**SNOWSCAPE CONDOMINIUMS HOMEOWNERS ASSOCIATION**

**ANNUAL MEETING**

#### **September 26, 2020**

The Annual Meeting of the Snowscape Condominium Association was held Saturday, September 26, 2020, via video conference. Directors Kirk Christensen, Michael Houston, Tom Kozlowski, Mike Mooney and Emerson Link were present, as were those owners listed below or represented by proxy. Amy Drees and Bob Towne represented Wildernest Property Management (WPM). President Link called the meeting to order at 9:15am.

# CALL TO ORDER

President Link began the meeting with roll call and introductions.

**ROLL CALL & CERTIFICATION OF PROXIES**

Pursuant to the Bylaws, the unit owners noted below as present or represented by proxy fulfills the quorum requirements of 30 percent (23 units) of the membership.

*Owner(s) Present: (23)*

| **Owner(s)** | **Unit #** |  | **Owner(s)** | **Unit #** |
| --- | --- | --- | --- | --- |
| Piotr Kaszyk | 6 |  | Margaret Dozark | 75 |
| Kevin Smith | 9 |  | Loren Green | 90 |
| Steve Sebern | 15 |  | Mike Mooney | 92 |
| Lucy & Matt Esberg | 23 |  | Sherry Tomac | 94 |
| Michael Houston | 25 |  | Paula Konigsberg | 103 |
| Markus Klauser | 30 |  | Tom Kozlowski | 104 |
| Michael Burnett | 35 |  | Mark Changaris | 205 |
| Terry Deaton | 52 |  | Jay Moorman | 301 |
| Emerson Link | 53 |  | Bruce Marshall | 305 |
| Stephen Rhodes | 62 |  | Scott & Kristi Farrar | 401 |
| Neal Warner | 64 |  | Ed Sugar | 503 |
| Kirk Christensen | 74 |  |  |  |

*Owner(s) Represented by Proxy: (4)*

| **Owner(s)** | **Unit #** | **Proxy** |
| --- | --- | --- |
| Sari Freedman | 43 | President |
| Sean Flanagan | 203 | President |
| Murray McNeil | 204 | President |
| Elizabeth Hill | 501 | President |

**2019 ANNUAL MINUTES APPROVAL**

Minutes of the 2019 Annual meeting were included in the meeting packet. There were no comments on the minutes.

***RESOLUTION: Upon motion made, seconded and unanimously carried, the minutes of the 2019 Annual meeting were approved as amended.***

#

**REPORT OF PRESIDENT**

Board President Emerson Link commented on projects and issues of concern during 2020 including:

* The property repainting project was completed onsite for all buildings.
* A unit that was severely delinquent was sold and the recuperation of the past owed dues were similar to the total amount of the Reserve special assessment. The Board decided to rescind the special assessment to save the owners money in their payments to the HOA.

Owner discussion included:

* Ms. Dozark of unit 75 commented on the rescinding of the special assessment. She discussed her concerns with future special assessments if there are not adequate funds available in the reserve account.
* Mr. Moorman of unit 301 asked about the completion of the paint project which has been completed except for minor touch ups and warranty items.

**MANAGEMENT REPORT**

Mr. Towne commented on several property issues including:

* Not many issues were reported during the COVID-19 lockdown. Management was able to maintain management of the property during the lockdown.
* The lower lot overlay was completed.
* The pool filter was replaced.
* The fireplace inspections are being scheduled. Homeowners will be notified of any needed repairs.
* Trees that were too close to the buildings were removed.
* The hallway carpets were cleaned professionally after the paint project was completed.
* Stairs were repaired and trim boards were replaced around a few of the carpeted areas.
* Bears are currently active in the area. Owners are reminded to be cautious.
* Moose are also common in the area and are fairly aggressive.
* Owners are reminded to replace their smoke detectors and CO detectors.

Owner discussion included:

* Mr. Sugar of 503 asked regarding the paint project. He noted there were a few areas below his unit that need to be painted because of the angle of the painters. He also noted that the landscaping at the upper entrance blocks the view into the road which may be a hazard.
	+ Mr. Towne noted that the painter has a 2 year warranty. He will have this addressed.
* Ms. Dozark asked regarding the fireplace inspections and the repair cost responsibility.
	+ Ms. Drees noted that the responsibility of the repairs is according to the ownership of the utility. If the repairs are within the homeowner-owned airspace of the condominium, the owner is responsible for the repairs. If the repair is outside of the ownership of a single owner, the HOA is responsible for the repairs at a common expense.
* Mr. Burnett of unit 35 noted that the owners were not notified of the pool closures via email at the time of the closure. He also noted that the lower hallway outside of his building was iced over during the winter due to the drainage. He complimented the paint job onsite.
	+ Mr. Towne confirmed notice would be sent out of bear issues to all owners. He discussed that the pool closure was due to the water not being properly filtered. The filter was replaced and in the event of future repairs, management will send out closure notices to all owners. Lastly, he confirmed that there is no electric available for heat tape in the downspouts. The walkways are being shoveled to try to mitigate the issue and the parking lot was re-graded to increase drainage off the property.
	+ Mr. Burnett noted that it may be good to install electricity on the exterior of the property for this purpose. He also noted that the pool room does not have ventilation and windows would be a nice addition to the pool room.
* Mr. Sugar commented on the recirculation pump in building 4.
	+ Mr. Towne confirmed that this has been addressed.
* Mr. Sebern of unit 15 commented on dumpster issues. The lower lot dumpster fills up quickly. Owners should be encouraged to take their trash to the upper lot dumpster in the event that it is full.
	+ Mr. Towne confirmed that dumpsters are a common problem locally. Owners are also required to let their guests/tenants know to dump trash properly in a dumpster and relock the bear bar. Broken carabiners are the responsibility of WasteManagement and are addressed by them as needed.

**FINANCIALS**

Ms. Drees reviewed the July Snowscape financials:

**Balance Sheet**

* The operating account has $59,010, which is over 2 months of monthly expenses. This is an adequate amount in operating.
* The reserve bank account has $120,000 in cash for large, capital projects. The investment account with RBC Wealth Management has $200,000 invested with $5,619 interest earned so far.
* The majority of the unpaid dues were addressed in the sale of a unit recently.

**Income Statement**

* Insurance expenses were under budget because the budget was written prior to the insurance renewal, which decreased based on good standing - a large insurance claim fell off the 3-year insurance history.
* Snow shoveling was negotiated out of the management agreement after the budget was written in 2019. The $15,000 unbudgeted expense for snow shoveling was the additional expense of shoveling for the association.
* The resale reserve contribution is up due to more units being sold this fiscal year.
* Reserve expenses aligned with the expenses discussed in the president and management report.

Homeowner comment included:

* Mr. Christensen of unit 74 commented on the purpose of the reserve special assessment implemented in 2019 for the purpose of rebuilding the reserves after the loss from the water main burst underneath the upper parking lot. This expense was over $100,000. The assessment was to rebuild half of that expense via special assessment.
	+ Mr. Kozlowski noted that the recuperation of the funds from a delinquency had the same effect of rebuilding the reserves.
	+ Owners discussed the support of retaining the assessment or the support of removing the assessment.
	+ Mr. Link noted that the discussion would be taken into consideration in the next Board meeting.
* Mr. Christensen also noted that the lateral plumbing lines in the crawl spaces need to be replaced, which will be a large expense to the reserves.

**Major Maintenance Chart**

* Scheduled for the coming year is the upper lot repairs - crack fill and seal coating the lot.
* The clubhouse is scheduled to be redesigned or redecorated. A designer may be consulted for the design of the clubhouse.
* The hot tub is scheduled for replacement in the near future.
* The lateral lines (horizontal plumbing lines) will be replaced to mitigate any further leaks in the crawl spaces.
* The roofs are scheduled to be replaced in a few years.

Homeowner comment included:

* The exterior was requested to be addressed in the remodel.
* An exterior bbq was requested.
* Ms. Dozark commented on the horizontal pipes.
	+ Mr. Towne noted that the lateral lines are all in the crawl spaces and have had multiple leaks in the past. Lateral lines connecting units are not present in the upper floors, so the only horizontal lines are in the crawl spaces.
* Mr. Christensen noted that the board is looking at a reserve study for the association. He commented that the price difference between an onsite study and an “update” was significant. He noted that he preferred to have the less expensive option.

**ELECTION OF DIRECTORS**

There are two positions up for reelection. Those are the positions of Tom Kozlowski and Michael Houston. The floor was opened for nominations. Mr. Mooney nominated Mr. Kozlowski and Mr. Houston for reelection. Ms. Konigsberg noted that she would volunteer for a position if available.

***RESOLUTION: With a motion made and duly seconded, with no secret ballot necessary, Tom Kozlowski and Michael Houston were elected by majority to the Board of Directors for two year terms.***

The association discussed the option of adding a committee member to the Board of Directors. Ms. Konigsberg was appointed as a non-voting Board committee member. She will be included in Board communication and aid in the discussion of onsite needs at Snowscape Condominium Association.

**OTHER MATTERS**

* Ms. Konigsberg commented on wearing masks onsite at Snowscape.
	+ Ms. Drees discussed various state mandates that are applied to the common areas at Snowscape. Masks are required in indoor common areas such as the clubhouse except when actively swimming in the pool. Wearing masks in the parking lot was not discussed.
* Mr. Sugar noted that homeowners would like to have input on the clubhouse redesign. Mr. Link agreed.
* Ms. Tomac of unit 94 asked regarding her architectural change request. The Board verbally approved the architectural request to add stairs to the deck on unit 94.
* Ms. Roebuck noted that holding the meeting both virtually and in person would be preferable.
* Homeowners commented on their thanks to the Board for their hard work on behalf of the Association.

**NEXT ANNUAL MEETING DATE**

By consensus it was agreed the next owners meeting will be September 25, 2021, at 9:00 AM in the clubhouse.

**ADJOURNMENT**

The meeting was adjourned at 11:25 AM.

**SNOWSCAPE HOMEOWNERS ASSOCIATION**

**ORGANIZATIONAL BOARD OF DIRECTORS MEETING**

**September 26, 2020**

The Snowscape Homeowners Association Board of Directors met immediately after the Annual owners meeting on Saturday, September 26, 2020 via video conference. Directors attending included Kirk Christensen, Michael Houston, Mike Mooney, Emerson Link and Tom Kozlowski.

**ELECTION OF OFFICERS**

By consensus the officers were decided as follows:

 President – Michael Mooney

 Vice president – Michael Houston

 Treasurer/Secretary – Kirk Christensen

 At-large - Tom Kozlowski

 At-large – Emerson Link

 Non-Voting Board Committee - Paula Konigsberg

**DISCUSSION**

The board discussed the reserve study. Mr. Christensen noted value concerns for the amount spent on the reserve study. Management noted the value of having the full component list reviewed. Mr. Houston noted that some of the components would need a review. The Board will review the Reserve study bid for the meeting on October 12th.

**NEXT MEETING DATES**

October 12, 2020 4:00 PM - Board Budget Meeting

**ADJOURNMENT**

The meeting was adjourned at 12:00 PM.