

**Snowbridge Square Condominiums  
Homeowners Association Board of Directors Meeting  
September 3, 2011**

***I. Call the Meeting to Order***

Claire Carren called the meeting to order at 1:45 p.m. in the game room, mall level, Snowbridge Square.

**Board Members present:**

Claire Carren #210, Secretary (Employee rep)  
Bob Harmsen # 204 & Commercial (Commercial rep)  
Jon Faue #105, Treasurer (Residential rep)

**Board Members absent:**

Gary Harmsen # 204 & Commercial (Commercial rep)  
John Thompson #103 (Residential rep)

**Guests present:**

Jody Schmidt #211, Snowbridge Square Building Manager (Fall Line Property Management)  
Rachel Meisler as recording secretary

***II. Election of offices***

John Thompson was nominated as president by Bob Harmsen. Claire seconded the nomination. All approved. Claire nominated Jon Faue as treasurer. All approved. Jon Faue nominated Claire as secretary. All approved.

***III. Delinquent dues***

Unit #206 is way behind on dues and collection will be turned over to a lawyer. Jon wants to avoid foreclosure situation. Claire solicited input on selection of a lawyer. Jody and Bob have worked with Howard Beck. The board sees the need for a lawyer who is fast, efficient, and local. Wayne Brown gave Claire a suggested list. Everyone agreed on Dan Wolf, out of Vail, since they are close by.

***IV. Parking garage***

The parking garage is filled with trailers and other items. Most residents know they are not allowed to store trailers. Commercial owners possess 10 unlabeled indoor spaces which have many items stored in them. Claire suggests assigning and labeling spaces for the commercial owners. Bob Harsmen, as a representative of commercial owners, stated that he will take Claire's suggestion under advisement; he objects to putting names on spaces because tenants are transient. Jody will be involved. He plans to restripe, inspect, and after a new parking policy is adopted, will approach other concerns.

## ***V. Fireplaces***

Six units have fireplaces that need attention. Unit #106 has agreed to work on fireplace which failed inspection. All board members stated that homeowners will need an ultimatum. The board will apply the red tag method, utilizing the authority of the fire department. If necessary, take pictures to document evidence. Jody will draft a letter giving notice to owners to take immediate action.

## ***VI. Website update***

CCIOA is the Colorado condominium owners associations organization. Claire went to the directors meeting. She learned that the association needs to codify rules and policies and post all relevant documents to its website. The website will be a source for homeowners of the pet policy, parking policy, construction projects, etc. The site also includes the declarations, covenants, and bylaws. Jody will work with Claire to get the website up to speed. The board will have to approve the documents before they are posted. Also posted on the website are Claire's newsletters that will cover ongoing information and inform owners.

## ***VII. Building signs***

Exterior signs must be up to Summit County sign code. Copper Mountain also has a code, which is compliant with the county. Commercial renters have put up vinyl banners. All commercial owners have been notified of the sign rules. Vinyl is only temporary. Salsa Mountain Cantina, Tucker's Tavern, and Summit Resort Services need to get signs up to code. Jody outlined a process to photograph the banners and send the photos to the resort, which then follows up with county. Complaints are already in on the signs. Claire suggested an ultimatum. Jody will follow up with Peter Siegel regarding the status of the submitted complaints. The board can bill businesses that have posted signs for damages such as holes in newly painted walls. It was agreed to let authorities pursue the issue.

## ***VIII. Other issues/Security***

Jody is authorized to follow up on security cameras, gutters, and replacing the men's room floor. Bob Harmsen presented the example of his expenditure of \$15,000 at Village Square over vandalism. Vandalism is difficult to prove because it is happening in men's rooms. Locked restrooms requiring key entry have helped, according to Claire. Bob feels cameras will not be the solution and that no one solution will solve the problem. Bob asked, where will security video be recorded? Hardware is needed for the main recorder. Jody suggested either of the employee units, but the idea was struck down because of concerns over employees' friends having access to the video. The favored locations are the phone room or elevator room.

## ***IX. Railings***

Replacing all the railings was discussed last year. This will be a major project with anchored posts, according to Jody. Bob stated that the board already has designs and estimated costs for

the project. Part of the design could be an open railing system for easier snow shoveling. At this time, the board will table complete replacement of railings.

Jon wants to make sure all the railings that were in really bad shape have been addressed because he is worried about failure of the structure. Jody will obtain quotes for two projects: the first is reinforcing railings, and the second is replacing rusted siding with T 111. Claire made a motion to follow through with these two projects. It was approved by Jon and Bob.

#### ***X. Contract for Fall Line Property Management***

Jody Schmidt has never had a contract. He is no longer a resident manager but is now a property manager who hires other contractors. Claire presented the hard copy of the draft contract to Jon and Bob. Lawyer consult suggested change to item of 48-hour response time. Bob asked, is snow removal a separate contract? Shoveling is included in the current draft. Driveway and parking lot plowing is separate. The length of the contract is through February 2012 with an automatic renewal clause. Insurance amounts? Jody will provide insurance certificates.

Bob questioned the definition of skilled versus unskilled labor. Jody clarified that skilled labor includes the work of licensed electricians and plumbers, as well as roof snow removal. Hand shoveling falls under the category of unskilled.

Either party can terminate the contract with a 30-day notice. The board discussed the 60-day arbitration clause and agreed to have a good working relationship so that all issues could be handled with discussion. Jody is represented by the Steamboat legal group for the purpose of having the legal contact.

The board will review of the contract in its current draft, which has been reviewed by Mr. Brown representing Snowbridge Square. The contract includes the licensing of the manager's unit (#211) to be occupied by employees. The clause for 48-hour notice is suggested to change to one week notice. Regarding the management fee, a clause for a 3 percent increase per year will be removed. The board and management company will negotiate the management fee 60 days prior to the end of the contract every year.

The contract will be retroactive as of March 2011, when Jody requested the action. His intention in initiating the contract is to clarify what is expected of the homeowners versus the staff members. Jody will get back to the board quickly after having his attorney make the requested changes.

#### ***XI. Other concerns***

Claire presented a handwritten note from John Theisen requesting a copy of the bookkeeper's bond insurance. The concern of the board is make sure we have adequate insurance coverage as the amounts listed in our Bylaws are outdated.

#### ***XII. Board Meeting schedules***

Meetings have been infrequent. Claire raised the idea of a regular meeting schedule, according to CCIOA. Jody observed that with a regular schedule, often meetings get rescheduled. Bob focused on making the effort to keep people informed.

### ***XIII. Contracting***

Bob expressed concerned about a potential conflict of interest among Jody and Fall Line Management's four different buildings in addition to roofing and plowing businesses. Jon, as treasurer, stated that he felt comfortable with the small amount of work that Jody's company has done on Snowbridge so far, about \$5-6,000 of roofing. Bob threatened to keep attention on the issue. Bob recommends a bond on the specific products used in projects; for example a roofing materials company bonding the materials, versus the installer.

### ***XIV. Pending projects***

Parking lot paving will be addressed next year. The concrete job has only been partially paid while most of the work is not done yet. Claire is concerned that payments don't get made until work is done. The board writes the contracts and will remain diligent.

### ***XV. Adjournment***

Jon Faue adjourned the meeting at 2:30 p.m.

### ***XVI. Boiler inspection***

The board and Jody looked at the new system.