

**Summit House East Condominium Association  
Minutes of Meeting of Board of Directors  
January 2, 2003**

The meeting was called to order by president, Neil Arnal, at 9 AM, per the notice distributed to all board members.

Board Members Present:

Neil Arnal  
Anita Gray  
Jim Ginther

Board Members Absent:

Tom Pazik  
Gary Harmsen

Others Present:

Brooke Wehde - Res. Mgr.  
Clay Mayer - Res. Mgr.  
Tom Malmgren

Minutes of Prior Meeting:

Jim Ginther moved the September 1, 2002 minutes be approved as written. Anita Gray seconded the motion and all three board members present voted in favor of this motion.

Manager's Report:

Tom Malmgren introduced the new resident managers to the board. Brooke and Clay have been living on site since early November and have learned the duties of the building. The board welcomed them and passed on several comments of details to be followed up with.

Trash disposal was raised by Anita Gray as an issue. The volume of trash into our dumpster has been higher than capacity. Tom explained that we are limited with the size of dumpster container due to the trash chute that comes into the dumpster room. Working with Waste Management, our trash company contractor has been somewhat frustrating. There have been promised pickups that have not been met. It is a challenge throughout the county, as busy as things are at present. Unfortunately, Waste Management is the only trash company in the county. A suggestion of obtaining a second container during busy times was made. Tom and Clay will work on this and try to improve the situation to the best of their ability.

At 9:15 tom coordinated a conference call with a representative from ThyssenKrupp Elevator. The board had requested information to modernize our 29 year elevator. The elevator representative provided information and suggestions regarding what he felt should be done. A formal, detailed bid proposal will be obtained and circulated to all board members for a future decision. Tom will seek alternative bids and recommendations from other companies for comparison. The board will await the bids for the elevator modernization, but noted that with the reserve funds at the level they are we most likely will have to have a special assessment to carry out this project if authorized in 2003.

Reserve Funding Survey:

Tom reported that of the owners who responded to the survey sent out 19 owners voted for maintaining past practices of how much reserve/replacement funds we target to collect annually. Five voted to increase our targeted about by \$10,000 and 1 voted to go to \$15,000 more.

The board discussed the results and will take them into consideration when approving the 2003 budget. Jim Ginther moved that the board readdress this topic again next year when looking at the 2004 budget adoption.

Financial Update:

The board reviewed the balance sheet and income statement, through October 31, 2002, that was mailed with this meeting notice. Several questions were answered regarding specific accounts and payments.

The board next reviewed the proposed budget for 2003. After a thorough discussion, acknowledging that Cable TV and Water & Sewer charges are scheduled to decrease this next year, the board adopted a budget with a 5% increase in association dues. The amount of contribution to our reserve fund for 2003, with the adopted budget, will be \$23,323.

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Old Business:

Elevator modernization discussion occurred earlier in the meeting.

First floor sauna upgrades: The board unanimously voted to have the fiberglass shower enclosure on the first level resurfaced. A new faucet will be included in this effort as well as repair or replacement of the shower door.

Discussion regarding the third floor sauna area ended with management directed to seek a bid to resurface this shower enclosure as well. Since the board has had requests to study enlarging the laundry room (more washers & dryers) two considerations are in need of review. First, we will look into expanding the existing laundry room on level two, into the adjacent storage room used by Carbonate Property Management. If this were to be done elimination of the third floor sauna and converting it to a replacement storage room would be planned. Feasibility and costs will be pursued. The second alternative would be to convert the third floor sauna into a second laundry room. A prior bid placed this at over \$20,000 which all felt was unreasonable. Any change that would eliminate the third floor sauna would request majority homeowner support.

Consideration of purchasing a unit for a resident manager's quarters: This has been on the agenda for some time. The board tabled discussion, asking Tom to monitor when a possible unit becomes available.

Garage lighting: Additional lighting in the garage was discussed. The majority of the board felt the existing lighting was more than adequate except for a dark corner near the boiler room door where the ski lockers need to be illuminated better. A four foot florescent will be installed at that location and emergency lighting (comes on during power outage) will be added in the garage at the same time.

Hot tub area: The board instructed management to purchase and install a towel bar in the hallway next to the access door to the hot tub. This will allow a place for towels and robes rather than people placing them on the hallway floor, as is the current practice. The board asked management to monitor the hot tub cover more closely regarding the build-up of scum that seems to be prevalent.

Gardening: Management will work with board members and owners who have volunteered to assist in tree pruning and working on the flower beds next summer.

Carts: The board instructed management to purchase a new luggage cart and two new, plastic grocery type carts. The old carts will be disposed of.

Sign at hot tub deck: Neil will obtain a sign for the hot tub deck as was discussed at the prior board meeting. He will ship it to management for installation.

Back steps: The board asked management to install the non-skid strips on the steps leading from ground level to the first level. This stairway is used by people in ski boots and needs the non-skid protection. In the spring the board wants this stairway (floor and steps) repainted and non-skid silica added to the paint to protect against slippery surfaces or the non-skid strips installed.

Garage and Storage Room: The board asked management to write a letter to the membership outlining that we plan to paint the storage locker room next spring. Many items have been stored on the tops of these lockers that the fire department has been critical of. The board asks that anyone with items stored on the top of the lockers remove those items as soon as possible. If not removed by spring the board will dispose of anything left on top of these storage lockers. Items that are currently resting on piping across this ceiling are requested to be removed immediately. If items do not fit in an owner's storage locker, it must be removed from this room.

The ongoing challenge of keeping items from being stored in garage stalls continues to be an item of concern for the board. The rules state that nothing can be stored in a loose manner in garage stalls. Owners have had storage lockers built in these areas. If you need storage, a locker constructed like all others in the garage can be constructed. Loose items MUST be removed.

Jim Ginther moved that next spring the storage room walls and lockers be painted an off white. Once completed we'll look at the possibility of painting the floor of this area also. Motion seconded by Anita Gray and passed 3-0.

#### Rules and Regulations:

At a prior meeting Tom Pazik volunteered to work on review and updating of the building rules and regulations. Neil will contact Tom and work with him on this project.

Request for everyone's E-MAIL ADDRESS: Many owners provided their e-mail addresses with the survey form that was recently returned. If an owner did not respond

with their e-mail address, please send it to the association. Enclosed is a list of e-mail addresses that we currently have. If not listed please send your e-mail address to:

[tjmalmgren@netscape.net](mailto:tjmalmgren@netscape.net)

and we will update our records.

**Parking:** The on-going challenge of parking enforcement continues. Tom Malmgren outlined that most of the owners have complied with the requirement that no more than two vehicles per unit are allowed to be parked on site at any one time. AND, that vehicles parked at Summit House East are to be here only when the vehicle occupants are occupying a unit at Summit House East. Continued monitoring and placing violation stickers on cars will be carried out by management.

**Water storage tank and Tolin Mechanical Maintenance Proposal:**

The board inspected the boiler room and noted that our oldest water storage tank appears to have some leak issues and most likely won't last long. Management was instructed to contact Tolin Mechanical regarding this tank and seek their expert opinion about when it should be replaced. The board further authorized management to execute a renewal of the maintenance contract for our boiler room with Tolin Mechanical for a 3 year term.

Next Meeting:

At the prior meeting April 5<sup>th</sup>, 2003 had been targeted for the next meeting. The board decided that the next meeting date will be determined based upon need to meet. A phone conference will be conducted to discuss the elevator bids once received.

Adjournment:

There being no further business, the meeting was adjourned at 10:45 AM.

Respectfully submitted,

Accepted,

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Thomas J. Malmgren, Managing Agent

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Neil Arnal, President