

**Town Lift HOA  
Annual Meeting  
April 5, 2017**

**In Attendance**

Robert Wilcox – 3C (via phone)  
Randy Luebke – 2D  
Jesse Cartee - Representing unit 3B  
Colleen Webb – 2E  
Chris Schaefer – 2E  
Jill Packham – Representing Commercial Space  
John Maxfield – Columbus Pacific Development – Ownership Group Kimball Art Center Building  
Maura Robbins – Sea to Ski  
Allen Wall – Sea to Ski  
Charlie Robbins – Sea to Ski (via phone)  
Tierney Groy – Sea to Ski

**Proxies Received**

Carolyn Foss – 2A  
Karen Deak – 3B

**A quorum was established.**

**Meeting called to order at 5:05 PM.**

**Review and Approval of the 2016 Annual Meeting Minutes**

A call was made for any questions or comments on the 2016 Annual Meeting Minutes. Jill Packham noted that her name was spelled incorrectly on the 2016 minutes.

Randy Luebke made a motion to approve the 2016 Annual Meeting Minutes with the corrected spelling of Jill Packham’s name. Colleen Webb seconded the motion. All in favor. None opposed.

**Financial Review of 2016**

The accounting firm, Kohler and Eyre, has reviewed the financial reports. The HOA ended the year with \$146,000 in cash. There is \$21,000 in Accounts Receivable, which represents HOA dues that were billed but had not been paid by December 31, 2016. There are currently no owners that are delinquent in their dues.

A discussion ensued regarding the timing of the dues statements. It was noted that the dues statements are sent December 1, March 1, June 1 and September 1 – as it was set up when Sea to Ski took over the management of the HOA. An attendee noted that historically, the quarters were January 1 – March 31 and the dues were due at the beginning of April. It was determined that going forward the dues invoices will be dated on calendar quarters. The board will work with the accounting firm to make the change.

An attendee noted that the Profit and Loss statement shows \$144,000 in revenue but only \$138,000 in revenue was billed for the year. The attendee spoke to the HOA bookkeeper who explained the difference that in previous years some revenue had not been recognized for that year so they added the revenue into 2016.

It was noted the HOA does not have to pay taxes as it is a non-profit entity, however; the commercial parking structure is a business that has to pay taxes. The commercial parking structure's income and expenses creates a loss.

Chris Schaefer made a motion to have the board review the proposed financial statement in more detail, make any appropriate adjustments, present the revised financial reports to the owners via email followed by a vote being taken on the financials via email. Motion seconded. All in favor. None opposed. Motion carries.

### **Expenses in 2016**

The HOA incurred some expenses due to a power outage Park City experienced in 2016. The HOA insurance covered most of the costs resulting from the damage. There is one additional invoice from ThyssenKrupp Elevator that is being disputed as the agreement with the contractor was for a flat fee.

The current contract the HOA has with Sea to Ski includes four different time periods for onsite inspections. During peak times, Sea to Ski does daily inspections then the schedule varies for low season, etc. The new proposed contract levels out to three days per week with more cleaning time. It was noted the contract with Sea to Ski is "a la carte" for various services so the HOA has control over how often services are performed. This contract is unique to Town Lift.

The HOA snowmelt system required replacement of the boilers in 2016. The driveway ramp will be removed this summer in order to redo the plumbing for the snowmelt system.

### **Old Business**

#### **Kimball Development**

The board has been working with John Maxfield of Columbus Pacific Development (Ownership Group Kimball Art Center Building). The Kimball Art Center rents 10 parking spaces from Town Lift. The development company is working with the City, contractors and subcontractors to "fast track" the project to minimize impact on Town Lift and the surrounding areas.

The original Kimball building will be completely structurally upgraded and stabilized. The back of the building, which is visually impacted from Town Lift units, has a new plan for a park-like setting with additional landscaping, benches and a heated boardwalk area. John Maxfield presented a rendering of the building plans. John Maxfield provided some options to address Town Lift's access point to the underground parking, hide the dumpster and address the "green worm". It was suggested the boardwalk area could increase parking patrons and therefore increase the income of the HOA.

A discussion ensued regarding upgrading the area where owners and guests wait for the elevator as the views will be impacted by the Kimball project. It was suggested a mural, lighted sculpture or festive

lighting. John Maxfield stated they will be installing “in-beds”, an internal system that would allow Town Lift to anchor artwork in the area. These options would need to be approved by John Maxfield’s legal department as well as Park City.

John Maxfield anticipates the commercial building will have a restaurant and retail tenants at approximately \$70.00 per square foot.

### **Property Report**

Signage has been installed by the retail parking area in an attempt to control parking. Emergency lighting has been installed in Building A. The garage ramp was painted last summer. The paint peeling problem at the ramp is being addressed. Garage ceiling lights and reflective paint have been completed in the paid parking area. The luggage cart was replaced. Annual sewer drain flushes will be done this year in both sides of the suites bathroom sinks. Power washing and exterior windows washing is completed twice a year. Carpets are cleaned twice per year. The cleaning hours have been increased in order to enhance the property’s appearance. A new keypad has been installed at Building 1 with the same codes as the other key pads.

The HOA needs to complete the demolition of the ramp in order to address failed pipes underneath the ramp. There is a PRV valve that is failing on the main culinary water line coming in from the street that need to be replaced. There are some low lying LED bulbs in the paid parking area that need clearance bars installed to protect the lights.

The board is discussing upgrading the fire and safety monitoring systems, the permanent installation of a fastening system for the parking curbs in the owners’ side of the garage and possible replacement of sidewalks on the historic properties. These items are recommendations on the reserve study.

### **Reserve Study**

The reserve study is required by law and is to be performed by an outside contractor. This study is to be done every six years. Every three years, the HOA can do their own analysis. The projects that are in the reserve study are selected by the engineer that conducts the study based on items that normally require significant costs within a 30-year period but not within an annual period. Unfortunately many items have required replacement or repairs that were not included in the reserve study. The HOA has not kept the reserve fund separate from the operating account nor has the HOA funded the reserve account as recommended. The HOA transfers any money left over from the budget to the reserve fund at the end of the year, which is the way many HOA’s fund their reserve. Some items in the reserve that are at the end of their useful life according to the study, are in fact fine and do not need to be replaced. Significant repairs that were done recently that were not included in the reserve study were the repair of two balconies at 2E and 3E and snowmelt system (had funds for the boiler but not the piping). The building is approximately 25 years old and it is believed that items that are not included in the reserve study are going to need to be addressed at a significant cost.

Chris Schaefer created a report that listed all the items in the reserve study as well as items that were not included in the reserve study that may need attention between 2017 and 2019. The report projected that if the items are addressed; the HOA will have a negative balance of \$20,000 by 2019. There were two recommendations to address the shortfall (1) not taking on any new projects – including any project in conjunction with the Kimball development or (2) increase dues or have a special assessment to fund additional projects.

Past 2019, there are some significant elevator expenses which the board is working with ThyssenKrupp elevator to see what needs to be done and what the cost will be.

It was suggested the HOA let Diamond Rental go and install parking meters to increase revenue coming from the garage. It was also suggested parking spaces be rented long term to people in the area. It was noted that the board previously tried to market long-term parking rentals with no interest at the time but there may be some new interest now. An attendee has conducted some research on garage parking in Vail, which can lease for up to \$250,000 per space. Additional research needs to be completed as well as working with the City to see if this is feasible at the Town Lift parking garage.

The attendees thanked Chris Schaefer for his work on the reserve study. The board will consider all options of delaying projects, increasing assessments and creating new revenue sources; or a combination of the three options.

It was noted the Kimball development does not have any parking spaces and may be interested in renting additional spaces from Town Lift. It was also noted the Kimball development's events center appeal with the Planning Committee has been held up in order to address parking, traffic routing and noise abatement.

#### **Use Restrictions for Commercial Units, Building A**

At the 2013 annual meeting a motion was made and passed, stating that the commercial use of Building A doesn't impede on the owners ability to be residences above the commercial space – a disco, smelly restaurant, etc. Since then, the HOA has been working with an attorney to get the CC&R's updated according to the motion. The current managing member of the commercial space is not the managing member that agreed to the motion in 2013. The current managing member is not in favor of any modifications to the CC&Rs. Jill Packham has informed the current managing member that it has been agreed upon and the HOA is asking for language to support the agreement. Jill Packham will continue to work with the current managing member.

#### **New Business**

The snowmelt work is scheduled for the last week in April or the first week in May and is estimated to take a week to complete the project. Once the dates are confirmed, the owners and commercial representative will be informed. The pressure relief valve project will require the water be turned off for the retail area for one day.

The concrete sidewalk between Building A and the ramp is crumbling and has caused leaks in the past. The sidewalk from the ramp to Park Avenue (7<sup>th</sup> Street) is also cracked and broken. These items were not supposed to be addressed until 2019 but the HOA is going to ask the concrete contractor doing the ramp for a bid to complete the projects while the ramp is done to see if there would be some cost savings. As of last year, the City had no plans to install granite sidewalks on 7<sup>th</sup> Street. The HOA will not proceed with the 7<sup>th</sup> Street sidewalk until bids have been reviewed.

#### **Election of Officers**

Chris Schaefer (replacing Randy Luebke), Harrison Itz, Jill Packham and Robert Wilcox volunteered to serve on the Town Lift Board.

Colleen Webb made a motion to nominate Chris Schaefer, Harrison Itz, Jill Packham and Robert Wilcox to serve on the Town Lift board. Randy Luebke seconded the motion. All in favor. None opposed. Motion carries.

Chris Schaefer will serve as President. The board authorized Chris Schaefer as a signer on the bank accounts. The attendees thanked Randy Luebke for his service on the board.

A motion was made to adjourn the meeting at 6:50 PM. Motion seconded. All in favor. None opposed. Motion carries.

**Meeting adjourned at 6:50 PM.**

Respectfully submitted,

Karina Baer  
Business Support Services Manager  
Gateway Office Business Center  
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