

SMC Board Meeting
June 8th, 2019 1-5 pm MDT
AGENDA & NOTES

Building A

Roll Call: Mike Mitchell, Kirk Samsel, Greer Fox, Doug Mercatoris, Kristin Ericson
MMM: Stan Stokes, Steve Frischmann
All Present

AGENDA

1. Approval of notes from previous meeting (April 30th). *Approved.*
2. Finance review
 - a. Current year Operating Budget update, including accounts in arrears. *Operating appears to be in good shape; overages due to winter's length and severity balanced by lines under budget. No issues with accounts in arrears, although Board enjoyed a moment of levity when discovering two Board members with overdue accounts.*
 - b. Draft operating budget for 2019-20. *Board reviewed; noted 5% increases in insurance and utilities. A better idea of end-of-fiscal year status and operating needs will be available at the July 24 telecon. Would like to hold increase in operating assessments to 3% rather than 3.6% as proposed. Will review at July 3rd meeting.*
 - c. Possible Capital expenditures for 2019-20 – *discussion postponed until after the review of the Reserve Study. After review, Board approved proceeding with Landscaping plans. Replacement of Amenity Building exterior entry door was not approved – the Board would rather come up with a cost-effective remodel of the upper floor of the amenity building and will work on this in 2019-20. Replacement of hot water heaters in Building H/I has been completed.*
 - d. Proposed % increase in Capital Reserve charge for 2019-20? *Discussion of whether to continue with an annual rate of increase, and if so, how much, was postponed until the Board can see an updated reserve study and future financial commitment projection. (15% has been used for past 3 years to build the capital reserve account). Will review at July 3rd meeting*

3. Reserve study update

- a. Line by line review for timing/frequency/cost estimate. *Mike reviewed briefly the background for these annual Reserve Study updates as a Board agenda item: to **alert** Board, Owners, and Management of status of items vital to the structural integrity of the complex, to **anticipate** needs, avoid emergencies, and plan for the future in an orderly fashion (proactive rather than reactive); and to **build up reserves** systematically so as to minimize reliance on special assessments insofar as possible.* Following the Board's line-by-line review, Mike committed to provide an updated version to the Board within the next two weeks.
- b. Operational component – create separate document for Operating Budget Planning? *Board agreed that this would be a wise move and noted that several items in current Reserve Study list were better identified as possible recurring or one-off operational costs that should be considered when planning the annual operating budget.*

4. Parking

- a. Review of owner comments to date. *Five owners sent in comments in response to March Newsletter item.*
- b. Discussion of options to manage future parking constraints
 - i. Strict enforcement of “one car per Unit” – second cars park in Town lots
 - ii. “Free for all” with unassigned spots
 - iii. Board assignment of “2 car spaces” requested by Owners with surcharge for 2nd car
 - iv. Agreements between individual Owners – minimal MMM involvement
 - v. Combination of the above and/or other options
- c. Next steps

After an hour's discussion of the limited parking and limited options for handling parking issues – a continuation of the discussion initiated at the on-site meeting in January and in subsequent teleconferences, the Board agreed to underline with Owners that a) parking spaces are Limited Common Elements, assigned to a unit by the Board at will. Although some owners feel they have a legal right to their current

*assignment, having been assured of it by a realtor, in fact, they do not. b) One and only one parking space is assigned to a Unit with the exception of units in the B-G Buildings, who **may** have space for two **small** vehicles. c) Oversize vehicles may not impede two-way traffic in the driveway area. Examples of oversize vehicles are large SUVs and trucks that protrude beyond the size-indicator markings painted onto the driveway surface for the upper buildings. d) Parking for short-term visitors and service vehicles is important to all owners. Visitor spots will be reserved only for these purposes. The Board decided that no resident – i.e. owner or renter (short-term or long-term)- may park in a visitor spot, and any visitor would be allowed to park in a guest spot for a maximum of 24 hours. e) Rather than adopting a “free for all” approach, which the Board considered impractical, or a “surcharge for second car” approach, which would mean reassigning the two car spaces of the upper buildings, the Board decided in the first instance to see if we can do more to encourage owners to inform Steve when their assigned parking spot is available to accommodate other owners. This might allow Owners, Owners guests, and long-term renters to park a second car on the property rather than be forced to find parking elsewhere. However, it will be stressed that no Owner can be assured of an extra parking space beyond their current parking assignment, and if they have more than one car, they may be obliged to find parking away from the property. There will be no accommodation for short-term renters under this scheme and they will not be allowed more than one car on the property, unless they are renting a Unit in Buildings B-G and both cars fit in the assigned space.*

5. Revision to Rules and Regs on parking (Klrk to provide draft):
 - a. Prohibition of Owners “monopolizing guest spaces by switching” their 2 cars every 48 hrs
 - b. Clarification that Owners cannot “rent” their assigned space to other Owners
 - c. Add outcome of Parking Item 4 discussion?
 - d. Next steps? *Parking rules will need to be revised to accommodate changes discussed in Item 4. Parking issues should also be addressed again in upcoming newsletters and memos to Owners.*

5. Proposed color schemes for Property Repainting Project.
 - a. Feedback on initial proposals. *Of the several color schemes shown to the Board the gray schematic received the most favorable response. However, the color differentiation in places only accentuated the trim, and the board wanted a greater differentiation between the body of the building and the "pop-outs".*
 - b. Next steps. *Kirk will continue to develop/revise color scenarios for Board and Owner review and feedback.*
6. C1 request to install railing around rear patio area, similar to B1
 - a. Discussion and next steps. Board granted conditional approval so long as the railing matches that on the B-2 deck. The Owner would pay for the deck installation and after 10 years the Board would take ownership of the railings. The Board proposed that the HOA obtain a quote in the first instance, and MM will contact Highmark, the contractor who built the B-2 railing, for an estimate. The same opportunity could be offered to other Owners with existing decks and no railings.
7. Annual Owners Meeting (8-24-19)
 - a. Target dates for:
 - i. Request for nominations to the Board – *letter and email to be sent to all Owners by June 20, with a reply required by July 12.*
 - ii. Presidents report 7/1/19
 - iii. Treasurers report 7/1/19
 - iv. Property Managers report 7/1/19
 - v. Final Draft of 2019-20 Budget 7/15/19
 - vi. Package distribution 7/24/19
 - b. Election – mail only or vote at meeting? *Mail ballot only.*
 - c. Individuals who have expressed interested in serving on the Board – follow up needed? (AL 299). *Board members have already expressed their availability to talk to those individuals known to be interested. No further action needed.*
8. Garage lights
 - a. Review of trial installation. Board was asked to look at trial light in B carport during darkness hours.
 - b. Decision to proceed with complete replacement. *After*

feedback from Board, either replacement will proceed or other models will be considered.

9. Electronic Document Archive

- a. Progress update. *Noting that over the course of a single year, much less a full term of office, the Board generates a plethora of electronic documents, Mike has been working on a way to organize documents into a coherent and useable archive, accessible to all Board members. He demonstrated to Board how he has organized his own SMC Board document files into an archive.*
- b. Proposal to install archive on NAS (Network Attached Storage) – e.g. Asustor AS4002T or Synology DiskStation DS218j. *Board approved moving forward with this. Kirk suggested that Mike check out Google Drive, which is free. Mike noted that going forward, future Boards will need to designate one Board member to serve as Archivist with edit rights over Board documents as they accumulate. Other Board members would have read-only access. The Property Manager would also have edit access.*

10. Paper Document Archive (including wall documents) – update. *Mike has worked last summer, over the winter and spring, and for several days this month on this project, reviewing stacks of paper files accumulated over the life of the HOA with no organization whatever and stored in a large closet in the Amenity Building. He has discarded many nonessential files and organized the remainder in a series of topical notebooks, providing the HOA and future Boards with an invaluable asset – ie, codified institutional memory accessible to anyone who wishes to learn about the HOA from 1977 forward.*

11. SMC “Levying Fines” Procedure Proposal. *After two suggested revisions, the Board approved the procedure outlined, subject to additional suggestions via email and final approval either via email or at the July 3rd teleconference call.*

12. Website Owner contact sheet

- a. Update needed – need Owner permission to post email, phone, etc. *Board asked Steve to contact owners via email to offer them an option of participating in an owner directory with contact information available to other owners.*

13. Review of Action list items not covered above
- a. Stairway light installation – complete? (AL 242) *Not quite, but very soon. Board praised the new lights.*
 - b. New window in G2 – did we learn how existing windows are set and tied into the building? (AL 276) *Yes and no. Information on installation provided. However, because this was an intact window installation, we did not learn much about how much window flashing extends into building walls – and whether/how much siding would have to be removed/replaced in the process of installation of replacement windows.*
 - c. Construction of small storage spaces in Building A for the four remaining Owners who do not have any assigned storage space (AL 278). *Current estimate is way too much. MM will get additional bids.*
 - d. Request for HOA payment for C3 corrective plumbing work (AL 279). *Still open.*
 - e. B2 leak update (AL 281) *Done. Steve resealed along tubs in B4. No further problems.*
 - f. B2 owner offer of gym equipment update (AL 282) *Installed.*
 - g. Reframing of Building A lower external door (AL 283). *Open; on Steve's list.*
 - h. Increase insurance coverage for cash reserves (AL 290) *Done.*
 - i. B1 water leak - Owner repair of garage roof (AL 298). *Fixed.*
14. Recent theft of Bike Rack from Owner – any action the Board should take? *No. Theft did not occur on site.*
15. June Newsletter – possible topics
- a. Young renter problem in D3 (D1 complaint – AL 293) – *repeat excerpts from earlier newsletters*
 - b. recent theft of bike rack - *no*
 - c. firewood theft? - *no*
 - d. AOM info (including Greer stepping down) – *mail-only option, 2 positions open*
 - e. Topics from this meeting, including parking - *yes*
 - f. Replacement fabric for deck chairs? - *yes*
 - g. Other? *New stairwell lighting, update contact information*
16. SMC Changing Demographics - vacation home/rental property to

year round residents

- a. Worth an analysis (e.g. 2013 to 2019) for Board/Owner awareness/information? *Yes; Mike and Greer will handle.*

17. Dates of Board Meetings through to August: *July 3, July 24 – both teleconference calls. August 23 - on-site.*

18. Any Other Business

1. Email from Dick Wallace: 1) who cleans landings? *MM power washes landings. MM will contact rental agencies about maid service cleaning decks, balconies, and landings outside unit doors.* 2) interested in having tree/s planted between A&B. *Board asked Steve to check with Dick re exactly which area he intended, as area between A & B is planted with Vill Garden and hillside is regularly cleared of underbrush and volatile plant material via fire mitigation.*

Buildings.

2. Steve is moving into A-7. *Board approved covering costs of repainting (time and materials, amount to be determined).*

3. D-1 has a new dog. *Must register new dog; no new registration fee as this is a replacement dog.*

4. Kirk asked for treatment of weeds in patio areas of lower buildings, noting L-1 in particular has become overrun with weeds. Ditto J-1 and others and also the rock streams adjacent to the wall. *Board agreed.*

5. Stan asked for clarification of Landscaping enhancements. *As per the Strategic Plan for Capital Investment, these include the addition of three large planters with aspen trees and seasonal flowers for the wall bump-out between I-J buildings, similar to the potted aspens in the driveway and pool areas. Planters (with shade and partial sun plants) to be placed on the stairwell ledges in the lower buildings and planters (with sun-tolerant plants) to hang from wall in upper building stairwells.*

6. G2 – request for permission to repair recent water damage following leak from the Unit above. *Board approved.*

7. F2 project of installation of sound-proofing materials into ceiling. *Board very interested and suggested other Owners would be also. Board members will ask F2 owners to report to Owners at HOA meeting in August.*

8. Individual Unit deck lights will be replaced in the fall – similar design to stairway lights.

Next meeting: July 3. 4 pm MDT

Meeting adjourned at 5:14 pm. Board hosted a meet-and-greet with owners 5:15-6:15 pm.