

Snake River Home Owners Board Meeting

February 21, 2011

All board members were present.

The freeze alarm discussion included the procedures to be followed if there is an alarm.

- Contacts - first contact should be the owner – not just a message on an answering machine, the second number then Key to the Rockies.
- Charges – the charge to the owner would be based on the time the call was received: normal working hours, regular business fee; after hours, a special night time fee.
- Checklist on what was done upon inspection of the unit – heat, water flow, any damage, etc.
- Cold monitor system was initiated several years ago to keep the insurance policy intact.
- We are awaiting information regarding liability for the association and the management company.
- A waiver form discussed would include the appropriate phone numbers for alarm company to contact, the charges for checking for damages (daytime and evening) and a release of liability of the board and management company. The owner would then be notified of the checklist and appropriate charges.
- The monitoring company also does smoke and CO monitoring. The potential to negotiate a group price for interested owners – this would be paid directly by the owner, not through the management company.

The management agreement with Key to the Rockies was last signed in 2003. Upon review there were a couple of questions and clarifications are needed. What is included – accounting, bidding and spa services – for \$31,200?

- Item 3 – are there 3 bids for the contracted work such as landscaping, plowing, drive maintenance, painting, etc.?
- Item 14 – Is there a sheet for reviewing what has been done on a daily basis?
- Is there a master list of all contracts that may be reviewed by the board?
- If there is a problem with a unit, how does management/board notify the owner of the problem, what was done and when, who did the work and if the owner needs to do the work a deadline for getting the work completed. (A spreadsheet was developed by the president to assist in record keeping.) The key with this is communication between the owner, KTRR and the board)

Our understanding is that there is a central email for the HOA for owners to contact management. This would be used by owners to contact management. The spreadsheet discussed above may then be used to address the problem/concern.

The items involved in the home owners' association fees were discussed. The board thinks that it would be helpful to communicate to the owners what is included – spa, water, sewer, internet, snow removal, landscaping, etc. This will aid the owner in understanding how their fees are being used.

The front doors were discussed. They are a veneer and if sanded too much, it could be too deep and the veneer lost. Many of the doors need extensive repairs. Options include – repair on own or get a new wood-looking door. Approval of the new door would be through the board. The board could recommend certain models and/or companies that would install approved doors. The goal is to maintain the overall look of SRV.

Big expense for the next two years: the Reserve Fund Study. An engineering company will be needed for assessment.

- To be inspected: fencing, roof, siding, asphalt, spa
- Three bids will be acquired for the roof and sent to the engineering company.
- The asphalt will need inspection for maintenance/replacement – 2 years over on replacement
- Paint will need to be touched up on the lower sections of the buildings every 2 years.
- The Reserve Fund Study will help in understanding upcoming expenditures.

The development of a survey was discussed. This survey will be developed and Survey Monkey will be used to distribute it to the homeowners.