

**Sun Vail Condominium Association**  
**Board Meeting Minutes**  
**Wednesday, December 15, 2021, at 4:00PM MT**  
**Via Zoom.us**

BOARD MEMBERS PRESENT VIA VIDEO CONFERENCE CALL: Mike Block, Charles Croney, Sharie Grant, Bruce Johnson, and Brian Wilson

ALSO PRESENT VIA VIDEO CONFERENCE CALL: Dan McNeill, Managing Agent, Dave Zippie, CPA and Sara Thurston McNeill, Secretary to the Meeting

- I. Roll Call. With all five Board members present by Zoom, a quorum was established. Dan McNeill called the meeting to order shortly after 4:00PM.
- II. Review and Approval of the Minutes of the September 23, 2021, Board of Directors Meeting. These minutes were drafted by management and circulated to the Board within a week of the meeting. There being no suggested changes, there was a MOTION: TO APPROVE THE MINUTES OF THE SEPTEMBER 23, 2021, BOARD OF DIRECTORS MEETING AS PRESENTED. The motion was duly seconded and approved unanimously.
- III. Fiscal Year-End Financial Review. Dave Zippie, CPA prepared and presented the fiscal year-end financials (September 30, 2021). According to the Balance Sheet, the association ended the year with \$516,307 in total assets, liabilities and equity, including \$407,561 cash in the bank, \$21,711 in accounts receivable, \$75,201 in fixed assets and \$11,834 in prepaid expenses.

The Income Statement reveals the association ended the fiscal year with a net surplus of \$69,517 in the operating account. This compares to a budgeted fiscal year-end surplus of \$25,567. Therefore, the association came in \$37,950 ahead of budgeted expenses. All line items were very close to or under budget with the exception of Cable TV & Internet and Fire Alarm Systems.

The 2020-21 fiscal year beginning balance in the Maintenance Capital Reserve Account was \$280,185. Funding through regular assessments totaled \$54,000, \$146,947 was added from the 2019-20 fiscal year-end operating surplus, \$124,289 was added from the gain on the sale of Garage Units 3, 4 and 6 and \$33 in interest was earned. Capital expenses totaled \$329,239 and included \$4,208 for the Xfinity conversion project, \$47,239 for the

remodeling of Garages 1, 2, 3 and 4, \$10,750 for roof consulting work, \$214,434 for new roofs on Buildings A, B and C, \$588 for asphalt repairs, \$4,013 for jetting of sewer lines, \$7109 for retaining wall work, \$888 for tree removal, \$12,801 for pool fence and gate work, \$3174 for new locks on the pool gates, \$2393 to mitigate a leak, \$10,568 for deck painting, \$4980 for dryer vent cleaning and \$6,094 for a new pool heater. The ending balance in the Maintenance Capital Reserve Account is \$276,215.

Dave then briefly reviewed the October 31, 2021 financials, representing one month through the fiscal year. According to the Balance Sheet, the association has \$542,703 in total assets, liabilities and equity. There is currently a net surplus of \$5119 in the operating account. Reserves total \$332,484; the 2021 fiscal year end net surplus of \$65,517 was transferred to reserves.

IV. Manager's Report. Dan reviewed the recently professionally updated Reserve Study with the Board. The Study identifies all of the common elements that the association is responsible to repair and replace, estimates a useful remaining life for each element and its cost for replacement. In this manner, the Board can effectively plan and budget for future capital projects.

The next large-scale capital project to be addressed will be roof replacement on Buildings D and E (spring / summer 2022). Landscape modifications (per the professional landscape architect's plans) and a fire / life / safety evaluation are also currently planned for 2022.

Future large-scale capital projects will include the replacement of the asphalt parking lot (along with drainage modifications, as needed), common hallway carpet replacement, exterior painting and the execution of the landscape architect's plan.

A Reserve Study Committee comprised of Sharie, Charles and Bruce was established to review the capital spending plan and prioritize projects.

There was a request to install a sign on the fence adjacent to the walkway from the pedestrian overpass bridge, at the entrance to Sun Vail common property, that reads Private Property.

Mark Sauerman sent his maintenance report by email prior to the meeting:

- There are no recent issues to report with the pool and hot tubs. Corey continues to service them 7 days a week. I did receive a report of late-night poachers. They stated that they lived down the road and that a friend stayed there and gave them the code.

The codes only work between 9am and 9pm but they were in before 9pm and basically refused to leave.

- The kitchen sink in Unit 13-A backed up due to heavy grease in the line. I had PSI come and snake it that day and then scheduled them the next week to come jet and camera the line.
- A bacon grease fire in Unit 33-A dispatched the fire department. Since the alarms in each unit in this building are tied together, all of the alarms were tripping at the same time.
- All of the deficiencies from the annual fire alarm test and inspections are done except there a couple missing escutcheons. This is not an emergency, and it will be addressed after the holidays.
- I have Johnson Controls working on a proposal for updating the fire / life / safety system.
- The dryer vent cleaning this year exposed a number of issues throughout the complex. One repair was made in Unit 33-C. These are fairly extensive repairs that require cutting drywall. We will need to revisit this after the season. All of the buildings were inspected and cleaned except for Building A since the contractor ran out of time. Again, this will be revisited after the winter season. If anyone runs into an issue where their dryer isn't working well due to the vent, they will need to use a dryer vent box until we can get to it after the ski area closes.
- AMMI did replace a number of pavers and replaced the loose pavers on the steps. More of the pavers on the steps will come loose with freeze thaw cycles. This will be an ongoing issue until there is a replacement project. The walkway lights also should be replaced. I believe that the lights and walks/stairs should be addressed simultaneously.
- I felt the roof project went well. I am not aware of any issues. The chimney caps were not replaced, and it would be a good idea to do them all this spring when they are back to do the rest of the buildings.
- I believe the carpeting in the common areas is reaching the end of its life. I recommend not replacing it until they are done with the rest of the roofs.
- The exterior paint hasn't held up as well as I hoped. It looks like the buildings are due for another paint job or possibly a full facelift. At the very least all of the decks and the

metal caps on the decks need to be painted. We did touch them up this year just to protect the wood and to make them look a little better, but they really need full paint. It seems like those metal caps will need it annually and should be budgeted as such.

- There have been many issues with trash throughout the complex and someone dumped turkey fryer grease all over the floor of the west trash enclosure. This took extensive scooping, power washing and scrubbing with degreaser.
- I received two reports of fluctuating gas pressure in Building A. I had our office contact Xcel Energy, and they were told that the owner of the account would need to contact them directly. I also received a report back that the issue may have resolved itself.

V. Other Business. The Limited Amendment to the Declarations limiting rentals to a minimum stay of three-nights each passed, with 41 owners returning their consent. The document has been notarized and recorded. It has been posted to the website and sent to all owners.

Management was asked to recirculate the last draft of the Sun Vail Rental Agreement to the Board for review.

The Board discussed the possibility of renting Garage Unit 1 to an owners at Sun Vail. Management was directed to send an email to all owners to determine the interest and willingness to pay for the space. It was duly noted that any lease will need to be drawn up by the association's legal counsel, Aaron Goodlock.

There was a request for more holiday tree lighting next year.

The next Board Meeting is scheduled for Wednesday, February 23, 2022, at 4PM MT. The meeting will be held via Zoom.

VI. Adjournment. There being no further business to come before the Board, the meeting adjourned at approximately 5:20PM.

Respectfully submitted,

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Secretary to the Meeting