

**Lagoon Board of Directors
Meeting Minutes
August 5, 2011**

CALL TO ORDER

The meeting was called to order at 4:00 pm on August 5, 2011 in the Lagoon Townhomes Clubhouse.

Directors in Attendance: Bill Tolbert, Greg Rosin, Jim White, Sue Gunn, Dana Holland; Michele Regis was present by proxy. A quorum was present for voting.

Homeowners in Attendance: Jim Skarbek (723D), Larry Williams (747D), Dawn Demmer-Hubbell (726A), Pat Okeefe (727H)

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

HOMEOWNER CONCERNS

Jim Skarbek requested that the charges for staff assistance with his kitchen remodel be written off in exchange for the cabinets donated to be used in the HOA shop.

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

Resolved: *The HOA will waive the fees assessed to Jim in the amount of \$45.*

Travis thanked Jim for all of his help with weed control and landscaping.

Sue Gunn spoke on behalf of Suzy Grazi who is requesting that the HOA replace the deck railing due to the requirement of the City. Sue explained that since Suzy plans to replace her decking, the railing must also be updated to current code.

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

Resolved: *The HOA will provide materials for replacement of the railing, but the homeowner will be responsible for the labor costs.*

RATIFICATION OF MEETING MINUTES

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

FINANCIAL REPORT

At the end of fiscal year the HOA had added \$137,677.10 to its overall cash position. However, accounts receivable is up due to foreclosures. The board discussed writing off a portion of those amounts since all that can be collected thru the foreclosure process is 6 months of dues plus any penalties. Additional collections require additional legal action and legal expenses.

By a motion duly moved, and seconded, the following resolution was approved by a unanimous vote:
Resolved: *The board directed Mike Kurth to calculate 6 months of dues and penalties and and recommend the amount of write off for unit 749-1E as of yearend.*

Upon further discussion, it was decided that this would stand as yearend process for foreclosures deemed to be substantially uncollectable.

The board reminded Mike that homeowners are only allowed to receive their own account information and and that any request for any other financial information must come be requested in writing through the HOA office. Due to a bookkeeping anomaly previous information released projected an incorrect picture of homeowner accounts. This was due to the fact that dates on work orders completed by the HOA staff were entered into the bookkeeping on the date performed and not the date sent to bookkeeping, making some accounts improperly appear to be in arrears.

Regarding the credit card reports, Mike stated that the current system is much improved on providing receipt back up for purchases. Jim requested that names of purchasers be included in the reports.

OPERATIONS REPORT

Based on Travis's research findings and report to the board, moving forward any deck railing will be replaced using cedar. Railings recently replaced with Trex that are showing excessive wear or structural weakness will be reinforced with metal.

The board addressed the prospect of adding parking spaces in several locations on the HOA property. Travis was asked to provide bids to the board and obtain engineering assessments if any grounds work was planned in close proximity to building foundations or structures.

OLD BUSINESS

Regarding the purchase of the new truck the board discussed the options of buying a new or used vehicle or leasing a vehicle. Travis provided his research regarding new and used vehicles. Greg agreed to do another round of pricing research in Denver. Dana will contact a friend who owns a dealership as well for comparison. The Board approved the purchase of a second truck/plow to improve winter snow removal operations.

Board members discussed board officer positions for the current 2011-2012 service year.

By a motion duly moved, and seconded, the following resolution was approved by a unanimous vote:
Resolved: *Sue Gunn is released as Treasure and elected Vice President, and Greg Rosin is elected Treasurer.*

The Board discussed future meeting schedules and board meeting frequency. The date/time of the next Board meeting was set to be Friday the 9th of September at 5pm.

ADJOURNMENT

Meeting adjourned at 5:45pm, at which time the Board went into executive session to discuss legal, contractual and employee compensation issues

Manager's Report

PERSONNEL

- Hired new employee: Jason Reitz.
- Attended CERT training.

COMMON FACILITIES

- Pool
 - Thorough weekly cleanings completed on Mondays in addition to regular daily cleaning.
 - Upgraded the big hot tub pump, decreased from 1 hp to $\frac{3}{4}$ hp.
 - Replaced 2 broken laterals on hot tub filters and replaced remaining 6 due to brittle condition; changed out sand completing sand replacement on all three filters.
 - Ongoing work on dehumidifier.
 - Cleaned and sealed coping.
 - Bat proofed.
 - Purchased and installed new furniture.
 - Repaired motion lights around perimeter.
 - Found new pool supply company, saving 50%.
 - Repaired H202 pump.
- Fitness Center / Tennis Court
 - Purchased remote control for TV.
 - Replaced "Court Rules" signage.
 - Researched crank replacement for net; purchased and installed.
- Amenities Common Room
 - Repainted walkway from pool to clubhouse, cleaned fixtures and replaced bulbs.
 - Reworked the planter in clubhouse entry with river rocks and glass pieces.
- General
 - Placed sandbags around bridge footers in lagoon.
 - Removed 58 bags of debris from around the lagoon.
 - Continued shop re-organization, installation of storage fixtures.
 - Installed wire around trees to prevent beaver damage; we lost one tree.
 - Replaced light at flag pole.
 - Daily monitoring of Lagoon water level and adjustment of outflow.
 - Annual meeting set-up and preparation.

GROUNDS MAINTENANCE / SNOW REMOVAL / WEATHER

- Vehicle Maintenance
 - Repaired skid steer tire.
 - Replaced damaged mower blade.
 - Replaced belt on riding mower.

- Truck coil repair – Ford Dealership.
- Grounds
 - Built cedar boxes for signage previously placed in buckets around property.
 - Added signage for parking and dog control.
 - Fired up all of the sprinkler systems to assess necessary repairs to the lines; made repeated adjustments and multiple repairs as needed.
 - Spread grass seed and installed sod, tuned up lawn mowers and weed eaters.
 - Installed 5 new flower beds with homeowners.
 - Planted trees along property line at south end of Lagoon Drive.
 - Repainted parking lines.
 - Met with Falcon Electric to locate all common home panes. Diagrammed the location of all breakers for heat tape. Building 727 – wrong breakers were installed; ordered and replaced.
 - Fixed loose stone steps along path by 703.
 - Obtained bids on parking lot repairs.
 - Met with concrete contractor to discuss repair on 704 parking.
 - Obtained bids, hired and contractor and had trees sprayed for pine beetles.

COMMON BUILDING ELEMENTS

Common Elements of Buildings

- Common Hallways
 - Cleaned carpets.
 - Painting – expected completion week of 8/8/11.
- Building 749
 - Replaced pump in 749; was cause of units lacking hot water.
 - Repainted parking lines, rearranged and thoroughly cleaned parking garage; installed light in storage shed.
 - Hung new doors to bring garage into fire code compliance; reprogrammed locks due to malfunction.
 - Painted doors and trim to match.
 - Painted stairwell; installed doorstops and door closers and completed thorough hallway cleaning.
 - Cleaned storage area including shelf installation.
- Building Maintenance/Repair
 - 701-touched up paint from plow damage.
 - 741 – built retaining wall and flower beds
 - 730 – responded to fire alarm
 - 718 D – patched and painted from leak damage due to existing asphalt issue; provide permanent solution to ongoing issue
 - 732 B – roof leak repair
 - 750 A – remodel contractor oversight, re: vent placement, etc.
 - 722 A – roof repair

- Patched brick broken during snow removal.

FUTURE PROJECTS – ongoing work

- Grounds
 - Install two more flower beds at the request of homeowners.
 - Plant more trees at property line at south end of Lagoon Drive.
- Clubhouse
 - Replace broken blinds in clubhouse
- 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.
 - 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.
- Replace all necessary railing on the decks using either redwood or cedar; painting as necessary.

ITEMS IN GRAY COMPLETED

- 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

- 741 D – repaired hot water heater
- 727 E – repaired leak damage
- 727 D – repaired leak damage
- 703 – showerhead repair, drainage issues
- 723 D – helped with cabinet installation
- 726 D
- 749 3C
- 749 3B – heating issues
- 749 2F – repaired electrical issue in master bedroom
- 740 B – leak repair
- 704 C – garage door issue
- 726 C – refrigerator leak
- 722 D –

- 749-3D – washing machine leak

- New fobs/keys issued
- 0 pet violations addressed
- 5 parking violations addressed