

Ponderosa Condominiums Association
Board of Directors Meeting
Tuesday, April 19, 2016 • 10:00 a.m. MDT
Telephone Conference Call

Call to Order

President Beverly Ross called the meeting to order at 10:01 a.m.

Roll Call

Members present by telephone:

Bart Boatright
Joan Heinz
Kay Hutchings
Jim Peay
Beverly Ross

Management present by telephone:

Donna Oros

A quorum was established with 5 of 5 members present.

Proof of Notice

Official notice was provided by email on April 12, 2016.

Reading and Approval of Minutes

Kay Hutchings made the following:

Motion: To waive the reading of the July 11, 2015 Board of Directors meeting and approve them as submitted.

Second: Jim Peay

Vote: Unanimous approval

Old Business

Fireplaces/Natural Gas

Last fall Donna and Beverly met with Dan Higgins of Atmos Energy. His proposal was to locate the gas meters in front of Buildings 1 and 2 on the slope toward the recreation path, and behind Building 3. Donna could not find a plumbing contractor willing to run gas lines to each building from the proposed location of the meters. The Crested Butte Fire Protection District Fire Inspector suggested the Association have an engineer develop a plan for meter placement that would meet codes. The Association retained Resource Engineering Group (REG) of Crested Butte to devise a plan that would be acceptable to Atmos, the Fire Inspector, and Ponderosa.

Parking

Some Building 3 owners have experienced parking problems during busy seasons since they do not have garages. They asked if a system could be developed that would assure them a parking place when they occupy their unit. Donna consulted an attorney as to whether a parking space could be temporarily reserved for an owner in Building 3 (only when occupying their unit). The attorney's opinion is that would be permissible. However, the permanent parking permit system put in place last summer has prevented most illegal parking, so it was felt it is unnecessary at this time to implement a system to

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reserve spots for Building 3. If parking for Building 3 owners becomes a problem this summer, they will be allowed to use a cone to reserve a place while occupying their unit.

Allocation of Excess Operating Funds to Capital

Donna recommended against allocating excess operating funds to capital at this time.

Modification to Bylaws

The following modification was proposed to Article IV of Ponderosa Condominiums Association Bylaws (changes in italic):

Section 4. Qualifications. The Directors shall be members *in good standing* of the Corporation as provided in these Bylaws, *not be a co-owner with another Director, not be in litigation with the Association, and attest to having no felony convictions. A Director who is 60 days or more delinquent in payment of assessments is not in good standing and shall be removed. A Director who misses three (3) consecutive Board meetings shall be considered to have resigned his/her position.*

Joan Heinz made the following:

Motion: To amend Article IV, Section 4 of the Bylaws of Ponderosa Condominiums Association as written above.

Second: Bart Boatright

Vote: Unanimous approval

New Business

Financial Report

The association had a sound financial year in 2015 with income \$4,309 greater than operating expenses and capital reserve assessments \$10,188 greater than capital expenses, for net income of \$14,497. For the first three months of 2016, income is \$1,197 greater than operating expenses and capital reserve assessments \$2,163 greater than capital expenses. Total equity is \$62,401 at March 31, 2016.

Delinquent Assessments

The owners of Unit 2C entered a payment plan in accordance with the Association's Policy for Collection of Unpaid Assessments, but have not remained current with the plan. One of the owners has filed Chapter 7 bankruptcy. The proposed budget includes \$5,900 in line item "Write Off" in the event this debt becomes uncollectible.

Proposed Operating Budget

The proposed operating budget for 2016 is \$98,346, an increase of \$7,009 over the 2015 operating budget. This is due to increases in Legal Fees (\$900), Management Fee (\$1,020), Water & Sanitation (\$630), and Write Off (\$5,900). These increases are partially offset by reductions in other expense line items.

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Jim Peay made the following:

Motion: To approve the Operating Budget as submitted.

Second: Bart Boatright

Vote: Unanimous approval

Proposed Capital Budget

It was noted that if a code-compliant plan can be devised to bring natural gas to the buildings, that project should be done before the replacement of the Building 3 retaining wall, which should be done before repaving the parking lots. These projects will move into the future on the Ten-Year Capital Plan as needed to keep them in the appropriate sequence.

Capital items for 2016 include installation of vapor barrier in crawl spaces (\$1,317), seal/stain exterior natural wood (\$10,080), replace sauna shower water heaters (\$1,500), and replacement of pedestrian doors in Building 1 and 2 garages (\$880).

Bart Boatright made the following:

Motion: To approve the Capital Budget as submitted.

Second: Kay Hutchings

Vote: Unanimous approval

Adjournment

Bart Boatright made the following:

Motion: To adjourn the meeting.

Second: Jim Peay

Vote: Unanimous approval

The meeting was adjourned at 10:58 a.m.

Ponderosa Condominium Association
Approved Budget
January through December 2016

	Jan - Dec 16
Ordinary Income/Expense	
Income	
4005 · Regular Residential Assessments	88,560.00
4025 · Late Fees	180.00
4045 · Miscellaneous Income	100.00
4099 · Excess from Previous Years	9,506.00
Total Income	98,346.00
Gross Profit	98,346.00
Expense	
5005 · Appraisals	750.00
5010 · Audit and Tax Preparation	2,300.00
5025 · Board of Directors-Conf Calls	100.00
5030 · Cable Television	5,280.00
5040 · Contract Labor General	4,000.00
5045 · Decorations	0.00
5055 · Electricity	3,730.00
5060 · Fire Protection	1,720.00
5070 · Grounds	1,300.00
5075 · Hot Tub Supplies And Repair	1,400.00
5080 · Insurance	12,519.00
5087 · Internet Expense	400.00
5090 · Legal Fees	940.00
5100 · Maintenance Supplies	360.00
5105 · Management Fees	34,800.00
5120 · Painting Projects	75.00
5135 · Snow Plowing	3,500.00
5145 · Snow Removal-Roof	1,000.00
5150 · Trash Removal	2,450.00
5155 · Water and Sanitation	15,822.00
5165 · Write Off	5,900.00
Total Expense	98,346.00
Net Ordinary Income	0.00
Other Income/Expense	
Other Income	
6500 · Capital Reserve Assessments	17,640.00
6530 · Cap Reserve Interest Income	12.00
Total Other Income	17,652.00
Other Expense	
7500 · Capital Repairs	
Crawl Space Improvements	1,317.00
Pedestrian Doors (Garages)	880.00
Sauna Shower Water Heaters 2016	1,500.00
Sealing of Exterior Wood 2006	10,080.00
Total 7500 · Capital Repairs	13,777.00
Total Other Expense	13,777.00
Net Other Income	3,875.00
Net Income	3,875.00

**Ponderosa Condominiums Associatio
Ten-Year Capital Plan, Cash Basis
2016 - 2025**

	Project Title	Last Year Completed	Life (Years)	Last Cost	Project Estimate as of 2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
1	Crack Seal Parking Lots	2015	1	1,860	1,860		1,973								
2	Seal Exterior Natural Wood	2013	3	9,903	10,080	10,080			11,345			12,397			
3	Seal Coat/ Re-Stripe Parking Lot	2014	3	4,500	4,507						5,382			5,881	
4	Bear-Resistant Dumpster	2007	8	1,832	2,500		2,652								3,360
5	Paint Interior Hallways/ Doors/Trim	2008	10	3,690	4,064			4,441						5,303	
6	Re-Carpet Hallways	2008	10	6,164	6,788			7,417						8,857	
7	Level Patio Pavers	2011	10	2,993	3,155						3,767				
8	Crawl Space Vapor Barrier	N/A	10	N/A	1,266	1,317									
9	Patio Furniture	2004	15	538	1,100				1,238						
10	Water Heaters-Sauna Showers (3)*	2001	15	900	1,205	1,500									
11	Seal Chimney Chases & Natural Wood Trim	2002	15	Incl in 10	7,401		7,851								
12	Replace Hot Tub	2004	15	Incl in 20	10,000				11,255						
13	Replace Garage Pedestrian Doors (2)	2005	15	1,613	1,960	880				2,272					
14	Repave Parking Lots/Walks	1997	20	46,685	61,800			67,531							
15	Replace Overhead Doors-Bldg 2	2000	20	4,600	6,343					7,353					
16	Replace Front Entry Doors (3)	2001	20	Incl in 25	1,650						2,090				
17	Alarm System	2001	20	3,400	4,558						5,774				
18	Replace Overhead Doors-Bldg 1	2002	20	4,600	6,071							7,467			
19	Paint Exterior Stucco & Painted Wood Trim	2002	20	16,650	21,945							26,990			
20	Replace Rear Entry Doors (4)	2003	20	2,064	2,663								3,373		
21	Bldg 3 Porch Supports & Retaining Wall	2007	20	26,078	29,863										
22	Retaining Walls - Front Parking Lot	1978	30	Unknown	75,000		79,568								
23	Sauna Heaters (3)	1978	30	Unknown	4,500										
24	Replace Unit Entry Doors	1978	30	Unknown	7,920					9,181					
25	Reconstruct Decks	2001	30	251,085	336,623										
26	Replace Deck Railings	2001	30	Incl in 24											
27	Replace Concrete Floor Bldg 1	2003	30	18,905	24,395										
28	Hot Tub Renovation, Shed, Stairs	2004	30	111,164	139,725										
29	Replace Roofs	2006	30	107,340	126,419										
30	Install Garage Roof Snow Brakes	2008	30	7,000	7,720										
31	Replace Windows & Patio Doors	2008	30	154,894	170,815										
32	Attic Insulation	2009	30	2,565	2,839										
33	Crawl Space & Exterior Drainage Repairs	2009	30	76,598	84,773										
34	Replace Main Water Shutoff	2011	30	750	780										
35	Retaining Walls - North	2011	30	44,393	46,859										
36	Install Metal on Chimney Chases	2014	30	1,200	1,200										
37	Natural Gas Fireplaces														
Annual Totals:				913,964	1,220,347	13,777	92,044	79,389	23,838	18,807	17,013	46,853	3,373	20,040	3,360

Ponderosa Condominiums Association
Ten-Year Capital Plan, Cash Basis
2016 - 2025

Cash Flow	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	59,042	72,423	25,259	25,867	26,493	27,137	27,802	28,486	33,753	29,917
Net Ordinary Income	9,506	0	0	0	0	0	0	0	0	1
Regular Capital Assessments	17,640	17,640	8,640	8,640	8,640	8,640	8,640	8,640	8,640	8,640
Interest on Capital Reserve Fund	12									
Special Assessment		27,241	71,356	15,825	10,811	9,037	38,898		7,564	0
(Per Unit)		1,513	3,964	879	601	502	2,161	0	420	0
Expense (Capital Repairs)	13,777	92,044	79,389	23,838	18,807	17,013	46,853	3,373	20,040	3,360
Ending Balance, Dec 31	72,423	25,259	25,867	26,493	27,137	27,802	28,486	33,753	29,917	35,198