

Brooktree Townhouses Association
Annual Meeting
Date: 9/28/19
Time: 3:00 pm
Location: Town of Vail Council Chambers

MEETING MINUTES (Unapproved)

1) Roll Call/Quorum/Call to Order

Owners Present:

Karen Perez 104A
Kimberly & Robert MacNamee 201A
Lisa Byther 202A
Sheila Whitman 204A
Urska & Jaka Rabic Bevc 205A
Leonard & Michele Loudis 112B
Carlos Molina & Alex Jakubiec 210B
Patrick Meyer 211B
Tara & Steve Closky 212B
Joe Greco 113C
Gretchen Brigden 215C
Natalie Ford 302C
Larry Ulrich 120D

Owners Represented by Proxy:

Maxene Dominey & Jeff Kruse 115C, Proxy to Joe Greco
Shelley Gill 303C, Proxy to Carlos Molina
Krista Baumgartner 220D, Proxy to Carlos Molina

Others Present:

Steve MacDonald, Vail Management Company
Abel Vega, Vail Management Company
Clark Mercer, Brooktree Caretaker

A quorum was established with 18 properties in person or represented by Proxy, Karen called the meeting to order at 3:06pm.

2) Approval of the 2018 Annual Meeting Minutes

- a) Joe Greco made a motion to approve the minutes. Steve Closky second. The motion passed unanimously, and minutes were approved.

3) Construction Schedule Update

Patrick Hibler lead the discussion. John Jet will be the project manager along with Zack Walker and Adam Cunningham. Demo Schmidt is no longer with BluSky. John

Jet had discussed and distributed the BluSky construction schedule to the owners. The start date will be October 7th. The delay was due to acquiring the building permit, loss of contractors due to permit delay, and finalizing contract details. There is a \$1000 per day liquidated damages clause in the contract if BluSky goes past the deadline date of December 16th. All major construction work and equipment is scheduled to be completed by the December 16th deadline; minor punch list items may remain after this deadline. Weather clauses are also included in the contract. BluSky will work through inclement weather as long as it is safe to do so. Paint application will need to wait till after winter. BluSky will communicate weekly and provide construction status updates, which include weather delays, via email. Patrick Hibler also offered help for owners who need assistance with moving items from their balconies. John Cona and the Town of Vail will be inspecting the work as the project proceeds. During the construction, BluSky will be installing shoring for the balconies, as required, to support snow loads. Owners should shovel and clear their balconies of snow. The onsite Caretaker will be available to help owners shovel their balconies per request. Patrick Hibler stated BluSky will help with propane tank storage and staging.

4) Financial Discussion Budget Regarding Capital Project

Joe discussed the financials and stated that \$1,000,000 was allocated to the mansard roof project. The bid came in at \$750,000. \$600,000 came from the \$18,000 special assessment. The additional \$400,000 is from an additional line of credit that will need to be used by February 2020. If the \$400,000 credit line is drawn from, it will result in a \$92 per month per owner assessment. Owners will have the option to pay off their portion of the line of credit in the future.

5) Financial Discussion, Review and Approval of 2019-2020 Budget

Joe discussed the budget. Joe stated legal expenses and snow removal are currently over budget. Joe asked for a motion to move \$7,892 to the reserves. Gretchen Brigden made the motion. Michelle Loudis seconded. All were in favor. Joe stated that the Association is seeing more revenue with the addition of the Caretaker rent. The Caretaker will be paid on an hourly basis. The accounting budget was increased due to the current accountant retiring. No increase to dues for 2019/2020. Steve Closky moved to approve the 2019/2020 budget. Larry Ulrich second the motion. All were in favor. Kimberly MacNamee moved to arrange for online payments or ePayments. Carlos Molina seconded the motion. All were in favor.

6) Current Business

a) Fireplace Inspections Slated for October 28th & 29th, 2019; Clark will facilitate access into each unit for Service Monkey, who will be performing the inspections. Vail Management will send a reminder email to all owners closer to the inspection date.

7) New Business

a) Robert MacNamee had asked questions regarding Brooktree's relationship with Horn Bros. Karen stated that Horn Bros. originally found the problems and are helping with returning the mansard roofing materials. There is no concerns with Horn Bros. at this time.

b) Karen stated Guest Parking Passes will be distributed by Clark. Karen also addressed assigned parking spaces and concerns with clearing snow.

8) Election of Board Members

a) Larry stated he has resigned from the Board. Lisa Byther & Karen Perez's terms had expired. There were three open Board positions available. Lisa and Karen expressed they would like to run again. Carlos Molina also volunteered to run for the board. The terms are for 2 years. Per the votes counted, the 2019/2020 will consist of:

Joe Greco
Carlos Molina
Richard MacNamee*
Urska Rabic Bevc
Larry Ulrich

9) Adjournment

a) Richard MacNamee moved to adjourn the meeting. Steve Closky second. All were in favor. The meeting adjourned at 4:58pm.

***After the meeting adjourned it was discovered the Richard MacNamee is NOT an owner of record as required by the Association's governing documents. After review by the Association's legal counsel, and per his legal opinion dated October 1, 2019, it was determined that: "the following reflects the individuals should have been on the Board immediately following the election at the 2019 annual meeting:**

1. Joe Greco
2. Tara Closky
3. Carlos Molina
4. Lisa Byther
5. Karen Perez"