

The Reserve on the Eagle River  
Board Meeting Minutes  
Monday, September 17, 2018 at 6:30PM  
Reserve Clubhouse

BOARD MEMBERS PRESENT IN PERSON: Deb Forsline, Jess Frieze, Linda Guerrette, Marilee Horan, and Christine Riker.

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

HOMEOWNERS PRESENT IN PERSON: Jeff Bennett and Lynn Green—Bennett (D-204) and Brian Forsline (Unit G-201)

- I. Roll Call. With all five Board Members present, a quorum was established. Dan McNeill called the meeting to order shortly after 6:30PM.
  
- II. Homeowner Forum: One homeowner who owns two units (one in Building B and one in Building C) requested via email prior to the meeting that the association provide some sort of bicycle storage solution since bikes are not permitted to be stored in common area hallways and stairwells. The Board discussed the possibility of purchasing bike racks to be used outdoors on the common elements. Dan pointed out that anyone wishing to protect their bike typically stores it inside, out of the elements. Additionally, even bikes locked to outdoor racks are subject to theft.

After some further discussion, it was decided that the Board will not approve the purchase of outdoor racks. Residents are directed to keep their bicycles in their storage closet adjacent to their deck or patio.

Jeff Bennett requested permission to keep his “pop-up” (collapsible camper) in a designated trailer spot at The Reserve. The Board and management referred to the Declarations and the Rules & Regulations. Both governing documents prohibit the parking or storage of recreational vehicles a.k.a. RV’s inclusive of, but not limited to, motor homes, motor coaches, buses, pick-up trucks with campers or camper trailers. The documents do not specifically refer to collapsible campers on trailers, which clearly are not able to be occupied when collapsed.

After detailed discussion, there was consensus to review some language that modifies the Rules & Regulations to permit the storage of “pop ups” in their collapsed state. Management will circulate the language prior to the next Board Meeting for the Directors’ review. Once Board-approved it will be circulated to all owners for a 15-day review period.

- IV. Financial Review Kay Cheney, bookkeeper, prepared the August 31, 2018, financial reports and Dan McNeill presented them to the Board. According to the Balance Sheet, the association has \$6740.05 in the regular checking account and \$258,780.38 in the liquid asset replacement account. Assets, liabilities and equity total \$239,553.65 including \$37,509.10 in prepaid insurance premiums and \$26,524.1 in accounts receivable. The balance in the Replacement Reserve Account is \$87,616.10.

Dan reviewed the list of owners who are in arrears with the Board. Of the seven accounts of concern, two accounts have been turned over to legal counsel for collections (one is on a payment plan and is making progress), a third homeowner is on payment plan, a fourth owner recently paid in full and email reminders have been sent to two owners. It was duly noted that seventh account of concern is one owner who is two months in arrears at this point; this owner also owes the association over \$6700 from a pre-bankruptcy filing from several years back (note: after the meeting, this owner paid her current delinquency in full).

The Profit and Loss Statement reveals that eight months through the year, the association has total income of \$275,315 (based upon budgeted income of \$270,000) and has incurred total operating expenses of \$252,932 (based on budgeted expenses of \$290,208). Net income equals \$22,383 (based upon a budgeted deficit of \$20,208 at this point in the year). Dan reviewed each budget category with the Board. The greatest savings have been achieved in Snow Removal and Water & Sewer.

2018 capital expenses total \$173,908 and include \$795 in expenses related to the solar energy project, \$4006 for the irrigation system, \$700 for the governing documents revision project, \$1040 for tree removal and landscaping and \$167,407 for the Deck Post Replacement Project.

Dan presented the first draft of the proposed 2019 operating budget to the Board. This draft is based upon the last three years' actual expenses and 2018 year-to-date expenses. Increases are expected in the Janitorial and Insurance line items in the coming year and the Reserve Study calls for a 5% increase in annual contributions.

The proposed budget will be fine-tuned and presented to the Board at the October Board Meeting for approval and distribution to the membership. Owners can expect a 5% increase in dues for the coming year; it was duly noted that dues have not been increased for two years.

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

- Carpentry repairs have been completed on the Buildings B, C, and E prior to paint. The contractor also working on replacing any siding that was affected by the Deck Post and Joist Replacement Project.
- Buildings B, C and E have been painted. The contractor is now painting the Clubhouse building.
- Gutter additions on Buildings B, C and E are scheduled for installation at a cost of approximately \$2000.
- The grounds look good for the most part. We will be pruning up the unruly cottonwoods existing throughout the property, focusing primarily on frontal areas branches and limbs that end up breaking and piling up on the ground.
- There was a leak last month Building H. It originated in Unit H-202 and flowed down into H-102. The bath tub overflow gasket had gone bad in two tubs and failed. As the tub was overfilled it allowed water to enter the wall cavity and make it downstairs. The repairs have been made but drywall repairs are still pending.
- Double M Asphalt is scheduled to repair the concrete walkway on the east side of Building B. Other problem areas throughout the complex have received grinding and caulking.
- Roof inspections are done, and any noted repairs have been completed.

Dan reported that the Deck and Joist Replacement Project is now complete. A summary of the work will be forthcoming from Bob Oppenheimer. In addition, management will send an email to all owners reminding them that an approved rain guard for decks is available for installation; the email will be sent with the rain guard application form.

After the majority of leaves have fallen, all gutters will be cleaned and heat tapes will be tested. Marilee requested that management communicate with the lawn care contractor regarding careful attention to sprinkler heads during any fall cleanup and aeration.

Dan and the Board briefly reviewed the Reserve Study. Funds will be allocated in the coming years for future deck post and joist replacement, as needed, as owners replace their decking.

- VI. Old / New Business. Deb reported on the progress of Solar Energy Project. The investor and Holy Cross Energy are still working out the details of their contract. The Project is still pending.

Deb suggested that \$500 be set aside for a meeting / presentation to homeowners that rent their unit at The Reserve, along with local Realtors and property managers. The purpose of the presentation would be to provide information regarding the revised documents and the Rules as they relate to rentals. After brief discussion, there was consensus that the funds could be used to provide refreshments to attendees at the 2018 Annual Meeting instead (since management is already communicating with these entities.)

The 2018 Annual Meeting was scheduled for Monday, December 3, 2018, at 6:30 in the Clubhouse. Pizza and soft drinks will be served.

Management will work to make sure the Responsible Governance Policies posted on the website are up to date and consistent with the 11 state-required policies.

- VII. Adjournment. There being no further business to come before the Board, the meeting adjourned at approximately 7:40pm.

Respectfully submitted,

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Secretary to the Meeting