



Town Lift Condominium Association
Annual Meeting Minutes
April 22, 2019, 4:00 pm MST

I. Call to Order: 4:03 pm by Chris Schaefer

II. Establish a Quorum: 73.4066%

Board Members in Attendance:

Chris Schaefer A-2E (by Internet), Jill Packham (A-1, A-2 A-3), Coleen Webb A-2E (by Internet), Robert Wilcox A-3C (by phone), Harrison Itz A-3E

Owners in Attendance:

John Troilo C-1, Jesse Cartee A-3B

Via Proxy:

Carolyn Foss A-2A, Randall Luebke A-2D (Robert Wilcox)

All Seasons Resort & Lodging Staff:

Jim Simmons, Carissa Nosack, Brian Bartholomew, Gina Covino, Craig Booth

III. Approve 2018 Meeting Minutes

Coleen Webb motion to Approve, 2nd Harrison, all in favor. Motion passes

IV. Additions to Agenda

None from Community

V. Financial Report

- 2018 Financials by Chris Schaefer – They were sent out in advance for review.
 - Balance sheet has approx. \$100K in Reserve and approx. \$90K in checking.
 - Income statement reviewed (\$37K under budget).
 - HOA is under budget on several items: notably housekeeping because Craig has eliminated unnecessary services. ASRL has recommended vendors that have given good pricing. Several projects budgeted for 2018 were not completed due to scheduling problems, and will be completed in 2019.
 - Reserve Projects Completed in 2018: Roof was replaced as well as painting in the hallways and redecoration of the Main Street Lobby and elevator lobbies.

- 2019 Proposed Budget: Reviewed in detail and discussed.
 - Assessments remain the same. No Increase Proposed.
 - Parking Revenue will be lower without construction parking from Kimball building.
 - Expenses are lower with ASRL Management. Note: Snow removal costs were extremely high this year.
 - Capital Expenses have some estimates for balcony project.
 - 10% of Revenue is allocated to Reserve Fund (this is a required minimum).
 - Three categories: Operating Budget, Special Projects, Reserve Fund Projects

Coleen Webb made a motion to Approve the 2019 Budget, 2nd Jill Packham, all in favor. Motion Carries
- 2018 items carried forward to 2019 *Brian will make calls and follow up on the work that was approved and needs to be scheduled with the contractors. Brian will report to the Board when the work is scheduled
 - Special Projects: replace/reseal leaking sidewalk behind building A, replace/refurbish storage locker doors (deposit has been made)/replace broken post-tension cable.
 - NEW Special Projects: A/C unit roofing installation improvement, Chimney Sweep Dryer vents, repair/replace snow-melt exhaust stack. These will be paid out of cash in checking account (approx. \$5K)
 - Reserve Funds Projects: additional cameras in garage and possibly on corner of Park Ave and 7th East (Corner Camera recommended so that owners can watch snow conditions and monitor events that block parking garage especially on weekends) & replace carpeting in Main Street Entrance.
- 2019 Reserve Study: *Carissa will get estimates to present to the Board from Complex Solutions and Facilities Advisors. ASRL believes the bids will be under budget.

VI. Maintenance Report by Brian Bartholomew

- Snow Removal
 - February had rain and snow that created ice blocks which required emergency shoveling and removal (the snow was over 4.5ft deep and the weight required removal)
 - Brian will follow up with roofers on leaks from large snow year around perimeter of building and flashing (leaks affected Robert's unit and he would like it thoroughly researched)
 - Something different needs to be done to seal around the air conditioners to prevent future leaks. Question was posed as to whether installation was done correctly. It was mentioned that the AC units were added after the construction and flat roof were installed. *Brian will work to get proposals and bids with roofers, also checking to see what Red Roofing will do to remedy.
- Maintenance Summary: See Attached Maintenance Updates
- Main Street Lobby Carpeting *Brian will work to get vendors out to bid (hall painting was completed in 2018).
 - ASRL did a great job making sure the landscaping was kept up until a landscaper was hired.

- Robert mentioned the front planter on Main Street is cracked and needs replacing. *Brian to get additional information from Robert Wilcox.
- The bench and plants around the property are more mature and are looking great.
- Attention needs to be paid to trimming the trees to make sure they umbrella *Brian will follow up with landscapers and make sure trimming is done and fertilization takes place.

VII. All Seasons Resort Management by Craig Booth

Jim Simmons *ASRL has new staff member. Carissa Nosack has been hired as an HOA Manager and will be working with the Town Lift Board as the Primary contact. She will coordinate with Brian Bartholomew in maintenance and Craig Booth as General Manager for the building/rental.

- ASRL contacts:
 - Carissa and Craig are the 2 main contacts going forward.
 - Craig is the onsite manager.
 - Carissa will be the HOA manager for the Board.
 - ASRL has hired additional staff that will be cross trained, so that all times, including weekends are covered.
- Housekeeping: Staffing during winter was difficult, but overall report is that it went well.
 - Craig has the cleaning crew do the TL HOA before Caledonian and then inspects.
 - The cordless vacuum is not sufficient and there are not enough electrical outlets in the building to use a regular vacuum *Recommend HOA explore adding outlets in hallways.
 - Window Washer schedule is about 2 weeks out, but the weather will be monitored prior to completion. (HOA does not cover interior window washing). Robert had a question regarding window cleaning and the process. Coleen reported that she saw the job being done and they seemed to be doing a thorough job, but construction was still going on in the area.
 - *Craig is in process of getting quotes on carpet cleaning to propose to the Board.

VIII. New Business

- 7th Street Sidewalk
 - Sidewalk needs to be repaired. Chris has confirmed, per the plat, that the city owns the sidewalk. Chris will approach the City to see if they will participate in some cost sharing.
- Building-wide Internet/Wi-Fi by Randy Luebke
 - Randy will submit a plan when he finishes researching equipment. Hopefully it would save residents money and could potentially lower HOA cost – but it would ONLY benefit residential units, so the commercial units would not participate in the expense.
*Commercial units have specific requirements for static IP addresses.
- Windows in Residential condos (primarily West side) HOA replacement? Windows and doors are an owner responsibility as specifically stated in CCR's. Group pricing may be an option if owners would like to explore it.

- Columbus-Pacific status: They bought the Kimball Arts center and remodeled. They re-arranged their equipment along the driveway and located it on our property. We are in negotiations about having them move the equipment or pay for the use of the property. *We are also still trying to negotiate having some art work installed on the outside of the building to beautify the side that our residents view from the elevator.
- Balconies vs. Roof-top deck vs. Loading Zone for use of residents and location of Spa. All options have a significant cost and are still in the evaluation phase of discussion. Structurally the building could support these additions.
 - Process: The city requires an architect to prepare a drawing to be considered for preliminary approval before the HOA can proceed with obtaining any cost estimates. *Costs for personal balconies would be at the owner's expense and owners would like to know a ballpark figure prior to further exploration.
 - A few drawings of potential balcony locations were reviewed.
 - Discussion: Owners below balconies may have interrupted light and views. Columns may need to be installed.
 - Alternatives to the personal balconies would be a rooftop deck or the loading zone (amendment to use approved the previous year).
 - Requirements for maintenance for personal spa versus commercial/community spa was discussed. There are pros and cons to both options (including wear and tear on maintenance pathways).
 - A vote of the membership would take place before proceeding on any option. Majority of the members present at meeting would be in favor of further exploration. One residential owner and the owner of the three commercial units in Building A expressed opposition to balconies.
 - Loading Zone use could impact commercial units and modifications made only for the benefit of residential owners should not be an expense allocated to commercial units.
 - Costs for all options will be presented before any decision to proceed is made on any of the three options.
- Painting of Doors and color selections was briefly brought up and discussed.

IX. Board of Directors Election

Current Board Members are willing to continue their service.

Jesse motioned to re-elect the same Board members for the next year, unanimous approval. Motion carries.

XI. Adjournment. 5:41pm