

**TWIN RIVERS OWNERS ASSOCIATION**  
**BOARD OF MANAGERS MEETING**  
**7/26/11 4:00PM**  
**MEETING LOCATION BANCROFT 8**

**CALL TO ORDER**

Sue Poet, Board of Managers president called the meeting to order at 4:08pm.

**ROLL CALL**

Sue Poet, Board President

Clare Cavanaugh, Board Secretary/Treasurer

Nancy Bowman, Board Vice President

Dick Norman, Mountain Chalet Property Management

**APPROVAL OF BOM MEETING MINUTES FROM 4/4/11**

The minutes from the BOM joint meeting with the Twin Rivers Interval Owners BOM on 4/4/11 were reviewed. Discussion occurred regarding some clarification in the prior meeting notes. With those changes addressed, Clare moved to accept the prior meeting minutes. Nancy seconded the motion. Motion passed unanimously.

**REPORT FROM INTERVAL OWNER BOARD REPRESENTATIVE**

Nancy reported that the Interval Owner Association has been working on the revision of their Association By-Laws. The IOA BOD has a meeting scheduled for 8/5/11 to finalize the By-Law changes.

**FINANCIAL REPORT**

A review of the financials indicate the Association budget from January through June of 2011 is better by nearly \$14,000. There was BOM discussion with regard to specific line items. Overall, the budget and replacement fund appear to be on solid ground.

**OLD BUSINESS**

**NUMBER CODE ACCESS TO AMENITIES BUILDING**

The BOM brought up that Alderwood had indicated there were options to avoid the 10 digit number that owners dislike. MCPM to contact Alderwood

with regard to getting the admin access code to the KABA website and to further discuss options to shortening the access code to the amenities area.

## **HOMEOWNER SURVEY RESULTS**

A total of 34 separate surveys were sent out to the owners. There were 23 responses to the survey. It was also determined that the survey sent to Alderwood to pass on to time share owners was not sent out. There was a good response to the survey. The BOM discussed the results of the survey. The consensus of the survey indicated that owners are satisfied with the appearance and management of the property. **Follow-up needs to be done with some respondents to better understand their comments. Nancy will find out when BOM should expect survey results from IOA owners and then the BOM will compile those results with those from the full owners. Compiled results will be reviewed more fully in subsequent BOM meetings.**

## **INDIVIDUAL BUILDING SIGNS**

MCPM indicated the smaller building sign project is in process.

## **DELINQUENT OWNERS**

Mountain Chalet Property Management reported no delinquent owners at this time.

## **ARCHITECTURAL STANDARDS**

The BOM created an architectural committee consisting of Sue Poet, Dave Wire, and Mike Abel. Clare moved to establish this committee and Nancy seconded the motion. Motion passed unanimously. Sue will meet with Mike Abel and Dave Ware after the annual meeting.

## **CRAWL SPACE WORK UPDATE**

The crawl space remediation in process includes finishing the 3 dry crawl spaces which are Flora, Vasquez and Nystrom to completion. The other 6 buildings will need sump pumps, and some may require more than one. The engineer will determine where the sump pump locations are needed in the respective building crawl spaces. **The 2011 budget allocated \$20K for additional crawl space work, which would include sump pumps. MCPM will pursue a bid for the sump pump work and the BOM will need to determine affordability.**

## TWIN RIVERS OWNERS ASSOCIATION BOARD OF MANAGERS ELECTION NOMINATIONS

Phyllis Sjorgren, who owns a unit in the James building is the only owner who has indicated an interest in filling the vacant BOM position.

## SPRING CHECKLIST UPDATE

Upper unit windows that are not reachable for cleaning by individual owners were cleaned this spring per the BOM request of this being done every other year. MCPM is still researching the purchase of a soda machine for the amenities area.

## FOLLOW UP ON INTERVAL OWNER ASSOCIATION CONVERSION OF SOME TIME SHARE UNITS

Nancy commented that the Interval Owner Association is still ~~working on how to investigating~~ converting current time share units to fee simple units. The project is still in progress.

## NEW BUSINESS

### STORM DAMAGE TO BUILDING ROOFS

MCPM explained to the BOM that during the wind storm in early July there was some roof damage. The insurance agent was notified and a claim number was issued. An adjustor was sent out to inspect and we are awaiting their report.

## RULES AND REGULATIONS

The BOM discussed several revisions to the Rules and Regulations of the Association. The property manager was notified that an owner had a ~~chimineo chiminea~~ on their deck and the property manager notified them the ~~chimineo chiminea~~ was against insurance rules. The BOM decided to revise the Rules and Regulations to prohibit anyone from having charcoal or wood burning devices on unit decks. The BOM also decided to close off all dryer vents that vent into building crawl spaces of buildings. The BOM agreed that the HOA will purchase lint trap boxes to be used inside the ground floor units with washers/dryers and install them where needed. Clare moved the make the changes to the Rules and Regulations. Nancy seconded the motion. Motion passed unanimously. MCPM to revise Rules and Regulations for BOM review. Revised Rules and Regulations will ~~also be available at the~~

annual meeting announced at the annual meeting and sent to owners upon publication.

### **PICNIC AFTER ANNUAL MEETING AUGUST 6, 2011**

There will be a picnic in the picnic area after the annual meeting. The Twin Rivers Interval Owners Association is hosting the picnic and the Twin Rivers Owners Association will provide dessert. Sue will purchase.

### **FINAL AUDIT REPORT**

The BOM reviewed the results of the audit performed by Day and Associates. The BOM addressed the recommendations from the accountant which are standard for this size of business and show nothing out of the ordinary. The BOM decided to keep \$5000 in the operating account at all times. The BOM determined that the CCIOA Policies and Procedures need to be updated. The BOM requested MCPM provide a draft for BOM review.

### **OTHER**

Dick will send a letter to owners reminding them not to park in front of building entrances and how to properly latch the bear-proof dumpsters.

MCPM will power wash the building entries and stairwells.

Since the last meeting, the Comcast contract expired and the BOM agreed to continue with Comcast for bulk cable service for an additional 7 years at a price of \$30.50 per month per unit (60 units) plus taxes. Negotiations regarding further terms of the new contract are in process. Clare and Nancy agreed that Sue should continue in the reviews and discussions regarding this contract even after her term expires, but the new BOM president will need to actually sign the contract.

### **NEXT BOARD OF MANAGERS MEETING**

A BOM Organizational meeting will be held directly following the annual meeting on August 6, 2011.

### **ADJOURNMENT**

The meeting adjourned at 6:11pm