

Upper Village Homeowners Association, Inc

BOARD MEETING AGENDA

January 6, 2010

- Approve minutes of Annual Meeting
- Discussion & Approval of Pool Security System
- Status of Pool Completion
- Level of Service at Pool vis-à-vis Approved Budget
- Other business
- Adjourn

Upper Village Homeowners Association, Inc

BOARD MEETING – MEETING MINUTES

January 6, 2010

Attendees: Wade Dover, Rafe Sykes, Dave Hartman, Tyler Viernow

Not Attending: John Lindgren, Peter Davidson

Meeting was called to order at 1:05p by Wade Dover.

Wade let us know that Mark Provino was let go from Baker Hogan due to a lack of work in their firm. Wade has requested that Mark come back to help us follow-up on the final punch list items that need to be completed with the pool.

We discussed the minutes from the annual meeting. One edit will be made on Page 5 editing that David Hartman said the system can be ordered within a week versus installed within a week.

Wade made a motion to approve the minutes. Tyler seconded. The minutes from the annual meeting were approved.

Dave walked through details of the security system including the cost of system and the cards. He has researched the details and costs of purchasing a printer to personalize the cards for the UVHOA and label them. We discussed the potential benefits of buying 3,000 cards up front versus 2,000 or 5,000 cards given the number of cards we anticipate needing. There is a better price alternative on personalized cards and, they are compatible with the ADT system per ADT. System cost estimate at high level is \$5600 hardware and installation, \$9000 for cards and \$4000 for printer and \$1000 for the computer. In addition, there is going to be labor to set this up, estimated at \$2000 for the initial run of cards. Dave is going to have the initial set up done outside of the pool.

We discussed the UVHOA providing one card per unit and then allowing the units taking advantage of purchasing one additional card per unit for \$10 per unit. Dave has planned that we could potentially provide a third card if requested for \$25 each. Dave walked us through his proposed procedure for gathering the

initial required data for creating the security cards and then coordinating with the associations to distribute and bill for the cards. We discussed the benefits and drawbacks of allowing the management companies to have some spare cards to use in case of emergencies and the risks of opening up the pool to unauthorized use.

The net cost of the system will be less after charging the homeowners for their extra cards.

Rafe made motion to approve the new security system with gross cost of \$21,600 with expected net cost of \$5,000 – 7,000 depending on the number of extra cards ordered. Tyler seconded motion. It was approved.

Dave is going to send out procedures and we are going to request feedback on any serious concerns but not fine tuning of any details.

Rafe brought up for discussion whether or not we need a digital camera to record the area in case we need a record for any incident that may occur. Wade recommended that we wait for a month or so for Dave to get the pool operating appropriately before approaching this potential need. We agreed there is potential value but not an urgent need to do this.

Wade walked through the status of the pool completion. He indicated that the pool was not 100% complete when it was opened. TCD now has a punch list of items to complete and they anticipate having this done by January 15. At that point, we will have the architects do a review to ensure the project has been completed as designed. Wade estimates that by February 1 we should be done with the punch list and able to tell TCD that we are complete. Wade indicated that he will get the punch list to the board so we can review and understand what needs to be completed.

Wade walked through the details on how we came to have an issue with the floor mounted toilets versus the wall mounted toilets and the delays and extra costs that caused. Wade also summarized that the general comments on the pool are very positive to date.

We then discussed the current service levels provided to operate the pool and our expectations versus the budget we approved for this year. Wade and Dave walked through the details of current operations and impressions of the current

staff. Dave is going to take our comments and develop the policies, procedures and operating model so we can meet expectations.

New Business. We discussed Dave's thoughts on communicating and enforcing rules for the UVHOA. Wade indicated and we agreed that we should hold off on that until we can prove ourselves successful with the pool and then help to educate our member associations of the rules and their responsibilities. Architectural control is important consideration.

Wade also indicated we need to get moving on a reserve study as required by state law. He asked Dave to help identify some replacement costs for key pool components. Wade believes the board should be able to do this on our own with Dave's help.

Wade also indicated that Jon Raymond has not been billing us for all his hours and is going beyond the service level he committed for \$15,000. The Board agreed to consider a bonus payment to Jon when this project is completed.

We also agreed that we do not need to send any update letter to the members until potentially the pool is 100% complete.

Wade adjourned the meeting at 2:10p.

Minutes by: Tyler Viernow