

**Town Lift HOA  
Annual Meeting  
April 8, 2016**

**In Attendance**

Jill Packman – Commercial Space Representative  
Randy Luebke – 2D (via phone)  
Chris Schaefer – 2E (via phone)  
Robert Wilcox – 3C (via phone)  
Maura Robbins – Sea to Ski  
Charlie Robbins – Sea to Ski  
Tierney Groy – Sea to Ski

**Proxies Received**

Carolyn Foss – 2A  
Harrison Itz – 3E  
Rich Anderson – 3B

**A quorum was established. Meeting called to order.**

**Approval of 2015 Annual Meeting Minutes**

The 2015 Annual Meeting Minutes were sent to all owners last year after the meeting and in an email on April 8, 2016. A call was made for any items to discuss in the meeting minutes.

Chris Schaefer made a motion to approve the 2015 Annual Meeting Minutes. Randy Luebke seconded the motion. All in favor. None opposed. Motion carries.

**2015 Financial Review**

A spreadsheet was recently sent to all owners outlining the financials of the HOA which included the 2015 budget, 2015 actuals, variances and the proposed 2016 budget. The 2015 budget called for \$17,500 in parking garage income, the actual income was \$13,637. The 2016 budget calls for \$15,000 in parking garage income. It was noted that the parking garage income created a \$2,000 income tax bill for the HOA. The 2016 budget will allocate all parking structure expenses to the parking garage income to alleviate the income tax. It was suggested that a portion of the housekeeping, insurance and property management be allocated to the parking garage.

The 2016 Net Operational Income budget was \$22,725, actual Net Operational Income was \$17,322 due to the lower parking garage revenue.

Jill Packman made a motion to approve the 2016 budget.

The dues of the HOA increased 3% last year and the 2016 budget calls for a 3.5% increase as per the reserve study in order to make gradual reserve fund contributions over time.

Chris Schaefer seconded the motion on the floor. All in favor. None opposed. Motion carries.

## **Old Business**

### **Property Report**

The approximately \$20,000 in expenses the HOA incurred with the elevator during the power outage have been submitted to Rocky Mountain Power for reimbursement. Town Lift experienced the largest expense during the outage compared to other businesses in the area. Charlie Robbins will continue to follow up on the reimbursement process. The expense has also been submitted to the insurance company. It was noted there was a power surge in Park City recently due to high winds that blew a transformer in Old Town. When Rocky Mountain Power turned the power back on, it was not done correctly so there was a big surge which took out the power for many days. The surge blew the Town Lift's elevator circuit board and panel. When the elevator company repaired the circuit board and panel additional protections were also installed to keep this from happening again.

The HOA recently did a LED conversion test in the owner's side of the garage and it was determined that it is much lighter, the bulbs last longer and are less expensive to run. It cost \$2,500 to replace 19 LED lamps in the owner section. White reflective paint has been placed on sections of the ceiling in the owner section. It was determined that the public side of the garage should be converted to LED.

The sewer drains will be done in the fall and the spring which should address any problems in the commercial area. It was noted that Bahnhof is still experiencing leaking and the owner is surprised that the HOA is spending money on painting the garage when her area is still leaking. It was noted all the individual units' water lines all tie into common lines. The HOA is responsible for the common line. The recent issues were occurring in one unit that had a large clog, which is the individual owners' responsibility. It was suggested that an email be sent to all owners reminding them to clean out their drains, especially if the unit is rented.

Chris Schaefer noted he recently looked at the roof with a contractor and they identified a tear in the membrane and openings in the bricks at the tops of the columns above 3E, 2E and Bahnhof. Sea to Ski will follow up on these issues now that the temperatures have increased. It was suggested that the HOA use a different contractor to do the work as the current contractor does not work quickly.

## **New Business**

Estimates will be obtained and reviewed for the repair and repainting of the garage ramps. A replacement luggage cart has been ordered.

A keypad entry system will be installed on the backside of the building by Bahnhof once the revised estimate is approved by the board. It was suggested there should only be one code for the entry system, stairwell and the elevator. A request will be sent to all owners asking what code they would like to use for the keypad. Each owner should inform their property management company of the codes as well as making sure their property management company has keys to the building, unit and ski lockers. A discussion ensued regarding how to change the elevator codes, if the stairwell keypad is connected to the elevator system and whether the new key pad could be connected to the elevator system. It was determined that Charlie Robbins will contact the elevator company to get the information.

### **Long Term Projects**

The following are items that the HOA should consider in the future, increasing the dues specifically for the reserve fund and unexpected costs, upgrade fire alarm system, and parking garage ramp and snow melt system updates. These items will be considered in a board meeting on April 29, 2016. It was also determined that board meetings will be held more frequently.

### **Board Officer Elections and Rich's Replacement**

Randy Luebke has agreed to serve as an interim officer for 2016.

Historically, there are three board members. A fourth position was recently created so Randy Luebke could work on the financials; therefore the three current board members are sufficient unless someone else wants to serve.

A call was made for nominations from the floor.

An attendee nominated Randy Luebke, Robert Wilcox and Jill Packman to serve on the board. ?? also volunteered to serve on any committee as needed. Chris Schaefer seconded the nominations. All in favor. None opposed. Motion carries.

### **Questions and Answers**

The transformer for Town Lift is sitting on the Kimball Art Center's lot so the HOA was assuming there was some type of agreement providing a permanent easement for the transformer. The HOA spent money on legal fees to identify the agreement but nothing has been found but Kimball Art Center was going to pay to move the transformer. However, the current owners of the Kimball Art Center discovered through their due diligence after acquiring the property that there is a power line that goes from the power pole just outside the center on Park Avenue that runs underground and somewhere within a few feet of Town Lift's building wall and the parking lot across to the Sky Lodge street on Main Street. The building codes do not allow for any structures to be built above the power lines so Kimball's plans have been postponed and the transformer will not be moved until they start to move forward again.

It was noted that the front entrance construction was delayed as the HOA thought they could work with Kimball's contractor at the same time they were under construction. The front entrance will be done this year.

An attendee made a motion to adjourn. Motion seconded. All in favor. None opposed. Motion carries.

Respectfully submitted,

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