

# TANNHAUSER MANAGEMENT HOA

## BOARD OF DIRECTORS MEETING

### MINUTES

Wednesday, April 20, 2022 – 3:00 PM MST

- and -

Virtual via GoToMeeting

#### Tannhauser I Board of Directors

- Christina Mattar
- Mark Freeman
- George Lombardi
- Rick Freund
- Rosemary Geier

#### Alpine Edge Representatives

- Steven Frumess
- Jessica Martin
- Kimberlyn Bryant
- Martha Zaugg

#### GoToMeeting Access Instructions

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#### I. Welcome

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

The meeting was attended by Mark Freeman, George Lombardi, and Rosemary Geier. The Alpine Edge management team was also in attendance. There was a motion to begin at 3:06 pm by Mark.

#### II. New Business

##### A. Tannhauser Projects Update

Kimberlyn addressed the Board and informed them that the railing project would be completed by Friday, April 22, with the exception of the end caps. There were no questions from the Board.

##### B. Reserve Study Proposal

Martha informed the Board that a bid for the reserve study was acquired and sent to the Board in February. The Board reviewed the bid and Mark asked which option was recommended. Martha recommended the full reserve study. Rosemary agreed that a full visit was needed.

Martha can contact the contractor and there will be an 8-week delivery time to receive the study. Mark would like to get this started as soon as possible. The Board agreed.



### **III. General Board Comments / Open Forum**

Mark commented that the new rails look nice.

Martha informed the Board that a landing site was created on the Alpine Edge website, so owners can obtain any Association information they need.

Mark asked if the concrete damage that was found during the railing project was resolved. Kimberlyn informed him that the necessary repairs were made. She also informed him of the new hole found in the parking lot that goes down to the basement. AE will have a structural engineer look at this damage.

George asked if when Alpine Edge finds a project, do they charge a fee? Martha said if it is a Capex project, there is a 15% fee; however, general maintenance is covered by the operating budget. George thought 15% seemed high and asked if that was the going rate. Martha informed him that other management companies do charge a similar fee and that Alpine Edge always asks for approval before taking on a project.

Rosemary asked what the ETA was on the laundry room project. Martha said that it is at a standstill until the reserve study is done. She believed there would have to be a Special Assessment for that. Mark thinks it is important to get the laundry room up and running. Martha said AE would start working on a plan to complete the laundry room.

### **IV. Adjournment**

There was a motion to adjourn the meeting at 3:27 pm, made by