

The Reserve on the Eagle River  
Board Meeting Minutes  
Monday, September 19, 2016, at 6:30 PM  
The Reserve Clubhouse

BOARD MEMBERS PRESENT: Andrew Abraham, Deb Forsline, Jess Frieze, Linda Guerrette, Marilee Horan and Brian Woodell

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

HOMEOWNERS PRESENT: Tom and Katy Jacaruso (Unit L-103), Steve Wodlinger (Unit C-101), Brian Forsline (Unit G-201), Chuck Taylor (Unit I-104), Susan Ferrari (Unit F-202), Chris Dudar (Unit E-102) and Felix Haeuptle and Ming Shiao (Unit O-104)

- I. Roll Call. With all six 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 August 15, 2016, 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 changes were then incorporated and the minutes were recirculated. There being no further suggested changes, there was a MOTION: TO APPROVE THE MINUTES OF THE AUGUST 15, 2016, BOARD OF DIRECTORS MEETING AS PRESENTED. The motion was seconded and approved with five Directors voting FOR the motion (Andrew Abraham abstained from voting).
  
- III. Financial Review. Kay Cheney, bookkeeper for the association, prepared the current financial reports (as of August 31, 2016) and Deb Forsline and Dan McNeill presented them to the Board.

According to the Balance Sheet, the association currently has \$21,185.86 in the regular checking account and \$98,494.37 in the liquid asset replacement account. Accounts Receivable as of September 12, 2016, was \$1870.16. (over 90 days: <\$2245.55>).

The Profit and Loss Statement reveals that the association has operating expenses of \$312,033 for the first eight months of the year. This compares with budgeted expenses of \$310,696. Cost overruns have been experienced in the Lawn Care line item, but Dan noted that \$3900 of that amount needs to be reclassified to Tree Spraying. Common Repair & Maintenance is about \$10,000 over budget; some

of these expenses may be capitalized. None of the \$7000 contingency (General Common Improvements) has been expensed yet.

The 2016 beginning balance in the Replacement Reserve Account was \$107,305.28. Funding totals \$50,880 (through August 31, 2016) and 2016 capital expenses total \$58,539.27 and includes] \$13,513 to Guerrero's Roofing, \$2234.70 for smoke detector replacement, \$1193.76 for the new Knox Box, \$446.28 for wiring for new heat tapes, \$3668 to Goodman Wallace for work on the Governing Documents Revision Project, \$3200 for the professional Reserve Study, \$1705 for the replacement of a deck support post on Building G, \$2359.50 for the replacement of a deck support post on Building N, \$10,955 for new gutters, \$522.50 for deck post inspections, \$12,000 for new asphalt sidewalks, \$4048.47 for sealing of the concrete surface of the bridge and \$5440 for the irrigation system design. The ending balance in the Replacement Reserve Account is \$94,850.48.

The Board approved the August 2016 Financial Reports unanimously.

- IV. Manager's Report. Dan briefly reviewed the updated Reserve Study with the Board, noting that actual capital expenses for 2016 have been incorporated into the spreadsheet. He garnered a proposal from Monroe & Newell Engineering for the inspection of all deck support posts and the preparation of the specifications for replacement. The total cost of the work is to be \$2800. Dan explained that once exact specifications for post replacement are in place, management can competitively bid out their replacement. After brief discussion, there was a MOTION: ENGAGE MONROE & NEWELL TO INSPECT ALL DECK SUPPORT POSTS AND COMPILE THE REPLACEMENT SPECIFICATIONS. The motion was duly seconded and carried unanimously.

Dan reported that five owners incurred \$50 fees for not supplying a key to management (for the Knox Box Project) by the deadline; all of these owners have supplied keys and are requesting that the Board waive their late fees. There was consensus to do so. There are still four owners who not supplied keys.

There are several dead aspen trees in front of Building A (that were planted after the building was re-built following the fire). There was consensus to have management remove them.

Management is still exploring how best to mitigate the river erosion on the south-east side of the bridge. There was a suggestion to use some of the rocks / rubble unearthed during the Irrigation System Replacement Project.

- V. Homeowner Forum. One owner asked when the Irrigation System Replacement Project will be complete. Dan responded that the first phase

(installation of the main line and all of the feeder lines between Buildings A and D) of the Project is about one week behind schedule. The Project's second phase (feeder lines between Buildings E and Q) and the entry landscaping will be completed in the spring of 2017. There was a suggestion to add gravel to the walking path on the south side of the buildings before snow builds up on the ground to try to minimize mud during the winter and spring months.

Linda Guerrette gave the homeowners present an overview of the entry landscaping project, noting that there will be an L-shaped bed on the east and north side of Building D, filled in with some perennials, ornamental grasses and small trees. The sloped part of this area in front of the planting bed will consist of turf grass.

Once the irrigation system replaced, all turf areas throughout the complex will be seeded. The asphalt cut on the north end of the bridge will be filled in by Double M Asphalt this fall when they are on site to do crack-filling and filling in the pot-hole in front of Building C (this latter repair will be a shared cost with the Millers Creek Homeowners Association).

Tom and Katy Jacaruso voiced their concerns regarding drain line back-ups and asked the Board what is being done to pro-actively prevent this from happening again, especially in lower level units that are prone to this problem. Dan responded that management garnered a proposal for the jetting and camera inspection of ALL drain lines at The Reserve in 2014 (at a cost of \$330,000). Since this cost is well-above of budgeted expenses, the Board decided to address slow drain lines and back-ups on a case-by-case basis. The cost to jet a drain line is about \$250 and the follow up camera inspection runs \$550 per hour. Dan suggested that if an owner is concerned about back-ups, they can schedule and pay for a clean-out with PSI.

The Board asked that this topic be placed on the Agenda for the October Board Meeting, so that the Board could consider adding a drain line jetting line item to the Reserve Study. Management will make sure that drain line clean outs are on the Risk Management Checklist, updated each fall and sent to all owners in November.

- VI. Parking Management Plan Work Session. Deb Forsline led the discussion regarding the amendment of the parking rules and regulations. She read each section of the current rules and then the Board discussed proposed modifications. There was consensus about the following items:
- One parking spot per bedroom will be permitted (2 bedroom units will be allowed two vehicles and 3 bedroom units will be allowed three vehicles)
  - No RVs will be permitted; no overnight sleeping in vehicles will be permitted

- Only one trailer per unit will be permitted
- Each unit will have one assigned parking spot either directly in front of their building or, if no parking is available next to the building, across the driveway
- The Board is considering a monthly fee to park any type of trailer in the back lot. Trailer parking will be permitted only in one of three designated areas: upper and lower back lots and A lot.
- Any parking infractions will result in the posting of a sticker on the vehicle. If the infraction remains after 48 hours, the vehicle will be towed or booted.
- Once the Board approves the Parking Management Plan, it will be distributed to all owners for a 15-day comment period. Upon finalization, a bullet point memo will be posted in every common hallway.

VII. Committee Reports. Chris Dudar, chairperson of the Garage Feasibility Committee reported to the Board that the Committee held a meeting in the Clubhouse last month with approximately eight attendees. In addition, he has garnered the contact information from another 12 +/- residents that are interested garages at The Reserve. Based upon preliminary research, the cost to erect a garage building with shared spaces will cost \$25,000 +/- per vehicle and the cost to erect non-enclosed carports will cost \$15,000 +/- per vehicle. Chris duly noted that these costs are for the structures ONLY and do not include any architectural, planning, legal or “dirt” work. There were a handful of committee members that favored placing prefabricated storage sheds on common area for use by residents. The cost for this has not yet been determined.

The Committee’s next step will be to compile a survey for distribution to all owners to gauge the interest in building garages, carports and storage sheds. It still needs to be determined how common land will be re-allocated for individual owner usage and what (if any) compensation is to be paid to owners who opt not to purchase garages. Furthermore, it needs to be determined how legal and planning costs associated with garages will be paid for, assuming that these costs must be paid “up front,” prior to the sale of any space to any individual owners.

The Board thanked Chris for his report, and he excused himself from the meeting.

Deb Forsline, Chairperson of the Governing Documents Revision Committee, reported that the red-lined version of the proposed Amended and Restated Declaration was forwarded to all Board members from legal counsel earlier this month. In the interest of time, further discussion about this document was tabled until the next Board Meeting, scheduled for Monday, October 17, 2016. The discussion and approval of Director Norms was also tabled until the October Board Meeting.

VIII. Adjournment. There being no further business to come before the Board, the meeting adjourned at approximately 8:55PM.

Respectfully submitted,

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Secretary to the Meeting