

**LION'S GATE PINES LODGE CONDOMINIUM ASSOCIATION**  
**Annual Homeowners' Meeting**  
**Saturday, August 27, 2016 - 10:00 a.m.**  
**Minutes**

**Call to Order** - Kay Eiseman called the meeting to order at 10:06 A.M.

**Roll Call - Board Members Present:** Kay Eiseman (President), William Robbins (Treasurer), and Thomas David (Member) via conference call. Don Lambky resigned from the Board.

**CMC Members Present:** Robert Blay (President), Roger Sharpe (Assistant Property Manager), Enrika Bileviciene (HOA Manager).

**President's Welcome and Introductions** - Kay Eiseman welcomed the owners. Introduction of Board members, CMC members and Jim Speckman followed.

**Quorum Verification:** A quorum of 10% of the ownership is required to hold the meeting. The quorum was met with 30% of the ownership present in person and via proxy. (Copies of proxies and sign in sheet available upon request)

**Approval of August 22, 2015 Annual Meeting Minutes (copy provided/available)**  
Ruth Lipnick motioned to approve the 2015 Annual Meeting Minutes as written; Sande Hempelman seconded, and all were in favor.

**Approval of Board Actions without the Meeting (copy provided/available)**  
Ruth Lipnick motioned, John Tovado seconded, and all were in favor.

### **PROPERTY MANAGEMENT REPORTS**

- Housekeeping and Maintenance Reports were presented to the owners in the meeting packet. The copies are attached and form a part of these minutes.
- Financial Report was presented to the owners in the meeting packet. The financials are posted on the association's website [www.associationonline.com](http://www.associationonline.com) for homeowner review.
- Kay reviewed the scope of projects that were done on the property – new pictures were purchased for the lobbies and halls, interior and exterior light fixtures were replaced, blinds were installed in the bedrooms, roof was repaired and heat tapes were added, wall paper in the kitchens and bathrooms was removed, four new black couches were purchased for the common areas, blue ray DVD players were purchased and installed in all units per owners request, wooden trim stairs and brick steps were replaced and railings were added.
- Kay reported that rental revenue was collected from the HOA own weeks by renting them through the Association's website.
- Kay reviewed the upcoming projects – new lamps and new lamp shades on existing lamps will be purchased, more mattresses will be replaced, locker rooms will be updated, hot tub deck will be replaced, and common area carpet. Kay noted that the curtains were not removed in the bedrooms after the blind installation and asked the owners if they would like to keep the curtains. Several owners expressed their wish to keep the curtains.
- Sande Hempelman mentioned that the ice machine and hot tubs weren't working during her stay. It was noted that the ice machine was serviced and is back in service. The equipment is aging and breaks down, CMC staff is taking care of the maintenance and repairs.

- Jim Speckman reported that the bar stools in 107 are too tall to sit. Roger commented that the bar stools were adjusted to fit in four different units.
- Jim Speckman inquired about the internet service. Kay informed that Resort Internet service is not sufficient for some of the owner needs and the upgrade is required. The internet service is being upgraded and it will take another month to finish. The problems with internet service can be reported directly to Resort Internet, they will make the adjustments remotely or send a technician. The owners can call and report the problems to CMC housekeeping or maintenance departments as well.
- Kay informed that CMC maintenance staff leaves a card behind when they attend the unit with nobody being there at the time of service. She suggested to call housekeeping department if something is missing in the unit. Kay explained that the items often get moved to a different units by the owners and their guests during their stay. She reminded that the inventory is being done twice a year and missing items are being replaced. Kay asked to be more patient if the items are not in the unit.
- Kay noted that the pool is to be covered and the entrance doors to be locked at 10 pm. CMC's responsibility is to make sure that it's being done. She encouraged the owners to report if it is not being done. Kay mentioned that the owners can put the cover back on the hot tub themselves after they done using it. She encouraged the owners to report any problems with the grills or if they are not clean.
- Kay informed that the flowers are being done by the landscaping person and look beautiful.
- Sande Hempelman reported that the carpet in her unit was stained. Kay informed that the carpets are being cleaned twice a year.
- The vinyl was replaced in the showers, hallways and the kitchen after replacing the shower surrounds. She explained that it is hard to get all the units done at the same time during two maintenance weeks in the spring and two in the fall.
- The carpets in the units will be replaced in the future with a darker color carpet.
- Kay encouraged the owners to check other units during their stay to see the upgrades.

#### WINTER PARK/GRAND COUNTY UPDATE:

1. **Highway 40 widening and traffic signals** - Highway 40 is being widened from King's Crossing Road to just north of the firehouse in Fraser. The Rendezvous entrance and the 1<sup>st</sup> street entrance to the Foundry have been signalized in addition to some pedestrian improvements.
2. **Transit System** - The town of Winter park took over the control of the transit system. Additional funding from increased sales and lodging taxes was able to provide year-round bus service.
3. **Winter park Ski Train** – is coming back this winter. The WP resort is building a big platform. The tickets used to be single day round trip, now one way tickets will be available.
4. **Sitzmark North and South Properties** – Two development agreements in place with Sprouts Foundation and the Winter Park Development Company. The new community center is under the construction on the North property. On the South property the construction of condominiums, commercial space and a 25,000 square-foot grocery store is in progress. Both the Sprout Foundation and Winter Park Development Company LLC are associated with Devil's Thumb Ranch co-owner Bob Fanch.
5. **Hideaway Park Stage** - The Town of Winter Park is planning to construct a permanent stage in Hideaway Park. The Winter Park Town Council passed a motion to approve a maximum price of \$3,338,314 in a contract with Big Valley Construction, LLC for the completion of the stage at their July 19 meeting. The contract will include a deadline for completion of the stage, minus landscaping installation, of Friday, June 16, 2017.

6. **New Restaurants** – The new Wendy’s restaurant opened in August in Fraser. One Love Bar and Grill in Fraser opened in June and offers Caribbean cuisine. The new Idlewild Spirits Distillery in Winter Park opened in August.

### **Election of Board of Directors:**

Jeanette Dickinson offered to run for the Board. There were five candidates already to fill five Board positions. Another candidate would lead to the contested election. Since Jeanette’s name was not put on the ballot, no votes were received. It was decided to keep Jeanette in contact and appoint her in case there is a vacancy on the Board and she was offered run for the Board next year.

**The following Board of Directors were elected for one year term:**

Kay Eiseman – President  
Jim Harris – Vice president  
William Robbins – Treasurer  
Thomas David – Member at Large  
Diane Butts – Member at Large

### **Old Business**

- Owner notices regarding their upcoming unit week with the key cards were not received by several owners. It was explained that the software system was updated. The notices should be sent out two weeks in advance.
- The website [www.lionsgatepines.org](http://www.lionsgatepines.org) was created for the owners to have their weeks listed for rent, trade or sale. There is no charge for the owners to list their units. When the owners list their weeks the HOA takes care of the rental agreements and sale deeds. If the owner gives a permission for somebody else to use their unit it needs to be reported.
- Interval International has listed 3 bedroom units sleeping 6 and not 8 people. **Action Item:** Board to contact Interval International to see what needs to be done to update the unit evaluation data.

### **New Business**

- Jim Newsome suggested installing a handicap elevator to the second floor. Kay noted that the Board was looking into some options. The construct of the building may not work for the lift station. Luggage carts were also considered. Robert Blay mentioned that the owners can call Front Desk and get some assistance to carry the luggage.
- It was pointed out that the timeshare week calendar was different this year from the past years. Every six years there are two weeks added at the end of the year. The calendar is posted on the website and is being send out at the beginning of the year to all owners.

### **General Discussion**

- Liz Tovado expressed her appreciation for all the improvements.
- Kay mentioned that for the safety reasons there will be a new door installed from the pool to the hot tubs with a magnetic lock.
- Sande was wondering if the Board is considering adding exercise equipment. The Board replied that it would be a high cost to maintain the equipment. The Rec Center in Winter Park provides great exercise equipment and accepts Silver Sneakers member cards.
- Kay warned the owners to be very careful and don’t believe all the suggestions and offers received in the mail from different companies to sell their weeks.

- The owners expressed their appreciation for the Board efforts in being involved and addressing the needs of the Association.

**Adjournment**

Janice motioned to adjourn the meeting. Jim Vanderkamp seconded. The meeting adjourned at 11:45am.

APPROVED

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**Housekeeping Report**

**Linens** – The last linen order for LG was in November 2015, at that time we re-stocked the bath towels, hand towels and wash cloths. In September 2016 we will be able to count all the linens and towels to complete LG linen inventory and place an order to replenish the stock as needed. No new linens will be needed this year, the current sheets are still in great shape. Below is an estimate of what will be needed, once the inventory is complete in September, I will email the Board a complete breakdown of what will need to be ordered.

- 1) 96 new hot pads
- 2) 96 kitchen sets
- 3) 8 Dozen wash cloths
- 4) 8 Dozen hand towels
- 5) 10 dozen bath mats

\*\* For the hot pads and kitchen sets, we will match the prior color if available, if not we will go with the most similar option.

**Spring/Fall Carpet Cleaning**– All the unit and common area carpets were professionally cleaned in the spring. Furniture is cleaned on an as needed throughout the year. If we are able to pinpoint spills/stains to a certain guest, we make sure they are charged for the labor and cost to remove the stain. Additional carpet cleaning will be scheduled in the fall, during the maintenance weeks, and throughout the year on an as needed basis. The sections with stains in the common areas will be done again, as well as any unit in need of a full carpet clean/professional stain removal. Housekeeping treats small stains from week to week as needed on Friday's when the units are cleaned. There are stains in a few units that we were unable to remove this spring.

**Inventory** – We do a full inventory in the spring and fall, bringing inventory back to the expected levels. The spring inventory was completed and units were re-stocked with items from LG inventory, only a few items had to be purchased. The fall inventory will be bigger, since we will re-stock the units as needed as well as replenish the LG back stock for the upcoming year. This fall I will also email the completed inventory purchase list to the Board prior to completing the purchases.

**Improvements:**

- 1) New soap dishes were purchased and placed in each bathroom with a sink.
- 2) The ping pong paddles and pool cues were replaced this summer, with additional items purchased for stock to replace them as needed.
- 3) Unit #119 received a new coffee table and 2 new end tables for the living room. We are no longer able to match the older coffee tables, so Kay and I picked out a new set for this unit.
- 4) I am working with Alley Bair, a furniture store in Granby, to gather ideas for new lamps/lamp shades. We have completed our count of which shades/lamps need to be replaced and Alley Bair is putting the options together. Once this is received I will send it on to the Board for discussion over the options and pricing.
- 5) We replaced 3 metal bed frames this year, 2 twins and 1 queen. Additional frames for stock were re-ordered and delivered 8/22/16.
- 6) In August 2016, new Blue Ray disc players were installed in all LG units in the living rooms.
- 7) 4 New couches were purchased for the common areas.

If you have any questions or concerns regarding housekeeping services, please contact me at 970.726.6221 or sarah@staywinterpark.com.

## **Lions Gate Pines Building Report August 27, 2016**

- The general condition of the building is very good. In addition to several large improvements made last year to the exterior of the building and the interior of the units, there were a few other projects completed this year to beautify the complex.
- New roof, heat tape and gutters were installed around the building last year. The heat tape and the roof performed very well this past winter.
- The landscaping in front of the building looks great. The aspens, pine trees, and other bushes are well established. The flowers are doing well and will continue to look good up until the first few frosts. No additional mulch is needed this year. Three dead trees were removed in the back of the building by units 109 and 110.
- The parking areas did not need any new gravel this year. Parking can be very tight during peak summer and winter months. Parking permits are handed out at check-in and will help to keep unauthorized vehicles from crowding the parking lot during summer concerts. New signs "Permit Parking Only" and "Loading Zone Friday and Saturday" were installed to avoid illegal parking and blocking the entrance. These new signs have resolved the parking issues. Winter plowing starts at 4am and is finished around 10am or once cars have had a chance to move.
- The brick steps at the North side entry and the North entry timber steps were replaced with concrete. The railings were replaced as well.
- The pool was painted last September. The black fence around the pool could use some painting next year. The pool equipment is in good shape and working properly. The pool remained clear this season. Maintenance occurs multiple times daily on both the hot tubs and the pool to keep the amenities in top shape. The new door with the magnetic lock leading from the pool area to the hot tubs will be installed in September.
- The hot tubs are in good condition and the equipment is in good condition. The hot tub deck is due for replacement. The heater for the hot tubs needs to be upgraded in the next couple years.
- There are 5 boilers at Lions Gate that are serviced regularly. Typically checks are made once per month during the summer months and twice per month during the winter. In addition to the boilers, each unit has a water heater. All water heaters were replaced over the last 1-2 years.
- The game room is an area that is heavily used and requires many repairs. The broken couch was recently replaced with the couch from stock. While ping pong paddles, balls, pool cues and other items are regularly replaced, please let the maintenance department know if anything is missing.
- The common area carpets are in poor condition.
- The entire common area ceiling outside units 115 to 125 was replaced and a lot of common area walls were painted. Touch up painting is recommended in the front entryways. Four new leather couches were purchased for the common areas. The interior common area and exterior light fixtures were upgraded. New wall art pieces were added in the lobbies and halls. The prints were purchased from an award winning photographer and the canvas work done was by Collage.com.
- The biggest unit interior project this year was to remove the wall paper from all the bathrooms and the kitchens and paint and texture the walls.
- The new kitchen counter and shower/tub surround projects were completed last fall.
- New Blue Ray DVD players were purchased and installed in the units.
- All units were updated with the wooden blinds.
- Appliances including refrigerators, ovens and dishwashers have been replaced as needed.
- The maintenance weeks have included many upgrades over the past few years as well. All carbon monoxide detectors will be replaced in the fall. Painting in units occurs every maintenance week cycle to address normal wear and tear. Most units have been fully painted in the last four years. The worn out electrical outlets and light switches are in the process of being replaced. Closet door tracks are also being replaced as needed. These are a few of the items addressed in addition to normal maintenance week activities.

CMC and your Board of Directors strive to provide you with the best service possible. Lions Gate Pines is a large, older building that requires regular maintenance to provide owners and guests with a wonderful vacation experience. Large projects will likely be ongoing over the next few years. CMC and The Board of Directors thank you in advance for your help and understanding in completing these projects.

CMC's Maintenance Department is staffed from 8am to 5pm seven days a week. We also provide a 24 hour emergency service. Please see the list of contact information below:

(970) 726-6233 – Maintenance Department, 8am to 5pm

(970) 531-2257 – Maintenance Department, After Hours

Joe@staywinterpark.com – Email for Joe Altoonian, Property Manager

Roger@staywinterpark.com – Email for Roger Sharpe, Assistant Property Manager

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