

**THE SUMMIT RESIDENTIAL OWNERS ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
January 28, 2009  
Immediately Following the Owners Meeting**

Board Members Present: Pat McNamar  
Beverly Baker

Board Members present by Telephone: Don Baker  
Richard Harper  
Fred Hallett

Owners present by telephone: Christine Smith

Management Company Present: Reed Meredith

The board meeting was called to order at 4:25pm. A quorum was established with all Board Members present in person or by telephone.

Proof of notice was submitted as being sent on December 29, 2008, 29 days prior to today's meeting.

The following motion was made and seconded:

**MOTION: To approve the minutes of the Summit Board meeting held July 9, 2008 as submitted.**  
**Vote: Unanimous Approval**

#### **ELECTION OF OFFICERS**

The following motion was made:

**MOTION:** to re-elect the current slate of officers as follows:

Beverly – President  
Pat McNamar – Vice President  
Fred – Secretary / Treasurer

Discussion ensued regarding the position of Secretary/Treasurer. Fred Hallett indicated that he would be interested in stepping down to allow Richard Harper to assume the position of Secretary Treasurer.

Following discussion, the following motion was made and seconded:  
To elect Summit Board officers as follows:

Beverly Baker = President  
Pat McNamar – Vice President  
Richard Harper – Secretary Treasurer

Vote: Unanimous Approval

The following motion was made and seconded:

**MOTION:** to accept and approve the 2008 year-end financial statements as presented.  
Vote: Unanimous Approval

Reed Meredith presented information regarding the grooming of the skier path and in particular a concern stated by lot 5 owner Jerry Broccolo. Meredith reported that CBMR grooming manager, Mark Voegeli had informed him that lot 5 owner Broccolo had called with a concern that the groomed skier path was not within the easement boundary that he had granted to the Summit.

Meredith indicated that he planned to meet on-site with Voegeli and review the location. Furthermore, he informed the board that the association could incur additional costs if it was found necessary to move the skier access area. The board agreed that payment of an additional fee was acceptable to move the skier path grooming. In addition, the board wished to express their appreciation to the CBMR grooming crew for their work on the skier access areas. The board directed Evergreen Management to spend association funds to help sponsor the next CBMR cat crew party.

Richard Harper re-stated one of the actions items from the Homeowners meeting, to contact JCI about maintaining the cul-de-sac access to the skier paths.

The Board authorized Evergreen Management to contract JCI to clear the snow piles.

Fred Hallett stated that if Evergreen sees that the association is going to be over budget in grooming, they should notify the board prior to the end of the fiscal year.

The board discussed the need to maintain skier access easements for all lots and to continue to add other easements to provide better skier access for all.

Beverly Baker began a discussion of the approved 2009 budget and asked Reed Meredith for an accounting of the management fees.

Reed Meredith presented Evergreen Management's breakdown of fees. Meredith also noted that the management fee has not increased in the past 3 years. The following items are provided and included in the monthly management fees:

**Association Services:**

- Administration of Design Review Process & Coordination between the proponent, association's architect review, and the ACC committee
- Property Inspection
- Administration of Association Insurance Policies
- Purchasing Agent for Association Tools & Supplies
- Solicit Bids for Capital Projects
- Enforce Rules & Regulations of the Association
- Perform Duties of Association Registered Agent for State of Colorado
- Association Record Keeping & Storage
- Coordination of Legal Services
- Administration of the Association website
- Provide On-Call Emergency Response

**Accounting:**

- Conversion of Association Data and Records to QuickBooks Accounting System
- Maintain Computerized Financial Accounting Records
- Accounts Payable Administration
- Accounts Receivable Administration
- Monthly Bank Reconciliation's
- Fund Transfers
- Quarterly Dues Assessment of Membership ( Billing 4 times per year)
- Collections/Liens & Lien Release Filing & Recording
- Balance Sheet & Profit /Loss Statements
- Preparation of Association Annual Meeting Financial Reports
- Annual Operating & Capital Budget Preparation & Administration
- Development of 5 Year Capital Expenditure Forecast
- Prepare & Provide Annual Financial Information for Association Tax Return
- Audit Coordination & Document Organization
- Filing of Annual Report With Colorado Secretary of State

**Owner Services:**

- Provide Association Information to Owners
- Act as Owners Contact for Design Review Process
- Maintain Owner Records
- Assist Real Estate Community with Association Information
- Provide Closing Document Information

**Annual Homeowners & Semi-Annual Board Meetings:**

- Prepare Informational Meeting Booklets Containing Meeting Notice, Proxy, Financial Statements, Budgets, and Manager's Report.
- Arrange Conference Calls & Meeting Locations
- Meeting Organization, Preparation, and Participation
- Transcription and distribution of Meeting Minutes
- Provide Annual Meeting Notice and Proxy Administration

**Architectural Control Committee Meetings:**

- Coordinate and attend ACC Meetings
- Receive and document all proponent applications
- Coordinate reviews with the association's architect consultant
- Transcription and distribution of meeting minutes

**Contractor Management:**

- Bid Solicitation, Review, & Recommendation

The following services are offered in addition on an hourly or percentage basis:

Routine Maintenance:	\$35/hour
Plumbing,Electrical,Carpentry,Painting:	\$60/hour
Routine Landscape Maintenance:	\$35/hour

Snow Removal (Ground Level—In house)	\$35/hour
Contractor Coordination & Supervision:	Cost +12%
Maintenance Parts & Supplies:	Cost +10%
Postage	At Cost
Telephone Conference Calls	At Cost

Fred Hallett asked if it was possible for Evergreen to keep track of the time spent on design reviews and re-bill to the owners if it goes over the \$700. Meredith responded that it was possible.

Fred Hallett asked Evergreen Management to complete a formal survey of the Summit property each spring and provide formal report of what is found, such as the condition of the trees, irrigation system, etc,

The board would like to receive a report from Evergreen Management concerning the condition of the property in May or after the snow melts in order to establish a work plan for the summer season. The board will then meet to discuss the work plan.

Discussion began regarding several light fixtures on Summit properties. It was noted that the house on lot 22 has a number of light fixtures, 2 garage lights and 1 front porch light, which are not down lighting as required by the town and by the Summit. In addition, the house on lot 13 also has lights on the deck which do not comply. The board directed Evergreen Management to contact these owners and inform them that they need to change these fixtures in 30 days.

Reed Meredith began a discussion of the delinquent lots, 36 and 29. Evergreen Management has recorded liens on these lots for the delinquent dues and associated late fees on behalf of the association. Both owners had been contacted by e-mail, registered letter and telephone previous to the lien action, and both had indicated that payment would be forthcoming.

Fred Hallett indicated that the association should avoid proceeding to foreclosure if possible as it could depress the value of our lots.

Richard Harper began a discussion of having the association financial books audited. Reed Meredith reported that he had previously obtained an estimate of \$1,500 from McNurlin & Associates of Denver to perform the audit.

The following motions was made and seconded:

MOTION: To authorize an expenditure of \$1,500 to have an audit of the association 2008 financial statements performed and to change the 2009 line item of legal to legal and audit.

Vote: unanimous approval.

The board noted that they felt that an annual audit was not necessary and that an audit every 3 years was most appropriate.

Fred Hallett began a discussion of the drainage around the retaining walls.

The board asked Reed Meredith to contact JCI for information on whether he feels that Nevada Ridge has interfered with the drains that were put in place, causing the retaining wall collapse.

Chris Smith began a discussion of the existing internal skier easements. Beverly Baker indicated that she would approach the owner of lot 16 to see if the easement could be relocated.

The date for the mid summer Board meeting was set as July 8, 2009.

There being no further business, the meeting was adjourned at 5:48pm.

Respectfully Submitted,



Reed Meredith, Recording Secretary

Accepted By,

Beverly Baker, President  
The Summit Owners Association Board of Directors