

Marina Place Board Meeting

February 27, 2007

Minutes

(As revised 5/18/2007)

Board members in attendance: Henry Gardiner, president; Al Baker, vice president; Ernie Berliner, treasurer; Susan Snyder; Al Watson.

BPM: Dan Ulmer

I. Call to Order:

Gardiner called the meeting to order at 6:01 pm

II. Welcoming Guests:

No guests were present.

III. Approval of Previous Minutes:

Minutes of the October 14th Board of Managers meeting were reviewed and approved unanimously on motion from Al Watson and second from Al Baker.

IV. Questions and comments from any homeowners:

1. The owner of unit 126 emailed an inquiry regarding the possibility of installing an elevator in the Phase one buildings. Gardiner responded that this project had been reviewed in detail a number of years earlier and was found to be economically infeasible. The owner plans to provide new information and would like the board to review plans.
2. The owner of 212 reported fast flickering of lights in his unit. He was directed to correspond with Charles Johnson the resident manager who had Xcel Energy investigate a similar problem in the Manager's unit #111. Gardiner directed BPM to follow-up with the owner to determine the source of the flickering to eliminate potential fire risk.

V. Resident Manager's Report – Charles Johnson (dated 2/15/2007)

Charles reports not many problems so far this winter: two instances of frozen drainpipes under building 4, both caused by heat tape failure. Trouble locating the type of insulation and jacket that was used on the drain lines under building 4. One hot tub in Clubhouse 2 has been an ongoing problem. It was down for three weeks ending this past Monday, Cal-Spa was out again 21 Feb 07, to work on it again.

Charles reports having a problem with vehicles stored at Marina Place. He asks for guidance from the Board. There are seven vehicles that have been parked for months, covered in dust, four of which have expired tags. Three of the vehicles with expired tags belong to renters and one to an owner.

Charles has identified a problem that must be addressed this spring involving water moving from the decks to below the floors of the ground floor units of all four buildings, primarily on the lake ends of the buildings. This water seepage is causing damage to the concrete floors/garage ceilings.

As the Board is aware Chim Chimney inspected the fireplaces at Marina Place and found a problem with an air gap behind the lintel of several fireplaces in building four. Charles will repair the gap, with a piece of angle iron, on the fireplace of one unit. If that works

we will be able to tell the other unit owners what to do to affect repairs. Charles reminds the Board that all of the fireboxes at Marina Place or at least 25 years old and are no longer being manufactured. The manufacture told Charles two years ago that parts would be available for about two years. Summit County building codes state that we cannot replace an existing wood burning fireplace with another wood burning fireplace.

Action item: The Board directed BPM to develop a list of repairs by unit required to resolve any safety deficiencies regarding these fireboxes and to communicate these to the Board.

Final bids for sprinkler repairs are pending receipt. Another bid is expected shortly. In the first round of bids provided by Fire Protection, Inc, a Denver-based union contractor, repairs to the effected units was calculated to be \$1,365.

Action item: The Board directed BPM to effect the repairs and bill the unit owners so that the safety issues would be resolved without waiting for unit owner action and to obtain the lowest possible price for unit owners due to a single trip charge. Dan Ulmer will write a letter to each unit owner describing the repair its cost and estimated date of repair.

Work completed by contractors or Resident Manager since 14 October Board Meeting

1. Drained/power washed and painted pool in CH 1
2. Installed new ADA door hardware in both Clubhouses
3. Installed ADA lavatory faucets in Clubhouse 1
4. Painted all doors in CH 1
5. Ceiling painted in Clubhouse 1 by contractor
6. Removed broken sand filter at Clubhouse 1 and replaced with new smaller sand filter.
7. Replaced existing 3450 rpm motor with existing backup 1725-rpm motor in Clubhouse 1; this should result in a savings on the electric bill.
8. Installed check valves in fill lines for hot tub and pool to comply with code.
9. Had Design electric run conduit from phone panel under building 2 to mechanical room of Clubhouse 1. They also rewired bathrooms in Clubhouse 2 to free an existing conduit running from the phone panel under building 4 to Clubhouse 2.
10. Had Quest to install phone lines to both Clubhouses using the above conduit.
11. Installed emergency phones in both clubhouses, wired them and checked with 911 to insure proper working order.
12. Replaced light fixtures on second floor walkway of building 4, stairwell of building 1, stairwell of building 2
13. Allied Security completed repairs to pull stations and alarms; these were problems they found this past summer in their annual inspection.
14. Called Fire Protection, Inc. of Denver to replace a leaking sprinkler in the closet of unit 411. While they were on site Charles asked them for a second opinion of the sprinkler system problems that Western States found in their annual inspection this past summer. They concurred with Western States in every case, including the problem in unit 423, they did offer a second solution to the 423 problem, remove the lintel in the door opening to one of the closets instead of installing a new sprinkler head.

15. Installation of new water supply shutoff valves for all units in buildings 1, 2 & 3 have been completed.

16. Work on the elevator upgrade in building 4 has finally been completed to my satisfaction and a final check issued.

The Resident Manager's Report was accepted unanimously on motion by Al Baker and second by Ernie Berliner.

VI. Financial report – Ernie Berliner

The Treasurer reported that on a cash basis, the third quarter ended January 31, 2007 finds the Association's Operating Income \$764 under budget and the Operating Expenses standing at \$13,475 under budget. Net current Assets stand at \$103,838 or \$5,154 ahead of budget for this time in the fiscal year. Ernie reported that the Association is in very sound financial shape going into the fourth quarter.

On motion from Susan Snyder second by Al Watson, the Treasurer's report was accepted unanimously.

VII. Delinquency report – Dan Ulmer

Dan Ulmer reported that there are three units delinquent. Of those one unit will go into foreclosure on April 1st. This has been a perennial problem situation that in previous years has been miraculously resolved in the eleventh hour. The Board directed Dan to work with the attorney to monitor this situation carefully. The other two are with the attorney for collection.

VIII. Rule Violation Hearings:

There were no rule violation hearings.

IX. Old business:

Approval and adoption of the revised organizational documents of the association. The ad-hoc committee established to supervise the amendment of the Association's organizational documents presented final versions of the following documents following final review by the contracted attorney.

1. Amended and Restated Bylaws of MP Condo Assn, Inc.
2. The Amended and Restated Rules and Regulations
3. The Combined Policies And Procedures For (1) Enforcement Of Covenants & Rules, (2) Adoption Of Rules, Policies And Procedures, And (3) Dispute Resolution Marina Place Condominium Association

Upon a motion by Al Watson and a second by Susan Snyder the amended and restated documents were accepted and approved for adoption unanimously by the Board of Managers. BPM will circulate signature originals and record the Bylaws with the Summit County Clerk.

Additional work needs to be completed for the final Drafting of Policies:

1. Examination, Inspection and Copying of Association Documents Policy and Procedure
2. Meetings Policies and Procedures
3. Conflict of Interest Policy and Procedures
4. Collection Policy and Procedure

Action item: Susan Snyder will draft the Examination and Meetings policies, BPM will work up the Collection Policy. Henry Gardiner will finalize the Investment and Conflict

of Interest policies. These documents will be circulated by email and adopted at the next Board of Manager's meeting.

X. New Business:

Al Baker will lead an ad-hoc committee to research and prepare a Board recommendation to the owners regarding the feasibility of replacing all wood-burning fireboxes with natural gas alternatives. Their report will be presented at the annual owner meeting.

XI. Adjournment:

The next meeting of the Board of Manager was set for 6 PM on May 17, 2007.

On motion by Ernie Berliner and second by Al Baker, the meeting adjourned at 7:30 PM.

Approved By: _____ Date: _____
Board Member Signature

MARINA PLACE CONDOMINIUM ASSOCIATION, INC.
HOMEOWNER MEETING
July 28, 2007
Dillon, Colorado

CALL TO ORDER

The meeting was called to order by President Henry Gardiner at 9:15 a.m.

Board members present were:

Henry Gardiner, President, #121	Ernie Berliner, Treasurer, #433
Al Baker, Vice President, #427	Susan Snyder, Member, #315
Al Watson, Member, #236	

Homeowners present were:

Sandra Bradfield, #232	Joel Carter, #319
Dawn Darling, #326	Jeffrey English, #231
John & Carole France, #324	Elizabeth Garcia, #333
John Gillen, #412	John Goldstein, #435
John & Paula Googins, #323	Steve Holt, #329
Douglas & Susan Hurst, #213	Barbara Kotlarek, #135
Mary Lawson, #234	Su Chou Lee, #238
Christa Mehard, #337	Elizabeth & Frank Moore, #217
Donnis & Michael Moore, #215	Mountain Escape, Inc., #128
Rex Murdock, #417	John Nice, #216
John Parvensky, #118	Tobie Rosenberg #334
James Sowaskie, #335	Summit 223 Partnership, #223
David Trout, #437	

Units that were represented by proxy were:

#426	#132
#422	#313
#113	#425
#235	#124
#312	#317
#423	#415
#316	#115
#322	#416
#311	#222
#225	#314
#328	#338

PROOF OF NOTICE/VERIFICATION OF QUORUM

Notice was sent in accordance with Senate Bill 89. With thirty units represented in person and twenty-two proxies received, a quorum was reached.

APPROVE PREVIOUS MEETING MINUTES

It was moved, seconded and passed to approve the minutes of the 2006 Annual Meeting.

PRESIDENT'S REPORT

Mr. Gardiner reported that there are fairly new statutes governing homeowners associations. The Board has spent a tremendous amount of time over the past year overhauling Marina Place's governing documents to make sure that Marina Place has policies and procedures in place that conform to these statutes.

The President reminded the owners about the Marina Place web site. This is a good source to get the governing documents.

TREASURER'S REPORT

The Treasurer's Report was presented by Ernie Berliner.

As of the end of fiscal year 2006/2007, Income was \$599 under budget, Operating expenses were \$19,577 under budget, and Reserve expenses were \$6,379 under budget.

Significant variances from last year's Operating Budget included:

1. Gas and Electric - \$17, 566 under budget
2. Insurance Deductible - \$5,000 under budget due to no insurance claims
3. Repair & Maintenance - \$3,029 over budget
4. Water & Sewer - \$2,587 under budget
5. Accounting & Legal - \$3,612 under budget

Significant variances from last year's Reserve Budget included:

1. Balcony Railings and Sewer Pipe Heaters/Insulation were not done - \$10,840
2. Projects done but not planned - \$4,080
Paint ceiling in clubhouse #1, install emergency phones in clubhouse #1 and #2

Ernie Berliner reviewed the 2007/2008 Operating Budget, which includes a 5% dues increase effective August 1.

The Reserve Budget spending for fiscal year 2007/2008 is \$95,200.

Estimated for the anticipated future projects were completed for the next five years.

MANAGEMENT COMPANY REPORT

Dan Ulmer introduced his staff and spoke about how his company operates. Dan provided the owners with current contact information for the on-site manager, Charles Johnson and for the administrative office.

Dan discussed the automatic bank draft procedure for payment of dues.

On-Site Manager, Charles Johnson thanked the homeowners for his Christmas gift.

Charles mentioned that a homeowner's son had caused some damage in the Jacuzzi area, along with one of the Board member's entry doors. The owner of the unit paid for damage in the amount of \$2,500.

Accomplishments:

- Upgraded building 4 elevator.
- Installed water shut-off valves in each unit in buildings 1, 2, and 3 (building 4 was done last year).
- Paved driveways - buildings 1 and 3
- Clubhouse #1 ceiling was painted
- Installed two new heaters and a new exhaust fan in Clubhouse #2
- Installed emergency phones in both clubhouses
- Installed chlorine generator in clubhouse 1 for the swimming pool. This saved the homeowners a considerable amount of money in chemicals.

Items Planned:

- Paving beside building 2.
- Repair/replace siding and paint building 4.
- Western States will be testing the fire system and making recommendations on any necessary repairs.

Recommendations to Owners:

If you have a jute door mat, please replace it with a rubber one.

Please do not leave trash outside the entrance door overnight.

If you are remodeling your unit, please do not put your construction waste in the Association's dumpsters.

OLD BUSINESS

Smoking on Decks – The President updated the homeowners on open items from last year's Annual Meeting. It was the decision of the Board not to ban smoking.

Signs were installed in both clubhouses with emergency contact information.

Al Watson and John Gillen researched putting the garage lights on motion detectors and found that this was not feasible.

Parking under buildings – Parking spaces are not part of deeded property when you buy your unit. The spaces are allocated by the Board. Don't park 2 cars in a 1-car space. The Board has passed a rule that cars that are left for a long period of time, the owner of the vehicle must provide the manager with a set of keys, the car must be operable, and the vehicle must have current registration.

OWNERS EDUCATION

Henry reviewed the Revised and Restated Rules and Bylaws.

NEW BUSINESS

Al Baker presented a proposal to install gas pipes to each unit that would enable the owner to install a gas fireplace and/or a gas grill. After much discussion it was moved, seconded, and passed to install plumbing of natural gas up the chases and be made available to each unit which would require a special assessment to each unit of \$750.00. All but three owners voted in favor of the assessment.

Architectural Review Committee

An Architectural Review Committee was formed, consisting of Charles Johnson and Al Watson.

Flooring options were discussed at great length. There have been many complaints about hard surface floors and the noise they create. Henry asked for volunteers to look into flooring options. A committee was formed of Joel Carter, and Al Baker. This committee will research hardwood flooring, laminate flooring and make recommendations to the Board.

Green Initiatives – We have put instant hot water heaters in clubhouse 2. This saves on utilities to heat water when it is clean. We are replacing common area light bulbs with energy saving bulbs as they burn out. The Board would like to encourage owners to use fluorescent light bulbs and low flow toilets. One owner mentioned that Marina Place used to recycle. The Board asked Charles to look into the feasibility and cost of a recycling program.

It was moved, seconded and passed to ratify the actions of the Board for the last year.

ELECTION OF MANAGERS

There were no nominations from the floor. It was moved, seconded and passed to reelect the current Board members to serve another year. Those are Henry Gardiner, Ernie Berliner, Al Watson, Al Baker, and Susan Snyder.

The meeting was adjourned at 12:15 pm.

Marina Place Condominium Association
Board of Mangers Meeting
October 1, 2007 - 6 PM by teleconference
Minutes

Board Members present by telecom: Henry Gardiner, Al Baker, Ernie Berliner, Susan Snyder, Al Watson

Basic Property Management personnel in attendance: Dan Ulmer, Charles Johnson, Lanelle Barnett at the Basic Property Management office in Silverthorne.

I. Call to Order

Call to order at 6:03 pm by Gardiner

II. Introduction of guests and rules of participation

There were no guests present

III. Review and Approval of the meeting minutes of May 18th

Minutes were circulated, read and approved with no changes on motion by Al Watson and Second by Al Baker.

IV. Review Annual Owners meeting Minutes

Minutes were circulated, read and approved with minor changes and corrections on motion by Al Watson and Second by Al Baker.

V. Questions and comments from any homeowners

There were no questions or comments from owners to review.

VI. Election of officers for 2007/8 year –

During discussion of duties and time available to each Board Member the following slate was approved. Nominees:

- a. Al Baker – President
- b. Susan Snyder – Vice President
- c. Al Watson – Treasurer
- d. Henry Gardiner - Secretary

Ernie Berliner offered a motion to accept the slate of nominees for Association officers for the new year. Second by Henry Gardiner, the motion carried unanimously.

VII. Resident managers report –Charles Johnson

We have had very few problems at Marina Place since the Annual Meeting this past July. Most of those involved noise and parking complaints, the Dillon Police Dept. was called out one time over a noise complaint. We continue to see an increase in long term rentals. The end result of more long term rentals means increased use of all facilities (dumpsters, clubhouses, washers, dryers and more cleanups of all common areas).

Projects completed since July:

The paving of the driveway along the side of building 2 and the reworking of several parking spaces under building 2 and building 4.

Painting of building 4: This project started off rough but ended with the best painting job of any building since I have been at Marina Place.

Siding replacement and refastening of siding on buildings 1, 2 and 4. We started out with the intention of doing just building 4 prior to painting the building but the lake ends of buildings 1 & 2 had serious problems and it was decided to add those to the project, this caused the siding project to go way over budget. To offset this I postponed the work on the driveway entrance of buildings 3 & 4 as well as the step and handrail project at buildings 1 & 2. We had budgeted \$5,000 for siding repair, \$3,500 for the driveway work and \$12,000 for handrails and steps. The added siding repairs came to approximately \$16,000 while the three projects shown above total \$20,500.

I installed new heat tape on all drain lines under stacks 6, 7 and 8 of building 2.

We had several of the large exterior lights that no longer worked due to bad ballasts. I ordered parts and made repairs and as of this date all exterior lights now work.

Western States Fire Protection, Inc. completed the hydrostatic test of the stand pipes finding several problems with the pipes in building 3 & 4. These problems have all been corrected by Western States.

Notices were mailed out to all owners with fireplace problems and I taped notices to the front of all fireplaces that should not be used until repairs are made.

Ongoing projects:

The gas piping project is nearly completed; the contractor has done a great job on installing the pipes.

Planned projects:

- 1. Western States still has the valve replacement, backflow installation and sprinkler head installation to complete.*
- 2. Emergency exit lighting and sign installation in building three atriums.*
- 3. Storm window replacement in the penthouse of unit 236*
- 4. Paint ceiling of Clubhouse 2*
- 5. Repair/seal water infiltration of decks on lake end of buildings 1, 2 3 & 4*
- 6. Install hot water heater in ladies restroom of Clubhouse 1.*
- 7. Repairs to heat tape under building 4.*

Submitted by Charles Johnson and accepted unanimously with thanks by the Board of Managers on motion by Henry Gardiner and second by Ernie Berliner.

VIII. Basic Property Management Report

Dan Ulmer reported that the Amended and Restated Bylaws have been recorded with Summit County and the final copy and signature image has been added to the website.

IX. Treasury Report

MPCA Financial Report 9/29/07

Thru August (4 month)

1. Income: \$50 short out of \$148,000. Over 90% of short term cash is now invested in a new interest bearing account. Interest rate has ranged from 4.83% to 4.25%.
 2. Operating Account Spending: \$7500 under budget. Other expenses such as Insurance and Chimney Cleaning are being paid faster/before budget shows item to be done.
 3. Reserve Account has a couple of items over budget, Hydro standpipes +\$2.1K. Replace Bldg.#3 entrance handrail +\$1.2K.
 4. NCA \$137k. Our reserves are very healthy.
- In summary, we are in excellent financial shape at this point..

Ernie Berliner also tendered his resignation from the Board of Managers effective following the adjournment of this meeting. Al Watson made a motion to accept the Treasurers report and Ernie's resignation with gratitude for many years of service. On Second by Susan Snyder the motion carried.

X. Delinquency report—Dan Ulmer

Dan Ulmer reported that collection of the special assessment for gas piping into the units of the complex is proceeding with 41 units fully paid, 35 units having paid the \$250 amount and 18 units unpaid.

XI. Rule violation hearings

No Rule Violations were presented to be heard or reviewed.

XII. Old business

- a. Report on the progress of the piping.

Dan Ulmer reported that the plumbing is nearly complete. 23 units have purchased gas inserts. Dan also followed up on a request from an owner at the annual meeting to determine if any reduction in insurance expense could be gotten due to the installation of gas to the units. At this point there is no cost reduction.

Owners need to be reminded that a licensed plumber must be hired to install the gas meter, gas inserts or grill petcocks and that a Summit County permit is required before any work can be done. A "News" item will be published to the web site and a topic in the next mailing will outline these and other gas piping related issues.

- b. Collection process for the pipe billing:

The Board reviewed a Gas Pricing and Billing process proposal drafted by Ernie Berliner that would involve billing three times per year to match the anticipated peak gas usage months. It was agreed that further work was required on the policy and that a final draft would be published on the website under “News.”

c. Report from Ad-hoc committee on floor coverings and sound issues:

This committee composed of Al Baker, Al Watson and Joel Carter reported that it had met three times since the annual owners’ meeting. Charles Johnson and Al Baker performed tests and found that what ever the sound that is produced and heard in one unit it is heard at the same level in the unit below. “It sounds the same in both places,” reported Al Baker.

d. Constitution of the Architectural Review Committee

Given the immediate need and anticipated remodeling within the complex, The BOM directed that the Architectural Review Committee shall be officially constituted as a permanent committee of the Board of Mangers of Marina Place. On motion from Al Watson and second by Henry Gardiner the Board unanimously approved the reconstitution and empowered this committee under its current membership to develop official policies, procedures, and rules.

The Committee reported that the issue of regulating existing hard surface flooring at Marian Place continues to be exceptionally difficult to manage and that all owners are encouraged to respect the quality of life for their neighbors by following the existing rule of placing area rugs to effectively reduce noise transition to the unit below.

The Committee was directed by president Al Baker to work with Dan Wolfe, attorney for MP, to develop communication to all owners and official policy regarding the installation hard surface flooring.

e. Architectural Review Committee proposes first addition to the MP Rules

The Architectural Review Committee recommended that the BOM adopt a rule regarding the installation of floor covers at Marina Place. To wit: All floor covering must be approved by the Board of Managers Architectural Review Committee before any work commences. It the responsibility of the Owner to submit their intent to recover any floor at Marina Place and present a complete plan to the Architectural Review Committee. On motion from Al Watson and second by Henry Gardiner, the addition to the Rules of Marina Place Condo Association were passed unanimously.

XIII. New business

a. Election of Patrick Kelly to fill the vacated Board of Managers.

Henry Gardiner moved that Patrick Kelly’s name be placed into consideration as a qualified replacement for the BOM vacancy for the coming year. Patrick would be a returning member of the Board. On Second from Al Watson, Patrick Kelly shall be appointed and will be asked to serve on the Board of Managers. Carried unanimously.

b. Directory distribution and privacy policy

Following discussion of the publication of a new Owners' Directory, it was agreed that Basic Property Management would send out an Opt-in form with requested data fields for extended contact information to the Owners and develop a new directory. In the event of an Opt-out, only the Owners' name and unit number will appear in the Directory. Owners may elect to have additional information displayed.

c. Creation of a Newsletter for MP

Following discussion of Gardiner's idea to create a new role, Communications Officer who would be responsible for website content and possible newsletter publication, Al Watson agreed to take the concept under advisement and develop a recommendation.

d. Long Term Rental Rules

The Board discussed the practice of other associations regarding the management of long term rentals. As the Resident Manager reports, these full-time tenants put additional strain on the resources and services that Marina Place offers. Gardiner suggested that the Association should require owners to provide criminal background checks for any long term tenants. Ulmer reported that other associations require all the names of the responsible adults be included in any lease agreement and that the agreement be available to the BOM. It was agreed that further work needs to be done in this area.

XIV. Adjournment

Al Baker requested a motion to adjourn and was accommodated by Al Watson and seconded by Henry Gardiner. The BOM voted unanimously to adjourn the meeting at 8:02 PM.

Respectfully submitted,

Henry Gardiner, Secretary