

**Lagoon Board of Directors  
Meeting Minutes  
November 14, 2011**

**CALL TO ORDER**

The meeting was called to order at 11:07am on November 14, 2011 in the Lagoon Townhomes Clubhouse.

**Directors in Attendance:** Bill Tolbert, Sue Gunn, Dana Holland and Michele Regis; Greg Rosin and Michele Regis were present by conference call. A quorum was present for voting.

**Homeowners in Attendance:** Nancy Peterson (758A), John and Linda Terry (758B) and Chris Tolbert (734A)

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

**RATIFICATION OF MEETING MINUTES**

The September 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 is up \$90,000 over last year. Accounts Receivable continue to be inflated due to amounts owed on foreclosure units. The Profit and Loss Report shows Department A funds somewhat low due to reserve fund expenditures. Grounds costs are over budget as expected at this point in the year, but should balance by the end of the year. Legal expenses are exceeding the budget by \$2,000 at this point; one third of the way through the year. Department B is over budget due to the planned reduction in their large operating reserve. Department D is operating as expected.

Greg updated the Board on new office procedures. Melissa is now recording and depositing the checks received from the mail and in the office. Additionally, when Kelly runs the automatic withdrawals, the record is sent to Melissa. These changes are intended to reduce processing time and allow the HOA to maintain more accurate, timely records.

Regarding delinquent accounts, the Board directed Melissa send a written request for payment. The Board also reiterated the agreement to wait until the end of the accounting cycle to write off any past due, uncollectable amounts.

**HOMEOWNER CONCERNS**

John and Linda Terry requested a special parking permit for their RV. They informed the board that they have approval from neighbors on either side and the permit would be used only for brief periods when loading and unloading.

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

**Resolved:** *The RV may be parked on the grounds for one overnight period per occurrence as long as there is no snow on the ground, their neighbors continue to approve and the office is given proper notice prior to overnight parking.*

Nancy Peterson requested that meeting notes from the Special Meeting held in May be removed from the website. The Board will get a counsel from the HOA attorney to determine the appropriate action.

## **OPERATIONS REPORT**

Bill reported that over the years he's been involved with the board, the HOA has spent tens of thousands of dollars to get things working right in the pool building. During his visit he observed that the pool house is clean, there are no screaming pumps in the mechanical room, the hot tub bubbles come 6 inches out of the water and the equipment is in 100% compliance with safety regulations. Thanks were extended to Travis and the maintenance staff for their efforts.

Travis requested that the HOA credit cards be updated to reflect staff changes. The Board directed Mike to make the requested changes. Greg also suggested that Melissa be made a signer on the account so changes can be made as staff changes.

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

**Resolved:** *The First Bank Credit Card account will be updated to include Melissa as a signer.*

Travis shared the bid of \$3,440 for wing wall repair with the Board. After a brief discussion referring to previous knowledge regarding the wing wall repair, the board voted to have the work completed as bid. Travis also stated that once the work began, additional services agreements may be required as the scope may change.

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

**Resolved:** *The masonry work is authorized at current bid prices.*

The Operations Report is recorded in its entirety at the end the recorded Meeting Minutes.

## **OLD BUSINESS**

The installation of heat tape on units 701 and 703 was discussed. Travis is going to solicit some bids from Denver since all those present felt the bids were too high.

## **NEW BUSINESS**

Bill indicated that he had experienced the phones not rolling over properly when calling the office. Melissa is to inquire with QWEST to determine a resolution.

The order of events at the HOA meetings was discussed. The Board determined that homeowner concerns will be addressed after financial reports so that the meeting proceeds in a more order fashion. Many times the homeowner's issues are addressed in the normal course of business.

The next meeting will be scheduled at a later time, but will be sometime in January.

**ADJOURNMENT**

Meeting adjourned at 12:50pm, at which time the Board went into executive session.

# Manager's Report

## PERSONNEL

- No new information.

## COMMON FACILITIES

- Pool
  - Thorough weekly cleanings completed on Mondays in addition to regular daily cleaning.
  - Continuous work on H2O2 pumps.
  - Replaced the igniter in the boiler.
  - Replaced filters in de-humidifier.
  - Looking into bat presence; installed another "yard guard".
- Fitness Center / Tennis Court
  - Seeking used weight equipment in response to discussion at annual meeting.
  - Installed new, readable signage.
- Amenities Common Room
  - Cleaned weekly.
- General
  - Worked on resolutions in response to insurance inspection recommendations: signage for lagoon, 749 sprinkler inspection and VGB pool compliance.

## GROUNDS MAINTENANCE / SNOW REMOVAL / WEATHER

- Vehicle Maintenance
  - Purchased additional plow truck.
- Grounds
  - Planted trees to provide screen along south side of Lagoon Drive.
  - Continued watering of new plants and sod.
  - Completed mowing and watering on Thursdays.
  - Met with Mr. Swinger to discuss fence/snow removal issues.
  - Pulled false chamomile.
  - Removed broken benches from lagoon area.
  - Treated all plants for bugs.
  - Cleaned asphalt areas.
  - Working on "you are here" sign replacements for property.
  - Cleaned 15 gallons of trash from the property.

## COMMON BUILDING ELEMENTS

Common Elements of Buildings

- Common Hallways
  - Finished painting.
  - Inspected and replaced kicker fan screens as needed
  - Installed new doorstops as needed.
- Building 749
  - Repaired 4 bad valves and flushed system, replacing with 30% glycol.
  - Door had been wired wrong previously burning out the new control board; Altitude Garage Door fixed the issue.
  - Repaired trash bin lever.
  - Painted stripe on step going into garage in response to a tripping complaint from a resident; also changed lights to assist with view.
  - Patched concrete in front of bldg.
  - Performed deck maintenance, except for unit 3A, which would not allow access.
  - Installed shelving, textured and painted laundry room.
- Building Maintenance/Repair
  - Had all roofs inspected; loose screws tightened.
  - Tightened loose gutters throughout complex.
  - Mounted boiler inspection certificates on all common boilers.
  - Began deck maintenance on buildings along Meadow Creek entrance.
  - 754B – wing wall repair at homeowner’s request.
- Shop
  - Continued working to organize and clean the shop and storage areas.

**FUTURE PROJECTS – ongoing work**

- Grounds
  - Rent stump grinder to remove stumps.
  - Install two more flower beds at the request of homeowners. (next season, too late)
  - 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
  - Replace 7 ballasts.

- Complete paving of the trail between the pool house and building 754. Pour concrete on stairs near shop.
- Texture and paint laundry room.
- 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.
- 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
- Replace gutter runoff
- 704 Parking lot
- 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
  - 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
  - Re-stain ties and steps
  - 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
  - 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
- 753 Outside
  - Re-stain tie steps
- 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
- 738 (A-B) Common
  - Repaint doors
  - Patch and texture entry
  - Caulk around firebox
  - Caulk in wall & tape joints
  - Touch-up paint hallway
- 738 (C-D) 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
- 750 Outside
  - Paint doors
  - Paint garage trim
  - Paint back doors

## **UNIT WORK**

- 749 – Courtesy toilet repair
- 739 – GFCI switch issue
- Replaced meter & regulator behind shop
- 741E – furnace repair
- 749-3D – zone repair
- 749-1E – zone repair