

**WEST PACIFIC CAMPUS OWNERS ASSOCIATION, INC.
MINUTES OF BOARD MEETING**

Association: West Pacific Campus Owner's Association, Inc.

Date Thursday, November 14, 2019

Location Full Circle HOA Management
and via conference call
560 Mountain Village Blvd. #102B
Mountain Village, CO 81435

Directors Present Bill Sims, Wayne King,

Others Present Dan Witkowski, Elyssa Krasic, Hilary Swenson

Meeting called to order at 10:10 pm MST

Roll call; determination that a quorum of 2 of 3 directors are present.

Proof of Notice of Meeting was sent October 4, 2019.

Motion by Bill Sims second by Wayne King, to approve the minutes from the September 10, 2018 board meeting. *All in favor. Motion passes unanimously.*

Board Nominations

All 3 seats serve a 1-year term and expire in December 2019. Directors will be elected at the Annual Owner Meeting on Tuesday, December 4, 2019 at 10:00 am. There will be a short board meeting immediately following to determine Officers.

Wayne and Bill volunteer to serve again.

Manager Report

Gates: Working with D and Z on design and cost. Discussion of gate design and location.

Fall maintenance update: all annual test and inspections have been completed

Discussion of Roof Snow removal.

Concrete project update

2 bids before the board: Ridgway Custom builders & Rocky Mountain Resurfacing.

Discussion of the 2 proposals.

Direction to review proposals with Neil Rauenhorst on site.

2020 Budget

- 2019 year-end income is estimated to be short approximately \$2,350, mostly due to ground snow removal and roof repairs that are over budget. The shortage will be collected as part of the 2020 assessments.
- 2020 operating budget includes increased costs for Landscaping and Ground Snow Removal based on 5 yr average. The landscaping improvements are optional, and a proposal is attached.
- Overall, 2020 Assessments increase 9.5% or \$6,627 for General Operating and \$266 for Garage Operating.
- The General Operating increase is due to the 2019 shortage \$2,350 + Landscaping \$2,560 + Ground Snow Removal \$1,440.
- 2019 garage operating expenses are under budget \$1,420 due to elevator repairs being under budget and having more carrying over from 2018 than budgeted. The 2019 surplus is carried over into next year and the 2020 assessments increase slightly; \$265. Most expenses remain the same in 2020, Garage Maintenance & Cleaning budget increases \$300 per 5-year average.
- 2020 capital reserve funding is presented to stay the same at \$4,950. There are 2 projects being presented. The 2019 year end estimated balance is \$73,730

- 2019: Gates \$3,500
- 2020: Concrete Repairs \$40,000. There are 2 proposals for different applications to be discussed at the meeting. There are additional unit costs.
- 2020 garage reserve funding is presented to stay the same at \$4,000. The 2019 year end estimated balance is \$24,165 and there are no projects planned for 2019 or 2020.

Discussion of landscape proposal.

Discussion of Full Circle 2020 rate and fee increase.

Motion by Bill Sims second by Wayne King, to renew the Full Circle Management agreement. *All in favor, motion passes unanimously.*

Motion by Bill Sims second by Wayne King, to approve the budget as presented. *All in favor, motion passes unanimously.*

Board Education: Review and discussion of CCIOA record retention rules.

Motion by Bill Sims second by Wayne King, to adjourn the meeting. *All in favor, motion passes unanimously.*

Meeting adjourned at 10:54 pm MST.

THE FOREGOING MINUTES WERE APPROVED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON ___December 4, 2019___.