

THE ENCLAVE AT KEYSTONE

Board of Directors

May 10, 2014

Board Members	Blake Shutler	Unit 28	Meredith Van Dyne	Unit 16
			Ron Morey	Unit 32
Owners	Lou Van Houten	Unit 41		
	Marge Morey	Unit 32		
	Don Van Dyne	Unit 16		
Others	Mike Nachtigal	Property Manager		
	Bob Polich	Mountain Systems, Inc.		

President Blake Shutler called the meeting to order at 9:04 AM.

Minutes. *The minutes from the January 11, 2014 meeting were approved as written. (Morey/Van Dyne,3-0) with a spelling correction noted.*

Financial Report. A financial summary was provided to owners for the four months ending April 2014. Expenses of the Association were approximately \$5,500 more than budgeted. Higher expenses occurred for snow removal, building repairs including roof snow removal, and a water service line repair. The expectation was the difference should be partially recovered from savings in future months.

Manager's report. Site manager Mike Nachtigal presented the manager's report. A water line leak on Unit 12 was discovered and repaired. The work required the removal of the front entry deck stairs to access the line. The water line had separated. The line problem was not expected to occur at other units. The pool heater had failed and was replaced. There were roof leaks in Units 10, 26 and 27. The source was heavy snow this year and missing heat tape that it was believed came out during prior ice slides from the roof areas. The heat tape would be replaced in the summer. Minor damage to drywall and carpeting would be repaired in the affected units. The ground water problem in the garage area of Unit 9 was not observed in the last year. There was a discussion regarding a dog incident between two owners that the offending owner would take action to not have repeated. The Enclave is subject to Summit County Pet Policies enforced by Summit County Animal Control. Mike would be adding cedar mulch, as in prior years, to the garden areas. Mike indicated Summit's Finest Carpet Cleaning & Restoration (970) 333-4459 is a recommended contact for carpet cleaning. Window cleaning would be done in June. Mike would continue internal touch up painting on trim areas this summer and fall.

Other. Blake Shutler brought up several complaints he had discussed with owners. There was a discussion of a disturbance in the clubhouse from a group of young drinkers and glass at the pool area. The rental company did not come to the clubhouse to address the problem. An owner affected by the roof leaks related to the missing heat tape was concerned regarding the monitoring of the problem by the Association. Water fees are billed individually to owners and an owner had felt high usage from a toilet running was a result of unit checks by the Association. Blake indicated the Association makes every reasonable effort to address individual unit matters, but each owner had some responsibility for their unit. Mike indicated notice from owners regarding when they are at or gone from the Enclave is very helpful in monitoring unoccupied

units. Mike is not provided rental information for most units so those owners should have the monitoring done by their rental agencies. The use of glycol in the heat system is recommended to avoid frozen pipes. The level of glycol should be checked annually. Mike will survey the roofs this spring to identify any areas of missing heat tape.

Blake provided an update since the last meeting regarding communication with the Keystone Owners Association (KOA). The annual membership fee was \$225 and there was a current funding drive for \$20 per unit for a community landscaping project partially funded by Vail. Per questions raised at the last meeting, Blake reported there were no Vail discounts available to the membership and the Enclave could not attend the July annual meeting without first becoming a member. KOA reported benefits include shared information regarding contractors, suggestions on best operation practices, an open dialog with Keystone management, and templates for legal association documents. Most, but not all, member properties were managed by Keystone. Following discussion, it was decided to not join KOA at this time.

The Goslau's Unit 36 would be emailing a one page newsletter to all owners in the future. The contact information was provided by the Association. However, the content of the newsletter is not approved by the Association.

Meeting schedule. There was a discussion of an alteration to the historic meeting schedule of the Enclave to move from quarterly holiday periods to nearer the timing of formal decision events. The tentative meeting schedule was set as Saturday at 9 AM on August 9, 2014 (insurance), November 8, 2014 (annual budget), and May 9, 2015 (maintenance planning). Special meetings could be called should a need arise.

The meeting was adjourned at 10:31 AM.

THE ENCLAVE AT KEYSTONE

Board of Directors

November 8, 2014

Board Members	Blake Shutler	Unit 28	Meredith Van Dyne	Unit 16
	Ron Morey	Unit 32	Loie Thompson	Unit 22
Owners	Marge Morey	Unit 32	James & Susan Carahalios	Unit 15
	Don Van Dyne	Unit 16	Bill & Marianna Goslau	Unit 36
	Joe Thompson	Unit 22	Bill O'Connell/Sharon Ingram	Unit 42
	Pattie Howell	Unit 34	John Baker	Unit 17
Others	Mike Nachtigal	Property Manager		
	Bob Polich	Mountain Systems, Inc.		

President Blake Shutler called the meeting to order at 9:04 AM.

Minutes. *The minutes from the August 9, 2014 meeting were approved as written with two spelling corrections. (Morey/Van Dyne,4-0).*

Financial Report. A financial summary was provided to owners for the 9 months ending September 2014. The summary included a projected 2014 year-end and the 2015 budget. The Enclave was currently approximately \$5,000 better than budgeted. There was a review of the line expense items on the financial summary. The current reserve fund study was provided to owners with the financial summary. The projected 2014 year-end reserves were projected to be approximately \$600,000. A roof replacement is projected for 2017 with the cost based on an estimate from Turner Morris Roofing in 2013. It is possible the roof replacement may be deferred to a later date or done utilizing a different construction method than the estimate was based on. The other large projected reserve expense was a full repainting of the property trim in 2016 that may be accomplished with annual touch up painting. The asphalt area was scheduled for a seal coat in 2016. The seal coating has been expensed in prior years and has been done as needed. The 2015 owner assessments are the same at \$535 per month. Maintaining existing assessments reduces the available funds to transfer to reserves. Any surplus income over budgeted expenses is transferred to reserves.

Suggested by owners was to consider clubhouse window replacement in the future and to check the fascia boards for replacement when the roof was done. Gutters are an individual owner expense and the need for gutters depends on the individual unit exposure. Gutters can be installed with a licensing agreement with the Association.

Manager's report. Site manager Mike Nachtigal presented the manager's report. Heat tape was installed for units 10, 26 and 27 to correct roof leaks that occurred last winter. An owner has asked about permission to have a garage sale. Mike suggested a community garage sale in the spring or summer may be ideal for some owners and it will be discussed at the May meeting. The dumpster near Unit 8 was repaired. The angle of the dumpster removal results in damage from the truck. Increased rental activity has resulted in some parking problems for snow removal. Mike requested all units that rent provide him with contact numbers for the rental agency so he can contact them to resolve any problems. There was a suggestion to provide instructions in the unit for new owners and guests on the method to open the bear proof dumpsters. Mike indicated the fixed pane exterior

windows in the meeting room of the clubhouse should be investigated for repair or replacement. The exterior of the windows was caulked prior to the winter. The two entrance signs continued to deteriorate and will need to be replaced. Mike would research replacement options and obtain costs for discussion at a future meeting. The Anderson windows used in the units can experience problems with the outside molding popping out from the glass. This is common with many windows and if the molding was popped back in and sealed with a small amount of silicon caulk it should control the problem. Mike would obtain estimates for an asphalt seal coating for next summer. Unit 13 was recently listed for \$590,000. The Snake River Water District is replacing the water meters in all units and is working with Mike to obtain access for the replacement. They have experienced problems in a few units with the water shut off valve to allow the replacement. Mike was requested to check the hot tub temperature. The owners requested Mike prepare a renter summary of information including parking areas, unit occupancy limits, clubhouse hours and rules, and the request for the rental agent contact information. Mike obtained a snow roof rake to see if that helps prevent the roof leaks in the clubhouse that occurred last year. Mike suggested the Board have a property walk as part of the May meeting to review some of the exterior building items discussed.

Newsletter. Bill and Marianna Goslau were thanked for their work on the newsletter that was providing additional information to the owners. It was clarified the Keystone Citizens League (KCL) was for individual owners and the Keystone Owners Association (KOA) was for membership by associations like the Enclave.

Other. A replacement used cabinet had been obtained and installed in the meeting room.

The first phase (of two phases) of the KOA four corners landscaping project was completed before the winter season. KOA had raised \$11,000 of the \$50,000 contribution committed for the \$200,000 project. Information and donations can be made through the KCL website and the winter fund raising drive would initiate later in 2014 to raise the remaining funds. The Enclave contributed \$860 (\$20 per unit). Beyond the landscaping plan, the goal of the KOA is to improve the Keystone corridor to develop more of a town feel to the Keystone area with participation by Summit County and Vail Resorts.

Election. Two terms on the Board of Directors were ending in 2014. Current members Bob Chisholm and Ron Morey indicated they would be available for another term. *By unanimous acclamation by the owners Bob Chisholm and Ron Morey were elected to three year terms on the Board of Directors.*

Meeting schedule. The next meeting will be Saturday, May 9, 2015 at 9 AM in the Clubhouse.

The meeting was adjourned at 10:04 AM.