

LION'S GATE PINES LODGE CONDOMINIUM ASSOCIATION
Annual Homeowners' Meeting
Saturday, August 26, 2017 - 10:00 a.m.
Minutes

Call to Order - Kay Eiseman called the meeting to order at 10:04 A.M.

Roll Call - Board Members Present: Kay Eiseman (President), William Robbins (Treasurer), Jeanette Dickinson and Thomas David (Member) via conference call.

CMC Members Present: Robert Blay (President), Kim Daniels (HOA Manager), Heidi Ross (HOA Accounting Manager).

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

Quorum Verification: A quorum of 10% of the ownership is required to hold the meeting. The quorum was met with 31% of the ownership present in person and via proxy.

Approval of August 27, 2016 Annual Meeting Minutes (copy provided/available)

Julia Andrews Jones motioned to approve the 2016 Annual Meeting Minutes as written; Dee Wade seconded, and all were in favor.

PROPERTY MANAGEMENT REPORTS

Exterior

Completed Projects:

- All front entry doors prepped and painted (2 coats)
- New pool lights were installed in August
- Back decks stabilized to minimize loose pavers
- Gutters cleaned (some are inaccessible without being on roof)
 - CMC proposes Turner Morris (preferred roofing partner) to complete this work
- LED lights on front evergreens re-set
- Touched up paint on trim on front entries
- Trimmed three large willow trees at front entrance
- Re-stack "extra" patio bricks in back parking lot
- Repair fence that borders parking lot
- The pool table in the game room was re-felted
- New umbrella for table in patio area by BBQ grills

Planned Maintenance Items

- Wood trim around entry doors to be stained (August)
- Replace automatic door dampener on door that leads out to pool
- Replace pool reel and cover
- Deck overlooking pool needs "refreshing" at some point (sand and re-stain)

Proposed Maintenance Items

- Prep and re-paint cement wall bordering back parking lot
- Fortify fence in parking area with additional structural wood to prevent car bumpers from hitting fence posts and horizontal lumber

- De-Humidifier may be under-performing. Recommend a replacement unit(s)
- Exploring the replace of the common area carpets

Interior – Common Areas

Completed Projects

- Two new redwood chaise loungers in hot tub room
- All cedar in the sauna was thoroughly sanded (bench, walls, ceiling, etc.)
- Sauna heater services and rocks replaced
- Fire extinguisher boxes checked for intact glass, hammer on chain and securely locked
- Pool table re-felted (vendor also repaired / refreshed several other components of the pool table)
- New pool cues and ping pong paddles added to game room
- Lion's head lamps re-painted to flat black to match the new furniture
- Paint on ceiling of men's shower room scraped, prepped, primed, and re-painted
- Hallway bathrooms near the sauna were painted in March.
- Two exterior lighting fixtures were installed in September and a new light fixture was hung in a common area in December
- All fireplaces were professional cleaned and inspected

Planned Maintenance Items

- Fireplace repairs are scheduled (October)
- Replace fluorescent light covers
- Sand and stain hand rails

Proposed Maintenance Items

- Replace decking in hot tub room
- Replace all common area carpet
- Inspect / service / improve plumbing and other components / systems for hot tubs as necessary while decking is being serviced
- Re-do tiling in men's and women's showers
- Replace cabinet holding gaming supplies (ping pong paddles, etc.)
- Repair ceiling of game room

In-Unit Improvements

- New vinyl flooring unit in 6 units
- Replaced carpet in all units but 123 and 124
- Replaced 210 pillows
- Dryer vents and gas fireplaces were inspected and serviced in May - Service performed as needed
- Appliances including refrigerators, ovens and dishwashers have been replaced as needed.
- Ordered new bedroom lamps, they are expected to be delivered in October.

Ongoing

- Pool and hot tubs are serviced daily
- Housekeeping partnering with maintenance department to report any / all repairs to interior of units

- All exterior and common area lighting checked 5 days per week - Replacement light bulbs stored on-site and at CMC facility
- Weekly inspection of two-stage boiler to maintain function, pressure, glycol levels, pump performance, piping and other components, and electronic controls (systems are serviced as necessary)
- Driveways plowed; walks and common areas are cleared of snow and ice; ice melt buckets placed throughout the property
- Parking passes issued to guests upon arrival
- Heat tape will be turned on when colder weather arrives; same for exterior boiler
- 50 Point maintenance activity started in April of this year and was completed in May.
 - Smoke and Carbon Monoxide detectors were all inspected and serviced accordingly
 - Painting and/or staining completed to address normal wear and tear.
 - Standard inspection completed, including, but not limited to: remote control batteries, tightening kitchen and bathroom faucets and fixtures, ensuring windows, sliding glass doors and window coverings were in working order, etc.
 - The next maintenance week is scheduled for November this year.

WINTER PARK/GRAND COUNTY UPDATE:

1. **Sitzmark North and South Properties** – Two developments have started construction on the Sitzmark properties. The condominium units and the grocery store should be complete by January 2019. The name of the grocery store has not been announced.
2. **Hideaway Park Stage** - The Town of Winter Park completed the Hideaway stage this spring. The first concert was held in June.
3. **Winter Park Resort** - Aspen Skiing Co. and Denver's KSL Partners acquired Intrawest Resorts in a \$1.5 billion deal that gives Aspen Skiing and KSL control of Steamboat and Winter Park ski areas.
4. **New Restaurants** – Durbar Nepalese & Indian Bistro, authentic Nepalese and Indian food located in Cooper Creek Square downtown Winter Park.

Housekeeping Report

Kay presented and reviewed the housekeeping report.

Financial Report

The financial report was presented and reviewed.

Election of Board of Directors:

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

- Discussion about bad debt and transfer companies. Fraudulent transfer companies have been an issue this year and in the past. It was pointed out that owners do not need to use a third party to transfer their week(s). A Transfer Policy was adopted by the Board.
- It was suggested to talk to Jim Speckman or CMC to rent a unit week.
- 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

- It was suggested installing a handicap elevator/lift to the second floor. Kay noted that the Board was looking into some options.
- Robert discussed new locks for the units and front doors. The current locks are dated, and parts to repair the locks are becoming difficult to find. CMC proposed new Yale locks that will require a key code and can control the temperature in the units.

General Discussion

- Liz Tovado expressed her interested in the proposed hot tub room improvements.

Adjournment

Janice motioned to adjourn the meeting. Dee Wade seconded. The meeting adjourned at 11:45am.

**Lion's Gate Pines Lodge
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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