

# TANNHAUSER MANAGEMENT HOA

## BOARD OF DIRECTORS MEETING

### AGENDA

Wednesday, December 21, 2022 – 1:00 PM MST

- and -

Virtual via GoToMeeting

#### Tannhauser I Board of Directors

- Chris Balenski
- Andy Gentile
- Mark Freeman
- Erin Greene

#### Alpine Edge Representatives

- Steven Frumess
- Jessica Martin
- Kimberlyn Bryant
- Erik Keefe

#### GoToMeeting Access Instructions

Click below to join from your smart device:

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You can also dial in using your phone.

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 211-719-285

#### AGENDA

##### **I. Welcome**

###### **A. Roll Call; Determine Quorum**

The meeting was called to order at 12:51 PM. The Tannhauser Board of Directors and the Alpine Edge management team were in attendance.

##### **II. Approval Of Meeting Minutes - 9.15.22 BOD Meeting & 2022 Annual Meeting Minutes**

The 9/15 Board meeting minutes and the 2022 Annual Meeting minutes were sent to the Board of Directors for review before the meeting. Mark Freeman said he did not see the meeting minutes before the meeting and requested that they be resent. Alpine Edge will resend the minutes to the Board for review. Mark motioned to approve the 2022 Annual Meeting and the Board meeting minutes pending his review, which Chris seconded, and the motion carried.

Chris Balenski asked for clarification on the reserve study and how much the basement renovation would be. The minutes state that the reserve study put the basement costs at \$90K. Erik was unsure of the accuracy of that figure and informed the Board that Steven was still working with the reserve study company to iron out these details. He believes the basement renovation will be in the \$400K range.

##### **III. Assign Board Seats**

###### **A. Appoint Board Member**

Erik said that the roles of the Board of Directors are assigned each year. Board members discussed their strengths and the positions they were interested in. The Board positions were

decided as follows:

- President: Andy Gentile
- Vice President: Erin Greene
- Treasurer: Chris Balenski
- Secretary: Mark Freeman
- Member at Large:

A newly elected board member had to drop out due to personal reasons. The Board was informed that the open seat would be board-appointed. Alpine Edge will make an announcement to the homeowners to gauge their interest and submit any nominees to the board for review.

#### **IV. New Business**

##### **A. Maintenance Items**

###### **1. Snow Removal**

Snow Motion is responsible for plowing the Tannhauser parking lot, and Rafa and his crew are responsible for shoveling walkways and stairways. The rear parking lot snow removal is to be managed by Alpine Meadows, which manages Tannhauser II. Snow removal will occur when there is a 3-inch trigger.

###### **2. Parking**

Erik reminded the Board that parking passes are required for the Tannhauser 1 parking lot, and Alpine Edge checks for these passes and keeps track of which pass belongs to which unit. Replacement parking passes are \$25.

###### **3. Basement Project**

Alpine Edge expects a preliminary bid from Rafa's Remodeling Services for the basement remodel by mid-January. Alpine Edge's primary goal is to ensure that Tannhauser has a contractor that can be trusted to complete the job with the correct permits. Rafa is concerned with the drainage issues and that the basement is collecting groundwater in the foundation, and he is looking for a solution to this issue. Chris mentioned that the snowmelt in the alleyway has contributed to this issue. His dad, a civil engineer, has assessed the property and determined it could be an easy fix by re-grading against the foundation so that water and snow do not sit against the building.

The original reserve study stated that the basement renovation would cost around \$70K; however, this is grossly underestimated. Alpine Edge is working with the reserve study company on updating the numbers to be more realistic (~\$350-400K).

###### **4. Heat/Boiler repairs**

Tim O'Mare has been working on the plumbing and heat in the building for many years and has the best historical knowledge of the system. He recommends a complete boiler replacement for the Association due to the age of the boilers (1972). He quoted a complete replacement at around \$70K, and Chris thinks this is a reasonable price for the

boiler replacement.

AEs goal is to have official bids for the boilers and basement renovation in January. Once the Board has decided, a meeting will be held for homeowners where an assessment will be announced.

## **V. Old Business**

### **A. Maintenance Review**

#### **1. Concrete Structural Engineer/Walkway**

A small hole formed in the ground cement near the stairwell outside unit 124. AE had a structural engineer inspect this issue for solutions and hopes to remedy the problem in the summer while the basement renovations are on the docket.

#### **2. Deck Railings**

The deck railings were replaced and painted this summer.

#### **3. Project Priorities**

The previous Board wanted the painting of the building exterior to be a priority within the next couple of years. The new Board would like to prioritize the boilers and basement before the exterior painting.

### **B. Reserve Study**

AE is working on obtaining a Reserve study for the Association but needs more background information on some elements, such as windows. Chris believes the windows and the roof were replaced in 2016. AE will circulate the Reserve study to the Board to get more context on some common elements.

There was a question of whose responsibility the windows fell under. Erik believes the governing documents indicate that windows are the homeowner's responsibility. The Board recalls that the windows were replaced to keep up with aesthetics, considered a limited common element, and paid for by homeowners.

## **VI. Schedule the Next Meeting**

The next meeting was scheduled for March 21<sup>st</sup> at 12:30 pm. There will also be a special Board meeting to discuss the basement renovation project.

## **VII. Adjournment**

There was a motion to adjourn the meeting at 2:10 PM.