

# THE ENCLAVE AT KEYSTONE

Board of Directors

April 11, 2009

Board Members	Ralph Tufts	Unit 15	Blake Shutler	Unit 28
	Hap Dobbs	Unit 2	Meredith Van Dyne	Unit 16
Owners	Lou Van Houten	Unit 41	Fritz Trask	Unit 23
	Ed Storako	Unit 39	Ron & Margaret Morley	Unit 32
	June Dobbs	Unit 2	Bill & Marianne Goslau	Unit 36
	Don Van Dyne	Unit 16	Cathy Tufts	Unit 15
Others	Mike Nachtigal	Property Manager		
	Bob Polich	Mountain Systems, Inc.		

President Ralph Tufts called the meeting to order at 9:04 AM.

**Minutes.** *The minutes from the December 27, 2008 meeting were approved as written (Tufts/Dobbs,4-0).*

**Financial Report.** Owners were provided via email the year end 2008 financial summary and the 2009 financial summary through February. At the meeting the financial summary for the three months ending in March was provided. For 2008 the expenses of the Association were approximately \$10,000 higher than budgeted. Interest income was \$7,000 lower than budgeted. For the three months of 2009, the expenses are \$11,000 lower than budgeted.

**Forest Service Update.** Several Enclave owners attended a meeting of the Forest Service Trail Committee on February 17th in Golden, Colorado that included consideration of the off road grant application. The local Colorado legislature representatives Scanlan and Gibbs have indicated their opposition to the State grant. The initial grant application was not approved. The Town of Dillon had taken action to close access to the trails under their jurisdiction to motorized use. The Forest Service had made no decision on the trail plan and continued to analyze the interests of the dirt bike riders and surrounding owners. A decision was not expected until August. The Board will continue to support lobbying activity against the dirt bike use on behalf of Enclave owners.

**Tenancy in Common.** The Board direction is to limit the number of shares of a unit to four unrelated parties. The attorney for the Enclave has recommended reflecting the Tenancy in Common limitation in the bylaws and at the same time update the 25 year old bylaws to current statutory guidelines. The development of revised bylaws would continue.

**Update Insurance Valuation.** A valuation study for insurance use has not been done for five years. *A motion was approved to authorize an updated valuation at a cost to not exceed \$3,000. (Dobbs/Van Dyne,4-0).*

**Managers Report.** Mike Nachtigal reported the pool cover was working well by reducing evaporation, condensation in the building, and increasing the morning temperature of the pool. Mike indicated the original pool sand filter equipment is at the end of its useful life and should be replaced. The cost was estimated at \$1,800. The pool also should be resurfaced. The cost to resurface a pool was normally \$7,000 to \$9,000. Mike had arranged for an individual to resurface the pool for \$2,000 in labor with materials to cost approximately \$1,000. The pool would be out of service for about two weeks for the work. The hot tube sand filter would also need to be replaced in the future at a similar cost to the pool sand filter. The Goslaus from Unit 36 had provided a replacement television for the clubhouse. Work on the lawn areas would begin next week. Joe Douglas was returning as the summer assistant for two days per week. There was a discussion regarding improving the front sign appearance through additional landscaping. Mike indicated the monitoring and repair service from Vail Electronics was not satisfactory. An alternative was available in Summit County through Allied Security. *A motion was approved to terminate the service with Vail Electronics and contract with Allied Security. (Tufts/Shutler,4-0).* Carbon monoxide is not monitored by the security system, but owners could install individual carbon monoxide monitors in their units. Mike would obtain replacement signs for the dumpsters. Roof leaks during the winter occurred in Units 2, 10 and 28. An owner had requested additional signage at the Enclave to help reduce speeding and indicate children were playing. Mike was going to research speed limit signs. *The Board approved a motion to replace the pool sand filter at a cost to not exceed \$1,800. (Dobbs/Van Dyne,4-0).* They left open the option to increase the funding if it was more economical to replace both the pool and spa sand filters at the same time. *A motion to refinish the pool at a cost to not exceed \$3,000 was approved. (Dobbs/Shutler,4-0).*

**Board of Directors.** The officers of the Board of Directors for 2009 were confirmed as:

Ralph Tufts	President
John Wisenfels	Vice-President
Blake Shutler	Vice-President
Meredith Van Dyne	Treasurer
Hap Dobbs	Secretary

**Other.** The gutter license agreements were provided to the five units with gutters installed. The unit owner is responsible for the maintenance of the gutters. There was a discussion regarding recycling options for the Enclave. There were three units listed for sale at this time. Unit 35 sold in February. Owner lists were available upon request from Bob Polich at [bob@mtn-sys.com](mailto:bob@mtn-sys.com).

**Next Meeting.** The next meeting is scheduled for July 3, 2009 at 9 AM in the clubhouse.

The meeting was adjourned at 10:26 AM.

# THE ENCLAVE AT KEYSTONE

Board of Directors

July 3, 2009

Board Members	Ralph Tufts Unit 15	Meredith Van Dyne Unit 16
	Blake Shutler Unit 28	
Owners	Bob & Joan Appelwick Unit 10	Gary & Linda Sirak Unit 31
	Bill & Marianne Goslau Unit 36	Donald Van Dyne Unit 16
	Joe & Lois Thompson Unit 22	Patti Howell Unit 34
	Carolyn Shutler Unit 28	Sharon Bouck Unit 12
Others	Mike Nachtigal Property Manager	
	Bob Polich Mountain Systems, Inc.	

President Ralph Tufts called the meeting to order at 9:04 AM.

**Minutes.** *The minutes from the April 11, 2009 meeting were approved as written (Tufts/Van Dyne,3-0).*

**Financial Report.** The owners were provided via email a financial summary for the five months ending in May. The operating expenses were \$8,000 less than budgeted. A portion of the savings was from limited use of an assistant manager. The excellent work being done by Manager Mike Nachtigal was noted. Expenses were anticipated to increase in the next month for work on the pool sand filters, landscaping and other maintenance.

**Forest Service Update.** Ralph Tufts provided a summary of the meeting in February with the Forest Service in Golden. A summary of a meeting by the Summit County Commissioners at the Cemetery and Landfill trail sites was reported by Donald Van Dyne. The Commissioners were planning on closing the trail access based on the damage being caused. The riders group, SCORE, was developing a new motorized trail plan to address concerns raised. It was recommended the organization of associations provide volunteer work to the Forest Service to restore damaged trails. The Town of Dillon had also closed trail access in the area of its water system. A source of additional information was the Keystone Citizen League web site at [www.keystonecitizens.org](http://www.keystonecitizens.org).

**Mountain View Plaza.** Preliminary plans for a modification of the adjoining Mountain View Plaza property were presented at a Planning Commission meeting in May. The plan included adding 22 units for low cost long-term rentals, enclosure of the lower walk area and increasing the size of the retail area. Concerns were voiced at the meeting regarding the density of the proposal. The initial proposal does not meet the requirements for low income rental funding and in its current form the modification does not appear to be financially viable. The Board would continue to monitor the submittals for the proposed modifications.

**Keystone Bus Update.** Keystone proposed to the State regulatory agency to discontinue some of the bus service and to not provide new bus service. At this time there are no plans by Keystone for service to the Enclave or any avenue to request future service.

**Property Tax Valuation.** Owners had been emailed information in May regarding a property tax valuation discrepancy for Units 1 to 15 and Units 25 to 28. It was suggested owners file a protest to remove the discrepancy. The County had sent notices to owners at the end of June reducing the valuation as requested. There was a discussion if there were grounds for abatement on taxes paid in prior years.

**Legal retainer.** A proposal from the Attorney of the Enclave to provide two hours of legal service monthly for an annual fee of \$1,000 was considered by the Board. The Board felt the interest of the Enclave would be best served by retaining legal services as needed.

**Managers report.** Mike reported the pool refinishing had been completed. The pool improvements looked excellent. The sand filters for the spa and pool were being replaced as previously authorized. Mike indicated he planned on draining and cleaning the pool each spring. The improvements to the front entry around the sign were being completed by Mike and looked good. Blake Shutler had assisted in providing stone for the work. Mulch was being obtained for the common areas. A berm area with trees will be added in front of Units 30 to 32 and Units 25 to 29. The trees had been selected and would be planted when the dirt becomes available. *The Board approved a motion to obtain nine trees at a cost of \$3,000 for the work. (Tufts/VanDyne,3-0).* The owners commented the appearance of the grounds had improved and the current balance between natural and formal areas should be retained. The annual inspection of the fire extinguishers in the units would be done next month. There was a discussion regarding using Glycol in the unit heating systems to prevent freezing. The cost to add Glycol to a unit heating system was about \$300. Glycol is installed in some units, but there is no list of which units have it. Owners interested in testing and installing Glycol in their heating systems should contact Mike to have a bid obtained. Owners were reminded that the Rules require holiday decorations to be taken down a month after the holiday. A protection against water damage in your units was to have braided connection lines installed to the washing machine. Mike can arrange for the lines. Mike will obtain a cost for window cleaning for owners. There was a discussion of the units with ice dam roof leaks in the winter and if a permanent resolution to the problem is available.

**ByLaws.** The Board is reviewing a draft revision of the ByLaw that includes restriction on Tenancy in Common.

**Update Insurance Valuation.** A valuation study for insurance use has not been done for five years. The valuation appraisal was approved at the last meeting, but has not yet been completed. There was a discussion regarding bidding of the insurance policy to insure a favorable cost was being obtained.

**Other.** Mike was going to remove the existing check in sign. Owners commented the current economy made it a good time to obtain favorable costs to have interior remodeling done. It was noted the Boys & Girls Clubs raffle included a unit in the nearby Sanctuary. Information was available at [www.rockymountainhomeraffle.com](http://www.rockymountainhomeraffle.com).

**Next Meeting.** The next meeting is scheduled for September 5, 2009 at 9 AM in the clubhouse.

The meeting was adjourned at 10:21 AM.

# THE ENCLAVE AT KEYSTONE

Board of Directors

September 5, 2009

Board Members	Ralph Tufts	Unit 15	Meredith Van Dyne	Unit 16
	Hap Dobbs	Unit 2	John Weisenfil	Unit 19
Owners	Patty Howell	Unit 34	Jerry & Barbara Truax	Unit 20
	Donald Van Dyne	Unit 16	Bill & Marianne Goslau	Unit 36
	Joe Thompson	Unit 22	Ed Storako	Unit 39
	John & Jean Pilon	Unit 7	Bob Chisholm	Unit 4
Others	Mike Nachtigal	Property Manager		
	Bob Polich	Mountain Systems, Inc.		

President Ralph Tufts called the meeting to order at 9:04 AM.

**Minutes.** *The minutes from the July 3, 2009 meeting were approved as written (Tufts/Dobbs, 4-0).*

**Financial Report.** The owners were provided via email a financial summary for the seven months ending in July. Expenses were better than budget for the first seven months of the year. Major expenses during the year were for new sand filters for the pool and spa at \$5,000; planting of trees in the common areas for \$3,500; and anticipated costs for building maintenance including the replacement of four utility shed roofs. The financial summary included a projected year end 2009 and the proposed budget for 2010. The 2010 budget reflected a dues increase from \$525 to \$560 per month. Expenses anticipated in 2010 included surfacing the tennis and racquet ball courts. The dues increase was to adequately fund reserves for future major expenses including roof replacement.

**Forest Service Update.** Summit County has announced the closure of the trail near the landfill for motorized use as of January 1, 2010. SCORR is working with the County Commissioners to develop an alternate for motorized use. Donald Van Dyne presented an update on the site tour and meetings held by the Commissioners. The trail closure was based on the abuse of wetlands and to better control of usage of the trail system. Issues discussed at the meetings, attended by a large contingent of motorized riders, included concerns of new trail development based on a history of trail misuse, County manpower limitations in policing trails, and the unknown result of the proposed self enforcement. Enclave owners would be kept informed of developments in the motorized trail issues.

**Mountain View Plaza.** There have been no further hearings or information on the proposed Plaza redevelopment. The assumption at this time is the proposal is no longer being pursued. The Association will continue to monitor any future proposals.

**Keystone Bus Update.** Keystone has announced the 2009/2010 winter season bus service will be "free". The bus routes have not yet been determined, but they will not access the Enclave. There potentially may be a stop across the street, at the Inn, or at Mountain View Plaza. Parking

passes are \$450, but Keystone requires the use to be by the purchaser or immediate family. Parking passes by cars without the pass owner will be confiscated.

**Managers report.** Site manager Mike Nachtigal reported the trees have been planted. Mike acknowledged assistance of Blake Shutler in obtaining dirt. Some owners had expressed concerns regarding the mites on aspen trees. They are natural and will leave with the leaves falling. Mike had obtained a tennis court resurface bid of \$4,800 that was lower than anticipated. It was felt June would be a good weather period to have the court resurfaced. Mike will be obtaining a bid to resurface the wood racquet ball court floor. Mike indicated he would recommend having the carpet in the clubhouse cleaned. A bid was obtained to add Glycol to the heating systems for \$300 per unit or lower if the system had some Glycol existing. Mike will send an email to owners regarding the Glycol options. The lawn fertilizing in the fall included dandelion control. A drainage problem behind Unit 18 will require correction next summer. Mike indicated the pine beetle problem was not affecting the Enclave as the site had limited lodgepole trees. Owners indicated Ransberger window cleaning did a great job. The original window washing bid did not accurately account for all the windows, so the future costs would be higher, but still reasonable. The porch on Unit 2 had a problem with the structural beam and a correction would be completed before the winter season. Some roof problems remained in certain units on the backside near the master bedroom. The unit facing is the primary factor if there is a roof problem. Heat tape will be used to correct the problem pending determination of an alternate repair. Bears have been a problem in the area in the past, but currently have not been observed. Mike indicated the tennis court usage was limited. The racquet ball court had more frequent use.

**Insurance.** Bids from other insurance providers were requested, but the costs quoted were in the \$35,000 range. The annual master insurance was renewed with Farmers for \$23,000.

**Updated Insurance Valuation.** The appraisal of the Enclave for insurance purposes was expected to be received in the next two weeks.

**Next Meeting.** The next meeting is scheduled for December 26, 2009 at 9 AM in the clubhouse.

The meeting was adjourned at 9:45 AM.

# THE ENCLAVE AT KEYSTONE

Board of Directors

December 26, 2009

Board Members	Ralph Tufts	Unit 15	Meredith Van Dyne	Unit 16
	Hap Dobbs	Unit 2	Blake Shutler	Unit 28
Owners	Patty Howell	Unit 36	Ron & Margaret Morey	Unit 32
	Donald Van Dyne	Unit 16	Bill & Marianna Goslau	Unit 36
	Joe Thompson	Unit 22	Ed & Jill Storako	Unit 39
	Lou Van Houten	Unit 41	Carolyn Shutler	Unit 28
Others	Mike Nachtigal	Property Manager		
	Bob Polich	Mountain Systems, Inc.		

President Ralph Tufts called the meeting to order at 9:07 AM.

**Real Estate Update.** Carolyn Shutler, owner and broker with Slifer Smith & Frampton Real Estate provided an update on property in the Keystone area. September 2009 sales were the same as 2008 and sales in October 2009 doubled from the same month in 2008. Enclave units 17 and 39 were currently listed for sale. Properties over \$1 million dollars were the most difficult market area at this time. The December 2009 rental activity was about the same as the prior December and pending reservations were up for the months of January and February.

**Minutes.** *The minutes from the September 5, 2009 meeting were approved as written (Tufts/Dobbs,4-0).*

**Financial Report.** The owners were provided via email a financial summary for the eleven months ending in November. The Association is expected to end 2009 at or slightly better than budgeted. Year end expenditures included roof repair work, repair of the rear utility covers damaged by ice, and correction of a structural beam in Unit 2. The clubhouse expenditures were for the replacement of the sand filters and the refinishing of the pool.

**CPA Review and Tax Return.** *A motion was approved to accept the proposal from Eide Bailly for the 2009 financial review and tax return at a cost not to exceed \$5,200. (Tufts/Van Dyne,4-0).*

**Forest Service Update.** There was not much new information to report regarding motorized trail access on public lands near the Enclave. The closure of trail access from the land fill area by Summit County will be effective on January 1, 2010. There are no meetings of the various agencies involved scheduled at this time. There was a meeting in November 2009 in Frisco by a State of Colorado agency regarding public input concerning an alteration of State grants to include allocation of funding for remediation and enforcement of regulation on trails. There was a discussion of a new web site regarding information being developed and new leadership of the local Forest Service. Owners will be updated on any new information as it becomes available.

**Managers report.** Site manager Mike Nachtigal presented the managers report. Mike indicated

the security monitoring and maintenance was switched to a Breckenridge company Allied Security. They were investigating and correcting prior problems. Rather than replacement of the complete security system, it is possible to install new panels as necessary for \$500 per unit. A proposal was obtained to refinish the wood floor in the racquet ball court for \$2,400. The refinish would be three coats with new striping. The company recommended annual maintenance of about \$800 that Mike indicated might be appropriate every three years. Another quote would be obtained and the work scheduled based on the bids obtained. The racquetball court was used frequently. The owners attending thanked Mike for the excellent snow removal and job performance.

**Insurance Valuation.** An updated appraisal of the Enclave for insurance purposes was obtained in the amount of \$25,370,000. The appraisal is available on the website [www.enclavekeystonehoa.com](http://www.enclavekeystonehoa.com). The valuation was lower than the current insurance coverage and the adjustment would save about \$1,400.

**Bylaws.** The Board is reviewing updated versions of the revised bylaws and will distribute them to the owners for comments in the future.

**Meeting schedule.** There was a discussion regarding if continuing with the practice of scheduling meetings around holidays remained the best option. The consensus was the date of the meetings was not much of a factor on attendance. The 2010 meeting schedule would be changed to non-holidays as an experiment.

**Board Election.** The two candidates running for the two positions on the Board were elected by 14 units voting. Elected were Blake Shutler Unit 28 and Lois Thompson Unit 22. John Weisenfels was thanked for his years of service on the Board and for providing expertise in legal affairs.

**Next Meeting.** The meeting schedule was set for April 10, 2010, July 10, 2010, September 18, 2010 and January 8, 2011. The meetings are at 9 AM in the clubhouse. .

**Officers.** The new Board set the officers for the next year.

Ralph Tufts	President
Lois Thompson	Vice president
Blake Shutler	Vice president
Hap Dobbs	Secretary
Meredith Van Dyne	Treasurer

The meeting was adjourned at 9:43 AM.