

**FAIRWAY NINE I CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
FEBRUARY 19, 2022**

**MINUTES**

**PRESENT:** Chris Black – President - Present  
Chuck Lockhart – Vice President – VIA Zoom Conference Call  
Gary Burt – Secretary/Treasurer - Present  
Bard Glenn – Director - Present  
Nyle Brown – Director - Present

Sharon & Chuck Williamson – Managers

**CALL TO ORDER**

Nyle Brown called the meeting to order at 10:00 a.m.

**ESTABLISH A QUORUM**

A quorum was established with all directors present.

**ELECTION OF OFFICERS**

**President:** Nyle moved to approve **Chris Black for President**, Gary seconded, and motion was unanimously approved.

**Vice President:** Gary moved to approve **Chuck Lockhart for Vice President**, Nyle seconded, and motion was unanimously approved.

**Secretary/Treasurer:** Nyle nominated **Gary Burt for Secretary/Treasurer**, Chris seconded, and motion was unanimously approved.

**READ AND APPROVE 7-10-21 MEETING MINUTES**

Chuck reported that the minutes were distributed to all directors prior to the meeting. With no corrections or additions, ***MOTION: Gary moved to approve the July 10, 2021, minutes as presented, Nyle seconded, and motion was unanimously approved.***

**FINANCIAL REVIEW**

Financial statement review was tabled.

**OLD BUSINESS**

**Building Improvement Committee** – Gary Burt reviewed the finding and recommendations of the Improvement Committee. A copy of the summary is attached to these minutes. The Improvement Committee recommended the following:

- 1) Adopt an updated color scheme.
- 2) Review the siding for transition from shingle to horizontal siding when shingle siding requires replacement.
- 3) The utility closets on the side of each building need to be rebuilt.
- 4) The garbage container areas on the eight-plex building should be redesigned, rebuilt and repositioned fully under the roof overhang.
- 5) All stairs should be inspected and replaced as necessary.
- 6) Facia board along the bottom of the buildings should be raised well above soil and replaced when the lower decks work is done.
- 7) House numbers should be replaced and updated.
- 8) Exterior lighting should be replaced and updated.
- 9) Railings options wood versus metal should be reviewed and priced. The emphasis being on safety and view preservation considerations.

- 10) Landscaping – the Committee believes the landscaping theme should be completed and larger sloped areas left natural with limited water applied.
- 11) Pool Facility reconstruction. Review just improving the existing building with option for an open-air hot tub and redesign building roof overhang to eliminate awning.

Chris Black explained that he and committee members inspected the building exterior, and he prepared the initial pricing and construction requirements. Chris, Gary and Chuck met to discuss the plan to be presented to the Board and owners. Chuck W. obtained bids and collaborated with contractor to prepare costs and alternatives to meet the objectives of the Committee.

**Building Improvement Schedule** - Chuck W presented the following Building Improvement Schedule with recommended adjustment:

- 1) **Exterior Painting** - The cost of painting is bid at approximately \$300,000. Chuck W. recommended that the contractor for this project be informed immediately to lock in availability. The sample colors have been painted on 4328 for owner viewing.
- 2) **Exterior Light Fixtures** – Chuck W. explained replacing the exterior light fixtures should be done because management can no longer find the current light fixtures and the plastic light covers must be specially made. The light fixture selected by the committee is modern and intended to help update the building exterior. The cost for replacing all light fixtures has been estimated at \$105,043.
- 3) **Building Numbers** – The dated building numbers are recommended for replacement at a cost of \$13,419. The new building numbers are intended to coordinate with the proposed finishes and light fixture option.
- 4) **Utility Closets** – Chuck W. explained that many of the utility closets are in disrepair. The contractor has inspected the closet framing and has proposed that the access doors and any areas of deterioration be replaced, but the full replacement of the utility box may not be required. The contractor would build new doors which are lighter and should hold up better. This reduced the projected cost from an estimated \$49,000 to \$21,980.
- 5) **Railing and Deck Repairs** – The upper railings and deck fascia on many of the units need repair. The committee considered metal panels with wood posts as an option for replacing the railing. The thought is to make the railings safer and increase the view potential. This plan was reviewed, and the cost estimated at \$359,000. There is some question as to the responsibility whether it is strictly an owner's responsibility or an association responsibility. Chuck W. suggested that the deck railings be made safe by the Association and proposed that the top rail be reduced in size and an additional support top rail be installed along the inside to strengthen the railing. A metal rail cap would be installed to prevent moisture deterioration. Chuck W. stated he had the contractor make these small changes on 4379 and confirm a per deck price. The contractor made the suggested modifications and submitted a per deck cost of \$1,515. The total project cost would be \$93,930. Chuck W. further explained that these modifications would not trigger a requirement from the building inspector to bring the decks up to current building code. Current code requires a 42-inch height railing instead of the current 36-inch height and balusters installed with less than a 4-inch gap between each picket. Bringing the upper deck into current code requirements would prompt the complete rebuild of the decks at a significantly higher cost.
- 6) **General Building Repairs** – The Committee reviewed the structures for indications of footing, support column, entry walkway and step deterioration. They inspected the siding, fascia, belly bands, stucco and base trim along with the entry common decks, ground level decks and upper-level unit entry decking, and the roofing structure. Chris reported that the buildings for being 40 years old are showing small signs of deterioration. Chris estimated that repairs on each building could total approximately \$13,300 or a total of \$186,222. Some buildings would cost more, other would cost less. Chuck W. suggested that the \$13,300 be used as a budget number for each building and limit the extent of repairs to only that needed on a priority basis. By approaching the buildings in this manner, it may be

possible to save enough money to rebuild the trash container areas on the eight-plex buildings as recommended by the Improvement Committee.

- 7) **Trash Enclosures** – The improvement committee proposed the reposition and rebuild of the trash enclosure areas on the eight-plex buildings. The design proposed would reduce the overall height and create an enclosure that would provide easier access for owners disposing trash, cleaning and trash removal. The modern design is expected to cost approximately \$6,000 each for a total cost of \$72,000. The doors on the existing structures could be rebuilt at a cost of approximately \$16,260. Chuck W. recommended that the door replacement be budgeted; however, the trash enclosure areas could be addressed after the buildings have been repaired and painted, and the new light fixtures and numbers installed.

Chuck W. reported the adjusted pricing for a modified project as discussed would cost approximately \$736,853. The work utilizing the alternate railing options, full utility closet rebuild and replacing the trash enclosures would total \$1,003,107.

Chuck W. explained that the Association has cash on hand in capital reserves totaling \$261,074, of which \$241,218 could be used to offset the cost of this capital project. The operational account has \$290,694 of which \$140,000 could be redirected to the capital reserves, this would leave a 6-month operational expense cushion. Total cash redirected towards this maintenance project could total approximately \$381,000 leaving a cash requirement of approximately \$355,000.

After considerable discussion, Board members agreed the modified project as proposed at \$736.853 should be initiated. Chuck Lockhart requested that the owners be informed that the project proposed is primarily maintenance driven and that the only aesthetic improvements proposed is the replacement of the light fixtures and building numbers, and the light fixtures could be considered maintenance as well since they cannot be readily replaced. Bard concurred with Chuck L. and stated the owners should understand the reasoning behind the Boards decision.

**Pool/Hot Tub Facilities Rebuild** - Gary expressed that owners should be made aware that the imminent replacement of the pool facilities is also under consideration in the near future. Chuck W. stated that the preliminary budget amount anticipated is about \$800,000. Fairway Nine I portion would be approximately 57% or roughly \$456,000 of the anticipated \$800,000 cost. Chuck W. said he is investigating bank financing options as this project moves forward.

After discussion, ***MOTION: Chris moved to approve a special assessment of \$355,000, effective immediately, for the maintenance, preservation and enhancement of the building exteriors totaling \$736,853, to be allocated billed in total on the June 2022 quarterly dues statement, with notice of the special assessment to be issued with the March dues statement, Gary seconded, and motion was unanimously approved.***

**Natural Landscaping** - Gary expressed concern that the natural landscaping plan may not be turning out as intended and several owners have expressed dissatisfaction with the natural grass appearance. Bard stated that he had received compliments about the new planting near his area. Chuck W. expressed that if desired the landscape maintenance for the natural grass areas could be adjusted to every other day watering and mowed weekly essentially converting the landscaping back to a manicured lawn appearance. After discussion, those present decided to monitor the situation in the coming landscape season before making the decision to revert to a fully manicured appearance.

## **NEW BUSINESS**

**Snow Removal** – Bard expressed his concern that the snow removal in the upper parking area is inadequate and has resulted in ice building up in front of the walkway in front of 4309-4312. He suggested that the snow be removed far enough back that any snow melt be kept within the lawn area. Bard also stated the snow in front of the fire hydrants is not adequately removed and people are parking in front because they are not readily visible. He proposed that additional signage be placed and made visible instructing people how and where to park. Chuck W. expressed his concern that

additional signage, tried in other Associations, is ineffective and requires constant monitoring and enforcement. After discussion, Chuck W. was instructed to clear the fire hydrants and place more visible flagging at the fire hydrant locations.

**4330 Remodel Request** – Chuck W. presented the plans submitted to the Board for the interior remodel of unit 4330. The proposed alterations include the following:

- 1) Replace fireplace veneer.
- 2) Expand and enclose the loft bedroom.
- 3) Expand and remodel the kitchen area.
- 4) Adjust the floor framing in the crawlspace.
- 5) Install water heater in the crawlspace.

Chuck W. explained that from an Association basis there are no exterior appearance alterations proposed and the remodel has negligible impact on the Association. The owner is using certified contractors; however, the owner should be informed that they will assume responsibility for all electrical and plumbing matters because of the remodel and that relocating the water main shutoff is not permitted. After discussion, ***MOTION: Gary moved to approve the interior remodel of 4330 per design presented and conditioned on the acceptance of the plumbing and electrical responsibilities discussed and that the water main shutoff is not to be relocated, Chris seconded, and motion was unanimously approved.***

#### **ADJOURNMENT**

With no further business the meeting was adjourned at 12:20 p.m.

Respectfully Submitted,

Chuck Williamson  
Recording Secretary

**FAIRWAY NINE I CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
July 15, 2022**

**MINUTES**

**PRESENT:** Chris Black – President - Present  
Chuck Lockhart – Vice President – VIA Zoom Conference Call  
Gary Burt – Secretary/Treasurer - Present  
Nyle Brown – Director – Present

**RESIGNATION:** Bard Glenn – Director – Resigned from the Board

Sharon & Chuck Williamson – Managers

**CALL TO ORDER**

Chris Black called the meeting to order at 10:05 a.m.

**ESTABLISH A QUORUM**

With the resignation of Bard Glenn, a quorum was established with all directors present.

**READ AND APPROVE 2-19-22 MEETING MINUTES**

The minutes were distributed to all directors prior to the meeting. With no corrections or additions,

***MOTION: Gary moved to approve the February 19, 2022, minutes as presented, Chuck L. seconded, and motion was unanimously approved.***

**FINANCIAL REVIEW**

**Balance Sheet Review** – Chuck W. reviewed the balance sheet as of July 10, 2022. Cash was reported as follows:

Capital Reserve Savings:	\$ 49,306.46
Checking – Operational:	\$468,510.20
DL Evans – Cap. Checking:	<u>\$170,692.99</u>
<i>Total Cash:</i>	<u>\$686,509.65</u>
Accounts Receivable:	\$ 80,782.16

He explained that the operational checking includes capital funds collected from the special assessment. The actual adjusted cash balances between operational and capital reserves are as follows:

Operational Cash:	\$176,412.88
Capital Reserve Cash:	<u>\$510,096.77</u>
<i>Total Cash Accounts:</i>	<u>\$686,509.65</u>

**2022/23 Budget Review and Approval**

**Operational Budget** - Chuck W. reviewed the proposed Operational Budget with those present. The budget assumptions explaining each line-item expense were provided to the Board prior to the meeting. He explained the proposed Operational budget reflects increases in areas where labor, fuel, supplies, etc. impacts the budget. Insurance, electrical and natural gas will all see increases in 2022/23 as a result of higher costs. Chuck W. reported that since preparing the operational budget he received the bill for repairing a water main. The water main replacement cost totaled \$6,251.50 and will be adjusted in the yearend budget estimates. He explained the dryer vent cleaning may need to be deferred a year due to integrity concerns with the vent cleaning contractor. Chuck W. asked that the funds allocated for vent cleaning be directed towards improving the vent access on several buildings. Currently it requires that two deck boards be removed to facilitate cleaning. In addition, there are some dryer vent ducting repairs required. Those present agreed with this request.

**Capital Budget** – Chuck W. reviewed the proposed 2022/23 capital budget. He explained that he projected the anticipated 2021/22 yearend total cost for the capital improvement projects and then allocated the balance of the capital improvement project budget amounts into 2022/23. A new line item was added to the capital budget “Back Deck Project 2022” with \$75,000 budgeted in 2021/22 and \$65,000 budgeted in 2022/23. If the deck repairs do not exceed \$140,000, and the capital improvement budget tracks as anticipated with no additional surprises, then it is expected that at yearend 2022/23 the repair work could be completed without a mandatory second special assessment. He informed the Board that the capital budget will need to be updated next year after repairs are complete. After discussion, those present directed that the owners be kept informed with this information reported at the annual meeting.

After discussion, ***MOTION: Gary Burt moved to approve the proposed 2022/23 Operational and Capital Budgets with the recommended 9% increase in operational dues, Nyle Brown seconded, and the motion was unanimously approved.***

Chuck W. advised that the owners be informed that if snow removal exceeds the budget amount there may be a line-item assessment to balance the budget. Those present agreed.

## **OLD BUSINESS**

**Building Improvement Status** - Chuck W reported that the lumber package was delivered. The contractor may begin repairs on decks as soon as next week. The contractor is attempting to finish up on prior commitments for a few smaller jobs and will move onto to Fairway Nine on a full-time basis. Alturas will continue to progress on the eight-plex buildings with prepping and painting. They may be able to assist Central Home Improvements with deck repairs on 4 and 5 plex buildings. Chuck W. reported he would send out weekly communications to the owners keeping them advised on the project status.

**Pool/Hot Tub Facilities Rebuild – Status** – Management has been in contact with a California modular construction company that is slated to do a large residential project in the Elkhorn Village core. He would like to see if there may be a possibility of coordinating the residential project with the Fairway Nine Rec Center building. This may help keep the overall cost of construction down. Chuck W. reported that he has spoken to a Zion’s bank representative who may be willing to loan on the project. Board members concluded that as the renovation project moves forward, they will review all available options to keep the financial impact on the membership at a minimum.

**Natural Landscaping** – Board members discussed the current condition of the natural landscaped areas. It was expressed that the natural grass is not looking very good and instructed management to cut the natural grass in front of units 4317 thru 4333, increase the watering schedule and start the transition to a more maintained appearance. The area in front of 4358 to 4365 will be trimmed to a height of 6 inches and enough water applied to keep it greener. These changes will take effect immediately and monitored over the summer season. No flower boxes will be installed while the capital improvement project is underway. Board members suggested that flower boxes, a source of water damage to 8-plex entry decks should be eliminated and areas identified for in ground flower planting.

## **NEW BUSINESS**

### **Various Owner Requests:**

#### **Special Assessment Payment Deferral Request:**

**4325 – Moreland Residence** – The Moreland’s are requesting permission to spread the special assessment over 4 quarters. After discussion, the Board instructed management to inform the Moreland’s that they may spread the payment over 2 quarters remaining consistent with previously approved deferred payment requests.

**Exterior Alteration Requests:**

**4354 – Scott Residence - Entry Step Width** – Mr. Scott is requesting permission to increase the size of the tread width on his entry stairs. He expressed concern the current tread width is uncomfortably small and awkward when entering his condominium. *(Board Determination Below)*

**4380 – Wallace Residence – New Window Installation** – Mr. Wallace is requesting permission to install a new window on exterior wall between his unit and the garages. Mr. Wallace states the window would not impact any other unit and would not be noticeable from the parking area. A new window would add light to a new bedroom addition which was previously a utility room. *(Board Determination Below)*

**4357 – Loen Residence - Deck Expansion Request** – Mr. Loen is requesting to expand the size of his back deck. He would like to extend the deck to the area beyond the window of his condominium. *(Board Determination Below)*

**Board Determination on Exterior Alteration Requests** – The Board members discussed at great length the concept of allowing exterior alterations in Fairway Nine. The current and past boards have uniformly maintained that alterations to the building exterior would not be permitted. The concern being that the break in uniformity may detract from the buildings value with too many personal alterations. They commented that future additions would be difficult to deny if precedent is established. In addition, clarification of the governing documents to align with long standing maintenance and repairs policies need to be reviewed and codified before any alterations can be considered. After discussion, the Board members decided that this should be a topic of discussion during the upcoming annual meeting.

**CONCLUSION: The Board members denied all exterior alteration requests by unanimous consent.**

**ADJOURNMENT**

With no further business the meeting was adjourned at 11:50 a.m.

Respectfully Submitted,

Chuck Williamson  
Recording Secretary