

**ENCLAVE AT KEYSTONE ASSOCIATION  
ANNUAL MEETING  
JANUARY 27, 2018**

**I. CALL THE MEETING TO ORDER, ROLL CALL AND PROXIES**

The Enclave at Keystone Association Annual Meeting was called to order by Ron Morey at 9:07 p.m. in the Enclave at Keystone Clubhouse.

Board Members Present Were:

Ron Morey, President, #32  
Richard Nadolink, #11

Meredith Van Dyne, Vice-President, #16  
Bob Chisholm, Treasurer, #4 (joined at 9:38 a.m.)

Homeowners Present Were:

Cindy Beeks, Unit 17  
Demitri Carahalios, Unit 15  
Patty Howell, Unit 34  
Marge Morey, Unit 32

Bill & Sharon Bouck, Unit 12  
Bill & Marianna Goslau, Unit 36  
Geoffrey Kaeser, Unit 10  
Ronald Paquet, Unit 27

Susan Davis, future owner of Unit 42, was a guest at the meeting.

With units represented in person and eight proxies received a quorum was confirmed.

Representing Basic Property Management were Gary Nicholds and Eric Nicholds. Mike Nachtigal, on-site Manager, was present at the meeting. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

**II. APPROVE PREVIOUS MEETING MINUTES**

Meredith Van Dyne motioned to approve the minutes of the January 28, 2017 Homeowner Meeting as presented. Richard Nadolink seconded and the motion carried.

**III. MANAGER'S REPORT**

This report was provided by Mike Nachtigal.

*A. Lights*

Mike Nachtigal provided a sample of an exterior LED light for the units at the west end of the complex. The light will be mounted on a concrete base. A shorter fixture was selected to prevent an issue with light pollution in the units. He will install the first one at the Clubhouse. The cost is \$300/fixture but there should be savings in energy usage.

*B. Beams in Front of Units*

Some of the beams supporting the front decks rotted due to moisture and were replaced.

*C. Snow Removal*

There has not been a need for much snow removal due to low snowfall.

*D. Clubhouse Lights*

Some of the can lights in the Clubhouse are not working and need to be replaced.

*E. Clubhouse Exercise Equipment*

Ron Morey asked the owners for feedback on the Clubhouse exercise equipment. Most of the equipment was donated and is no longer in good working condition. The owners agreed that any items that are beyond repair should be removed. Mike Nachtigal was asked to get pricing for a new treadmill that requires a key and for striping the tennis court so it can be used for pickleball.

**V. UNFINISHED BUSINESS**

*A. Discussion of Enclave Governing Documents*

Ron Morey said the new Declarations were approved in the fall. The Board and attorney Fred Sprouse reviewed the Rules and Regulations and made revisions. The Board is prepared to vote in favor of approving the amended document.

The following changes were suggested:

1. Clubhouse - Revise the Clubhouse age restriction on page 4 to “Children under the age of 14 may not use the Clubhouse unless supervised by an adult”.
2. Clubhouse - It was noted that the two statements regarding Clubhouse use by children on pages three and four should be combined.
3. Holiday Decorations – Add that all winter season lighting must be taken down by April 15<sup>th</sup>.

A motion was made to approve the new Rules and Regulations with the changes noted. The motion was seconded and carried.

**VI. FINANCIAL REPORT**

Bob Chisolm reported that the Snow Removal and Legal & Collection line items ended the year about \$40,000 over budget combined. Some of that loss should be recovered this year due to the light snowfall. The Reserve balance was about \$588,000 and the contribution was reduced to about \$2,000/month for this year. The roofs were originally scheduled for replacement in 2017 but this expense has now been spread over the next six years and none were replaced last year. A 13-month CD was purchased with Alliance Bank. The current CD balance is \$240,502. The new Comcast service has been working well. Comcast has recommended rebooting the router (unplug for 15 minutes) to increase the speed.

**VI. NEW BUSINESS**

*A. Highway 6 Study*

The Keystone Owners’ Association (KOA) sent an email about one month ago requesting input regarding Highway 6 improvements, in particular the Razor Drive intersection. The suggestions were reviewed by Vail Resorts before being submitted to the Colorado Department of Transportation and the County. The County has committed

to starting a traffic study with their own resources. The last traffic count was done about 20 years ago during the summer. The list of suggestions will be sent to all owners and posted on the KOA and Keystone Citizen's League websites. It is not believed that the traffic study will address adding a stop light, or constructing an overhead walkway or tunnel under the highway.

**B. *Lead in Water***

The water was retested last week. The lead appears to be coming from the pipes, especially in units that are not occupied frequently. Owners were advised to run the water for 5 – 10 minutes to flush the pipes or to filter their water.

**C. *Radon***

Free radon testing kits can be obtained from the County. An owner said he tested his unit when he purchased and the reading was high. He installed a mitigation system and retests annually.

**VII. SET NEXT MEETING DATE**

The next Annual Meeting will be held Saturday, January 26, 2019 at 9:00 a.m. The next Board Meeting will be held May 19, 2018.

**VIII. BOARD OF DIRECTORS ELECTION**

Gary Nicholds said the terms of Ron Morey and Bob Chisolm expired and both were standing for re-election. There were no nominations received or from the floor. Richard Nadolink motioned to elect the two incumbents by acclamation. Meredith Van Dyne seconded and the motion carried.

**IX. OPEN DISCUSSION**

The Board was thanked for their efforts. Gary Nicholds commented that without the overages in Snow Removal and Legal Fees, the Association would have ended the year with a surplus of about \$40,000. He anticipates the Association will make up some ground this year.

An owner asked if he could install a hot tub on his patio. Meredith Van Dyne said this has not been permitted in the past due to liability for the Association. Gary Nicholds noted that the patio was probably limited common element and not for exclusive use of one owner. It might be possible to draft a waiver to hold the Board and Association harmless. The owner was directed to submit a request in writing.

Bill Goslau spoke in favor of upgrading the Clubhouse. He suggested pursuing purchase of the berm at the west side of the property.

**X. ADJOURNMENT**

A motion was made to adjourn the meeting at 10:25 a.m.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Signature

**ENCLAVE AT KEYSTONE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MAY 19, 2018**

**I. CALL THE MEETING TO ORDER**

The Enclave at Keystone Association Board of Directors Meeting was called to order at 9:08 a.m. in the Enclave at Keystone Clubhouse.

Board Members Present Were:

Ron Morey, President, #32	Meredith Van Dyne, Vice-President, #16
Bob Chisholm, Treasurer, #4 (via teleconf.)	Richard Nadolink, #11 (via teleconf.)

Owners Present Were:

Natalie & Ed Berman, #1	Marge Morey, #32
Marianna & Bill Goslau, #36	Sharon Bouck, #12
Cindy Beeks, #17	Geoff Kaiser, #10

Representing Basic Property Management was Gary Nicholds. Mike Nachtigal, on-site Manager, was present at the meeting. Emma Spofford of Summit Management Resources was recording secretary.

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

Meredith Van Dyne motioned to approve the September 23, 2017 Board Meeting minutes as presented. The motion was seconded by Ron Morey and carried.

**III. FINANCIAL REPORT**

Gary Nicholds reviewed the financial status as of April 30, 2018. The Operating account balance was \$88,899 and there was \$562,933 in Reserves. Revenue was favorable to budget due to advance payment of dues in the amount of \$6,378. There was an Operating surplus of \$8,695 and a \$9,000 Reserve surplus. Snow Removal expenses were significantly under budget with only \$5,260 spent this year. There have also been low building maintenance costs.

Potential Reserve Fund expenditures for 2018 were discussed.

1. Ongoing stucco repairs on back side - \$5,000. Gary Nicholds will ask the accountant if this would be a Reserve or Operating expense. Mike Nachtigal will check the contractor's schedule.
2. Street lighting – Mike Nachtigal has some ideas but was not able to prepare the options before the meeting due to lack of staff and spring clean-up priorities.
3. Roof Inspection – the roof has not been inspected recently. Mike Nachtigal will look into having this completed. There are no known problems at this time.

Meredith Van Dyne motioned to accept the Financial Report as presented. Ron Morey seconded and the motion carried.

**IV. PROPERTY MANAGEMENT REPORT**

Mike Nachtigal's employee Abel has moved out of state and a replacement has not yet been hired. Mike is looking for a handy person to help with some of the projects. The recent focus has been on spring projects. Half of the sprinkler system is operational but the rest is pending until the water is turned on by Snake River. There have been some issues in the Clubhouse with minors jumping from the lookout area into the pool. This is liability for the Association. Preventative measures are being considered, including running cables across the area. It was agreed that an email should be sent to remind owners that children under the age of 14 are not allowed in the Clubhouse without an adult.

**V. OLD BUSINESS**

*A. Rules & Regulations*

The Rules and Regulations were approved at the last meeting with the following caveats:

1. Holiday lights must be removed within 30 days and seasonal lights must be removed by April 15.
2. Children under the age of 14 are not permitted in the Clubhouse without adult supervision.

The changes were made by the attorney. The final copy of the document will be posted and emailed to the owners. Gary Nicholds will work on preparing a list of services provided by Mike Nachtigal and include recommended local contractors and handymen that can be circulated to the owners.

**VI. NEW BUSINESS**

*A. Pets and Rental Owners*

There are no specific rules that pertain to rental guests having pets in the units. However, all pets on the property are subject to the Association Rules and Regulations. It was agreed this item should be discussed further at the next meeting.

**VII. SET NEXT MEETING DATE**

The next board meeting will be September 15, 2018.

**VIII. ADJOURNMENT**

Ron Morey motioned to adjourn the meeting at 9:47 a.m.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Signature

**ENCLAVE AT KEYSTONE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 15, 2018**

**I. CALL THE MEETING TO ORDER**

The Enclave at Keystone Association Board of Directors Meeting was called to order at 9:00 a.m. in the Enclave at Keystone Clubhouse.

Board Members Present Were:

Meredith Van Dyne, Vice-President, #16	Bob Chisholm, Treasurer, #4
Richard Nadolink, #11	Sharon O'Connell, #42

Owners Present Were:

Cindy Beeks, #17	Natalie Berman, #1
Bill & Sharon Bouck, #12	Gary & Deborah Gerhard, #21
Marianna & Bill Goslau, #36	Dale Howell, #34

Representing Basic Property Management were Gary Nicholds and Eric Nicholds. Mike Nachtigal, on-site Manager, was present at the meeting. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

In Section VII., "Annual Meeting" should be changed to "Board Meeting".

Richard Nadolink motioned to approve the May 19, 2017 Board Meeting minutes as amended. Bob Chisholm seconded and the motion carried.

**III. FINANCIAL REPORT**

Bob Chisholm reviewed the financial status as of August 31, 2018. He reported that the Association is \$50,000 ahead of this time last year. Window replacement is coming up at an estimated cost of \$45,000.

Patti Vande Zande drafted a proposed budget. It was accepted by the Board and will be presented to the owners at the Annual Meeting in January.

**IV. PROPERTY MANAGEMENT REPORT**

Mike Nachtigal reported the following:

1. The windows are being replaced in the Clubhouse with windows that open to provide ventilation. This project should be completed next week.
2. The pool was drained and the hot tub was recoated. The pool is being refilled.
3. A new owner has requested permission to wrap his deck around the side of the building. The materials and style will match the existing. Bob Chisholm motioned to approve the request. Sharon O'Connell seconded and the motion carried.
4. An owner has requested permission to add a window and window well for egress from a room on the ground level. Bob Chisholm motioned to approve the request. Sharon O'Connell seconded and the motion carried.

5. The shed roof has been removed from the window well #13. Mike will monitor the snow accumulation this winter.
6. The estimate to replace the stairs and railing going down to the tennis courts is \$30,331. The Board asked Mike to get another bid and to obtain a bid for repairing the tennis court surface. There was discussion about adding striping for a pickleball court and purchasing a moveable pickleball net.
7. New lights were installed on the side of the Clubhouse. The lights are LEDs and are rather bright but they can be dimmed. There was general agreement that other fixtures should be considered. Mike will do further research and present other options at the next meeting.
8. The photocells on the lights outside the unit are being repaired. Mike suggested adding a timer on the switch inside the unit to eliminate the problem. An owner suggested looking at a coach style light at Costco. It was agreed to buy three of the Costco lights to install on a unit as a test.
9. The sign indicating the Enclave drive is not a through street has disappeared.

**V. OLD BUSINESS**

*A. Rental Guests and Pets*

A letter should be drafted about rental guests and pets.

**VI. NEW BUSINESS**

The new owner of Unit 24 donated a nice pool table.

Sharon O'Connell said she has been told the age and outdated condition of the Clubhouse has a negative impact on property values. Eric Nicholds suggested forming a committee to develop a proposal or hiring a designer. Sharon proposed surveying the owners about the tennis court and Clubhouse. The Board agreed this was a good idea. Sharon will draft the questions for Board review. The owners should be asked to prioritize the projects.

Mike Nachtigal will get a cost estimate for refinishing the wood trim around the windows in the Clubhouse.

An owner said the County is considering regulations and fees for short-term rentals. There will be a meeting next Monday at the Frisco Nordic Center focused on this issue.

**VII. SET NEXT MEETING DATE**

The Annual Meeting will be January 26, 2019.

**VIII. ADJOURNMENT**

Meredith Van Dyne motioned to adjourn the meeting at 10:03 a.m.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Signature