

**Sun Vail Condominium Association**  
**Board Meeting Minutes**  
**Wednesday, October 11, 2023, at 4:00PM MT**  
**Via Zoom.us**

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

BOARD MEMBERS NOT PRESENT: Charles Croney

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 four of 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 August 2, 2023, Board of Directors Meeting. These minutes were drafted by management and circulated to the Board within a week of that meeting. They were redistributed with the meeting reminder last week. There being no suggested changes, there was a MOTION: TO APPROVE THE MINUTES OF THE AUGUST 2, 2023, BOARD MEETING AS PRESENTED. The motion was duly seconded and carried unanimously.
- III. Review and Approval of the Minutes of the August 26, 2023, Board of Directors Meeting. These minutes were drafted by management and circulated to the Board within a week of that meeting. They were redistributed with the meeting reminder last week. There being no suggested changes, there was a MOTION: TO APPROVE THE MINUTES OF THE AUGUST 26, 2023, BOARD MEETING AS PRESENTED. The motion was duly seconded and carried unanimously.
- IV. Financial Review. Dave Zippie, CPA prepared and presented the current financials (August 31, 2023). According to the Balance Sheet, two months through the current fiscal year, the association has \$342,141 in total assets, liabilities and equity, including \$247,920 cash in the bank, \$37,084 in accounts receivable, \$37,068 in fixed assets (Sun Vail Garage Unit 1) and \$14,881 in prepaid insurance premiums.

Dave reported that there are currently three owners who owe two quarters of dues; one of those units is due to be sold soon and so the association will collect all back dues, fines and interest at closing. Reminders have been sent to the other two owners. Late fees and interest are being applied per the Collections Policy.

The Income Statement reveals that the association currently has a net surplus of \$22,111 in the operating account. This compares to a budgeted surplus of \$9433 at this point in the year; therefore, the association is \$12,677 ahead of budget. The largest savings have been achieved in the line items of Maintenance Buildings, Fire Alarm Systems and Maintenance Pool.

The 2023-24 fiscal year beginning balance in the Maintenance Capital Reserve Account was \$224,434. Funding through regular assessments totals \$16,238 so far, and \$7715 in capital expenses have been incurred, including \$3132 for the landscape lighting project, \$232 for sidewalk work, \$580 to rebuild a rear staircase on Building D and \$3771 for roof repairs. The ending balance in the Maintenance Capital Reserve Account is \$232,957.

V. Manager's Report. Mark Sauerman sent the following maintenance report to the Board via email along with the updated 2023 Projects List prior to the meeting:

- The deck staining and metal top cap painting is done. They were in pretty bad shape so there was a great deal of prep work required. We scraped and sanded each deck and top cap before staining and painting. We also covered everything below with plastic and moved all of the items on the decks from side to side to stain so that no one had to move their deck things inside. Then we put everything back at the end. Every deck was accessed by ladders.
- Per request, I took some pictures of the chimney caps at Buildings C and D. My impression from looking at them is that they should be replaced. We will be caulking the caps during our roof inspections.
- We will close the pool from October 16<sup>th</sup> through October 27<sup>th</sup> for maintenance. There are quite a few of the little tiles that have popped off the sides of the hot tubs. I have met with a tile contractor to look at these and they think that it would be better to remove all of the one inch tiles and replace them with six inch tiles. They said that it will be very difficult and time consuming to do the prep work to just replace the missing one inch tiles to get them to stick and be flush with the other tiles. They will be providing me with a bid for this.
- The irrigation system has been winterized.
- Flower cutbacks are done.
- The pool furniture will be put away next week.

- I have had a couple of onsite meetings with the fire protection engineer Deborah Shaner and with Andy Polar from Maven Alarm. Our goal for this fall is to get the fire panels Buildings D and E changed out. This is the biggest liability with the system right now. Then they will do their work to get Sun Vail in the position to do the remainder of the Fire / Life / Safety System Project next year. We continue to receive regular trouble signal emails from the monitoring company for the A, B and C Buildings. These are the buildings with wireless systems. The annual test and inspections of the alarm and sprinkler systems are currently scheduled for November 13—15.
- We are still waiting for one light post and seven heads for the light posts to complete the new lighting project. Avalanche property maintenance had to step in to make the concrete bases right after Impact Energy's concrete contractor did not install many of them correctly.

Drain line jetting is scheduled for October 17-19. Golden Eagle will jet each lower level drain from the unit to the main line and then each main line to the water district's sewer line.

Dan reported that the insurance policy renews at the beginning of January, and he has received notification from American Family that the cost for the annual premium will be increasing from about \$45,000 to \$86,000 and the deductible will increase from \$5000 per event to \$10,000. He will be seeking other bids for the Board's consideration.

Dan reviewed the capital spending plan with the Board. Capital projects under consideration for the 2023-24 fiscal year include asphalt patching, walkway handrail replacement, chimney cap replacement and fire / life / safety system work. Future, large-scale capital projects include asphalt replacement, landscaping upgrades, signage upgrades, painting with (with related siding and trim replacement, as needed) and the replacement of common corridor carpeting.

The Board discussed the future capital projects in detail. There was consensus to have management seek proposals from civil engineers so that the scope of work for asphalt replacement can be identified and costs estimated.

Dan was asked to get Timberlee to modify their proposal for the handrail and post project; currently it specifies that all posts are to be replaced. The Board feels that only six posts should be replaced, and the rest are in serviceable condition.

All felt that the large spruce trees on the property need to be treated annually as they are a very important asset for Sun Vail.

There was consensus not to pursue a security camera project at the pool at this point.

The upgrades to the fire / life / safety system will be a top priority.

The Board discussed the condition of the siding with Dan. The solid body stain is peeling off a great deal of the siding on the back sides of the buildings. Dan explained that during the last painting project, a lot of Hardi-board was used to replace the cedar siding on the front and sides of the structures, but not the back. The Board asked Dan to get the cost to replace the siding on the back sides of the buildings with Hardi-board. Sharie noted that Hardi-board comes pre-painted in a certain number of colors, and likely tan is one of those colors. This could save some time and money.

VI. Other Business. The Board discussed how best to showcase the signage that is required by the Town of Vail for every short term rental. The STR Ordinance requires every owner that conducts rental activities to post the name of their rental agent and their contact information, plus their business license number and the Town of Vail Short Term Rental Complaint Hotline phone number on a sign on their front door or adjacent to their front door. This has resulted in a hodgepodge of signage throughout the complex. Dan offered to get the cost for a consistent frame or placard to be mounted on each door (or on the siding next to the door).

The next Board Meeting was scheduled for Wednesday, January 17, 2024, at 4:00PM. It will be held via Zoom.

VII. Adjournment. There being no further business to come before the Board, the meeting was adjourned at approximately 4:55PM.

Respectfully submitted,

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Secretary to the Meeting