

**BOARD OF DIRECTORS MEETING
WESTERMERE CONDOMINIUM OWNERS ASSOCIATION, INC.**

Date Thursday, November 7, 2019

Location Full Circle HOA Conference Room
560 Mountain Village Blvd., 102B
Mountain Village, CO 81435
and via Conference Call

Directors Present: Louise Bryant, Bill Groner, Chad Vanderheyden, Paul Tharp
Owners Present: Sherri Reeder
Others Present: Dan Witkowski, Hilary Swenson, Elyssa Krasic

Meeting called to order at 2:06 pm MST.

Roll call. Determination that a quorum is present; 4 of 5 directors are present at the start of the meeting.

Proof of Notice was sent.

Motion by Bill Groner, second by Paul Tharp, to approve the May 14, 2019 board meeting minutes. All in favor, motion passes unanimously.

4th Amendment to the Declaration

Board approves the 4th Amendment draft and Board directs Full Circle to send to ownership with Annual Owner Meeting materials for owner discussion. Owner Meeting is scheduled for Friday, December 6, 2019 at 1:00 pm.

Ski Locker Policy

Motion by Paul Tharp, second by Bill Groner, to adopt the Ski Locker Policy and include with the Annual Owner Meeting materials. All in favor. All in favor, motion passes.

Board Nominations

All 5 seats serve a 1 year term and expire in December 2019. Directors will be elected at the Annual Owner Meeting on Friday, December 6, 2019 at 1:00 pm. There will be a short board meeting immediately following to determine Officers. Louise Bryant, Chad Vanderheyden, Paul Tharp, Bill Groner are all willing to serve another term. Sherrie Reeder volunteers.

Manager Report

- Lobby project is complete and came in on budget.
- The boiler repair project is complete. The water quality has improved and meets manufacturer requirements.
- Routine repair and maintenance completed on masonry, trim painting, handrail painting, French door painting, stucco repairs, roof maintenance.
- Gutter repairs will be performed in December.
- New luggage cart with combo lock will be circulated.
- Capital projects:
 - mechanical has been resolved and system is fairly new.
 - Alarm system is in good shape.
 - Fire suppression repairs were done last year.
 - the roof is in good shape and performing well. A replacement could be at least 5 years out. There are new roof products being used in Mountain Village and performance will be watched. If the roof heat system fails that could trigger a repair or replacement.

Capital projects continued:

Next capital project is the breezeway. There is a waterproofing problem that has been mitigated by annual maintenance for the last several years. The ceiling is needing repair. Full Circle asks for direction on future scope of work. Properly fixing will require an engineer and Town of Mountain Village DRB review. A 2 – 4 year solution will require a different approach. Board provides direction to add \$30,000 to reserve fund expenditures for possible breezeway repairs.

Full Circle Management Contract Renewal

Full Circle is asking to increase monthly management fees by 3% (last increase was 2015) and service rates by 5% (last increase was 2009).

Motion by Louise Bryant, second by Bill Groner to renew the Full Circle Management Agreement for 1 year with proposed increases. *All in favor, motion passes unanimously.*

2020 Budget

Discussion of 2020 budget as presented. Written budget summary was provided with meeting materials. Reserve funding discussion.

Motion by Bill Groner, second by Louise Bryant to approve the proposed 2020 Budget with the following changes. *All in favor, motion passes unanimously.*

-add \$30,000 to reserve expenditure for breezeway repairs. Scope and budget based on board approval.

Board Education: Record Retention

Review of CCIO record retention guidelines. Direction for Full Circle to prepare storage policy and list of items for possible for destruction.

Motion by Bill Groner, second by Paul Tharp, to adjourn the meeting. *All in favor, motion passes unanimously.*

Meeting adjourned at 2:57 pm MDT.

THE FOREGOING MINUTES WERE APPROVED BY THE BOARD OF DIRECTORS AT ITS MEETING HELD ON December 6, 2019.