

ANACONDA CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING

Minutes
March 8, 2005

A conference call board of director's meeting was called to order by president, Dick McKay at 10 AM.

<u>Board Members Participating:</u>	<u>Other Participant:</u>
Dick McKay	Tom Malmgren
Stan Sprinkle	
Hank Reinke	
Ben Broughton	

Dick started the meeting outlining that we would review the action plan established during the prior meeting and obtain updates and progress on the various topics. He asked Tom Malmgren, managing agent, to start the discussion topic by topic.

- Repair and re-glue edges of black roof materials. Will have to be done in summer. No change from prior meeting. Target date for completion will be 7/1/2005.
- Coordinate with Helen Roberts for planting plan. Helen did submit a two page written report outlining the concept she has in place. The plan will be further refined as planting materials are known to be available. The board endorsed Helen's conceptual plan with enthusiasm and looks forward to a detailed plan to be reviewed at the next meeting on May 17, 2005 at 10 AM.
- New building signage. Tom reported that the resident manager has constructed and placed nicely done signs (white numbers with black background) showing which units are in each building. These are relatively small, but fulfill the need of showing which units are in each building. The board will inspect existing signage and comment. Dick asked that Mark Summers from the Sign Shoppe in Frisco be asked for some guidance on our signage needs. The desire to have a site plan at the entrance adjacent to the gate control was reinforced. Target date to have bids and design suggestions – May 17, 2005.
- Letter to all owners regarding the requirement to identify bicycles in storage room was sent last December. The board asked that management send another reminder letter in early May notifying again of the pending July 1, 2005 deadline. May 17, 2005 – target date to have next letter sent out.
- Letter to Travis Construction and James Hardie Building Products on the stain matter discussed at the last meeting. Dick will have the letters in the mail today.
- Parking Policy: This was put in place last fall by sending new guest permits to all Owners and re-stating the parking policies for the complex. Tom reported that they have not had to tow any vehicles this year and he wants to thank the owners for their cooperation in abiding with the parking policies distributed. The board

- had a brief discussion regarding the prior year towing issues and dismissed them as past events that we all learned from and focused on the present and future.
- Operations Manual: Dick sent Tom copies of the Elk Run Operations Manual which was sent out to each Anaconda board member. Tom reported that he had not initiated any work on an Anaconda version but would in April. The board was asked to provide any guidance and Dick volunteered to take the lead in working on the Anaconda manual. Tom was asked to send the board members copies of the management contract, job description, task lists, etc. Target date to have a draft Operations Manual – May 17, 2005.
 - Yearly policy of changing batteries in smoke detectors, checking fire Extinguishers and fireplace inspections. This was done in August/September of 2004 and the operations manual will spell out this annual task.
 - Begin planning for new hot tub next summer. Tom reported that he had requested bids from two hot tub contractors but received only one back. Kaupas Labs submitted a one page bid for two different sized tubs. A 9 foot version was bid at \$12,075 and a 14 foot 6 inch long tub at just over \$15,000. The board discussed in detail the concepts of installing the tub either flush to the deck surface or built-up as the current installation exists. While no strong preference was voiced by the majority, management will pursue bids for both approaches. Dick emphasized the desire to have a structure build into the ground out of treated lumber to form the base into which the tub would be placed, leaving enough space around the perimeter to all access for maintenance at a later date. The board endorsed this concept. Dick suggested that we use the Evergrain Material vs. redwood for the actual decking. Target date-May 17, 2005 or before for more detailed bids.
 - Insurance coverage comparisons: The board asked Tom to have competitive Insurance quotes by next August 15, 2005 for the board to analyze and make Decisions on what carrier to use based upon coverage and premium expense.
 - Donation to the Chapel Foundation of \$100 was made.
 - Identify individual decks needing repair and painting. Not completed. To be ready for May 17, 2005 meeting.
 - Identify interior doors and walls that need painting. Tom and Ben walked the complex and recommend that all interior doors be refinished (prepared properly) and repainted with appropriate painting products. Additionally, it was recommended that the lower walls on level one, stairways and other appropriate areas be repainted this spring/summer. Management will seek bids to be reviewed at May 17, 2005 meeting or earlier as appropriate.
 - As a follow up to the heater replacement program started in the hallway and Garages, the board instructed management to identify where heaters have been Replaced and endorsed a concept of uniformity (especially on the first level) of Heater size and types. Management will obtain bids as appropriate. This will be done as soon as the electrician can provide information to us. Tom reported that Ben had mentioned the need for a towel rack of some type at
 - The hot tub area. After discussion, it was agreed to maintain the status quo for now but incorporate this need into discussions with Travis Construction when we Talk to them about the new hot tub deck. May 17, 2005 deadline.

There being no further business the board meeting adjourned at 11:10 AM.

Respectfully submitted,

Accepted,

Thomas J. Malmgren, Managing Agent

Richard W. McKay, President

ANACONDA ACTION PLAN

Prepared by Dick McKay

Date: 3/8/2005

ASSIGNED TO	TARGET DATE	STATUS
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STEPS TO BE TAKEN

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|---|--|----------|---------|------|
| 1 | Repair and re-glue edges of Black roof covering near spa on Bldg 2 that is visible from many units. | TM | 7/1/05 | Open |
| 2 | Coordinate with Helen Roberts to have written planting plan in place for implementation and review by Board | TM | 5/17/05 | Open |
| 3 | Plan and implement new building signage. Get recommendations from Mark Summers, send pictures and ideas to Board so we can make decision at 5/17 Conference call. Ask about Ben's ideas re signage at entrance gate. | TM/Board | 5/17/05 | Open |
| 4 | Write follow-up final letter to all owners indicating they have 1 month to label all bicycles, or they will be removed by July 1 removed from the garage at the same time. | TM | 5/17/05 | Open |
| 5 | Create an operations Manual for the Anaconda complex modeled after the example of the Elk Run Manual. This manual will handle all conceivable operations. Dick is requesting comments on Elk Run example, and will forward the completed draft to the Board for review at the 5/17 conference call | TM | 5/17/05 | Open |
| 6 | Get detailed estimates from Kaupas and at least one other contractor for a new hot tub the same size as the present tub or slightly larger (but not 14 feet). Ensure that contractor plans on complete job, and interfaces with Travis Construction on deck | TM | 5/17/05 | Open |

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| 7 | Get bid from Travis Construction on evergrain deck to replace present deck. Work to also include a treated wood enclosure around hot tub to allow work around tub after it is installed. Have Travis reinstall similar clothes rack to what was there on old siding. | TM/DM | 5/17/05 | Open |
| 8 | Make sure that insurance broker gives us several options for insurance prior to the HOA meeting Labor Day. Proposal should have similar to present coverage & be geared towards getting the best bang for the buck with a company that handles claims well. | TM | 8/15/05 | Open |
| 9 | Identify decks needing work, so we can make sure it is done early this summer. Coordinate with #10 below. | TM/BB | 5/17/05 | Open |
| 10 | Get bids for painting as follows: 1. all first floor walls below the chair rail. 2, All stairways as necessary, 3. All exterior doors. Bid should anticipate the work will be done in June. | TM | 5/17/05 | Open |
| 11 | Identify what heaters have been replaced and communicate with Board so decision on further replacement can be made. | TM | 5/17/05 | |

LEGEND: TM=Tom Malmgren, DM=Dick McKay

DP=Deb Pitney, BB=Ben Broughton

**NOTE: Next conference Call Tuesday May 17
AM Mountain time**

