

**Lagoon Board of Directors
Meeting Minutes
November 12, 2010**

CALL TO ORDER

The meeting was called to order at 10:12am on November 12, 2010 in the Lagoon Townhomes Clubhouse.

Directors in Attendance: Bill Tolbert, Denny Geer, Michele Regis and Sue Gunn. Jim White was present via telephone. Bob See was present by proxy. A quorum was present for voting.

Homeowners in Attendance: None

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

RATIFICATION OF MEETING MINUTES

October minutes were unanimously ratified by all board members.

FINANCIAL REPORT

Bill Tolbert signed over an HP rebate from the office computer purchase to Mike Kurth for deposit into the Lagoon account.

Mike Kurth informed the board that while nothing on the P&L statement was out of the ordinary, he did make note of overages under Department A for \$7,200. This overage is mostly due to contractor salaries in regard to projects undertaken in the fall. It was agreed that the account should balance out by the end of the year. Other departments are operating in the positive and looking very good.

Bill Tolbert updated the board on an Accounts Receivable issue related to the foreclosed unit 722D. The new owner has not acknowledged responsibility for past dues post the foreclosure sale. The HOA may have to sue to collect a maximum of six months worth of dues. The unit 749-1E, which is in a similar position, was also discussed.

By a motion duly moved, and seconded, the following resolution was approved by a 6 to 0 vote:

Resolved, Lagoon lawyers will be authorized to write demand letters to the owners of units 749-1E and 722D.

The board discussed the status of a previous mandate regarding the disconnection of cable service in units behind in dues. Norm is to follow up for completion.

The Board directed Mike Kurth to file lien after 10 days on unit 720D.

Having completed an audit on the HOA credit card, the HOA will modify procedure to include a double review of charges and receipts. A discussion ensued regarding the generator charge and paying down

the balance to avoid hitting the limit. Mike Kurth was directed to make an out of cycle payment on the credit card to increase the available balance.

Mike reported that all fines assessed have been collected up to this point.

Regarding the Buckstein unit, Bill reported that the illegal remodeling continued and that the original red tag has not been cleared with the Town. He has been informed that it must be cleared before occupancy. Norm was directed to inquire regarding the status of this issue at the city.

OPERATIONS REPORT

In addition to the manager's report, Norm reported he is waiting on a part to fix the small hot tub and the large hot tub has been fixed. Michele noted the ice buildup in front of buildings 723 and 725. After some discussion on the matter, Norm was instructed to install barrels for select homeowners to scoop ice melt at their units. In addition, Norm is to run heat tape on units 701 and 703.

OLD BUSINESS

Regarding the fence issue and Jason Swinger's request to install a gate in the fence, Bill indicated that he had informed Jason that if he wanted to install a gate to facilitate snow removal, he could do so at his own expense.

The board discussed changing the racquetball court in to more useable space. Given a slow maintenance schedule, Norm agreed to install the door in racquetball court in the next few days.

Regarding Norm's request to hire additional staff, Bill suggested Travis Henslee be hired on a part-time, as needed basis in support of maintenance staff. The board discussed the cost savings associated with this measure as opposed to a full-time employee. Norm indicated that Miguel and Travis should be able to handle all operations issues during his upcoming vacation by Norm. Next the board discussed a pay raise for Miguel.

By a motion duly moved, and seconded, the following resolution was approved by a 6 to 0 vote:

Resolved, Lagoon will give Miguel a dollar an hour pay raise.

The board reviewed the policy on work for homeowners. It was determined to keep emergency charges to the owner the same as they have been; \$100 "show up" charge plus \$45/hr.

NEW BUSINESS

A discussion regarding recent changes to the HOA cell phone service resulted in instruction to Melissa to email new contact information to the board. Homeowners should call the office or after-hours number for maintenance needs. The office phone will roll over to the emergency number if Melissa is away from the office.

A request from a homeowner to allow a renter to have a dog was next discussed. After thoughtful discussion, the board agreed that this issue was addressed during the recent review of the declarations and that no renter shall be allowed to harbor a pet.

By a motion duly moved, and seconded, the following resolution was approved by a 5 to 0 vote, with one abstaining:

Resolved, the current policy regarding harboring of pets by renters will be upheld and the request is denied.

Michele gave an update on insurance renewals and stated that she is still waiting on some information, but that so far there are no premium increases. Regarding the company auto policy, Melissa is to send new employee driver license information to American Family.

The board reviewed the prospect of providing employee insurance with an insurance agent.

ADJOURNMENT

The board adjourned the open meeting to enter an executive session to discuss employee matters at 12:15pm.