Adriel Hills Condominium Association

Operations Committee Meeting Minutes

March 5, 2015

**CALL TO ORDER:** The meeting was called to order at 10:00 a.m. by Co Chair Laurie Sneider

**COMMITTEE MEMBERS PRESENT:** Larry Cecil, Reg Hayworth, Robby Laitos, Bill Lauer, Sharone Mekelburg, Kelsey Smith, Alan Sneider and Laurie Sneider

**ALSO PRESENT:** Manager Ralph Pankey, Recording Secretary Kali Thorson

**HOMEOWNER’S PRESENT:** Don Homan

**HOMEOWNER’S COMMENTS, CORRESPONDENCE:** Each member was given a copy of a letter addressed to the property manager regarding 1616 Adriel Way’s gutters. This memo was received just after the Operations Committee pre-meeting package was distributed, thus not included in the package. The letter indicated concern regarding the year round pine needle drop from three large pine trees and the resulting ongoing gutter issues. The letter requested a brand name rain gutter cover type product to be installed. Pros and cons were briefly discussed. Alan mentioned concerns with how those caps, or shields are installed, ice may get under the shingles possibly damaging the roof and/or cause leaks. The Operations Committee will look at the gutter during the walk around.

**APPROVAL OF FEBRUARY MINUTES:** Alan motioned approval of February minutes. Reg second. All were in favor. Kelsey commented the minutes were very well done.

**MANAGER’S REPORT:** The moisture came when we were in need of minimizing the requirement for hose and tank watering of trees and shrubs for the time being. As for irrigation water status, we are still awaiting the Larimer Weld Ditch Company’s draft agreement, which was first proposed last June. Ralph stated they came to us proposing an agreement for Adriel Hills to take water from the Larimer Weld ditch as we have done in the past. Ralph and Adriel Hills water attorney continue to put reminder calls into the ditch company. Ralph also reported positive news that we have received initial word that our rental water sources will be available this summer.

Thanks to Ryan, Kali, Steve, and Ed from SpaCo, the installation of the pool lift is complete along with re-doing the pool pump room. This would not have been made possible or even considered without a generous donation of 50% of the pool lifts total cost from one of our beloved homeowners. Additional signage regarding the lift will be needed. Ralph will show the committee the lift and other work at the walk around.

As noted in the newsletter, it was brought to the attention of the Board of Directors that some residents are not stopping at the stop sign. The Operations Committee hopes it won’t come to taking names and/or vehicle description and ultimately $100 fines to be assessed. The Operations Committee encourages residents to obey all Adriel Hills traffic regulations and supports measures taken to encourage compliance if required.

As soon as weather conditions permit, the crack fill will occur. Crack fill schedule will be posted on the entry drive.

It was suggested that summer projects will be discussed more during the Operations Committee community walk around which the committee decided to re-schedule due to the cold morning temperatures.

**OLD BUSINESS:** The Operations Committee members were provided in their pre meeting packages the fiscal year to date profit and loss statement. The budget draft narrative and profit and loss were reviewed and discussed at length. Laurie suggested the committee members focus on the budget line items that were excessively over and under budget per the profit and loss statement.

Robby asked Ralph what line items are of particular concern. Ralph indicated the line items that management is not in control of. This includes utility repairs common, currently on budget, but with ageing infrastructure the in ground failure of gas lines, electric lines, sewer service lines, etc. could be costly. Another concern is irrigation, currently at budget. Last summer irrigation season was kind to Adriel Hills with no main line leaks. Again with ageing wires and pipes, there is the potential for unplanned excessive costs. Another concern is failure of the irrigation controls or pump due to age or lightning strike which would be very costly. Ralph also expressed concern regarding budget line items that continue to have long standing needs deferred including concrete and landscape. Ralph expressed Bill Lauer’s concern regarding road maintenance currently proposed at $12,000 versus the more typical $20,000. Ralph also noted his concern regarding the failure of a common boiler or domestic hot water heater in the Adriel Court buildings. One building has had boiler and water heater replaced. The cost for replacement of either is several thousand dollars. A reserve study specific to the Adriel Court boiler and water heater has been done but not broadly considered yet.

Several other line items were discussed including contract services. Ralph indicated that our contract service providers are for the most part holding the line on our rates. Reg asked if there was a response from the Board of Directors to the Operations Committee memo of February 13th encouraging the Board of Directors to fund reserves effective May 1, 2015. Laurie said the memo had been provided to the Board of Directors and was being taken into consideration.

Ralph informed the committee that Doug was working with an Adriel Hills resident who is reviewing the reserve study extensively. The resident has been calculating various scenarios relative to project prioritization or required timing and cash flow. Don Homan, the resident Ralph referred to was in attendance and shared his work with the Operations Committee. Don feels at this point with reserve funding of $50.00 per unit, per month plus the $20.00 road reserve ($70.00 per unit, per month) and an annual increase of roughly $15.00 per unit, per month current reserve study funding needs could be met. However; Don believes we need to get to approximately $130.00 per unit, per month reserve funding levels. Numerous questions were asked of Don. Don stated based on inflation, a 4% increase should be implemented.

Robby shared the picture is becoming clearer that reserve funding and an increase in the operating budget must occur. Kelsey said these should be linked together and funded at one time versus coming back next year. Reg suggested based on Don’s input that a multi-year plan be established by the Board of Directors. Laurie said this would be ideal for all involved as people could plan or budget accordingly. The Operations Committee agreed to forward these suggestions to the Board of Directors in the form of another memo. Ralph expressed his appreciation to Don for his efforts.

Sharone indicated she had recently asked resident Bud Greenlee who had architectural experience to look at and provide input regarding the clubhouse kitchen and walk thru. These items were briefly discussed among the committee.

**HOMEOWNER COMMENTS:** None

**NEW/OTHER BUSINESS:** The Operations Committee members moved to the indoor pool area for a see of the recent improvements including the pool lift and review the proposal for painting the indoor pool deck and walls.

The tour started in the clubhouse boiler room where Ralph showed the committee the new circulating pump recently installed on the boiler. Ralph also shared concerns regarding the crumbling dry wall and sheet rock ceiling that has been shored up with 1x4 boards. Ralph then lead the group to the recently re-done pool pump room and reviewed the work done including new dry wall, new paint in the pump room and the water pipe, and bonding wire run to the other side of the pool for the lift. The majority of this work had been done in house by Kali and Ryan. Ralph showed the committee the smooth and simple operation of the new lift. Reg commented that the boiler room should be re-drywalled as soon as possible in the same manor the pump room has been done.

The committee reviewed a proposal from Many Colors Painting to extensively prep, re-paint, and caulk as needed the indoor pool deck. The proposal also includes prep and painting of the pool area walls (not around glass block). Ryan, Kali, and Steve Ayers have repaired the moisture damaged drywall at the top of the brick ledge and primed and painted the pipes and wood ledge. New PVC trim has also been run around the entire room on top of the ledge where drywall was deteriorated. The painting proposal also includes painting the new (used) pool pump room door, the large window frames at the clubhouse stair landing, and the hot tub landing. Proposed price after project discount is $1700.00. To do floor or wall separate is $1,100.00 each; add ons not included.

Not included but required prior to painting the walls is the removal of the abandoned steel vent frame and louvers on the north wall that continues to bleed thru even after annual prime and paint. To remove the frame, re-drywall the interior, insulate the hole, and re-brick the exterior is $550.00. The reasoning to remove the abandoned metal frame and louver is prompted as part of re-doing the front of the Clubhouse. The Operations Committee is unanimously in favor of this project and understands it excludes but ultimately required is painting the ceiling and trusses in the pool area.

There being no further business of the Operations Committee, the meeting was adjourned at 12:45 p.m. Next meeting will be held Thursday, April 2nd at 10:00 a.m.

Respectfully Submitted,

Kali Thorson