

SMC Board Meeting
January 25, 2020 1:00-5:00 PM

AGENDA & NOTES

Roll Call: Mike Mitchell, Kirk Samsel, Tom Sherman, Doug Mercatoris, Kristin Ericson (via phone)
MMM: Stan Stokes, Steve Frischmann

1. Approval of notes from previous meeting, held Dec 4, 2019: Approved
2. Financial Review
 - a. Operating Budget: The Association is operating within budget for the first three months of the year (Oct-Dec). The Capital Reserve stands at about \$470K as of the time of the meeting.
 - b. Delinquencies: None
 - c. Review of capital expenditure plans for 2020
 - i. Items from 2019-2020 Budget:
 1. Irrigation/landscaping (\$10,000): The Board confirmed that additional trees and flowers should be added to the property for beautification.
 - a. 4-5 large pots with Aspen trees will be added to the ground floor of lower buildings' front wall.
 - b. Flower boxes will be added to the stairwells of upper buildings
 - c. 2 pots with flowers will be added to the deck outside the gym
 - d. 1-2 large pots with flowers will be added by the pool
 2. Window and door maintenance (\$3,000) (AL325): Sliding door locks need to be repaired in units H2 and J6. No other units have reported issues. Any other maintenance items raised by Owners will be addressed as they arise.
 - ii. Items from July 2019 Reserve Study
 1. 606A: reseal wood breezeway decks and tops of stringers on interior stairways, both made from Ipay hardwood (\$15,000). The Board agreed that only those decks and railings showing significant signs of wear would be resealed – this is typically the ones exposed to the elements. Steve will survey their condition and reseal in the Spring when it's warmer.
 2. 1003B: maintain metal building rails/handrails (stairwell) and black spindles in stairways – in unit stairs (\$2,000): The Board agreed with the MMM advice that these rolled steel railings were best left as is.
 - d. New deposit account for Capital Reserve: A Chase Bank 8 month CD at 1.75% was purchased with \$200,000. A CD of \$250,000 at First Bank comes due in March, paying 2.4% for 12 months; Board to decide at March meeting whether to roll this over or not. Alpine Bank holds the balance of our Capital reserve in a money market account (current balance about \$20K). Three banks being used to protect our money under FDIC limits.
 - e. 2018-2019 Financial Review: Completed. Steve to post accountant statement to web site and on realtor section.

- f. Anything else: The Board confirmed their plans to repaint the complex in 2021 and replace the roofs in 2022.
- 3. Assigned parking spaces and “reserved” spaces
 - a. How are the new rules working out? Great, much better cooperation by owners
 - b. Discussion of Steve’s draft letter to owners: Board determined this was not needed
- 4. Fines to Owners
 - a. Discuss/consider different levels (tiers) of fines based on degree of violation? (AL354): Board agreed to leave fines at \$100/incident. If an infraction is egregious, the police should be summoned for them to deal with the issue.
 - b. Discuss fines to owners when renters come through an agency: Leave policy as is, i.e., the owner will be responsible/fined, and it is up to them to get reimbursed through the rental agency
- 5. Building A upper floor remodel (AL326): The Board reviewed the remodeling plans originally developed in 2017. The Board agreed that if a competitive price could be obtained for the remodel (Owners in 2017 felt that the \$40,000 estimated cost for the upper floor was too high), this would be a substantial improvement to the main entryway to the Amenity building.
 - a. Review of plans and proposal
 - i. Board determined that the entry is “dead space” and should be improved upon to be more inviting, attractive with a current look. The space was originally designed when it was used as a hotel check-in area. The Board made the following decisions regarding the proposed scope of work:
 - 1. Remove false ceiling over stairwell – office wall will extend to the ceiling
 - 2. Remove the half-wall at top of stairs
 - 3. Install the same railings to match the lower stairs to replace the half-wall
 - 4. Keep the patio glass doors on the south side of the building until the major door/window project gets underway, to minimize cost.
 - 5. Close the current main entrance with wall
 - 6. Install a new main entrance door directly in front of outside stairs. Door to be wood with glass panel down the middle, and would replace the center window currently there
 - 7. Install a chandelier in the new entrance area. Steve to provide less expensive options (vs what was presented in 2017) at March Board meeting
 - 8. Install upgraded lights over stairwell
 - 9. New area to receive laminate floor. Steve to provide options for review at March Board conference call
 - 10. Remove window on upper office wall over stairs
 - b. Feedback on draft Statement of Work (SOW) prepared by Steve: Steve to revise the SOW to add new detail and to get three new quotes for March Board meeting
 - c. Review of previous quote from DZ remodeling: This was not reviewed in detail
 - d. Next Steps
 - i. Kirk to provide furniture options for new entryway at March Board conference call
 - ii. Project to commence in Spring provided satisfactory quotes have been obtained and the project price is considered acceptable, and all details have been approved

6. Building A window tinting update (A4 and A5) (AL319, AL330): After additional discussion on the options to make the fourth (untinted) window of A4 match the other three tinted ones, and the limitations of being able to do this (the first three were purchased as tinted, not tinted post installation), it was determined not to do anything at this time, but to wait until the larger window/door project as part of the long term plan. Steve to draft letter to inform impacted owners for Mike's review prior to issue. For the same reason, the Board will not request any changes to the tinted window in A5.
7. Recent plumbing leaks
 - a. F4 into F2 garage—status (AL353): A leaking humidifier in F4 caused substantial damage to F2 and the carport ceiling underneath. Cost of repair will be charged back to owner once project is completed (probably summer). Humidifier must be removed and any re-installation must be per specifications of Mark Kittle's letter (TOSV Building Inspector). F2 bathroom was stripped and some kitchen tile needed to be lifted, but the unit is now dry and ready for repair. F2 owners moved out following the water damage. F4 Owners are being kept fully informed.
 - b. E4 into E2 and garage—status (AL352)
 - i. E4 lower shower wall currently being fixed. All leaks have stopped.
 - ii. E2 ceiling has been patched; requires painting. With the leak behind the wall, this was a Board expense. Shower parts to be paid by E4. Detailed discussion of the exact nature of this leak by the Board revealed a "grey area" for HOA vs unit ownership where, for instance, shower or bath housings, valves and control modules could be construed as being "behind the wall" and therefore an HOA responsibility, but nevertheless are functional pieces of plumbing that protrude "into the Unit" to control water flow to the shower or bath. Mike will develop a proposal for "who owns what" in these circumstances where plumbing and other fixtures "bridge the interface" between the wall cavity and the interior of the unit.
 - c. H boiler room into H2—status (AL356): Leak caused by pin hole in pipe. Repair complete
 - d. Discuss how we can be proactive on old pipes given the recent and recurring leaks: With pipes behind the walls, Board determined that there is no economically feasible way to proactively find pipes that are in imminent danger of leaks. This would be far too cumbersome and costly of a project. Further, there is no money allocated in our reserve budget to conduct such an investigation. Instead, the Board agreed to replace copper pipes as needed and wait until the frequency of these leaks becomes too much (which could be years or even decades), at which point the Board will address this on a broader scale.
8. Discuss the possibility of solar panels in the future for south unobstructed roofs (AL348). MMM did research on this and presented two options (on ground vs on roof) and the corresponding costs. While everyone unanimously agreed that it would be great to add solar to the complex, it was determined that the current cost is too high, and the payback period too long. The Board will revisit this in two years, prior to the scheduled roof replacement. During this time, the hope would be that the technology will be improved, more options would be available, and the cost would be lower. In any event, the goal would be to ensure that, should any strengthening of the roof structures be deemed necessary to support roof mounted solar panels in the future, this would be done at the time of roof replacement for cost efficiency.

9. Updated proposal on color scheme for external rendering of units (Kirk) (AL292): Color schematics were presented. These will be revised to accurately portray the color of the driveway, to show a lighter color on the main areas of each building while leaving the trim as is. Also to be included will be a schematic of a building view without the garage. New schematics to be reviewed at our March meeting with the goal of presenting these at the AOM in Aug. The Board will determine at a later date whether to paint part of a building to illustrate the preferred color scheme, and if so, whether to do this before or after the AOM.
10. Deck furniture in front of gym area (Kirk) (AL328): Several options were presented. The Board agreed that this dead space would be a good fit to add furniture to make this usable space overlooking the pool. The Board approved the purchase of two couches, two individual chairs, and a coffee table with firepit.
11. Status of Building A access electrical issue after replacing card reader? (AL283): Problem has been solved; card reader working properly.
12. Electric car-charging outlets—any standardization possible? (AL346): The Board decided to table this discussion until an owner is buying an electric vehicle. The consensus however was that some standardization is possible, since there are several manufacturers of charging stations that are independent of the electric car manufacturers. The Board would need to select one.
13. Shed between Buildings B and C—update on options (AL311): Stan Stokes presented options, but none were desirable for our needs. Instead, he will have sketches drawn to build a shed for the space. Sketches to be presented at March meeting.
14. Landscaping update—expanded use of pots for Aspen trees, window boxes in stairwells, etc. (AL312): See 2 c i 1 a-d on page 1.
15. New occupancy rules
 - a. How are they working? They seem to be working fine although some reservations were made prior to the new rule.
 - b. Board review of Danny T and Kristin's comments on occupancy limits on 3 and under's and children in general (AL355): The Board discussed the comments and concerns raised and concluded that it would stay with the current rules at present.
16. Thief on property 1-13-20. Update? No owner/renter reported anything stolen or damaged. Unfortunately, the police were unable to identify the license plate of the vehicle used by the thief from the available video.
17. Other items from Action list not covered above: See items 18-24 below
18. C3 Plumbing fix (AL279): No more comments received – this item will be closed
19. Recycling vs. trash—is signage clear enough? (AL332): Yes
20. Labeling of owner unit parking spaces—clear enough? Board decided that current signage is adequate
21. Would it be useful to gather metrics on short term rental use? (AL334): Board determined that an analysis of the metrics would not provide any useful insight. This can always be re-addressed if we believe value can be derived from the analysis.
22. Comcast employee's fall in Building A? Update? (AL347): No update. Employee left Comcast. Item considered closed.
23. J4 remodeling activity without approval—resolved? (AL349): Yes, resolved.

24. H1 floor installers working until 7:30 PM (AL356): Board agreed this was a 1-off incident, so no fine was imposed. The board agreed that some flexibility in interpretation of our rules is appropriate in such instances.
25. Other topics raised during meeting:
 - a. Police asked if they can post the security video from the “theft” on their Facebook page. Board approved this.
 - b. The three Aspen trees in the corner of the pool area are not doing well and are causing problems to the deck and pool from the root system. The Board agreed that these should be removed. MMM to determine cost.
 - c. Damage to Building D from car: individual was fined
 - d. The accountant who has been handling the Association’s tax return preparation and independent annual review will be stepping down after this fiscal year—Sept 2020. Merc/Tom to meet with him prior to end of fiscal year and to begin the process of finding a replacement.
 - e. Future Board meetings: Dates set as March 4th, April 1st, May 6th and a face to face meeting on June 6th. The date of the Board meeting (28th August) ahead of the AOM on August 29th has already been set