

# Shadow Ridge Condominiums Owners Association Quarterly Board Meeting Minutes

Wednesday, December 18, 2019, 3:00 pm MST

**I. Call Meeting to Order** Gordon Kimpel at 3:05 pm MT

**II. Establish Quorum:**

ASRM: Jim Simmons, Mike Howe, Robbie Brimhall, Gary Gregg

BOD: Gordon Kimpel, Kathleen Reiss, Teresa Deak, Chuck Semple, Tony Melaragno

Owners: Ken Cook, 407; Sean Railton, 118

**IV. Old Business**

**A. Approval of Meeting Minutes:** Motion made by Tony Melaragno, seconded by Chuck Semple. All in favor, motion carries.

**B. Financial Update**

October Monthly

- Income: \$2,000 better than budget, based on vending commission and interest income
- General Administration: YTD \$6,600 worse than budget, due to bad debt, professional fees and key card maintenance
- Housekeeping: overage of \$1,000. Mike Howe will review the hours being tracked and confirm with the housekeeping manager the cause. Robbie speculates additional common area cleaning is from a unit remodel
- Maintenance and Repair: \$770 over budget, YTD \$4,100 over budget
- Supplies: YTD over budget \$800
- Utilities: \$1,600 over budget, waiting to receive electric recovery, which will bring the month of October to \$600 over budget
  - Trash/Recycling Removal: increase due to extra pickups, because of construction debris, furniture and fridges being dumped
- Net income: Association budgeted to bring in \$4,600 and ended with \$500 revenues over expenses. YTD \$21,000 behind budget

2020 Budget

- Approved and sent out to homeowners on 11.27.2019 with a letter explaining why there is an assessment increase of 10%, beginning on January 1, 2020.

Utilities

- Utilities paid via auto-pay, the invoices are not included in the check run, the BOD has request access to see these invoices.
- Utilities are recorded combined in monthly financials. ASRM will no longer

combined the utilities, but itemize to show each utility separately (Dominion Energy- gas, Park City Water- sewer/water, Republic- trash removal)

- BOD requested an audit be conducted on the Dominion Energy 4 exterior gas meters, to distinguish which meters are doing (furnaces, boilers, appliances...) and which meters the HOA are being invoiced for

### **C. Status of Unit Renovation Projects**

- 119D: fire system, fridge cooler upgrades, replacement of door
- Unit 118: Replaced windows and doors adjacent to common space near elevator.
- Unit 210: interior remodel
- Contractor Authorization Form is required prior to any contractors performing remodels

### **D. HOA Responsibility vs. Nightly Rental Program**

#### **HOA/Condo Services**

- All Seasons Resort Management, Inc. is the property management company to common areas and services for the Association. This includes common area maintenance, common area cleaning (hallways, bathrooms, lobby), association accounting, governance, and other duties related to the board of directors and homeowners that are common in nature. Your monthly management fee covers these services that are provided by me, Jim Simmons, HOA Manager, Gina Covino, HOA Administrator, Mike Howe, HOA Accountant, and Robbie Brimhall, HOA Maintenance Manager.
- For assistance with HOA requests or concerns, please contact Gina, by email or through the [HOA Owner Portal](#). Gary and Shomara can certainly receive these requests and concerns, but they will pass this information on to my HOA team to address.
- Please note, the association does not have mailboxes. Mail delivery is not a condo/HOA service. Any owner that wishes to receive regular mail to the property can obtain a mailbox at the local post office or mailbox service provider

#### **Nightly Rental Services**

- All Seasons Resort Management Inc. has a separate nightly rental service, All Seasons Resort Lodging Nightly Rental Program, that markets, sells and operates units for owners who wish to join a rental management agreement. The easy distinction is this service hosts anything needed INSIDE the units. Gary Gregg is the Director of Park City Operations for our nightly rental services at the base of Park City. He oversees operations for Shadow Ridge, Silver King, Lodge at Mountain Village and Caledonian on Main Street. Shomara James is the Hotel Manager for Shadow Ridge, she works exclusively at Shadow Ridge and helps direct the onsite services to our rental team. At times, Gary and Shomara's responsibilities overlap when assisting owners and guests with HOA related needs, for example, Shomara heads up the issuing of parking passes and key cards from the front desk. Gary and Shomara are paid 100% by the rental commission splits for units in our rental

program. The HOA pays NO FEES for the services provided from the front desk. In fact, ASRL pays the association \$40,000 to use the lobby space. Your main point of contact for nightly rental services is Shomara James, please reach her for any housekeeping, maintenance or front desk requests. For assistance with monthly statements, maintenance charges, making owner reservations and to access your [Rental Owner Portal](#) please contact Kate Miller, Rental Owner Liaison.

## **V. New Business**

### **A. Maintenance**

#### **1. Building Updates**

##### **Completed Projects**

- Carpet was installed at the outdoor awning front entryway of the building
- Repaired/replaced multiple sections of cast iron drain pipe in the B1 parking garage and Unit 119D
- Rescue Rooter jetted drain near garage, was filled with leaves/debris
- Replaced several batteries/ installed some new emergency and exit lights throughout the common areas
- East elevator is up and running, squeak being fixed
- Washer machines are working, satisfied with service being provided
- Preventive maintenance inspection of roof
- Pool membrane installed
- Smoke detectors installed on all floors near each elevator
- Metal wrapped around entry posts to hide rust
- Repaired water spike damage, due to city providing maintenance near the Marriot causing major increase of water pressure that tripped sprinkler fire system and damaged soldering on 4-inch water main. Robbie has summited an incident report to the City
- Drum drip damaged /repaired

##### **In Progress Projects**

- Waiting on Thyssenkrupp to supply the updated quote on West elevator bid
- Contacted Vortex doors to give a quote to install a revolving door in the front entrance, this would prevent a cold breeze during winter
- Water heater/toilet project: March 1 deadline of owner's decision to use vendor HOA provided at a bulk rate
- Fire inspector arriving to provide safety compliance
- Remodels: 118, 210 & 119D. If necessary, charges in trash removal and housekeeping will be imposed
- Heat trak bid for front entrance

### **Future 2020 projects**

- In the spring the west elevator will be updated to match the east elevator
- Brick repair for spring
- Dead trees removed in the summer
- DVR for the security cameras: 16 cameras, B1, B2, main level and fitness room

### **Discussion Items**

- Republic Service: 3 yd. dumpster picked up is twice a week \$152 a month, each extra lift is \$125
- Mat replacement by Cyntax occurs twice a week
- Jetting water pipes as needed
- Research cost of keeping pool warm and guest impact if pool was closed during the winter
- ASRM Engineer: Dave Guyer is the ASRM Engineer that provides Robbie Brimhall's assistance and support, in addition to other maintenance managers

## **2. Building Planning**

- Solar panels on roof estimate being obtained by *Gardner Energy*
- Design Committee updates- Kathleen received a detailed bid by *Back Country Construction Consultants*, which will be shared at Owner Gathering on 12/30. Estimated cost is \$627,796. Items include: new footers, concrete curb, automatic doors, wall framing, windows, paving, siding, fencing, painting, flooring, roof framing pergola and lighting

## **B. Rules & Regulations**

- Limit the pet policy to allow 2 pets per unit
- Use the verbiage Shadow Ridge Owners Association
- Enforce rules: first violation a warning, second violation a fine imposed. Owners, BOD and ASRL need to report violations on portal or by sending an email to Gina or Jim
- Outdoor storage on balcony, parking and unauthorized remodels have been recently noted violations

## **VI. Meetings**

- Home Owner Gathering: Monday, December 30, 2019, 4:00 pm MT
- Quarterly Board Meeting: March 16, 2020 3:00 pm MT

## **VII. ADJOURNMENT: 4:45 pm MT**