

**ONE BRECKENRIDGE PLACE ASSOCIATION
HOMEOWNER MEETING
October 25, 2014**

I. Call the Meeting to Order

The One Breckenridge Place Association annual homeowner meeting was called to order at 10:12 a.m. in the Park Avenue Lofts Conference Room.

Board Members Present Were:

Richard Bourland, #5 (via teleconference)	Larry Pithan, #12
Rick Brown, #1	

Homeowners Present Were:

Jackie Brown, #1	Charlie Huang, #7
Jessica Hagedwood, #9/10	Bill Lapato, #15
Bob & Michele Fisher, #17	Brian & Kay Southard, #24
John Koslosky, #24	John Nicholson, #30
Suzanne Meehan, #31	Tim Buchanan, #20

Matt Stais from Matthew Stais Architecture was a guest at this meeting, along with two representatives from Turner Mountain Construction.

Representing Great Western Lodging (GWL) were Keith Kroepler, Jeff Cospolich, Brian Juchno and Jessica DeAngelis. Margot Mayer of Summit Management Resources was recording secretary.

II. Verification of Notice and Establishment of Quorum

Notice of the meeting was sent on September 24, 2014. With 23 proxies received and 12 units represented in person, a quorum was confirmed.

III. Approval of Previous Meeting Minutes

Jackie Brown made a motion to approve the September 7, 2013 annual homeowner meeting minutes as presented. John Koslosky seconded and the motion carried.

IV. President's Comments

Richard Bourland thanked Great Western Lodging for doing a great job managing the Association. He thanked the Architectural Review Committee for their assistance and Larry Pithan and Rick Brown for contributing to the Board.

V. Financial Reports

A. *2013/2014 Fiscal Year Review*

The Association ended the 2013/2014 fiscal year \$26,650 unfavorable to budget, mainly due to higher expenses for snow removal and utilities.

B. *2014/2015 Proposed Operating Budget*

Owners were notified that the 2014/2015 Proposed Operating Budget includes a \$400 annual dues increase to cover part of the 2013/2014 operating loss. There is no change to the management fee or landscaping line items. The insurance premium increased. The new budget includes \$15,000 for snow removal and \$10,000 for roof maintenance. Utilities, cable and common area electricity were consistent with previous years. There may be another \$400 dues increase next year, depending on snow removal costs for the upcoming winter.

Jackie Brown made a motion to approve the 2014/2015 Proposed Operating Budget and Bill Fisher seconded. The motion was seconded and carried.

VI. Property Manager's Report

Brian Juchno said some projects were scaled back in anticipation of the remodel project, but overall the Association kept up with the ongoing maintenance. Once the remodel has been completed he will evaluate pending projects.

A. 2013/2014 Projects

1. Touch-up painting was completed as needed.
2. The Comcast upgrade is complete. Property Management assisted Comcast with the installation of new digital receivers in all units to make sure it was done properly.
3. Irrigation system repairs were completed.
4. Gutter and roof repairs were completed.
5. There are still some minor repairs to be finished this fall.
6. The Reserve Study should be updated.

Brian Juchno said furnace inspections are required on an annual basis and we suggest every owner get the fireplace inspected annually. Owners should contact Jessica DeAngelis to make arrangements.

Bob Fisher asked if there had been any Reserve Fund contributions made this year. Brian Juchno responded that there had been contributions but no projects were done this year from the reserve due to higher expenses for snow removal. Bob Fisher asked if the Board was comfortable with a 1% contingency. Richard Bourland said the architect indicated that the Association had a very healthy Reserve Fund.

Tim Buchanan asked if there were any Reserve funds earmarked for landscaping. Brian Juchno said there were not. About 80% of the landscaping is irrigated and landscaping is part of the Operating budget. Tim Buchanan recommended upgrading the landscaping when the beautification project is done. Brian Juchno noted that some areas are used for snow storage and nothing will grow in these areas. During the project if there are any damages to the landscaping, it will be covered in the project costs. There is a small amount budgeted for this in the project funds.

VII. Old Business

A. Insurance Coverage

Keith Kroepler from GWL stated that all owners should check their policy on an annual basis to make sure they have the appropriate coverage. The policy should include reimbursement for relocation and loss of rents.

VIII. Construction Discussion

Turner Mountain Construction and Matt Stais joined the meeting. Larry Pithan said the Board hired an architect to design a new look for the building and to help select a qualified contractor. An Architectural Review Committee (ARC) was created and three contractors were interviewed. After reviewing three proposals, Turner Mountain Construction (TMC) was hired to do the remodel. An overall scope for the project was developed and Turner Mountain Construction presented the concept to the Board in August.

Matt Stais reviewed the prints for the project. He explained that the stucco and stone are in good condition and the trim around the windows can be repaired rather than replaced. He said it would be a significant cost to change the roof or the color of the windows. The scope of the project includes changing the color of the stucco, new siding, re-painting the trim, re-working the front and back decks and new railings. The decks will be built with

composite material and the railings will be custom welded. The railings will extend out to increase the decks by about 18". Bob Fisher asked if Matt Stais had any experience with these railings. Matt answered that he had been involved in many projects using the same material. The railings will be welded in three sections and will be powder coated in Denver. The railings on two buildings are scheduled to be completed before the end of ski season. Matt Stais said he had looked at replacing the entire deck structure but decided to leave the stringers, beams and concrete footings. He will make sure the structure will be sound and have enough lateral support

There was discussion of options to change the color and "bulky" look of the stairs. The overall consensus was to change the railings to a dark brown color instead of black. Matt Stais said he would research the color options.

The project will be done in phases, to be completed by the end of November 2015. The first phase will be on the north side, the second phase will include Buildings 4 through 10, and the last phase will include Buildings 21 through 27. Bob Fisher asked about the return on the investment. Matt Stais estimated that the return on a project like this is typically at least twice the amount of the assessment.

Bob Fisher expressed concern about the loss of rentals during the project. He asked if the contract included any incentives to finish the project early or fines for delay in completion. Larry Pithan said the contract had not yet been finalized. He will discuss this with the contractor. Jeff Cospolich explained there could be safety and liability concerns associated with renting during the construction.

Jessica Hagewood said she did not anticipate a Special Assessment when she purchased two units. She asked if the contributions to Reserves should be increased to avoid future Special Assessments. Larry Pithan said it was difficult to determine what the correct contribution should be. He said if there is a major capital expenditure in the future, there will most likely be another Special Assessment. John Koslosky commented that there has only been one small Special Assessment in the past.

Tim Buchanan asked if it might be possible to phase the project so some buildings can be rented during the construction process. Turner Mountain Construction said that it would be possible to keep the area clean but the workers still need to have access and he could not guarantee that any part of the complex would remain untouched. Owners will have access to their units. Larry Pithan said the Association will probably ask all owners to sign a hold harmless waiver if they occupy their unit during the construction process.

Suzanne Meehan asked if the remodeling would increase rentals. Jeff Cospolich said that owners should not expect increases immediately, but that the remodel would help maintain market share in a very competitive environment. He anticipated rentals would gradually increase over the years due to improved curb appeal.

Matt Stais reviewed options for dark sky compliant outdoor LED lighting along with new unit numbers near the garage doors. He said the doors will be repainted and the lights will be reinstalled in the original location to avoid the need for re-wiring.

An owner asked if any thought was given to the privacy issues on decks with hot tubs. Matt Stais said a solid railing could be installed but it would compromise the overall look.

Turner Mountain Construction will not take any liability for moving hot tubs off and on decks. It has not been determined who will drain, disconnect and reconnect the hot tubs. A recommendation was made to store hot tubs in the garage. Richard Bourland said owners should check their insurance policy to make sure their hot tub is covered.

Matt Stais provided decking color samples. There was agreement that the composite decking should be changed to Cape Cod Gray and options for matching railings researched. Tim Buchanan commented that all of the high-end complexes in town are brown and he would want to ensure that this property is identified as a high-end property. Matt Stais said colors are subjective and trends change. The Board will continue to discuss color options. The products should be ordered soon to qualify for 2014 pricing.

Larry Pithan said that the majority of votes received were in favor but not all owners voted. Ballots were tallied and there were 29 votes (72%) in favor, 8 votes opposed and 2 owners did not vote. The project was approved. The Board will approach banks in town about financing options for owners. Notice will be sent out shortly of the upcoming payment.

Tim Buchanan was concerned about the potential for the siding buckling if it is installed over the existing siding, and asked if there was a manufacturer's warranty for this type of installation. Turner Mountain Construction will follow up on this issue. Matt Stais noted that removing the existing siding would add another \$55,000 to the overall project cost.

Tim Buchanan asked if it would be necessary to change the Association's insurance policy during construction. Larry Pithan said the Board would follow up on this issue.

IX. New Business

A. *Sliding Doors*

Larry Pithan said information will be sent to the membership before the end of the year about the Sierra Pacific sliding glass door. Changing the door is not required but it may be possible to obtain discounted pricing if enough owners participate. Turner Mountain Construction's price includes removal of the old door, installation of the new door and fixing the exterior trim around the door. The price does not include taking down window treatments or fixing the interior trim.

B. *Communication*

Larry Pithan said the Board would do a better job of communicating regularly with owners. The Board does not have regularly scheduled Board Meetings but has conference calls as necessary. Jessica Hagewood offered to set up an online forum where owners can post comments. The website should be updated to include all current documents and preferred contractor information.

C. *Pool Closure*

Suzanne Meehan asked to be notified when the pool closes. Jeff Cospolich said it closes Oktoberfest weekend. This information can be posted on the website.

X. Elections

The term of Rick Brown expired and he has expressed his willingness to serve another term. Tim Buchanan nominated Jessica Hagewood. Michele Fisher asked if there was a process for nominations or a Nominating Committee. Larry Pithan said the Association does not have a Nominating Committee and owners can volunteer to serve on the Board. After discussion, the decision was made to re-elect Rick Brown. Jessica Hagewood offered to be involved as necessary.

XI. Set Next Meeting Date

The next Annual Meeting was set for October 24, 2015.

XII. Adjournment

Richard Bourland made a motion to adjourn at 12:43 p.m. The motion was seconded and carried.

Approved By: _____
Board Member Signature

Date: _____