

**Brooktree Townhouses Homeowners Association**  
**Board Meeting Minutes**  
**May 1<sup>st</sup>, 2019**  
**Teleconference**  
**12:00 p.m.**

**Board Members Present:**

Tara Closky                      Joe Greco  
Karen Perez                      Larry Ulrich

**Prospective Owners Present:**

Greg McGinnis  
Natalie Ford

**Horns Bros. Member Present:**

Mark McMillan

**Management Present:**

Steve MacDonald  
Sean Reynolds  
Abel Vega

**Call to Order at 12:03PM**

**Approval of Last Meeting Minutes**

The board had moved to approve minutes via email.

**Project Timing**

**Roof Project Update**

Larry asked Mark if his team would be able to start next week. Mark stated depending on the weather, they will look to start next Tuesday. Tara asked for the status of the window deliveries. Mark stated the all 40 windows will be shipped to the property on Friday and need to be stored in the Office. Karen requested a parking plan and the contracts with owners for the install of the optional windows to be sent out. Mark will send the owners the contracts individually for the optional window installs. Karen will reach out to all owners requesting they email Mark for a contract. Mark explained the gutter pictures that were sent to the Board and VMC. The Board agrees with Marks recommendation to use the larger box gutter for functionality. Karen would like a price comparison between the fabricated box gutters or premade case style gutters. Mark stated that a gutter for C-bldg may be a snow retention device and he does not recommend them. Mark and the Board will look to further their discussion regarding gutter options. Mark made the recommendation for heat tape on the mansard window shelves to help with snow retention. Joe is unsure if there is enough power to accommodate heat tape in this area. Karen asked Joe and Mark to get heat tape bids for when the roof project is completed. Mark will get bids for the gutters. Joe will talk with Cobalt about heat tape.

## **Old Business/New Business**

### **Fireplace Inspections**

VMC has contracted Service Monkey to inspect the fireplaces. They estimate that it will be 4-6 weeks before they will be able to perform the inspections. VMC will send their scheduled start date to the Board as soon as it is received.

### **Railing Bids**

VMC needs a clearer scope of work. Steve stated the original engineer should get back involved and provide an RFP & scope of work to give to a contractor. Sean stated that Dave with Bold does not have or did not have bids for this project. Karen made a motion to have VMC contact Martin & Martin to help get an RFP or scope of work for contractor bids. Tara seconded the motion. All were in favor.

### **Garage Door**

The trash company's insurance provider issued a check for the repairs to the trash shed. Karen made a motion to allow VMC to proceed with scheduling Vail Valley Garage Door to repair the garage door to the trash shed. Joe seconded the motion. All were in favor.

### **Caretaker**

The Board went into an executive session to discuss the Caretaker topic of the agenda.

**Next meeting will be held on June 5<sup>th</sup> at 12:00pm via Teleconference.**

**Meeting adjourned at 1:08pm.**