

**Lagoon Board of Directors
Meeting Minutes
May 7, 2011**

CALL TO ORDER

The meeting was called to order at 3:00 pm on May 7, 2011 in the Lagoon Townhomes Clubhouse.

Directors in Attendance: Michele Regis, Sue Gunn and Bob See; Jim White was present by proxy. A quorum was present for voting.

Homeowners in Attendance: Jan Buckstein 766A, Gray Montgomery 720B

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

HOMEOWNER CONCERNS

Jan Buckstein voiced his concern regarding the grounds being chewed up from snow removal. The board advised him that per the last meeting's discussion staff turned over 100% and the grounds were covered in snow when they started. The board and staff along with a group of homeowners will be addressing the issue. Travis offered to meet with Jan to receive specific input on the issue.

Gray Montgomery requested Board approval of a minor remodel in Unit 720-B. He had submitted a work approval request. Travis had reviewed the proposed project, determined that no plumbing work would be required and recommended to the Board that it be approved.

By a motion duly moved and seconded, the following resolution was approved by a unanimous vote:

Resolved: *The proposed remodel work in Unit 720-B is approved.*

RATIFICATION OF MEETING MINUTES

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

FINANCIAL REPORT

Regarding the budget, the board discussed the need for hot tub improvements. Travis reported that upgrading the small hot tub pump resulted in a large increase in jet flow and that with the board's approval he plans to do the same with the large hot tub. With this in mind, the board discussed reassigning money reserved for hot tub replacement to a proposed addition of an outside hot tub and pavilion. Bob See questioned the need for a third hot tub in view of the problems that have been encountered with the existing two tubs. He was particularly concerned about the HOA's ability to control access and enforce Association rules when the tub would be outside in an open setting and not subject to access or monitoring controls. T

he board directed Travis to put a plan and budget together for the construction of a picnic area pavilion and hot tub area to be presented at the annual meeting.

By a motion duly moved, and seconded, the following resolution was approved by a 3 to 1 vote:

Resolved: *The budget will be revised to show \$34,000 for an outside pavilion and hot tub.*

Mike reiterated that the Profit and Loss Statement reflects overages on contract labor and legal expenses. In additional financial business, Mike informed the Board that unit 722 is now owned by a bank. The bank paid the late dues and most of what is left on the account is late fees and penalties. Sue informed the Board that 703 will have long term renter as of June 1st.

OPERATIONS REPORT

The agenda item titled "decks" was changed to "deck railings" since each homeowner is responsible for deck maintenance and the HOA is responsible for the railings. Travis reported that the Trek railings have performed poorly and will no longer be utilized in the ongoing railing replacement program. Future railing replacements will utilize an appropriate hardwood material.

Pete from Bio Balance attended to report on previous and potential bat issues. Upon inspection, it was determined that the 600 bats that were removed last year have not returned to the same space. Now the pool building has been reclaimed, but the bats will be looking to inhabit nearby dwellings. Pete presented the board with a proposal to advise the staff on protection from reinfestation from the large bat colony, which could potentially occur in about two weeks. Travis and the staff would do the preventative work at Pete's direction.

By a motion duly moved, and seconded, the following resolution was approved by a unanimous vote:

Resolved: *Pete's proposal of \$600 for the season is accepted and he will advise staff on how to deal with the bat situation and should more time be required he will prepare an additional proposal.*

Pete also proposed tree spraying for protection against the pine beetle at \$9/tree as he has done for the last two years. The board asked him to present a formal proposal, to which he agreed. The trees will need to be sprayed before the first part of July to provide adequate protection.

Next, the board discussed the budget regarding landscaping and grounds maintenance and agreed to increase the contingency since the budget has been posted.

Travis presented the first bid obtained for a permanent repair to the foundation issues on building 704. The board instructed Travis to get a bid on mud jacking as well to fix the drainage problems. Travis indicated that some concrete work would still need to be completed and will get additional bids.

In a discussion regarding the fitness center, the board directed the staff to seek additional equipment.

Travis informed the board of a boiler problem in 749. The boiler was installed in December 2009 and no warranty was negotiated. Therefore, cost to repair the unit will be \$3,000 and the new company will warranty the work for one year.

The board toured the pool facility with Travis presenting what changes need to be made to the system to bring it into compliance. They also looked at the improvement of the small hot tub jets and discussed new pool furniture.

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

OLD BUSINESS

Bob reported on the Declarations approval process and noted that he will work with Melissa to finalize the documents and send them with a cover letter to the attorneys for filing.

NEW BUSINESS

New business was discussed earlier in the meeting with the various attendees provide input.

ADJOURNMENT

The board adjourned the meeting 5:00pm.

NEXT MEETING: The next meeting will be the Annual Homeowners Meeting on Saturday, 11 June 2011.

MANAGER'S REPORT

PERSONNEL

- Conducting second interviews/board approval for two candidates for the summer season. One will probably replace Mark upon his departure in January.

COMMON FACILITIES

- Pool
 - Thorough weekly cleanings completed on Mondays in addition to regular daily cleaning.
 - Switched out a jet pump motor from a 1hp to a 2.5hp pump. This has increased the flow of water and caused the jet pressure to approximately double.
 - It was difficult to regulate the hot tub temperature. Temperature in the large hot tub was reaching 112 degrees at times. With frequent adjustments (several times a day), we have been able to bring them under control.
The resolution to this problem was removing all of the check valves in the plumbing system creating a more even water flow and adjusting the heat exchanger valves accordingly.
 - Replaced the multivalve on the large spa 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 sand for better filtration.
 - Removed cabinets from the mechanical room and replaced with shelving. This allows more storage and a better inventory control.
 - We are prepared to upgrade the big spa pump if the small spa is now acceptable.
- Fitness Center
 - Added treadmill with arm workout feature; plan to purchase for \$200.
 - Cleaned and wipe down the equipment weekly.
- Amenities Common Room
 - Weekly cleaning of clubhouse and bathrooms. (Fridays)
- General
 - Replaced all burnt out lights in the common hallways.
 - Replaced the old flags with new ones. Old flags will be given to Boy Scout troop for proper disposal.

GROUNDS MAINTENANCE / SNOW REMOVAL / WEATHER

- Snow removal.
- Trail has been cleared of ice and snow from the flagstone steps to the 754 building.
- Safety Inspections were completed as well as deck measurements for railing replacement.
- Vehicle Maintenance
 - Checked fluid on truck/plow and cat before each use.

- Scheduled for the Skid Steer to be picked up next week to fix a leak in the oil pan. Should cost between \$800.00-\$1100.00
 - Completely cleaned and reorganized the shop. Built shelves and work benches, reorganized the layout and tools to increase functionality, overall safety and productivity.
 - Reorganized the storage area on the side of the pool house, replaced the damaged fence pickets with new ones and repainted the fence to match the brown trim of the buildings.
 - Took old paint to the dump paid 85.00 for proper disposal.
 - Took all of the old steel and trash from the shop to a steel recycling place and received a check for \$155.00.
 - Repaired 8' Lagoon work trailer so lights work properly and it can be driven legally.
- Grounds
 - Rebuilt gate in front of the 749 trash bin from damage caused from a fallen tree last month.
 - Obtained bids to address the removal and replacement of approximately 2,000sf of concrete to fix drain issues in the garages of building 704.
 - Talked with All American Heat about training Lagoon staff on glycol and technical aspects of boilers and furnaces; they agreed to assist. This training will greatly reduce future repair costs for the HOA.
 - Fixed the heat tape on the pool building
 - Snow melt revealed a collapsed sign; sent to Sign Safari for repair.

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
 - Repaired the blower motor in the new boiler in 749. This boiler is only 1.5 years old and was purchased with a 1 year warranty. From now on we will purchase an extended warranty on all boilers of that size and cost. We had to spend about 2K on parts and labor, which was an \$800.00 savings resulting from a wholesale account set up with a Silverthorne distributor. This work revealed a few other problems regarding this boiler installation. The HOA should be prepared to spend another 3K to 4K to get this boiler running properly. With my increased familiarity with boilers, I see quite a few things we will need to do with the new maintenance contract to help increase overall efficiency of the common boilers.
 - Repaired the roof leak in 749 3A caused from the snow melt and some flashing damage.

- Mark low spots on roof for future overlay.
- Cleaned the parking garage floor.
- Cleaned the hallways, stairs and changed out light bulbs as needed.
- Planned install of red light/green light module on garage door in 749 to avoid future accidents.
- Building Maintenance/Repair
 - 749 3A - repaired leak on outside patio roof.
 - Removed water from garages on building 704
 - Fixed an exterior light on building 724.

FUTURE PROJECTS – ongoing work

- Grounds
 - Fire up all of the sprinkler systems to assess necessary repairs to the lines (mid May weather providing)
 - Purchase grass seed and tune up lawn mowers and weed eaters in preparation for spring landscape work.
 - Develop a plan to replace the run-down volleyball court with nice pavilion/outdoor hot tub/picnic area.
 - Fix fence along Meadow Creek Drive
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- Clubhouse
 - Replace broken blinds in clubhouse
 - Install glass on the doors of the fireplace in the clubhouse for future gas fireplace module installation.
- Pool
 - Research paint/seal that would work in the pool house environment to brighten up and update the overall appearance and look of the facility.
 - Install an operational 44,000 BTU fireplace in the pool house.
 - Upgrade the big hot tub pump to increase water pressure and flow as successfully tested in the small hot tub.
 - Install a v-rustic ceiling using rough cedar in the pool house above the hot tubs to resolve the bubbling seal issue in current roofing texture.
- Hire 2 more guys through September to assist on the updating to the common hallways listed below.
- Replace all necessary railing on the decks using either redwood or cedar. And painting them all a nice contrast earth tone color.
- 749
 - Complete paving of the trail between the pool house and building 754. Pour concrete on stairs near shop.
 - Re-grout flagstone steps
 - 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

- 726 B – replaced the blower motor and control board on the Rheem Furnace.
 - 703 – oversaw plumber consult and work
 - 758 – installed new furnace igniter
 - 757B – repaired heat
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- New fobs/keys issued
 - 0 pet violations addressed
 - 3 parking violations addressed