

The Reserve on the Eagle River
Board Meeting Minutes
Monday, March 20, 2017, at 6:30 PM
The Reserve Clubhouse

BOARD MEMBERS PRESENT: Susan Ferrari, Deb Forsline, Jess Frieze, Linda Guerrette and Brian Woodell

NOT PRESENT: Andrew Abraham and Marilee Horan

ALSO PRESENT: Dan McNeill, Managing Agent and Sara Thurston McNeill, Secretary to the Meeting

HOMEOWNERS PRESENT: Charlie Scott (Unit B-204) and Steve Wodlinger (Unit C-101)

- I. Roll Call. With five of seven Board members present, a quorum was established. Deb Forsline, President, called the meeting to order shortly after 6:30PM.

- II. Review and Approval of the Minutes of the February 20, 2017, Board of Directors Meeting. These minutes were drafted and circulated to all Board members for review and comment via email prior to the meeting. Some suggested changes were incorporated and then re-circulated to the Board. There being no further suggested changes, there was a MOTION: TO APPROVE THE MINUTES OF THE FEBRUARY 20, 2017, BOARD OF DIRECTORS MEETING AS PRESENTED. The motion was seconded and approved unanimously.

- III. Homeowner Forum. Charlie Scott attended the meeting in order to offer some suggestions to the exterior lighting issues at Buildings C and O. Charlie suggested that the Board and management consider replacing these light fixtures with solar lights or hard-wired LED lights that are mounted to the buildings and illuminate the walkways. One Board member suggested that motion sensors be added to cut down on electricity costs.

Charlie then asked where gutters were being mounted to the buildings and reasoning behind gutter additions. He was concerned that the association was spending money on gutters that get damaged by snow and ice build up. Dan explained that gutters are being installed in certain areas after exterior painting is completed in order to protect the siding (and paint). Heat tapes must be installed

in the gutters and downspouts in order to keep them operating properly during the winter months. In this manner, snow and ice damage is minimized.

Steve Wodlinger attended the meeting in order to ask for management's assistance with vehicle owners that are not acting according to the rules. A large black pick up truck was parked in front of his building for extended periods last month. Vehicles are supposed to move regularly during the winter in order to aid in snow removal efforts. The truck belongs to Charlie Scott, and he was duly notified with a warning notice by management. He agreed to park in one of the back parking lots when he does not use his truck.

IV. Financial Review. Kay Cheney, bookkeeper for the association, prepared the current financial reports (as of February 28, 2017) and Dan McNeill presented them to the Board.

According to the Balance Sheet, two months through the year, the association has \$117,428.63 in the regular checking account and \$136,053.23 in the liquid asset replacement account. Assets, liabilities and equity total \$312,721.21, including \$16,367.30 in prepaid insurance premiums and \$177,043.59 in reserves. There are about 10 owners that are delinquent on their monthly dues payments. Reminders have been sent to all from management. 30-day demand letters have been sent to the three owners who are over 90 days past due; if not fully paid in 30 days, these accounts will be turned over to legal counsel for collection.

The Profit and Loss Statement reveals that the association incurred operating expenses of \$58,502 so far this year, compared to budgeted expenses of \$66,950. Snow Removal is slightly over budget; all other line items are tracking at or under budget two months through the year. Dan noted that there will be insurance claim expense related to the drain back up in Unit F-102

The 2017 beginning balance in the Replacement Reserve Account was \$136,164.39. 2017 Funding totals \$19,340 from regular assessments and \$10,412 was added from the Irrigation Special Assessment. 2017 capital expenses total \$3892 for new gutters. The ending balance in the Replacement Reserve Account is \$177,043.59. There is an additional \$69,306.09 in working capital reserves.

There was a MOTION: TO APPROVE FEBRUARY 2017 FINANCIAL REPORTS. The motion was duly seconded and carried unanimously.

V. Manager's Report. Mike Skellion submitted the following report via email prior to the meeting:

- We are planning an extensive cinder clean up in the parking areas along with sod repairs (due to plow truck damage)

- Grounds clean up is also planned with the raking of cinders and leaves and cleaning up of fallen branches
- Heat tapes have been turned off
- No roof leaks have been reported yet this winter (even considering the large snow and ice dams that formed in January and February)
- Many exterior lighting issues have been detected over the course of the winter. The landscape lighting at Building C repairs will require extensive trenching and re-wiring. We will work with D Jensen Electric on this or explore other options, depending on the Board's decision.
- The winter pool cover will be removed in the next few weeks and management will try to get a jump-start on spring clean-up at the pool, weather permitting. The mechanical systems weathered well over the winter with no extensive repairs needed at this point.
- Some heat tape repairs are slated to be made on Buildings B and N

Management contacted Eagle River Water & Sanitation District, and asked them to paint the pump house located on Reserve common area. After emailing them a photo, they responded that they will put it on their 2017 projects list.

Dan presented four updated bids for summer lawn care services to the Board. After some discussion, there was a MOTION: TO AWARD THE 2017 LAWN CARE CONTRACT TO ALL VALLEY LANDSCAPING AT A COST OF \$450 PER MOW. The motion was duly seconded and carried unanimously. Dan noted that during the installation of the new irrigation system, some areas will not be able to be mowed, and will request that a discount be applied.

There was consensus to have Eco Irrigation service the newly installed irrigation system in order to protect their warranty.

Recent code violations include some parking violations.

The Spring Newsletter will be compiled and distributed by management in April. The Board gave management some topics to include, including reminders about fire mitigation, deck work and common storage closets.

VI. Committee Reports. Linda Guerrette reported that the Landscape Committee is finalizing the entryway garden plans with Michael Arat of Eco Irrigation. Detailed drawings with specifications will be forwarded to the Board.

The final draft of the Amended & Restated Declaration was sent to Deb Forsline, Governing Documents Revision Committee chairperson, from Kerry Wallace, legal counsel, two days ago. A few revisions were incorporated, including the association's ability to build garages on common area in the future. No rentals under 30 days will be permitted under the new document. The Board will review this final draft prior to sending it to all homeowners. The survey still needs to be

done and incorporated into the plat map. After some discussion, there was consensus to schedule a Special Membership Meeting for an early evening in late May or early June, pending availability of legal counsel. At the meeting, the membership will have an opportunity to ask legal counsel questions about the Amended & Restated Declarations and updated plat map. A community barbeque will follow at the pool.

The Parking Lot Committee was directed to have the parking map finalized and delivered to the Board within the next two weeks (by Monday, April 3rd). The map is to indicate how the lots will be striped, where storage trailers will be parked and where boat and snowmobile trailers will be parked.

VII. Other Business. Management distributed the Parking Rules & Regulations to all owners for a 15-day comment period on March 3, 2017. Several comments were returned and the Board considered all input. The Board spent considerable time amending the document, based upon the comments received. After a final review by the Board, the Parking Rules & Regulations will be adopted at the April 17, 2017, Board Meeting. The map will be attached to the document, distributed to all homeowners via email and posted to the website at www.thereserveontheeagleriver.com.

VIII. Adjournment. There being no further business to come before the Board, the meeting adjourned at approximately 8:20PM.

Respectfully submitted,

Secretary to the Meeting