

Sun Vail Condominium Association  
Board Meeting Minutes  
Wednesday, April 24, 2024, 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; Brent Loebig (Unit 21-B); 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. Minutes of the January 17, 2024, Board of Directors Meeting. These minutes were approved by email and have been posted to the website.
- III. Q3 Financial Review and Proposed 2024-25 Fiscal Year Budget. Dave Zippie, CPA prepared and presented the current financials (March 31, 2024). According to the Balance Sheet, nine months through the current fiscal year, the association has \$234,670 in total assets, liabilities and equity, including \$156,165 cash in the bank, \$34,064 in accounts receivable, \$35,976 in fixed assets (Sun Vail Garage Unit 1) and \$8,465 in prepaid expenses (trash and insurance).

The Income Statement reveals that the association currently has a net surplus of \$9,806 in the operating account. This compares to a budgeted deficit of \$3,775 at this point in the year; therefore, the association is \$13,581 ahead of budget. The largest savings have been achieved in the line items of Natural Gas, Maintenance Buildings, Maintenance Pool, Snow Plowing, Snow Shoveling, Snow Roof. Fire Alarm System and Water & Sewer are over budget.

The 2023-24 fiscal year beginning balance in the Maintenance Capital Reserve Account was \$224,434. Funding through regular assessments totals \$73,071 so far, \$3,193 in interest has been earned and \$173,621 in capital expenses have been incurred, including \$79,029 for the walkway lighting project, \$812 for exterior stairs and sidewalks, \$3,771 for roof repairs, \$14,255 to rebuild an exterior staircase on one of the buildings, \$4,511 to

address a sewer line backup, \$11,547 for deck staining, \$1,304 for some new heat tapes, \$12,986 to mitigate several water intrusion events, \$7,328 for a new heater for the pool, \$2,589 for a new hot tub circulation pump, \$9,350 for the sewer line jetting project, \$165 to update the reserve study and \$25,563 for new fire alarm panels in Buildings D and E. The ending balance in the Maintenance Capital Reserve Account is \$127,077.

Dave then presented the proposed 2024-25 fiscal year operating budget to the Board. Increases are expected in the line items of Insurance and Water & Sewer. Decreases are expected in Natural Gas and Maintenance Buildings. He expects that the association will end the current fiscal year with a net surplus of approximately \$26,000. No dues increase is proposed.

Dan explained that once the new management company is chosen, the Board may need to modify the expenses related to Management Fee and Accounting. Future capital projects will need to be funded by special assessment, requiring a vote of the membership.

After discussion, there was a MOTION: TO APPROVE THE 2024-25 BUDGET AS PRESENTED. The motion was duly seconded and carried unanimously. Income from regular dues will total \$594,000 with \$97,428 allocated to reserves. Dues will remain at \$2,475 per unit per quarter.

The approved 2024-25 budget is attached hereto and incorporated into these minutes.

IV. Manager's Report. Mark Sauerman, maintenance manager, sent the following report to the Board via email along with the 2024 Projects List prior to the meeting:

- There have been many unit to unit leaks and sewer backups since my last report. I have kept the Board informed via email as they occur.
- We continue to get daily trouble signal emails from the fire alarm monitoring company. I always follow up on these to make sure that they restore. This daily task is much easier with the new monitoring system. The alarm panels in Buildings D and E were replaced last fall, but the devices in the units were not.
- I did not receive any reports of roof leaks this year. There were a couple of condensation issues but not actual roof leaks. The chimney caps still need to be replaced. Also, the heat tapes on buildings A, B and E need to be replaced. The heat tapes on the Buildings C and D building were replaced in 2023 out of necessity.

- Painting (and possibly siding replacement) is indicated for all of the buildings.
- The lighting on the buildings' exteriors needs to be updated to match the walkway lighting project. The walkway lights look great and held up well this winter.
- The handrails on the exterior walkways and steps need to be replaced to complete the walkway / stairs / pavers project.
- The long term landscaping plan addresses the retaining walls which are in need of replacement.
- Corey continues to service the pool and hot tubs 7 days a week. There are circulation issues with the hot tubs, especially the east tub. Tiles are falling off of both of the hot tubs. It is time to resurface the pool, it appears to have settled on one end, and all of the skimmers have leaked (they have been patched). The filtration system uses cartridges, but with the amount of usage at Sun Vail this should be converted to a sand filter system. The shower room, sauna and the bathroom in the pool house also see heavy usage and are in need of a facelift at this point.
- We just completed the shower pan project in the mechanical room in Unit 14-B to contain the water that continues to back up from the washing machine drain lines through their floor drain.
- We have done some pre-spring cleanup as the snow melts. Our landscape team will be at Sun Vail in the next week or two for the full spring cleanup.
- Our irrigation team will be out to charge and get the irrigation system up and running when the time comes. We will hold off on fully running the system until it is absolutely necessary.
- I am available to meet with the new management company this spring to do an on-site walkthrough and to aid in any way that I can through the transition.

Deborah Shaner of Shaner Life and Safety sent the following report to Dan regarding the ongoing Fire / Life / Safety System work and proposed upgrades:

“As requested, I have spent many hours attempting to engage contractors in obtaining a second bid for this project. I have been in touch with AT4 Fire (Denver), IVR Systems (Denver, Mountains), Western Security (Steamboat Springs), Meridian Fire (Denver/Colorado statewide) and Maven Alarm (Vail area). AT4 and Maven indicated

they would provide pricing to me, but neither of them delivered. Meridian & IVR declined to bid on the project. Western Security and their associate company (Aegis) have offered to work directly with the Board on a negotiated basis but do not want to provide a direct bid. At this time, I have no other resources to tap in order to solicit another bid for this project.

I am happy to share the contact information for Western Security/Aegis if the Board would like to try to work directly with them to negotiate the scope. Perhaps that may be a good fit for them to move the project forward. This company is one that likes to work directly with HOAs (and not consultants). I haven't had a lot of experience with them, so I cannot speak to the whether I would recommend them or not."

Deborah sent the bid she received from CSI to the Board for future reference.

Brian Wilson reported that the Board has not yet received a response to the letter the Board sent to the insurance agent regarding the plan to remove propane grills from balconies and patios. Dan recommended that the Board move forward with the elimination of these grills in order to maintain compliance with insurance requirements (and avoid the risk of cancellation of coverage).

Dan reported that the 2024 flower contract has been signed with Garden Concepts.

- V. Other Business. Sharie Grant reported that the Board will be making a final decision on the new management company within a week.
- VI. Adjournment. There being no further business to come before the Board, the meeting was adjourned at approximately 4:33PM.

Respectfully submitted,

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Secretary to the Meeting

SUN VAIL CONDOMINIUM ASSOCIATION						
NET SURPLUS (DEFICIT) FOR THE NINE MONTHS ENDING MARCH 31, 2024						
					2023-2024	2024-2025
					June 30	June 30
		Nine Months		Variance	Approved	Approved
		March 31	Ytd Budget	Inc (Decr)	Budget	Budget
<b>Revenues</b>						
	Operating Dues	\$ 372,429	\$ 372,429	\$ -	\$ 496,572	\$ 496,572
	Reserve Dues	73,071	73,071	-	97,428	97,428
	Garage Rental	3,465	-	3,465		4,610
	Interest	3,193	8	3,186	10	3,000
	Late Fees		-	-		
	Garage Sale Gain		-	-	-	-
<b>Total Revenues</b>		452,158	445,508	6,651	594,010	601,610
<b>General &amp; Administrative Expenses</b>						
	Accounting	5,850	5,850	-	7,800	7,800
	Tax Return	500	500		500	500
	Bank Fees	1,014	900	114	1,000	100
	Electric-Commons	12,770	12,000	770	17,000	18,000
	Natural Gas	11,560	18,000	(6,440)	25,000	18,000
	Cable TV & Internet	37,571	37,500	71	50,000	51,852
	Depreciation	1,404	1,404	-	1,872	1,872
	Income Taxes		-		-	-
	Insurance	38,454	37,500	954	50,000	66,000
	Landscaping-Commons/Grounds	28,164	30,000	(1,836)	45,000	45,000
	Garage Offices - Association Dues	495	450	45	600	660
	Legal Fees	793	375	418	500	1,000
	Maintenance - Buildings	22,471	34,875	(12,404)	46,500	40,000
	Fire Alarm Systems	32,042	22,500	9,542	30,000	38,000
	Building Janitorial	9,197	9,750	(553)	13,000	13,000
	Maintenance Pool	20,956	24,000	(3,044)	32,000	32,000
	Management Fees	17,100	17,100	-	22,800	22,800
	Office Expense	1,973	1,500	473	2,000	2,000
	Pool Open/Close	8,550	9,000	(450)	12,000	12,000
	Snow Shoveling	20,470	22,000	(1,530)	25,000	23,000
	Snow Plowing	7,600	10,000	(2,400)	12,000	11,000
	Snow Loader	9,062	6,000	3,062	6,000	8,000
	Roof Shoveling	5,180	8,000	(2,820)	8,000	8,000
	Trash	15,531	15,000	531	20,000	21,000
	Water & Sewer	57,381	52,000	5,381	68,000	86,000
<b>Total Expenses</b>		366,088	376,204	(10,116)	496,572	527,584
<b>Transfer To Reserve</b>		76,264	73,079	3,186	97,438	100,428
<b>Net Surplus (Deficit)</b>		9,806	(3,775)	13,581	-	(26,402)
<b>Beginning Surplus (Deficit)</b>		25,138	38,000	(12,862)		26,402
<b>Ending Surplus (Deficit)</b>		\$ 34,944	\$ 34,225	\$ 719	\$ -	\$ -