
 - Rebuilt the collapsed roof over the gas meters.
- Responded to flooding in all four garages in building 704 by cleaning them out and will need to do future work there to prevent reoccurrence.
- Repaired hole in building 703 deck.
- Removed icicles and hanging snow from buildings with a roof rake. Photographed patterns to document future needs.

FUTURE PROJECTS

- Amenities
 - Replace broken blinds in clubhouse
 - Replace flags on flagpole due to wear and tear
- 749
 - Repaint parking lines, yellow polls, shed in garage, storage lockers

- Replace stairway garage door
- Replace florescent lights (x2-8')
- Vacuum stairs (G, 1, 2, 3)
- Repaint stairwell
- Replace light cover between levels one and two
- Replace door on level one stair entrance w/ lock on it
- Repaint outside of door to main entrance
- Clean out light covers in common areas
- Texture and paint laundry room
- Clear and repaint fire alarm doors
- Reorganize storage on level two
- Patch wall on level two – behind door outside elevator
- Patch torn carpet outside 2C and between 2C & 2D
- Redo warning Parking Sign for garage and all stairwell floor entrances
- Repaint all floor entrance stairwell doors
- Wall door stops for stairwell entrance doors
- Re-attached outside/emergency exit carpet
- Repair lock on levels 2 and 3 on emergency exits – check to find remaster
- Plaster and paint garage entrance
- Re-stain retaining walls, replace ties where needed
- Repair lattice on porch
- Repair dryer vent next to lean-to roof
- Refill concrete steps to volleyball court behind building and re-stain wood ties
- Replace gutter runoff
- 704 Parking lot
 - Repaint parking lines
- 704 Outside
 - Repaint doors
 - Replace lean-to common entrance in back
- 704 (A-B) Common
 - Repaint door
 - Replace sign re: keeping the door closed
 - Replace sign re: lighting
 - Repaint hallway
 - Clean garage entrance doors
- 704 (C-D) Common
 - Clean and repaint door
 - Replace sign re: lighting
 - Clean garage entrance doors
 - Doorstop for back entrance door
- 724 Outside
 - Fill common steps with concrete
 - Re-stain ties and steps
 - Consider raising and extending outside garage entrance roof
 - Repaint doors to hallway
- 724 (A-B) Common

- Clean and repaint door
- Replace kicker fan grill
- Touch up paint
- Clean garage entrance doors
- Repaint back entrance door
- 724 (C-D) Common
 - Clean and repaint door (front)
 - Repaint walls
 - Re-texture water damage below fire alarm
 - Clean garage entrance doors
 - Repaint back door entrance
 - Replace back door kicker fan grill
- 720 Outside
 - Repaint entrance doors for common hallway
 - Consider resurfacing concrete outside garage doors
- 720 (A-B) Common
 - Clean and repaint front door
 - Repaint walls
 - Wall mount door stop needed behind front door
 - Clean garage entrance doors
 - Repaint back doors
 - Repair trim
- 720 (C-D) Common
 - Clean and repaint garage door entrance and main entrance
 - Repaint walls
- 716 Outside
 - Clean and repaint outside entrance doors
- 716 (C-D) Common
 - Clean garage door entrances
 - Install door stop behind back entrance door
 - Clean and repaint front and back doors
 - Repaint walls
- 716 (A-B) Common
 - Clean and repaint both doors
 - Repaint walls
 - Clean garage door entrances
 - Door stop needed behind back entrance door
- 708 Outside
 - Clean and repaint common entrances
- 708 (A-B) Common
 - Clean and repaint front and back doors
 - Clean garage entrance doors
 - Repaint walls
 - Back door stopper needed
- 708 (C-D) Common
 - Clean and repaint front and back doors

- Repaint walls
 - Clean garage entrance doors
- Dumpster in 704 lot
 - Repair hinge on door
- 731 Building
 - Repaint outside unit B entrance on trim
- 737 Building
 - Re-stain tie steps and fill with concrete
 - Consider repainting parking lines in guest parking
- 762 Outside
 - Replace landscaping ties
 - Fix gutter over C unit garage
- 766 Outside
 - Replace gutter spout next to B unit
 - Replace fence next to B unit
- 758 Outside
 - No gutter system
- 753 Outside
 - Re-stain tie steps and fill with concrete
- 730 Outside
 - Replace missing outlet cover
 - Repair gaps in brick wok by C garage
- 730 (A-B-C) Common
 - Texture in entry way
 - Cover nails in entry
 - Install doorstop
 - Caulk around firebox
 - Clean and paint doors
 - Replace hall light
 - Texture back entry by door
- 734 Outside
 - Repair brick ledge outside C unit
 - Spigot cover
 - Fix split wood trim (outside)
- 734 (D-E) Common
 - Repaint doors
 - Texture entry
 - Replace entry light
 - Repair gouge in wall, upper landing
- 734 (A-B) Common
 - Texture entry
 - Repaint doors
 - Repaint walls
- 738 Outside
 - Paint garage trim
 - Grout brick near dryer vents

- No gutter system
 - Remove snow pile in back
- 738 (A-B) Common
 - Repaint doors
 - Patch and texture entry
 - Caulk around firebox
 - Caulk in wall & tape joints
 - Touch-up paint hallway
- 738 (CD) Common
 - Repaint door
 - Repaint walls
 - Patch and texture entry
 - Consider new carpet for stairs
 - Install new outlet for top landing
 - Texture ceiling
- 738 (F-G) Common
 - Repaint doors
 - Patch and texture entry
 - Repaint walls
 - Texture top landing ceiling
 - Patch around gas line, back entry
- 742 Outside
 - Paint garage trim
 - Repair garage brick
 - Repaint doors
 - Paint back decks
 - Replace spigot cover
- 742 (A-B) Common
 - Paint garage trim
 - Repair garage brick
 - Repaint doors
 - Paint decks
 - Replace spigot cover
- 742 (A-B) Common
 - Patch entry stairwell
 - Paint touch-up
 - Paint doors
 - Replace dead bolt stick plate
- 742 (D-E) Common
 - Repaint doors
 - Texture entry, door stop area
 - Install kicker grills
 - Repaint walls
- 746 Outside
 - Consider gutter installation
- 750 Outside

- Consider gutter installation
- Paint doors
- Paint garage trim
- Paint back doors

UNIT WORK

- Re-seat toilet (727D)
 - Furnace repair (735D)
 - Remove snow from 701
 - Remove snow from 703
 - Garage door call (749-2C)
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- 1 new fobs/keys issued
 - 0 pet violations addressed
 - 4 parking violations addressed