

Silver Lake Condominium Association

Minutes of the Meeting of the Board of Directors

Sunday, February 18, 2018, 12:00 p.m.

9366 Fall River Road, Unit #308, Idaho Springs, CO 80452

Attendance

Directors in Attendance:

Cheryl Mount, via teleconference

Nancy Brady

Helen Patterson

Sandra Goff

Dan Graham

Also in Attendance:

Tisha Higgins, Terry Bothern, Joe Moles, Brock Cureton, Jesse Portone

Call to Order

Ms. Goff called the meeting to order, noting that a quorum of the Board was present.

Approval of Agenda

Director Goff moved to approve the Agenda. Director Brady seconded, and the Agenda was approved unanimously by the Board.

Minutes of December 9, 2017 Regular Meeting

The Board reviewed the minutes of the meeting held on December 9, 2017. Following discussion, Director Goff moved to approve the minutes of the December 9, 2017 meeting. Director Brady seconded and the motion was approved unanimously by the Board.

Financial Report

Ms. Higgins presented the financial statements for the period ended January 31, 2018.

Association Bank Accounts

Ms. Higgins disclosed that the forms which the bank had sent over, in order to add Directors Brady and Goff as signers, had the names of Gordon and Gaile Mink as required signers to effect this change. These were former board members who had sold their property and moved out of state in the summer of 2017. Following discussion, the Board unanimously agreed that they should be removed, and Directors Brady and Goff added.

Fire Safety Concerns / Unit Fireplaces

Mr. Terry Bothern, Clear Creek County Fire Authority, reported that the Department had been called to respond to a fire/smoke incident in the building during the past month. In the process of investigating, it was discovered that this owner had been burning trash in the unit fireplace. Owners were cautioned that only a small amount of paper might be used to get a fire started, but that nothing other than wood should be burned in the fireplaces.

Mr. Bothern also reminded the board and ownership that, in the event of a fire, residents should close all interior doors, evacuate the building as soon as possible, and not try to fight the fire themselves. Unit owners were also encouraged to check their CO2 detectors as well as smoke alarms. Chimney/flues should be cleaned once a year if fireplaces are being used. SimplexGrinnell is contracted to inspect fire extinguishers yearly. One half of the fire extinguishers in the building were replaced by the Association in 2016.

Ms. Goff will work with Fire Inspector Keith Morrell to put together a “Pre-Plan,” for response to fire incidents at the building, after which owners and residents would be educated on the plan, and the plan posted at the entrances.

Backflow
Prevention Device /
Calc Plate
Installation

Ms. Goff presented a bid and description of the work to be done to remedy a violation of CDPHE regulations with regard to the backflow devices needed for the building. St. Mary’s Glacier Water & Sanitation District had issued notice that this deficiency must be corrected by March 31, but had offered an extension if a plan was in place for remediation. Kelly Babeon and St. Mary’s Glacier Water & Sanitation District staff are working together to see that the dual backflow devices are installed to specification. Ms. Goff was waiting to hear back from Fire Chief Kelly Babeon, on the subject of a “calc plate,” which related to the fire safety features of the building. Once she has this information in hand, she will email the Board for their vote on the completion and pricing for both projects.

Cleaning Contract

Director Mount announced that the cleaning contract with Alexis Berry had been terminated, effective March 16, as volunteers from among the unit owners had stepped forward and agreed to clean the building. As of the date of this meeting, Brock Cureton was taking care of all cleaning.

Snow Plowing
Contract

Ms. Higgins presented a few changes to the snow removal contract with Noah Grech, at his request. Plowing threshold would be 6” of new fallen snow (as opposed to drifting), and plowing would take place within 24 hours of the end of each storm which deposited at least 6 “of snow. Mr. Grech stated that he would be grateful for any help from owners in moving cars in preparation for plowing.

Water Damage /
Drywall Repair

Director Brady reminded the Board that there were still certain units that had not had the drywall repaired after water damage had taken place. Comment was received by directors and others in the audience that water damage was continuing in some areas, even at present. The decision was made to delay repair of any more drywall until the cause of the water damage could be found, and repaired.

Parking Map

The Board discussed parking at the building, and the subject of the second car owned by one of the unit owners came up for discussion. Such car is currently parked in one of the main parking spots at the building, and as it was a second car for this owner, it should be moved to the overflow parking at the rear of the building. Ms. Goff will communicate with this owner on this issue and see if it can be resolved without need of written communication.

- Laundry Room Ms. Goff announced that she had come across an opportunity to install card readers for laundry services, so that coins would not be required. The Board unanimously agreed that the card readers should be installed.
- Mr. Terry Bothern reported that he had stumbled when entering the laundry room, as there was a slight step down that he was not aware of. Ms. Goff will arrange to have a sign put on the door, and/or tape on the step, to warn of this drop.
- Welcome Materials / Process for New Owners / Move-Ins Director Brady brought for discussion, the issue of getting information to new owners in the building. Ms. Higgins will provide an example of the welcome packet to Ms. Goff, who can revise it, and use it to deliver to new owners, as applicable.
- Proof of Insurance The Board discussed the requirement that the Association be kept informed of the insurance policies on each unit interior, held by the owners. She will coordinate the collection of this information in the near future.
- VRBO / Air BNB Units Ms. Goff brought for discussion, the issue of noise and other disturbances caused by some vacation rental guests. Ms. Brady and Ms. Patterson, who own many units which are used as vacation rentals, were grateful to be brought up to date with the problems relating to some of the rentals. They expressed regret that any disturbance had been caused. Their rental policies state that there should be no parties held in the units, and they also specify a number of guests which should be renting any unit at one time. They will tighten their rules and revise policies as needed in order to mitigate the problems. They asked that they be kept abreast of any new happenings as soon as possible so that they could respond quickly.
- Construction / Handyman / Vendors and Service Contractors The board discussed the various contractors which had been used during the past few years, for various projects at the building. It was decided that local contractors could be used for small-to-medium projects, and that larger companies would be used for larger, more significant projects. All contractors would be expected to stay within the bid price/agreement, and to complete work within stated timeframes.
- Confirmation of Next Meeting The next meeting will be scheduled for the month of April 2018, on a date TBD. Notice of the meeting would be sent out by email and posted at the entrances to the building.
- Adjournment There being no further business to come before the Board, Director Goff moved to adjourn the Meeting. Director Brady seconded, and the Meeting was adjourned.

These Minutes are approved as the official Minutes of the February 18, 2018 meeting.

Sandra Goff, Secretary for the Meeting