

The Reserve on the Eagle River Condominium Association  
Board Meeting Minutes  
Monday, June 21, 2021, at 6:30PM MT  
Via Zoom.us

BOARD MEMBERS PRESENT VIA ZOOM: Janet Bro, Bryce Campbell, Vicki Glotzer, Theresa Luling, Jess Frieze, Deb Forsline, Linda Guerrette and Marilee Horan

ALSO PRESENT VIA ZOOM: Dan McNeill, Managing Agent and Sara Thurston McNeill, Secretary to the Meeting

HOMEOWNERS PRESENT VIA ZOOM: Christine Riker and Chris Inks (L-202) and Marie Dowling (D-201)

- I. Roll Call. With all eight Board Members present via video conference call, a quorum was established. Dan McNeill called the meeting to order shortly after 6:30PM. It was duly noted that Caroline Whalen has resigned from the Board of Directors.
  
- II. Review and Approval of May 17, 2021 Board Meeting Minutes. These minutes were previously drafted, distributed to the Board for review and posted to the website: [hoa.mcneillproperties.com](http://hoa.mcneillproperties.com). There being no proposed changes, there was a MOTION: TO APPROVE THE MINUTES OF THE MAY 17, 2021, BOARD MEETING AS PRESENTED. The motion was duly seconded and passed unanimously.
  
- III. Homeowner Forum. Christine Riker and Chris Inks attended the meeting to request resolution on a number of items, including the poor condition the painting contractor left their deck in after their building was recently painted and whether the association will replace an exterior door (and its related framing) to their storage closet after a roof leak occurred. Dan explained that their deck will be restored to its “pre-painting project condition” once management has a chance to do the final walk through with Excel and create a punch list for them to complete. The walk through will occur later this week.

The roof leak repair was completed last month, although the leak occurred in 2019. Dan explained that it was a \$4600 repair, during which a cricket was installed to divert moisture. If there was structural damage that occurred as a result of this leak (ie: the storage closet door and its framing) he expects that this will be an association responsibility to repair and replace. He will have Mike Skellion inspect its condition and report back to the Board with a cost for its replacement.

Marie Dowling reported that she has submitted receipts for the pool area flowers and they came in under budget. She spent some extra time weeding the beds near the Clubhouse and pool. The association purchased some new umbrellas for the pool at a cost of \$252.90. She explained that some of the stands are in poor condition and not usable. She suggested that the Board approve the purchase of some “restaurant quality” umbrella stands at a cost of \$131 each. In addition, new “restaurant quality” umbrellas can be purchased at a cost of \$350 each.

The Board discussed Marie’s suggestions and there was consensus to add the cost for new high-quality umbrellas and stands to next year’s capital budget and purchase these items in the spring of 2022 for use next summer.

Marie explained that the grill on the Clubhouse deck is broken, and it should be removed since it is a fire hazard. Management will remove the grill and cap the hard-plumbed gas line. A new grill can also be worked into the 2022 capital spending plan.

- IV. Financial Review. Kay Cheney, bookkeeper, prepared May 31, 2021, financial reports and Dan McNeill presented them to the Board. According to the Balance Sheet, the association currently has \$59,354.45 in the regular checking account and \$299,205.44 in the liquid asset replacement account. Assets, liabilities, and equity total \$341,252.09 including <\$31,250.61> in accounts receivable (representing prepaid dues) and \$7201.80 in prepaid insurance premiums. The balance in the Replacement Reserve Account is \$219,293.17 and there is an additional \$86,391.45 in Working Capital Reserves.

The Profit and Loss Statement reveals that, five months through the year, the Association has income of \$185,545 (based upon budgeted income of \$185,993) and has incurred operating expenses of \$172,844 (based on budgeted expenses of \$202,728). Net income equals \$12,700. Dan reviewed each line item with the Board. The biggest savings have been achieved in Common Repair & Maintenance and Snow Removal. Water & Sewer is slightly under budget so far.

The 2021 beginning balance in the Replacement Reserve Fund was \$192,732. \$61,620 has been contributed to Reserves through regular dues so far this year. 2021 capital expenses total \$35,058.50 for new interior hallway carpeting, new interior hallway lights, a stockpile of replacement siding, some new gutters and structural work to Building P. The ending balance in the Replacement Reserve Fund is \$219,293.17

In terms of delinquent owners, there are five owners who are more than \$1000 past due. Late fees and interest are accruing per the Collections Policy and management has sent demand letters.

There being no further discussion, there was a MOTION: TO APPROVE THE MAY 2021 FINANCIALS AS PRESENTED. The motion was duly seconded and carried unanimously.

V. Manager's Report. Mike Skellion submitted the following maintenance report via email prior to the meeting:

- DK has done a great job with the irrigation and all of the grounds are looking great. There are no "hotspots that" I can see.
- The painting contractors are moving along nicely. Extensive siding replacement done this year prior to paint they have been thoroughly caulking as they go as well. I will be doing a punch-list walk through with Mark Yeager of Excel later this week.
- The interior painting of the hallways is now complete.
- The pool and pool gate are all operational and functioning well. I added plexiglass to the pool gate to prevent people from reaching through to open it. I also tuned it up, so it latches correctly now. The pool and mechanical systems themselves are in good working condition. One thing to note is the deterioration of the plaster in the pool vessel itself. It should be budgeted to be replaced as soon as next year.
- The new deck at the Clubhouse is essentially complete and looks nice. I will be doing a punch-list walk through with Tim of Timberlee Construction and will make sure all trash and debris are removed.

Dan reported that the carpet replacement in the common hallways is now complete. The carpeting was NOT replaced in the backside areas, however.

Dan presented the insurance renewal proposal from Mountain West. CAU remains the underwriter for guaranteed building replacement. The renewal premium comes in just slightly higher than last year's price. There was a MOTION: TO APPROVE THE INSURANCE RENEWAL PROPOSAL AS PRESENTED. The motion was duly seconded and carried unanimously.

V. Committee Reports. Theresa Luling gave the Parking Committee report, noting that she is waiting on confirmation from Mike Skellion for the date the lines for the designated motorcycle spots will be painted. Several Board members commented that there have been a fair number of recreational vehicles (campers) parked at The Reserve lately. The Parking

Rules clearly prohibit these types of vehicles except for temporary parking for unloading and loading by bona-fide residents. After detailed discussion, there was a request for management to circulate an RV memo via email to all owners (and ask that they share it with their tenants) and to post the memo in each common hallway (printed on bright orange paper). **“Per Rule 8.5.2.1 No recreational vehicles a.k.a. RVs inclusive of, but not limited to, motor homes, motor coaches, buses, pick-up trucks with campers or camper trailers are not permitted to be parked at any time upon the Project.” These types of vehicles are SUBJECT TO IMMEDIATE TOWING.**

Linda Guerrette gave the Landscaping Committee Report. She requested that additional mulch be installed in the new planting beds in front of Building D.

Vicki Glotzer gave the Design Committee Report. Dan noted that the Eagle River Water & Sanitation District is planning to paint their pumphouse building at The Reserve. He confirmed with Vicki that it will be painted the “new” green color, “Black Alder.” The District is also planning to replace the roof on this building.

Linda Guerrette gave the Rental Committee Report. Based upon the Committee survey results, she has compiled a draft of a lease addendum. The goal is to have all landlords attach the addendum to their long-term leases in order to heighten accountability for both landlords and lessees. The Board will review the draft of the addendum and return any suggested changes to Linda prior to the July Board Meeting. It is the intention of the Board to approve a FINAL DRAFT of the lease addendum at the July Board Meeting and then have management circulate it to all owners for a 30-day review and comment period.

VI. Old / New Business. Management is in the process of distributing the fishing permits to owners that request them. The permits will be tracked by MPM’s code enforcement officer, Jennie Lewis.

The Board discussed some on-going code violations related to pets and excrement at Building I. Management have been in contact with the owners who have erected an unauthorized fence on common area. They have not responded to requests to remove the fence or to walk their dogs away from buildings, and to pick up the pet waste immediately after it is deposited. The Board requested that fines be levied according to the Rules & Regulations and the Enforcement Policy.

The Board then discussed the damage caused by an overflowing toilet from a tenant on the third floor of Building O. The owner chose to mitigate the damage independently from management, and the owners on the first and second floor are not happy with the results.

Management will follow up with the first and second floor unit owners to determine what further steps are needed.

VII. Adjournment. There being no further business to come before the Board, the meeting adjourned at approximately 7:55PM.

Respectfully submitted,

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Secretary to the Meeting