



CRESTVIEW BI-ANNUAL BOARD MEETING MINUTES
September, 13, 2019 at 11:30 am MT
Summit County Library, Kimball Jct. Branch, Rm. 133

I. **Call Meeting to Order:** Larry Dicus called the meeting to Order at 11:03AM

II. **Establishment of Quorum:** A Quorum is present.

Board Members in Attendance:

Lawrence Dicus – President
Stuart Miller – Secretary/Treasurer
Lee Schaeffer – Vice President

All Seasons Resort Lodging Staff in Attendance:

Jim Simmons – Director of Asset Management
Carissa Nosack – HOA Manager
Mike Howe – HOA Controller
Mike Williams – Maintenance Manager
Gina Covino – HOA Administrator

<u>Owners in Attendance:</u>	<u>Unit</u>
S. Happenstall	B107
Dan Harden	E106
Donna Milovitz(Tony Sansenc)	A107
Jim LaChapelle	A302
Brianna Seymar	C305
Kathy Williamse	D305
Jane Dicus	A303
Doug Harrington (ph)	B301
Carl & Cynthia Baxter(ph)	D303
Bob Jarvis (ph)	B101
Vicky Kelber	A101

III. **Additions to the Agenda**

- Homeowner Resources (Portal & HOA Dashboard) Handout was passed out.
- Parking stalls in front of the mail boxes will be labeled for short term parking.
- Parking lots will be enforced for unregistered and non-moving vehicles.
- Updated Rules & Regulations are being considered.
- www.allseasonsonresortlodging.com

This is where CC&R's, Newsletters, Budgets, Meeting Minutes, Maintenance requests can be made, Automatic HOA payments can be set up and pet registration form can be found. If you need help accessing, please contact Gina Covino gcovino@asrlodging.com

IV. Meeting Minutes Approval

Stuart motioned to Approve, Lee second. Motion passed unanimously.

V. Financial Update

A. Budget- to- Actual Variance Report: Mike Howe

YTD through July 31, 2019, the Association is ~\$27K over budget. Approximately \$15K of that is related to Snow Removal expenses, and the remainder comes from a combination of insurance costs, sewer and water increases, and fire inspection and repairs. If the funds are not made up, it will cut into the Associations Reserve contributions.

Due to the timing of certain expenses during the year, Crestview HOA budgeted a deficit of revenue over expenses of \$9,939 for this reporting period. The Association reports that it ended with a deficit of \$8,897. This is \$1,043 less than the budgeted deficit for the period. Year-to-date, Crestview HOA has a deficit of revenues over expenses in the amount \$45,729 year-to-date, which is primarily related to budget variances in snow removal, electric and sewer.

July 2019 Revenues:

The total revenue budgeted for this period is \$54,836, while actual revenue earned is \$54,844.

July 2019 Expenses:

Period expenses total \$63,741, approximately 1.60% decrease under budgeted expenses, or a positive variance of approximately \$1,034. Significant variances of specific line item expenses include:

- Building Exterior Repairs Contractor: the \$570 variance was caused by a repair needed for a fire code checklist which was not anticipated.

Discussion of Delinquent Association Owners as of July 31, 2019

- Based upon review of Delinquent Association Owners, there are no delinquent accounts to report

Homeowner questions related to the Budget were addressed:

- Dues were increased in 2019, but prior to that they were not increased for a period of 5 years.
- Reserve funds are evaluated yearly.
- The HOA Board requested quotes for a professional Reserve Study so that Reserve Funding could be better evaluated.

B. Reserve Study: Motion by Stu to engage Facilities Advisors to complete the Reserve Study, Second by Lee. Motion passed unanimously. Onsite visit will be completed in September.

C. Insurance Renewal: Policy Renewed September 1, 2019.

A copy is available to owners on the website with coverage amounts. Rates are shopped by a broker. For HOA insurance questions email: mason.allen@americaninsurance.com

VI. Maintenance Report

- Completed
 - Carport cover damage repaired next to the D building
 - All roofs inspected and minor repairs done by contractor
 - Pool deck and retaining wall replaced
 - New shade covers and BBQ in place for summer
 - Carpet tiles replaced in all elevators and elevator lobbies
 - Routine maintenance on grounds and in buildings
 - Preventative maintenance and coordination with homeowners
 - Emergency lighting updated, ingress and egress on all doors up to date, and barriers in stairwells installed for fire code inspection.
 - B building and Clubhouse repainted
 - Replaced pool heater
 - Report on Helical Piers (they were not needed around the clubhouse)
- In Progress

Fall Maintenance schedule

 - Close Pool September 13th
 - Turn on heat cable November 29th
 - Blow out sprinklers
 - Trim trees and bushes
 - Fertilize again
 - Complete Fire Inspection
 - State elevator inspection is the last item
 - Parking Lot Enforcement for un-registered and non-working vehicles
- Future
 - Bids to seal and replace stone work and capstones on buildings, particularly on buildings C, D, and E along concrete pathways, where stones are falling off and needs bracing
 - Bids to replace natural timbers that are twisting and causing misalignment of patio doors and windows on deck stacks
 - Repaint carport covers and garbage sheds
 - One building is painted each year. Next building will be E and balcony area of C by 201 and 301, following this the next year will be D, and then C
 - Repaint handicap signs and parking strips in D/E parking lots
 - Replace shingle roof on 1-2 buildings next year
 - Replacement of concrete pads by back doors of building A & B
 - Establish a plan to repaint the top rails of balconies yearly

VII. Governance

- Car charging station:
Mike Williams to obtain estimate from electrician to install a charging station. The Board would like to adopt a policy for installation prior to any requests. Unit meters

are located in the garage parking area, so it is conceptually feasible that homeowners could install their own station for a reasonable cost.

- Security options: Video cameras have been explored. It is not feasible to have them located throughout the 5 buildings in the community. There are cameras in the Clubhouse that are operational. Theft was only an issue when garage doors were in need of repair and kept open. As technology improves, maybe cameras can be added to the lobby area of each building.

VIII. Park City, Summit County

- Economic Outlook, bus service, etc.
ASRL to report on Winter Bus Schedule and snow removal at bus stop.
Currently the bus is on a 30 min schedule and makes stops at Canyons, Park City Mountain and Deer Valley.
- News on development of parcel behind Crestview
There are currently no plans in the foreseeable future to develop this area.

IX. Annual Meeting

- Open Board position – One position, Lee Schaeffer's, is up for election.
- Friday, November 22, 2019 at 3:00PM, located at the Silver King Hotel, 1485 Empire Ave., Park City, UT 84060

V. Open Forum

- Signs (limiting parking time) will be installed in front of the clubhouse parking stalls, so owners can pick up their mail.
- The Spa is not supposed to be in use after 10pm. Peak Security comes at 10pm to patrol and ask guests to leave. If there are issues after 10pm, the policy is to contact the police/Sherriff.
- If a particular unit is causing noise disturbances, please report to ASRL so that appropriate measures can be taken.
- Noise notices are posted in each building.
- Homeowners request that garage doors be maintained regularly.
- Policy or update to Rules & Regulations for:
 - Electric charging stations: installation
 - Alterations to Units, notification to management
 - Flooring Requirements: including underlayment specifications, minimum carpeting or runner requirement
- Homeowner commented it would be nice if the next Board member was a semi-permanent resident of the HOA. 3 Board member positions are sufficient for the HOA.
- ASRL functions as a liaison to the Board. Please contact ASRL with any concerns.

VI. Meeting Adjourned: Larry Dicus at 12:55PM

A walk through of the property will be conducted by Board members, Larry and Lee, with Mike Williams and Carissa Nosack.