

# The Chalets at Collins Lake Resort®

## Homeowner's Association

### BOARD OF DIRECTORS MEETING

HELD: Wednesday, January 20, 2010

APPROVED: Wednesday, February 17, 2010

#### Attendance:

##### **Board Members:**

Burke Rice  
Rhonda Elledge  
Steve Smith  
Mike Kocher  
Chris Jones

##### **Mt Hood Management**

Brett Fischer  
Carter Myers

#### Recording Secretary:

Chris Jones

#### Guests

Eric Sanders

#### Attachments

MHM Mgmt Report  
MHM Maintenance Report

#### **Bod Approvals**

B.Rice-Continuous Project  
Bank Acct Change  
Real Estate Signage  
Resort Name - DBA

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1. **APPROVED DECEMBER 17, 2009 Meeting Minutes**  
Mike Motioned to Approve  
Steve Seconded  
All Approved
  2. **BURKE RICE**
    - 1) Proposal to keep Burke involved in the overall repair and completion of Building Q project, and management agreement.
    - 2) See official proposal and approved authorization (attached)Motioned by Chris  
Seconded by Rhonda  
All Approved
  3. **BUILDING Q**
    - 1) Paint blistering under small windows on two units.
    - 2) Snow fences are loose on entire building – appears as if they are not tight. Need to get roof primed and painted.
  4. **PROPANE**
    - 1) Need a break out of costs to fix leaks from Bruun.
    - 2) Need a report from Sunset (Brett/Carter/LB) before final payoff. We will get a copy of the recap sheet.
    - 3) \$60K Total, \$43K HOA Expense. We will treat all units as one fix as part of the overall fix.
    - 4) We will test starting in Summer 2011. We will start by testing 25% of units – we will review which units.

- 5) Manuals – LB will send to RDH for their review. We will require 3 sets of manuals.

5. **AUDIT**

- 1) Is going on - Will review building Q - rehab books

6. **COLLECTION OF CONSTRUCTION DEFECT FUNDS**

- 1) One carrier still owes \$310K (+/-)
- 2) Total due is \$322K (+/-)

7. **ERIC SAUNDERS**

- 1) Wrap – All contractors are currently on the policy. Eric will write a letter to Chris Jones (Insurance Director), that a few more contractors will be added in the summer of 2010.
- 2) Liens – LB is taking care of a few contractors by bonding around one contractor who went out of business.
- 3) Billing – We have two outstanding bills:
  1. Work Completed thus far
  2. Retention – approximately \$150K

8. **RDH – RONNIE WILSON – LORENTZ BRUUN (LB)**

- 1) Created a punchlist which states all open issues. Some of the items overlap multiple lists.
- 2) The current action list is down to only a few remaining items.
- 3) RDH to verify and compile a list of all completed items.
- 4) RDH to compile a separate list of items needing to wait until summer 2010 for completion.

9. **INTERIOR UNITS**

- 1) Most of the owners are satisfied. LB is taking time to discuss issues with individual units. They are in process of resolving last few remaining issues.

10. **MANAGEMENT REPORT**

- 1) Financial Statement - needs to be revised (see attached)
- 2) Pool – Freezing water near pool area when very cold. MHM is working into a fix or a way to cover the ice. Sand is being replaced in the pools – all should be finished by next month (February).
- 3) Garbage – Brett is working on way to manage recycling more effectively. Looking into a different number of boxes or a different area.
- 4) Insurance Payment – MHM has to process bill quicker. We have had late payment issues.
- 5) Snow Falling Signage & Ropes – these are working. MHM is monitoring, and is telling anyone going beyond the signs to get out of the area.

- 6) Manlift – LB had it serviced. Mike will look at getting it serviced. MHM is using safety equipment.
- 7) Other management issues (see attached)

11. **BANKS**

- 1) Board approved moving all HOA Accounts from the Bank of the West to Clackamas County Bank (Welches Branch).
- 2) MHM will get all required documents and signature cards for the new account.
- 3) See official proposal and approved authorization (attached)

Motioned by Mike  
Seconded by Rhonda  
All Approved

12. **REAL ESTATE SIGNAGE**

- 1) Board gives temporary approval that real estate (for sale or lease) signs may not be larger than 12" high x 18" wide, and located in only one window of any one unit.
- 2) No flyer boxes or rental signage is permitted on the exterior of any unit.
- 3) See official proposal and approved authorization (attached)

Motioned by Chris  
Seconded by Rhonda  
All Approved

13. **PARKING**

- 1) Need to look into solutions for parking issues. Unit owners presently have difficulty getting their cars into garages.

14. **SAND ON ROADS FOR SAFETY** - Brett is looking into this option.

15. **SECURITY**

- 1) MHM wants to use our Security person for one (1) hour per day until next fall and will credit us for it.

16. **ELECTION** How MHM will help was agreed upon.

17. **MAINTENANCE REPORT- Carter Myers** (See attached)

18. **ANNUAL MEETING** – Review the Agenda

19. **RESORT NAME**

- 1) Approved the adoption, use and official DBA name to be used by the Association and Board. The DBA is The Chalets at Collins Lake Resort.
- 2) See official proposal and approved name adoption (attached)

Motioned by Chris  
Seconded by Steve  
All Approved