

**CORRAL AT BRECKENRIDGE**  
**SUMMARY OF BOARD ACTION TAKEN WITHOUT A MEETING**  
**OCTOBER 18, 5:00 PM**

By prior agreement the Board held a teleconference on 5:00 PM October 18, 2012. Geoffrey Forman, Donald Newman (@ 5:15), Lorri Heuck, Eugene Malloy, Chase Metz all attended for the Board. Jonathan Kriegel, General Manager attended as well. The following actions were taken:

***Rental Pool Charges.***

The Board discussed the propriety of establishing rental pool fees and charges for maintenance items in connection with rental activities. Agreements from competing management companies were reviewed. As these items represented rental management decisions for activities carried on by CAB Management, Inc the Board deemed it inappropriate to be making any decisions for the management entity. **Motion: The General Manager is granted authority to establish reasonable charges for rental activities based on information provided.** The Board unanimously approved the motion.

***Charges For Minor Repairs.***

Various strategies for billing were discussed. The Board was in general agreement that previously too much work had been done on individual units at no charge and this arrangement was not sustainable. The Board also recommended that the Manager establish a finite list of simple repairs that were easily accomplished by present staff. **Motion: The General Manager is given authority to establish a reasonable fee schedule for simple repairs, and mark ups for repair parts, that are beyond Association responsibility.** The Board unanimously approved the motion.

***Review of Heating System.***

Given the history of plumbing repairs, fuel costs and age of our facility, the Board discussed the need for an engineering review of the entirety of the plumbing system including domestic hot water as well as snow melt systems in all three buildings. The recently replaced indirect hot water heater in east bldg will be kept for future evaluation and post mortem by engineers. Director Newman volunteered to do initial research on engineering firms that may have appropriate background to conduct a holistic review of the system. The engineering review should determine if cost effective modifications could be made that would improve longevity of components, decrease fuel consumption and lower long term maintenance costs. **Motion: Director Newman will provide the Manager with possible referrals to be contacted.** The motion was unanimously approved.

***Concrete sealing and resurfacing***

No resurfacing will be done this fall. Concrete has been sealed and we have abundant sealer remaining. The manager will investigate the need for a second coat of sealer and only apply if necessary. Additionally, the manager, with the assistance of Director Newman, will investigate the possibility of using commercial mats in the hallways.

The meeting adjourned at 6:30 pm.