

# THE ENCLAVE AT KEYSTONE

Board of Directors

January 12, 2013

Board Members	Bob Chisholm	Unit 4	Ron Morey	Unit 32
	Blake Shutler	Unit 28		
Owners	Bill & Marianna Goslau	Unit 16	Marge Morey	Unit 32
	Lou Van Houten	Unit 41		
Others	Mike Nachtigal	Property Manager		
	Bob Polich	Mountain Systems, Inc.		

President Blake Shutler called the meeting to order at 9:08 AM.

**Board of Directors.** Ed Storako sold his remaining share in Unit 39 and resigned from the Board. Ron Morey, Unit 32, agreed to serve the remaining portion of the term and his appointment was approved by the Board of Directors via an email vote.

**Minutes.** *The minutes from the September 15, 2012 meeting were approved as written (Chisholm/Morey,3-0).*

**Financial Report.** The yearend 2012 financial summary was provided to owners via email. The 2012 operating expenses for the Enclave were \$26,000 better than budgeted. The allocation of compensation to Mike Nachtigal for the year was as budgeted in total, but the allocation between wages and insurance was different. The majority of the savings was from lower expenses than anticipated in building repairs. There was savings from prior years in utilities that may be related to repair work on the clubhouse heat exchanger and ventilation system. There were higher than budgeted costs for insurance and to obtain an updated to the insurance appraisal. The cost of the appraisal was \$2,000, but has resulted in a \$1,300 annual reduction in the insurance cost due to a lower property replacement valuation. *A motion was approved for the firm of Stuhr and Associates, LLC to provide a tax return and financial review for the year 2012 at an approximate cost of \$4,500. (Chisholm/Morey,3-0).*

**Manager's report.** Site manager Mike Nachtigal presented the manager's report. Mike indicated the pool and hot tub had been repainted. The expected life of the finish is three to five years. There was a discussion regarding drainage issues around units. The drainage is a factor of weather conditions and Mike continues to monitor if any changes could be made to grades and culverts to improve the drainage. Mike would investigate if the dryer and boiler vents should be inspected or cleaned as a fire precaution. Mike felt using Abel this summer for touch up painting and stucco crack repair would provide quality work at a reduced cost. There was a suggestion to look into signs or other controls to reduce the vehicle speed in the parking lot. The Enclave attempts to minimize signage as it detracts from the appearance of the property. The flashing lights on the Razor Drive crosswalk of Highway 6 were operational. The garden area tree work was completed since the last meeting. The work turned out well and was at a lower cost than anticipated.

**Insurance.** The building appraisal for insurance purposes was \$26,830,000 which is \$620,000 per unit or \$248 per square foot. The report is posted at [www.enclavekeystonehoa.com](http://www.enclavekeystonehoa.com).

**Board of Directors Election.** The terms of Blake Shutler and Loie Thompson were up for election and both indicated a willingness to continue on the Board of Directors. No other owners indicated an interest to serve on the Board. *By acclamation, Blake Shutler and Loie Thompson were elected to three year terms on the Board. (Chisholm/Morey, unanimous).*

**Other.** Bill Goslau provided an update on the property along Highway 6 from the Enclave west entrance to the western property line that was not a Highway 6 right-a-way easement, but owned by the adjoining Mountain View property. The property had limited value to either the Enclave or Mountain View as there were numerous underground utilities, but the Enclave may prefer to control the use of the area. Options included acquiring the property, obtaining a license to utilize it for landscaping purposes, or not taking any current action. The Board will continue to evaluate the action to take regarding the property. It was noted there was a fire in the Mountain View dumpster enclosure in the fall and it appears work has begun to rebuild the enclosure.

It was noted the Tenderfoot motorcycle trails plan remained in the Forest Service decision process including the final environmental assessment.

**Meeting schedule.** The next meeting is scheduled for April 6, 2013. Future meetings are July 13, 2013; September 7, 2013; and January 11, 2014.

The meeting was adjourned at 9:59 AM.

# THE ENCLAVE AT KEYSTONE

Board of Directors

April 6, 2013

Board Members	Bob Chisholm	Unit 4	Ron Morey	Unit 32
	Blake Shutler	Unit 28	Meredith Van Dyne	Unit 16
Owners	Bill & Marianna Goslau	Unit 36	Marge Morey	Unit 32
	Mike Christie	Unit 1	Don Van Dyne	Unit 16
	Bob Paquet	Unit 27	Dave Allman	Unit 29
Others	Mike Nachtigal	Property Manager		
	Bob Polich	Mountain Systems, Inc.		

President Blake Shutler called the meeting to order at 9:05 AM.

**Minutes.** *The minutes from the January 12, 2013 meeting were approved with a typo correction noted. (Chisholm/Morey,4-0).*

**Financial Report.** A financial summary was provided to owners for the first two months through February for 2013. There were no unusual expenses in March. The Association was better than budgeted by approximately \$7,000 with savings in snow removal and utilities. The excavation project would increase the expenses later in 2013. A roofing company has been contacted to inspect the roofs and provide a budget cost for the reserve fund scheduled replacement in 2017. There were no unit roof leaks reported this year, but there is a club house roof leak that will be repaired.

**Manager's report.** Site manager Mike Nachtigal presented the manager's report. A few units had experienced intermittent problems with their interior lights fluctuating in the dining room. Xcel indicated it could be a loose wire. No cause of the problem has been found. Mike has tested extended life lights for the exterior, but has not found them to last any longer. The exterior bulbs have a photo cell that causes flickering when the light is coming on or going off. The bulbs seemed to last longer in the covered fixtures on the unit garages and porches. Xcel has sent a letter to some unit owners indicating they were using more electricity than indicated by their historic usage patterns. The letters were confusing and did not seem to correlate with actual usage. There was a continuation of the prior meeting discussion regarding if any signs should be added to discourage use of the Enclave roads. Suggested signs were "dead end" or "no through traffic" at the east entrance. Mike reported the 10 year old lawn mower required replacement. The approximate cost of the replacement mower was \$2,675 plus tax and Mike was continuing to shop for a mower. There was a discussion regarding replacement and upgrade of the fitness equipment. Owner Bob Chisholm provided a treadmill and a replacement exercise bike. The most requested upgraded piece of equipment was an elliptical trainer. The cost for a commercial unit was estimated at \$3,000 plus some upgrade of the electrical connections. Options included moving the ping pong table upstairs and to add a TV in the work out area. Owner Dave Allman indicated he could provide some options for the TV and mount. Mike will investigate price options for the elliptical machine. Mike was complimented on the upkeep of the clubhouse and the exterior snow shoveling.

Mike will arrange for dryer vent cleaning this spring. A question was addressed that some unit sewer lines were videoed a few years ago and no problems found. The drainage excavation work would be scheduled after the summer season. The vegetation in the drainage ditch behind the units should be kept in check. The forest service had burn piles to the east of the Enclave. The piles were expected to be burned next winter. The Forest Service had not yet made any final determination regarding the motorbike trails, but the trails were expected to be approved. The location of the trails was not expected to have any effect on the Enclave.

**Insurance.** The insurance renews in September and bids have been requested prior to the July meeting.

**Other.** At least one dumpster remained outside the enclosure at the Mountain View Center. Blake had contacted the County regarding having the dumpster enclosure project completed.

Some owners at the Enclave had received a notice regarding a proposed cell tower on the Mountain View Center property. At the meeting it was felt the tower would not affect the Enclave. Subsequently, owners on the west side of the Enclave protested the cell tower installation, but it was approved by the County. The cell tower is disguised as a tree.

The new water irrigation rates from the Snake River Water District were not expected to materially affect the Enclave. The Razor Drive crosswalk light was still not operating as expected. Unit 3 had sold and Unit 35 was listed. The real estate market was reflecting more sales, but prices have not been increasing. The spring rentals and occupancy at the Enclave were higher than prior years.

**Approvals.** Mike was requested to shop around for a lawn mower and obtain the best value possible. Moving of the ping pong table was approved. It was possible the table would need replacement from accumulated damage. Mike was requested to look for options and costs for an elliptical machine. Dave Allman would obtain a 42 inch TV with mount.

**Roof Replacement.** There was a general discussion regarding roof replacement including materials, code changes and the type of contractor to use for the work.

**Meeting schedule.** The next meeting is scheduled for July 13, 2013. Future meetings are September 7, 2013 and January 11, 2014.

The meeting was adjourned at 10:22 AM.

# THE ENCLAVE AT KEYSTONE

Board of Directors

July 13, 2013

Board Members	Bob Chisholm	Unit 4	Meredith Van Dyne	Unit 16
	Blake Shutler	Unit 28		
Owners	Millicent Clair	Unit 38	Gary & Debbi Gerhard	Unit 21
	Don Van Dyne	Unit 16	John Baker/Cindy Beeks	Unit 17
	Dick & Janet Nadolink	Unit 11		
Others	Mike Nachtigal	Property Manager		
	Bob Polich	Mountain Systems, Inc.		

President Blake Shutler called the meeting to order at 9:09 AM.

**Minutes.** *The minutes from the April 6, 2013 meeting were approved as written. (Chisholm/Van Dyne,3-0).*

**Financial Report.** A financial summary was provided to owners for the six months ending June 2013. Also provided was an updated reserve fund projection. For the first six months the Association was nearly \$8,000 better than budgeted. There was a summary of the expense items. Pending fall projects, including painting and excavation to improve drainage, are expected to increase expenses to near budget for year end. The reserve fund is projected to end the year at \$587,000. The reserve fund projection included an updated roof cost based on a budget number from Turner Morris Roofing. The roofing replacement is currently projected for 2017. The roof replacement and trim painting are both numbers that are expected to be lower pending a further analysis of the work scope required. There currently are no major roof problems and potentially the replacement may be extended to a later date. There was a discussion regarding various individual and bulk rate internet options available from Comcast.

**Manager's report.** Site manager Mike Nachtigal presented the manager's report. Comcast completed the installation of new cable boxes to facilitate the switch to the digital service by October 1<sup>st</sup>. Some units with upgraded services, including HD, may have not been changed. The upgraded equipment can be obtained from the Silverthorne office if needed. Mike reported the cleaning of the dryer vents had been completed. The entrance sign has been repaired, but is in poor condition and would need to be replaced in the next few years. Touch up painting was planned for later in the summer. The deck stair stringers and beams are the primary problem areas. Mike was investigating hiring another part-time laborer to assist with painting. It was felt that by addressing problem areas annually the major costs projected in the reserve fund schedule can be reduced. Minor stucco repairs are addressed each year. A stucco refinishing is projected every 15 years. The clubhouse spa was not operating correctly. The problem may be a leak in the underground lines to the spa that would be expensive to repair. Mike was continuing to investigate the source and correction of the lack of pressure necessary to heat the spa. The excavation project to correct drainage problems around Unit 9 would be scheduled after Labor Day. The upgrades of the clubhouse exercise equipment and television discussed at the last meeting have not yet started. The cell tower in the Mountain View Plaza had been approved by the County, but construction had not started on the 42 foot tower that would be built to resemble

a pine tree. There was a discussion regarding Keystone upgrading the four corner interchange in the future and the removal of landscape restrictions by the Snake River Water District may have been a factor regarding this renewed interest in a project planned for years.

**Insurance.** Two insurance proposals were received prior to the meeting from the existing carrier Farmers and from CAU through the Peliton Agency. The costs were approximately \$39,000 representing the continuing escalation of insurance coverage resulting from lower investment income and high claims from natural disasters. The Board felt, pending the final review of the proposed costs, that the existing coverage of Farmers should be retained as both policies were the same price. Homeowners are reminded that they need to have an HO6 policy to cover their individual units for contents, the master policy deductible of \$5,000, and individual liability coverage. The master policy includes coverage to rebuild the unit as originally constructed including interior. The existing Farmers policy includes coverage of improvements in the units.

**Other.** Gutters are an individual item that is needed on the front of some units due to exposure. Owners can install gutters with a licensing agreement with the Association. One dumpster is subject to ice conditions from drainage. The best solution may be to change the dumpster location.

**Meeting schedule.** The next meeting is scheduled for September 7, 2013. The following meeting is January 11, 2014.

The meeting was adjourned at 10:08 AM.

**Property Manager Review.** The Board met from 10:20 to 10:43 to review the job performance of the manager. A salary history summary was provided. All felt Mike Nachtigal continued to provide exceptional service to the Association and the ownership. *The Board approved a bonus of \$9,000. (Shutler/Chisholm,3-0).*

# THE ENCLAVE AT KEYSTONE

Board of Directors

September 7, 2013

Board Members	Bob Chisholm	Unit 4	Meredith Van Dyne	Unit 16
	Blake Shutler	Unit 28	Loie Thompson	Unit 22
	Ron Morey	Unit 32		
Owners	Jan Galvin	Unit 5	Joe Thompson	Unit 22
	Don Van Dyne	Unit 16	Marge Morey	Unit 32
	Bill & Marianna Goslaw	Unit 36		
Others	Mike Nachtigal	Property Manager		
	Bob Polich	Mountain Systems, Inc.		

President Blake Shutler called the meeting to order at 9:05 AM.

**Minutes.** *The minutes from the July 13, 2013 meeting were approved as written. (Chisholm/Van Dyne,5-0).*

**Financial Report.** A financial summary was provided to owners for the eight months ending August 2013. The Association was currently approximately \$11,000 better than budgeted, but with the anticipated remaining projects this fall, the projection was for the year-end to be near budget. A proposed 2014 budget was included within the summary. The 2014 budget would retain the same assessments. The contribution to reserves, budgeted at \$46,000 in 2013, is reduced in 2014 to cover the expected increases in expenses. Any savings from operations is allocated to reserves.

**Manager's report.** Site manager Mike Nachtigal presented the manager's report. A blockage in the Unit 34 sewer service line was caused by a separation in the pipe. The cost to line the pipe was bid at \$4,000. The cost to excavate and replace the pipe was projected to be the same or lower. *The Board approved excavation and replacement of the sewer line by EHL Excavating at a cost not to exceed \$4,000. (Morey/Chisholm,5-0).* Mike reported the hot tub problem had been repaired. A pool leak from the heat exchanger was discovered. The repair to the exchanger is \$1,500 and the replacement of the entire heater is \$4,000. Mike recommended the repair option. The crack fill of the parking lot was completed last week. There were more cracks than in the past so Mike expected the cost to be around \$2,000. Mike indicated that the stucco contractor had looked at the cracks in the stucco. The small cracks were not considered a problem and the larger cracks should be repaired. Mike would continue to check stucco cracks and had the materials to repair as necessary. The refinish of the stucco with an elastomeric paint was projected in 15 years. Mike will check into obtaining matching elastomeric paint for repairs. Mike was working with the assistant manager Abel to repaint areas of the trim in the front of the units. The work was about half done and should be completed prior to winter. Mike reported Units #5 and #35 had sold. A quarter share for Unit 41 was the only property currently on the market. Mike will check on a foundation leak reported at the meeting in Unit 23.

**Insurance.** The insurance was renewed on September 1, 2013 with the existing provider Farmers. Both proposals reported at the July meeting were rebid with the current provider

Farmers \$200 lower than a competitive bid from CAU. The final renewal cost was lowered approximately \$1,000 from the July bids to an annual cost of \$37,583. CAU indicated they will do a project analysis next spring to develop a proposal for 2014. The Enclave has numerous building enhancements that control rates. These include the separation of the buildings and the high level of building maintenance. The only building improvement that substantially lowers insurance cost is a fire suppression system that was not realistic to retrofit into the existing buildings.

**Other.** The excavator was scheduled to be on the project next week regarding altering the rear building drainage. RKR, Inc was contracted for the snow removal. RKR did the snow removal during the 2012/2013 season. No action had been taken regarding the drainage concern around one dumpster. There are licensing agreements in place with owners that have installed exterior gutters on their unit. It was noted the Enclave has never allowed outside hot tubs and no change to the policy was being considered. There was a discussion regarding flickering lights in a few units regarding if it could be a switch or a breaker. Mike was complimented on the exterior appearance of the grounds this year. The trees installed on the front berm were doing well. The final status of the Mountain View Plaza dumpster enclosure was not completely resolved. Construction has not begun on the County approved "tree" cell tower. There was no new information on the Keystone median project. The cross walk protection warning lights on Highway 6 continued to not work as intended.

**Meeting schedule.** The next meeting is scheduled for January 11, 2014. Those attending felt the 2014 schedule should be continued on non-holiday dates. The meetings would continue to be on Saturdays.

The meeting was adjourned at 9:46 AM.