

# Collins Lake Resort – A Condominium

## BOARD OF DIRECTORS MEETING

Held on Thursday, September 18, 2008

Minutes Approved, November 19, 2008

### Attendance:

#### **Board Members:**

MaryJean Williams  
Burke Rice  
Ronnie Wilson  
Chris Jones

#### **Recording Secretary:**

Chris Jones

#### **Mt Hood Management Company:**

Robb Hudson – Mgmt Co General Mgr  
Bret – HOA Representative  
Pat – Management Company

Pete Viteznik - Atty  
HOA Members  
Various Owners

**Next meeting: Wednesday, October 15, 2008**

### Financials

- Brooke Knight – need to have lien attached. Call Brooke and then send a 10-day demand letter
- Two units have sold – Rick and Carolyn Sadle (we probably won't received any of the back money owed)
- Robb should contact the tile company and find out why they did not catch the past due amount owed.

### Building Q - Update

- Fireman's Fund check – deposited in wrong account. **CFJ needs to contact B of A this error corrected.**
- Kennedy Restoration bill – **Ronnie is going to review the Clopton billing to make sure we do not double-pay.**
- The work is progressing and looks good so far. Dave Young of RDH is keeping track of progress. Dave Young has recommended some changes.

### Auditors

- BOD has approved \$4000 and \$325 for "120 Report" (is this the correct report number?)
- **Robb needs to get auditors to change mailing address to  
Collins Lake Resort Board of Directors  
PO box 251  
Government Camp, OR 97028**

### Legacy Gas

- Legacy Gas has paid the Clopton bill. Their insurance company has paid the \$27.5K bill.
- **Send \$27.5K to Mt Hood Management Company and deposit into Special Assessment #2 account.**
- Legacy needs to finish painting and caulking.

### Legal – Pete V.

- Mt Hood needs to increase monthly payment to \$10K/month starting as of June 2008. (MaryJean proposed, Burke 2<sup>nd</sup>)
- **Issue \$20K check to Pete (\$5K=June, \$5K=July, and \$10K=August)** (MaryJean proposed, Ronnie 2<sup>nd</sup>)

### Lorenz Bruun - Report

- Framing work to be completed by end of September
- Roofing and siding (and tight) complete by 10/24/08.
- RDH is doing a good job with change order.
- Fireman's Fund has a new estimate and LB will need to negotiate.
- The BOD must be kept apprised of total building costs and expenses.

### Maintenance

#### **SNOW REMOVAL**

- Cost estimate of \$32K is about the same amount as last year. If we want increased driveway cleaning, then we add about \$6,800 per year. This is a 3 year contract with a 2% increase per year.
- We need to make sure that the snow is not piled against buildings creating pressure on structure.
- Bret will make plan available
- CFJ and MaryJean will review plan for upcoming winter.
- **Robb to get contract word document from contractors so we can add some wording asap.**

#### **RECYCLING**

- Recycle bin and associating pad should be completed within 2-3 weeks.

#### **TEMPORARY ROOF REPAIRS**

- BOD approved the following: (CFJ proposed, MaryJean 2<sup>nd</sup>)  
To have Dave Young of RDH spec the continuing temporary repairs to the roof including:
  1. Complete the special gray coating to approximately 44 units that were not completed last year.
  2. Using foam seal areas that are of concern under the roof eaves that may be allowing water to enter the roof and wall structure.
  3. Close and seal any holes where the roof gables meet the main roof due to the lack of roofing materials.

Dave Young recommends the following priority order for temporary repairs:

1. Units that currently experience leaks that have not received prior repairs.
2. Units that currently experience leaks that received repairs last year.
3. Units that are not experiencing current leaks that have not received prior repairs.

It is imperative that Dave Young meets roofers on the first day of work (9/22/08) and closely monitors the work and progress of roofers.

- **Ronnie to contact Dave Young and set up 9/22/08 meeting with roofers, and confirm 9/22/09 date with Robb.**

#### **AWNING**

- Motion to deal with this issue next April or May
- Dave Tarlow - "no" to request to do anything

#### **BUNKER DOOR**

- Not correct. Will get correct replacement door and will install.

### **TREE REMOVAL**

- Remove 4 trees.

### **POOL**

- Railing at pool is complete.
- Agreed not to replace bad pool heating unit until Geo Thermal gives bid at next meeting. Then we make a decision what we are going to do based on the information provided.
- **Mt Hood Management Company needs to caulk around propane gas pipe on individual owner's deck.**
- Spa Crack – is under warranty – company will fix free of charge.

### **UNIT SERVICES**

- Snow Removal                      \$20 per hour
- Inspection                              Open cost
- Robb will get full service prices by November.

#### **Insurance**

- DIC Coverage proposal

#### **BOD Meeting Schedule**

- New meeting day = 4<sup>th</sup> Wednesday of each month.

### **Newsletter**

- The following items should be included in the October Newsletter:
  1. Unit Services Information and Sign-up
  2. Announcement of new All HOA Meeting at Collins Lake
  3. Insurance info/update from CFJ re: Earthquake & Volcano Coverage
  4. Announcement to "Service Now" encouraging unit owners to be pro-active in getting furnaces serviced now.

### **Attachments**

1. Letter to Owners re: Snow Removal
2. Project task list
3. Building Q financial report