

**THE TIMBERS CONDOMINIUMS OWNERS' ASSOCIATION, INC.  
BOARD OF DIRECTORS REGULAR MEETING**

**Held at Double Tree by Hilton, Salt Lake City, Utah**

**Saturday, March 23, 2019 – 9:00 A.M (MDT)**

**MINUTES**

**I. CALL TO ORDER AND ESTABLISH QUORUM**

Board President Kelly Pearce called the meeting to order at 9:00 a.m. (MDT) on March 23, 2019. A quorum was established with the following in attendance:

**Board Members Present:**

C. Kelly Pearce	President
Alma Ernst	Vice President/Treasurer
Gordon Bown	Secretary
Mike TenEyck	Director
Earl Cluff	Director
Bruce Lawrence	Advisor to the board (non-voting)
Kelly Dick	Advisor to the board (non-voting)

**Management Company:**

Douglas Wilcox	Trading Places International, LLC. Sr. Vice President of Resort Operations
Angie Illum	Resort General Manager

**Guest:**

Roy Bosley	PROMAC
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President Pearce asked Douglas Wilcox to chair the meeting.

**II. APPROVAL OF AGENDA**

Douglas Wilcox reviewed a new procedure with the Board of Directors termed “A Consent Agenda” which was introduced to the board for the purpose of helping the board meeting to be more efficient in its use of time. The consent agenda requires board members to be personally well versed on the specific subjects that are accepted without joint review. These subjects would normally include: Financial reports, delinquency report, reserve and replacement report, collections report, occupancy report, inventory report, comment card report, management report and action item report.

The board agreed that this procedure might help their meetings to be more efficient and agreed that they would utilize it for the next board meeting.

*A motion was made by Mike TenEyck and seconded by Earl Cluff to approve the March 23, 2019 agenda as modified by moving Roy Bosley of PROMAC report to the beginning of the meeting. The motion was approved by a unanimous affirmative vote.*

### **III. ROY BOSLEY – PROMAC UPDATE**

Roy Bosley addressed the board and reported on the construction of the clubhouse and the outstanding tasks that needed to be completed. Roy Bosley complimented Angie Illum, Timbers Resort Manager for her excellent guidance and assistance. She and Roy Bosley worked closely together and thanks to her the association saved a great deal of money as well as kept the work on track bringing situations to his attention quickly when needed.

Roy Bosley complimented Angie Illum on completing the installation of the interior components of the clubhouse and efficiently taking on the management and operation of this new building.

Roy Bosley also informed the board how he really appreciated Starr Construction the General Contractor for their excellent work and dependability. The number of change orders required were very few and the project came in on budget. They responded quickly to situations, they were very respectful of the resort team and owners and coordinated very well with Angie Illum. He reported that Starr was not completed yet and had to wait for the snow to melt so they could come back in and complete the grading around the building and remove all the debris that was remaining trapped under the snow. They also need to complete the caulking of the exterior of the building.

He reported to the board that the construction project came in on budget and that they had not used all the contingency fund. The project had come within \$35,000 of the original 2016 proposal of \$1.7 Million and the board should be very pleased with this result as it is unusual for budgets to be held so close. Roy Bosley provided the board with a summary report on the construction costs reflecting the change orders approved during the construction. This is attached as Exhibit B to these minutes.

Roy Bosley also reported on the serious snow fall that had impacted the new building causing some water intrusion damage into the pool area. Snow is building up against the walls which are warmed from the inside causing it to then melt. He acknowledged that Angie Illum and her team and been working extra hours to attempt to keep control of this record-breaking year of snow fall.

Roy Bosley recommended that the association purchase some snow control equipment called Hotsy which can quickly melt snow and ice from any roof. Angie Illum indicated that she had rented this equipment and it had worked especially well. Angie Illum was directed to purchase the Hotsy equipment as soon as possible.

*A motion was made by Gordon Bown and seconded by Earl Cluff to proceed to purchase a 47" John Deere snowblower package that attaches to the bobcat not to exceed \$5,000. Motion was approved by unanimous affirmative vote.*

Roy Bosley reported that he was finalizing the accumulation and organization of a complete record of the building construction plans and systems plans as well as warranties and other support documentation the association could use in the future. This will be loaded on a thumb drive for easy access on a computer.

Roy Bosley also reported that each of the contractors and sub-contractors would be leaving their excess materials for the association to use as future repairs and replacements when needed.

The board consulted with Roy Bosley concerning the need for a back up generator and wanted to learn what would be required. Roy Bosley reported that the Association should have a source of auxiliary power for the clubhouse that could be used to maintain power to the dehumidifier, other pool equipment, communications system and future well operation. He informed the board that he had experience very good results with securing excellent used generators by contact Winward Electric in Ogden, Utah. A study needs to be completed to determine how large of a generator is required. The association should also decide if they should use an auto switch or a manual switch on this equipment.

The board thanked Roy Bosley for his services and for directing and coordinating the construction between the architect, general contractor and many subs that came on-site.

#### **IV. APPROVAL OF MINUTES**

##### **November 24, 2018**

*A motion was made by Alma Ernst and seconded by Earl Cluff to approve the minutes of the November 2, 2018 with the correction to Almas Ernst name, correction of punctuation throughout the document and changes to clubhouse rules motion. The motion was approved by a unanimous affirmative vote.*

#### **V. REPORTS**

##### **A. Financial Reports**

##### **1. January 31, 2019 Unaudited Financial Statement**

Doug Wilcox reported on the four months ending January 31, 2019 financial statements. Doug Wilcox reported that the Association had an unfavorable to budget variance in the amount of \$15,665. Much of this is created by excess

maintenance wages paid due to extra snow removal required as well as building construction loan monthly interest payments that are being made which were not known when the budget was established.

## **2. Delinquency Report**

Doug Wilcox indicated the delinquency rate as of January 31, 2019 is 19% compared to 15.7% this time last year. There are 175 uncollectible accounts, 111 that have been suspended and 241 that are in collections.

## **3. Reserve & Replacement**

The board reviewed the Reserve and Replacement fund showing that \$96,338 had been spent on roofing and mattresses. There \$469,734 in reserve funds on deposit. Doug Wilcox noted that a 20% of loan balance payment was due in December 2019 to Colebrook Finance for the construction loan which is 1/4<sup>th</sup> of \$1,115,362.29 or \$278,840.57.

## **4 Collections Report**

Doug Wilcox reviewed the Meridian Collection report with the board. Of 86 accounts turned over to them in January 2019, 47 have paid in full, 8 were removed because the owners paid. 64% of the accounts were successfully collected for a total of \$42,042 paid to the association.

## **5 Occupancy Reports**

The board reviewed the occupancy for the four previous months. Angie Illum discussed the owners using 17% with 11% of owners exchanging their weeks through RCI and TPI thus leaving 66% of the resort unoccupied. This is a report on nightly occupancy and not weekly.

## **6 Inventory Report**

The board discussed the HOA inventory. 288 accounts are now owned by the association with 160 of them in process of being sold to Starpoint/Geo Holiday. The foreclosure that was to have been completed last year was not correctly administered and the title company refuses to provide good title to Starpoint. Ken Bitner's law firm was handling and they missed filing an important document. When this was reported to Bitner we were informed that they would have to accomplish the foreclosure all over again taking another 6 months.

## **B. Management**

### **1. GM Report**

Angie Illum reviewed her GM report with the board and reported on housekeeping completing deep cleans; maintenance completed CPO Certification classes and have been trained on the proper operation and care of the new equipment in the clubhouse. Angie Illum is working with the maintenance team to develop a maintenance schedule for all of the new equipment.

Angie Illum reported that it has been a record year for snowfall and that she has had inadequate help even though her team is working overtime and doing the best they can. This record snow is causing leaks in several buildings. Angie Illum also mentioned that she does not have enough staff to keep the weekly breakfast going for owners.

Angie Illum has accomplished the opening of the Clubhouse and guests are really enjoying it. However, there has already been some damages sustained due to uncaring guests.

*A motion was made by Earl Cluff and seconded by Alma Ernst to install a roof over the clubhouse door not to exceed \$2000.*

### **2. Action Items**

The Board discussed the action items from the prior meeting noting that they had been completed.

## **VI. NEW BUSINESS**

### **A. Clubhouse Use Fees**

A discussion was held concerning the proper level of use fees that should be charged for use of the clubhouse. With owners having access without charge other guests and visitors needed to be charged a certain fee that would support the excess impact to the building and facilities.

Angie Illum reported on the surprising abuse the building has already sustained causing some equipment to be inaccessible and repairs required to dressing rooms. Also, she was surprised to find that the pool limits had already been exceeded and it was not even the busy months.

The board instructed management to evaluate and determine the level of fees that needed to be charged to meet the impact on the building. They also instructed Angie Illum to incorporate a surcharge upon any guest identified to have caused

damage to the building in any way and to charge the cost of the repair plus 15% for administration costs.

**B. Clubhouse Grand Opening Plans**

Angie Illum discussed with the board plans for having a grand opening at a time when the most owners could attend. The date was chosen for September 21, 2019 in conjunction with the annual meeting. Angie Illum was directed to invite local dignitaries and also reach out to the Governor of Idaho.

**C. Utilization of old Managers and Check-in office**

Angie Illum discussed with the board the possibility of converting the old administration office into employee housing. It could provide apartments for up to four persons. This would help to attract additional employees if they did not have to travel so far to get to the resort to work.

**VII. EXECUTIVE SESSION**

*A motion was made by Alma Ernst and seconded by Gordon Bown to recess regular session at 4:02 PM and conducted an executive session to discuss construction and loan agreements, third party contracts and employee matters.*

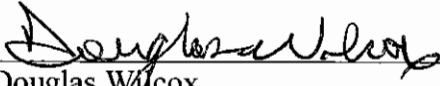
Regular meeting reconvened at 4:24 PM.

**VIII. ADJOURN MEETING**

*A motion was made by Gordon Bown and seconded by Alma Ernst to adjourn the board meeting at 4:36 pm (MDT). The motion was approved by a unanimous affirmative vote.*


**Submitted By:**

Trading Places International, Inc.

  
Douglas Wilcox  
Sr. VP of Resort Operations  
Trading Places International, Inc.

**Approved By:**

The Timbers Condominiums Owners'  
Association, Inc.

  
Gordon Bown  
Secretary

# **Exhibit B**

Rev - 3/23/19



The Timbers Community Center  
Construction Cost Summary

Item / Description	PCO #	Scheduled Value	Extension
<b>GMP Budget As of 7-2-18</b>		<b>\$1,550,265.00</b>	<b>\$1,550,265.00</b>
<i>CHANGES TO ORIGINAL</i>			
<b>PCO #'s 1 - 13</b>			
Hose Bibs & Mop Sink	001	\$862.50	
Window 125 Deleted	002	-\$473.00	
Disconnect Req. by Falls River	003	\$1,528.00	
Data Conduit Install	004	\$7,514.00	
Gas Fireplace	005	\$3,436.64	
Light Pole Relocation	006	\$812.00	
Data Security System	007	\$20,318.50	
Pool Dehumidifier Relocation	008	-\$1,183.95	
Door 114 Light Kit Change	009	\$536.60	
CCTV Add-Ons	010	\$682.80	
Hot Tub Electrical Circuit	011	\$1,555.00	
Roof Heat Trace	012	\$17,380.00	
Managers Office Data Relocation	013	\$102.36	
<b>PCO #'s 1 - 13 Total</b>		<b>\$53,071.45</b>	<b>\$53,071.45</b>
Modifications To Lobby Counter	014	\$1,499.27	\$1,499.27
<p>Note: The above noted budget includes \$13,800.00 for landscaping.</p>			
<b>Project Construction Total</b>			<b>\$1,604,835.72</b>

3.4%