

Upper Village Homeowners Association, Inc.

BOARD MEETING AGENDA

November 7, 2009 10 AM MST

- Review status of pool renovation project (Wade Dover)
- Pool Cost Report (Wade)
- 2009 Financials (Wade & Dave)
- Proposed 2010 Operating Budget (Wade and Dave)
- Reserve Fund Forecast
- Proposal to Control Pool Use (Dave)
- Annual Meeting Plans (All)
  - Time and Place
  - Agenda
  - Election of Directors
- Other business
- Adjourn

MEETING MINUTES

**Minutes:** UVHOA Board Meeting - November 7, 2009

**Attendees:** Wade Dover (Phone), John Lindgren, Rafe Sykes, Tyler Viernow, Dave Hartman, Sarah Provino

**Absent:** None

Wade called meeting to order at 10:05a Mountain Time

**Discussion:**

**Pool Renovation Status:** Goal for TCD is to turn-over the pool to Dave and Woodwinds by December 18. For the Diamond Brite coating in pool, need to fill pool with water immediately after coating applied. Then, we start heating the pool. Goal is to open pool the next day or December 19 (if that is when turnover happens). Need to have an occupancy permit (CO) given by Town of Breckenridge. Goal is to have that permit on Tuesday, Dec 14. If there is something wrong with the CO, have the week to correct.

Weather related work done in the spring will be parking lot/asphalt work, new planting, path repair, and repair to One Breckenridge Place property during gas line installation. We will get credits from TCD on these items that we will use to do this in the spring.

We can still operate pool if there are punch list items to correct. They can do this work early in day before the pool is open.

**Pool Costs:** Wade indicated that we will spend right up to \$1M with the pool which includes the change orders that we are currently working through. This includes the landscaping and parking repair work to be done in the spring. This also includes the monies that Dave spent out of operating costs earlier. This does not include the cost for the security system. Later in meeting, we discussed including the upfront costs for the security system in the overall pool budget.

**2009 Financials:** Dave walked through the numbers. Variances in 2009 budget were Gas and Electric, lower due to shut down for construction and lower gas prices. Leaking pool lost a lot of water and chemicals. All of the old pool equipment, tent etc are in storage and we need to determine what to do with what no one needs. Had luck last year getting grant for fire mitigation and will put that in the budget again. Use that for important mitigation work throughout the Upper Village. Dave is going to verify for Wade if the drain mitigation issue was logged on the Pool Upgrade line item in budget summary.

We discussed the proposed 2010 budget. Dave went through the line items with significant variances. Expect the chemicals and pool supplies to go up with two additional hot tubs. Dave used the chemical and supply costs for Columbine pool as a comparison. We discussed the gas and electricity expectations and all the unknowns with this new facility. We tried to compare to the actual at Columbine. We discussed pros and cons of budgeting this line item at last year's level. We discussed the maintenance budget and what we can expect going forward. Some items should be under warranty and the new equipment should not be breaking. We discussed the legal and accounting line item. Wade is going to call Myra about her retainer and need for services going forward.

We discussed breaking out Dave's management fee for the HOA versus the pool costs. The association management fee includes the accounting and also expectations of hours to operate the security system.

We discussed in detail the personnel requirements to operate the pool including skill level and expectations for their services.

**Security System** – Dave got estimates for system cost. Dave went through three items 1) Access Control 2) Usage Management 3) Software to track Usage. We discussed in detail the various options, limitations, and benefits of various system options and the best way to control use. Dave gathered data from the Board relative to our priorities for each and assumptions going forward.

We agreed that we want to track usage of the pool by neighborhood and unit and not the number of people which requires more manual use from the attendant. Let's leverage the automation to track this only.

We discussed in detail the amount we should pay for the person working the pool. We agreed that we want to extend the pool hours and revise the budget to keep the cost per hour of \$9 as current versus moving up to \$12 per hour. Dave will look at the pool hours and recalculate the estimated cost.

Dave will also look at options for a security system given the new requirements.

We agreed that the cost for the pool keys/fobs will be high enough to encourage people to not lose them.

We agreed that the pool security system will be part of the pool capital budget.

**2010 Operating Budget:** We discussed the line items in more detail. We also had global discussion relative to the message we want to send to home owners on operating cost going forward.

Dave will rework the numbers assuming a \$116,000 estimated budget for 2010. Based on rough calculations, we should be reducing the association assessments by 14% - 15%.

Rafe will speak with his Board and then with Dave to understand if there are any options to leverage Valdoro with some pool operations to extend pool hours. This could be more difficult to work out than assumed – insurance, etc.

**Reserve Fund:** We discussed the 2008 and 2009 actual usage from this fund. We also reviewed the details of what would be needed for the next five years. We discussed the potential need for a working capital fund that we can use to pull from in case there are operating short falls or unexpected capital needs for projects or repairs. We agreed to put the \$25,000 in working capital for liquid management.

Dave reviewed the three accounts we have for UVHOA funds – operating, short term reserve/capital, long term reserve. We agreed that we will include a reserve contribution in 2010 and try to keep that consistent for the next five years.

**Annual Meeting:** We are not going to discuss options and look for input on the security system. The Board has decided on the system and we are going to inform the ownership of that system.

Regarding declarations, we are not going to get into a discussion on those at this meeting. We are not going to pursue approval of new declarations in 2010.

Regarding pool safety, we addressed the drain issue from last year and are ready with code for new pool.

Wade requested that the Board review the minutes from last year to ensure we have not missed anything.

Sarah is not going to run for re-election. Rafe will re-run. There is a Board member from Trails End that is going to run. John indicated he is not going to make the meeting due to hospital stay.

The annual meeting will be at Pine Ridge.

We discussed visiting the pool ahead of the meeting and because we will not have a Certificate of Occupancy at that point, we cannot go into the pool area.

**Meeting Adjourned:** 12:45p

**Minutes submitted by Tyler Viernow**