

Town Lift Condominium Association
Minutes of Board of Trustees Meeting
December 1, 2017, 1:30 pm

The attendees via conference call were:

Chris Schaefer, Trustee
Jill Packham, Trustee

Others on the conference call were:

Allen Woll, Sea to Ski Properties
Gary Moe, Sea to Ski Properties

Quorum

2 of the Trustees were present so a Quorum was established.

Meeting called to order

The meeting was called to order at 1:33 pm.

Loading Zone/Plaza area

A discussion began by Jill regarding the owner of Davanzas Pizza, John Troilo. Jill had spoken to John and he had expressed the importance of his delivery business and how the loading zone parking spaces were needed for his drivers to park and load and unload. Chris has also spoken to John and John said that providing a new deck area for additional restaurant seating was not as important to him as having parking for his delivery driver. At their earlier meetings, in July, John stressed that he had to have at least one parking place by his building for his delivery driver. Chris stated that he would talk to John Maxfield at the Kimball to discuss the issue and work to come up with a resolution. It was stated that the lease agreement with Davanzas grants him one parking space in the garage and does not grant additional parking spaces, but there is a need to look at another approach.

Chris mentioned that he has received approximately 80% of the Written Consent vote. It was agreed that the board would not vote on changing the use of the Loading Zone at this meeting, pending resolution of the issue of Davanza's driver parking. Once Chris has met with John Maxfield at Kimball, a vote can be taken.

Chris stated that the agreement with Columbus Pacific for re-development of the Loading Zone will be in the form of a lease. Columbus Pacific will lease the strip of ground that adjoins their property, access rights through the new plaza area, and four or five parking spaces in the garage. They will make a one-time payment up front by absorbing the cost of the Loading Zone/plaza area re-development. The length of the lease, estimated at ten years pending final negotiations of the lease itself, will be determined by dividing the total value of the redevelopment project by the annual value of the leasehold. We are currently getting bids to determine the cost of the re-development.

The plan is to use a pedestal/paver surface on the new plaza, which will look good and be heated for snow melt, reducing our annual costs of snow removal. Although Harrison Itz could not attend the call, he spoke with Chris before the meeting and Harrison agrees with the pedestal/paver system

Chris stated that an amount of approximately \$2,000 has already been spent on engineers and legal work for the plaza.

The next step will be to submit a pre-development application to the city and get their feedback. Chris will be out of town but Tom Grimmet has agreed to attend the meeting with Park City Municipal as Town Lift's representative, and once that meeting has occurred then the final application will be made to the city.

Sidewalk leaks

Chris began by saying that there are funds in the reserve account to cover the sidewalk replacement. He has received two bids for temporary caulking:

1. There is a bid to do a complete and thorough caulking job to stop the leaks, of \$5,000.
2. A second bid would be less comprehensive with no guarantees, in the amount of \$1,200. Both Jill and Chris thought this is a better option as the sidewalk will be replaced next spring.

It was decided to accept the \$1,200 bid.

Where leaks have occurred, the doors below have started to rust and deteriorate. Chris has asked Allen Woll to solicit bids on door replacement. This cost will have to be put into the budget for 2018.

Roof replacement

There is currently \$55,000 in the reserve fund for roof replacement. Two bids have been received:

1. On Top Roofing has bid \$85,000
2. Vertex Roofing has bid \$49,000

Another company, American Roofing has come to look at the roof and took a core sample last week. Allen thought they would provide a bid within the next week to 10 days.

Jill commented that On Top Roofing has worked at several projects she is familiar with, and appear to do a professional and thorough job. She suggested we call a company from Ogden called Redd Roofing. Gary will make arrangements to have them also provide another bid.

Chris recommended the job be done this spring 2018 as the roof has been patched approximately 100 times, is original and Allen Woll noted that the membrane material is starting to get brittle.

Other 2018 maintenance expenses

A bid has been received to replace the fire sprinkler heads in Davanzas, of \$3,500. Certified Fire, the company who provided it, is reviewing that bid and will submit a revised bid at a lower price.

We are awaiting a bid for smoke detectors in both historical buildings. Certified thought each building would need a number of detectors but Chris and Allen thought a smaller number of detectors would be adequate.

A bid has been received of \$5,000 from CRS for the post tension cable repair and it was agreed that that work will need to be completed prior to work on the plaza begins. Chris will solicit a competing bid from CDC.

Other topics/business

The annual increase in dues in the amount of 3% beginning in January was discussed, but it may not be adequate due to the number of maintenance projects needed for 2018. However, the additional revenue we have received from Columbus Pacific for parking during the Kimball reconstruction will offset these costs to some degree. Chris will do some further work on this topic.

Chris mentioned that a bill from the IRS has been received in the amount of \$500. It was also brought up that there may not have been a tax return filed for 2016. Chris follow up with Randy about this. Jill commented that rather than incur fees from Koehler and Eyer that might exceed the amount of tax billed, it would be better to go ahead and just pay the bill. Chris agreed and will direct Lorrie to pay the IRS bills.

It was stated that there has been over \$26,000 in revenue from parking from Kimball and Jill stated that she has some \$270 checks that Keller Williams has paid her for parking also. Jill will turn those funds over to Maura to be deposited in Town Lift's account. Gary will check with our bookkeeper Lorrie Allen to see if she has received anything else for parking revenues.

Commercial parking passes were discussed. Each commercial tenant is granted one parking pass in their lease, but in the past the commercial tenants have been given two passes each, with the exception of Keller Williams who receives one due to their smaller lease size. Keller Williams typically purchases one or two additional passes from Jill. The garage is seldom filled, so it was decided that those numbers would remain unchanged and Chris will have Mike Sweeney distribute 2018 permanent passes around December 15th-20th for 2018.

A discussion was held regarding Sea to Ski and their distribution of temporary parking passes to management companies who give those to tenants or renters. Chris wants Sea to Ski to write an expiration date and unit number on each one, using a felt-tip pen so it can be easily read through a vehicle windshield, and it was agreed that the end of the ski season will be the dates written on the passes.

Mike Sweeney is working with the city on seeing if the current parking spaces in front of Building B & C on Park Avenue could be made into 15-minute zones.

Gary stated that after he receives the November financial statements from Lorrie, he will prepare a draft budget for 2018.

Adjournment

A motion was made by Chris Schaefer to adjourn the meeting at 2:15 pm and was seconded by Jill Packham.

Certification of Approval

I hereby certify that the aforementioned minutes were approved by the Board of Trustees on December , 2017

Signed:

 12-20-17

Gary Moe
HOA Liaison