

The Reserve on the Eagle River Condominium Association  
Board Meeting Minutes  
Monday, October 16, 2023, at 6:30PM MT  
Via Zoom.us

BOARD MEMBERS PRESENT VIA ZOOM: Janet Bro, Jess Frieze, Linda Guerrette, Marilee Horan, Vicki Glotzer, Theresa Luling and Michael McCloskey

BOARD MEMBERS NOT PRESENT: Deb Forsline

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

- I. Roll Call. With seven of the eight Board Members present via video conference call, a quorum was established. Janet Bro called the meeting to order at approximately 6:30PM.
- II. Review and Approval of August 21, 2023, Board Meeting Minutes. These minutes were previously drafted, distributed to the Board for review and posted to the website: [mcneillproperties.com](http://mcneillproperties.com). There being no proposed changes, there was a MOTION: TO APPROVE THE MINUTES OF THE AUGUST 21, 2023, BOARD MEETING AS PRESENTED. The motion was duly seconded and passed unanimously.
- III. Homeowner Forum. There were no homeowners present.
- IV. Financial Review and 2024 Budget Presentation. Kay Cheney, bookkeeper, prepared the September 30, 2023, financial reports and Dan McNeill presented them to the Board. According to the Balance Sheet, the association currently has \$61,340.40 in the regular checking account and \$354,298.14 in the liquid asset replacement account. Assets, liabilities, and equity total \$420,193.41 including <\$46,088.56> in accounts receivable (primarily representing prepaid dues) and \$43,902.42 in prepaid insurance premiums. The balance in the Replacement Reserve Account is \$288,295.67 and there is an additional \$93,102.11 in Working Capital Reserves.

The Profit and Loss Statement reveals that, nine months through the year, the Association has income of \$383,122 (based upon budgeted income of \$380,879) and has incurred operating expenses of \$393,538 (based on budgeted expenses of \$388,048). Net income equals <\$10,416.> The Lawn Care & Landscaping and Snow Removal categories are over

budget; the Common Repair & Maintenance Category is under budget since the Plumbing line item has not yet been expensed yet (drain line jetting is scheduled to occur in October). The line items of Trash Removal and Water & Sewer are under budget and Electricity is over budget.

The 2023 beginning balance in the Replacement Reserve Fund was \$198,616.01. The 2023 year-to-date reserve contribution is \$144,138.15. 2023 capital expenses total \$54,458.49 so far and include \$8850 for some new heat tapes, \$34,478 painting (and partial siding replacement), \$3007 for new gutters, \$16,674 for wildfire mitigation work, \$1900 for the professional reserve study, <\$21,707> for the first phase of the Turf Reduction Project (including all of the rebates), \$7120 for dryer vent cleaning, \$675 for tree removal and, \$3462 for landscaping upgrades. The ending balance in the Replacement Reserve Fund is \$288,295.67.

Dan then presented the proposed 2024 Budget to the Board. Deb Forsline, Janet Bro, Kay Cheney and Dan met last week to review and discuss the budget. Increases are expected in the line items of Insurance, Accounting, Management Fees, Water & Sewer, Janitorial and Electricity. Dan suggested that the line item of Fire / Life / Safety be increased so that annual testing and monitoring can be accomplished. The Board also discussed adding a contingency line item to the operating budget of \$10,000 to handle higher than average snow removal expenses (or any other unexpected increases in operating expenses).

There was a MOTION: DRYER VENT CLEANING WILL OCCUR EVERY TWO YEARS, AND THE ASSOCIATION WILL COVER THIS EXPENSE AS PART OF THE CAPITAL SPENDING PLAN (TO BE PAID OUT OF RESERVES). The motion was seconded and approved unanimously.

After detailed review and discussion, there was a MOTION: TO APPROVE THE 2024 BUDGET AS DISCUSSED WITH A 3 % INCREASE IN OVERALL DUES. The motion was duly seconded and carried unanimously. Operating income will total \$ 510,000 and \$195,407 will be contributed to reserves. The 2024 approved budget is attached hereto and incorporated into these minutes.

2024 Dues will be as follows:

\$419 per month for small 2 bedroom units

\$456 per month for large 2 bedroom units

\$591 per month for 3 bedroom units.

The Board is still exploring options on moving some reserve funds into a higher interest bearing account at a different financial institution.

V. Manager's Report. Mike Skellion, maintenance manager, updated 2023 Projects List and Dan McNeill distributed it to the Board prior to the meeting with the following report:

- We are winding down fall maintenance activities. We will clean gutters and do roof inspections and chimney inspections (as needed) in the next few weeks.
- Mike will test heat tapes and wait until the last possible minutes to turn them on.
- We are still waiting for the updated building entry door replacement information from Mike.

Dan presented two bids for common area cleaning to the Board. The Avalanche bid for twice monthly cleaning of each building is \$860 per month and the Cam Resources bid is \$600. Dan will email the proposals to the Board for a decision outside of a meeting, targeting a November 1<sup>st</sup> turnover.

Dan then introduced Deborah Shaner to the Board. She is a fire protection engineer and owns Shaner Life Safety, a fire safety consulting business based out of Salida, and conducts a lot of her work in Summit and Eagle Counties. She recently conducted an analysis of the current status of the fire / life / safety systems at The Reserve and reported the following:

- Several buildings have hard wired smoke detectors, connected to a central panel at the building. However, those panels are not currently connected to a monitoring service.
- There is no annual alarm testing currently being done at The Reserve.
- Most buildings simply have battery operated smoke detectors in the individual units, and it is up to each individual owner to make sure that those detectors are in operating condition.
- Based upon her spot inspections, some units have carbon monoxide detectors, and some do not. These are now required by Colorado state law if there is natural gas in the building, if a unit is for sale or if a unit is rented.

The floor was then opened to the Board for questions and comments. After detailed discussion, the Board asked Ms. Shaner to determine the cost to install an alarm panel in each building that currently does not have one (along with the cost to monitor these panels and conduct yearly inspections), she will provide the price for monitoring and inspecting

the buildings that currently have alarm panels. the cost to hardwire a heat and carbon monoxide detector in the top floor of each common area and to provide management with a memo containing recommendations for homeowners to install updated devices in each condominium.

The Board and management thanked Ms. Shaner for her presentation, and she excused herself from the meeting.

- VI. Committee Reports. Marilee Horan gave the Mailbox Committee report. She has been contacted recently by another homeowner that is willing to assist her with research. The next step is to identify an area in the community where the concrete pad is to be located so she can get bids for the concrete portion of the project. After discussion, there was a MOTION: TO LOCATE THE MAILBOXES ADJACENT TO THE PARKING AREA ACROSS FROM THE ROAD TO THE POOL AND CLUBHOUSE. The motion was seconded, and a vote was taken. Six Directors voted FOR the motion; Linda Guerrette abstained.

Once the cost for concrete can be determined, the Committee will recommend that a survey be sent to all owners to determine support for the project.

Theresa Luling gave a brief Parking Rules Committee report. She will work on some proposed changes to the Rules & Regulations regarding motorcycle parking over the winter and make her recommendations to the Board in March 2024. She also expressed concern, along with Linda, that an owner in Building C continues to park a long black trailer in the parking lot on a regular basis. The Board requested that it be booted if it shows up at The Reserve again. It is too long to fit in a trailer parking spot.

There was no Design Committee report.

There was no Rental Committee report.

Linda Guerrette gave a brief Landscape Committee report, noting that a summary of the first phase of the turf reduction project was distributed to all owners in the fall newsletter. The newsletter was sent to all owners in early October, and it is posted to the website:

<https://mcneillproperties.com/wp-content/uploads/ManagedProperties/reserve/newsletters/res2023fallnews.pdf>

There was no Garage Committee report.

There was no Clubhouse Committee report.

- VII. Old/ New Business. After the August Board Meeting, Jess Frieze and Michael McCloskey proposed some changes to the Rules & Regulations to address the use / prohibition of open flame fire pits at The Reserve. Management distributed the proposed changes via email to the Board following the meeting, but there was no consensus. Janet, Michael and Jess will work to refine the language further according to the discussion at the meeting.

The 2023 Annual Meeting was scheduled for Monday, December 4, 2023, at 6:00PM MT. The meeting will be held via Zoom. Two Directors have terms expiring at the meeting: Vicki Glotzer and Theresa Luling. The Bylaws allow for up to nine Directors, so another seat is available. Management will send out a request for volunteers with the meeting Notice.

- VIII. Adjournment. There being no further business to come before the Board, the meeting was adjourned at approximately 8:20PM.

Respectfully submitted,

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Secretary to the Meeting

			2023 Budg	2023 Proj	2024 Budg
		<b>Ordinary Income/Expense</b>			
		<b>Income</b>			
		301 · Common Assessments	492,139	492,139	510,020
		312 · Interest - Replacement Reserve	500	5,301	8,400
		315 · Finance Charges	800	455	500
		316 · Clubhouse Fees	0	0	0
		318 · Storage Fees	13,800	12,900	12,600
		320 · Miscellaneous Income	600	200	300
		<b>Total Income</b>	<b>507,839</b>	<b>510,995</b>	<b>531,820</b>
		<b>Expense</b>			
		519.1 · Lawn Care	24,700	29,722	28,000
		519.2 · Landscaping	10,000	8,163	8,200
		519.3 · Irrigation	5,500	6,627	8,000
		519.4 · Tree Spraying	5,600	6,425	6,500
		519.6- Pruning & Fire Mitigation	0	0	0
		<b>Total</b>	<b>45,800</b>	<b>50,937</b>	<b>50,700</b>
		520 · Operating Supplies	60	0	60
		521.1 · Common Repair & Maintenance	37,305	41,255	40,000
		521.2 · Janitorial	14,300	14,816	15,000
		521.3 · Plumbing	23,300	15,049	16,000
		521.4 · Fire/Life/Safety	800	1,691	5,000
		521.5 · Insurance Claim	1,000	0	1,000
		<b>Total 521</b>	<b>76,765</b>	<b>72,811</b>	<b>77,060</b>
		523.1 · Snow Removal - Plowing	17,375	25,933	20,000
		523.2 · Snow Removal - Roofs	8,000	6,263	7,500
		523.3 · Snow Removal - Walks	8,000	9,938	7,500
		<b>Total</b>	<b>33,375</b>	<b>42,134</b>	<b>35,000</b>
		524-Taxes & Licenses	50	0	0
		525 · Accounting	11,200	10,152	11,000
		526 · Legal	1,000	88	500
		528 · Pool (Gas)	3,900	2,136	2,100
		529 · Pool (Supplies & Maintenance)	13,800	19,143	17,100
		530 · Management Fee	30,000	30,000	31,500
		532 · Insurance	49,600	50,174	55,000
		538 · Office Expense/Board Meetings	3,000	2,866	3,000
		540 · Trash Removal	28,900	25,196	25,200
		542 · Water & Sewer	183,100	174,613	192,100
		543 · Electric (Common)	20,200	20,354	21,500
		544 · Miscellaneous	0	0	0
		551 · Bank Charges	60	34	60
		Contingency			10000
		700 - Prior Year Deficit	7,089	7,089	0
		<b>Total 525-700</b>	<b>351,899</b>	<b>341,845</b>	<b>369,060</b>
		<b>Total Expenses</b>	<b>507,839</b>	<b>507,768</b>	<b>531,820</b>
				3227	0
		360 · Reserve Funds - Current Year	192,180	192,180	195,407