

**Sun Vail Condominium Association**  
**Board Meeting Minutes**  
**Wednesday, May 27, 2020, at 4:30PM MT**  
**Via Conference Call**

**BOARD MEMBERS PRESENT VIA CONFERENCE CALL:** Jennifer Barp, Mike Block, Charles Croney, Shari Grant and Brian Wilson

**ALSO PRESENT VIA 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 telephone, a quorum was established. Jennifer Barp called the meeting to order shortly after 4:00PM.
  
- II. Review and Approval of the Minutes of the March 31, 2020, Board of Directors Meeting. These minutes were drafted by management and circulated to the Board for review prior to the meeting. There being no suggested changes, there was a MOTION: TO APPROVE THE MINUTES OF THE MARCH 31, 2020, BOARD OF DIRECTORS MEETING AS PRESENTED. The motion was duly seconded and approved unanimously.
  
- III. April 30, 2020 Financial Review. Dave Zippie, CPA, prepared and presented the April 30, 2020, financial reports, representing the first seven months of the current fiscal year. According to the Balance Sheet, the association has \$678,349 in total assets, liabilities and equity, including \$394,751 cash in the bank, \$42,717 in owner assessments receivable (mostly representing current quarter billing), \$8244 in garage rent receivables from Vail Resort Rentals, \$21,036 in prepaid insurance premiums and \$2237 in prepaid expenses. Fixed assets total \$209,364. The balance on the loan to Alpine Bank is \$69,896.

Dave noted that as of the date of the meeting, there are three owners who are in arrears. One owner has made no payments yet in 2020; another owner has his unit for sale and the association will be fully paid upon closing. There was consensus to send another Notice of Demand letter to these owners at this point, requesting that they make payment in full or arrange for a reasonable payment plan immediately.

The Income Statement reveals that seven months through the current fiscal year, the association currently has a net operating surplus of \$65,228 in the operating account. This compares to a budgeted surplus of \$39,603 at this point in the year. Therefore, the association is \$25,625 under budgeted expenses. Overages have been experienced in the Roof Shoveling, Water & Sewer and Insurance line items. All other line items are tracking at or under budgeted amounts.

The 2019-20 fiscal year beginning balance in the Reserve Capital Fund was \$118,733. Funding through regular assessments has totaled \$31,500 so far, \$150,000 was added from previous years' net operating surpluses and \$18 in interest has been earned. 2019-20 fiscal year-to-date capital expenses total \$34,851 and includes \$5296 for the balustrade project, \$3290 for roof repairs, \$20,110 for a new snow melt boiler, \$330 to update the professional reserve study, \$1950 for engineering work related to the Garage #1-4 Conversion Project, \$975 for walkway pavers and \$2900 for a new pool cover. The current fiscal year ending balance in the Reserve Capital Fund is \$265,400.

IV. Manager's Report. Mark Sauerman, Maintenance Manager submitted the following report via email prior to the meeting:

- We will need to get the heater replaced before opening the pool.
- I also recommend getting the pool cover addressed at a cost of about \$4400 for a new tracking system. The contractor will replace the cover material at no cost.
- The pool has been leaking. Poseidon found a crack in the skimmer and it has been patched. They are still in the process of evaluating the pool to see if the patch has effectively sealed the leak and if there are any more leaks or not. I will keep you all posted.
- We are done with the spring landscaping cleanup. There are a few areas that will need some sod patching from the loader work this winter.
- All of the flower beds have been cleaned up and they were soil pepped today. Flower planting will occur mid-June.
- The irrigation system has been turned on. There was a slight drip coming from the irrigation backflow preventer that was repaired.

Dan reviewed the Reserve Study with the Board. Capital projects under consideration for 2020 include the installation of a new pool heater, the installation of a new pool cover (and tracking system), engagement of a roof consultant to begin planning for the large-scale Roof Replacement Project, infrastructure work related to the switchover from DirecTV to Xfinity, the Garage Conversion Project (Units #1 through #4), walkway repairs and sewer line jetting

The Board continues to focus on safety and property values during the uncertain economic conditions caused by the COVID-19 pandemic. It appears that the association will be allowed to open the pool and hot tub with usage limited to 50% capacity based upon the latest Eagle County Public Health Order. The restrooms, shower and sauna will remain closed for the time being.

After discussion, there was a MOTION: TO PURCHASE A RAY-PAC POOL HEATER AT A COST OF \$5452 AND TO PURCHASE A NEW POOL COVER / TRACK SYSTEM FOR \$4416. The motion was duly seconded and carried unanimously. Management will target the first weekend of June for pool and hot tub re-opening with the current safety protocols that are in place, including signage, 50% occupancy and a disinfectant station.

The Board then addressed the need to engage a consultant for the Roof Replacement Project. Dan explained that an evaluation by Turner Morris in 2018 reports that the roofs are in generally poor condition and have exceeded their useful life. Dan noted that there are a few repairs slated for this summer that will address some leaks from ice dams that occurred this past winter. After detailed discussion, there was consensus to engage a consultant for the first phase of planning in the spring of 2021.

The Board discussed the two construction proposals for the Garage Conversion Project. The proposal from Ulf Built is \$86,000 and the proposal from HMR Construction is \$45,000. There was consensus to move this capital project to 2021 and to budget about \$45,000 to get the work completed then. The Board will lead a discussion at the 2020 Annual Meeting regarding the demand for either the purchase or lease of these spaces and try to determine if there is any interest in combining the spaces into one or more larger, usable space(s). At the last Board Meeting, Michael Block had offered to compile a survey to owners to determine their willingness to either purchase or lease this type of space. With the economic uncertainty caused by the COVID-19 pandemic that followed the March 31<sup>st</sup> meeting, he decided that it was not the proper time to poll the owners with regard to this project.

Other capital projects to be undertaken this summer include jetting and televising of the sewer lines and walkway paver work. Walkway Lighting and Asphalt Mill & Overlay were moved to 2021 and Roof Replacement is slated to begin with the oldest buildings in 2022. Charles recommended that the association get proposals for a walkway snowmelt project in conjunction with asphalt work.

V. Other Business. Brian Wilson reported there has been no change in the status of the lawsuit appeal since the last Board Meeting. Legal counsel is waiting to hear from the court of appeals.

The next Board Meeting is scheduled for Wednesday, July 22, 2020, at 4:00PM. This will be the budget planning session. The Sun Vail Garage Condo Association Board of Directors will meet immediately following this meeting.

The 2020 Annual Meeting is scheduled for Saturday, August 29, 2020, beginning at 1PM MT. Currently, the Vail Public Library is closed for meetings; this may change as the library and Eagle County Public Health Department see fit. After detailed discussion, there was consensus to try and plan for a “hybrid” meeting that includes an in-person venue and the ability for virtual attendance. Management will contact Highline Hotel in West Vail since they have a large meeting room and they work with an audio-visual specialist that can set up a virtual meeting for those who choose to remain at home, and the costs associated with this type of event. The Board plans to make a decision about how and where to hold the 2020 Annual Meeting by the end of June.

VI. Adjournment. There being no further business to come before the Board, the meeting adjourned at approximately 5:40PM.

Respectfully submitted,

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Secretary to the Meeting