

700 Golfmore Association

Board Meeting Minutes

Thursday, November 1st, 2018, at 4:30pm
Keller Residence / 702 Golfmore Drive #C

1. **Call to order:** 4:47pm
2. **Attending:** Pauline Lyttle-Porter (President), Richard Keller (Vice President), Lindsay Keller (Secretary/Treasurer)
3. **Review and approval of October 2018 Financials**
 - a) Review of YTD Budget Comparison (handout)
 - i. Total Income: \$10,072.42
 - ii. Total Expenses: \$5,631.99
 - iii. Net Income: \$4,440.43
 - b) Review of Alpine Bank and Buildium balances (handout)
 - i. \$12,024.57 - Operating Account
 - ii. \$55,728.36 - Capital Reserves
 - c) Delinquencies (handout): None
 - d) Concerns: None
 - e) Motion to approve the October 2018 Financials: Moved by Richard Keller to approve the October 2018 Financials. Motion approved by Pauline Lyttle-Porter.
 - f) Members Notified: Financials emailed to members on 11/03/18.
4. **Old Business**
 - a) **Unit A**
 - i. Rear Patio Window: Per PNCl Construction, Inc., "The work on the window repair on the north side of the billiard room commenced on 10/30/18 and concluded on 11/01/18. The window was removed and sill and surrounding frame were rebuilt. The interior sheet rock, texture, and repainting is also complete."
 - b) **Unit H**
 - i. Exterior Door: Project complete. Invoice #3638/\$2,292.00
5. **New Business**
 - a) **Special Meeting**
 - i. Proxies in hand: Unit A (Novelli), Unit D (Koler), Unit F (Bowers), Unit G (Coward), Unit I (Kapsner), Units J and K (Wagner), Unit L (Bray)
 - ii. Attendance in person/via phone conference: Unit B (Lyttle-Porter), Unit C (Keller), Unit E (Hightower), Unit H (Brady)
 - b) **Annual Meeting**
 - i. Date:
 - o Action Item: To be determined at November Board Meeting.
 - ii. Bylaws Change: Allow electronic delivery of documents in lieu of mailing.

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- c) **Roof Inspection:** Per Colorado Roofing & Architectural Sheet Metal, LLC on 10/13/18, "One thing that you will continue to need to monitor is the tree branches so that they do not come in contact with the roof during a wind storm. These should be trimmed back by your landscaper the next time they are out to the property. The only place that I saw where this needs to happen is in the front of the building on the North side of your units. These tree branches are up on the high roof."
- o Action Item: Pauline to contact WD Yards.
- d) **Backflow Valves:** The problem with the two back flow valves revealed two sets of issues. Below are action items of coordination to be advised by WD Yards and PNCL:
- i. The Backflow valve on North wall (near the meters):
 - The backflow valve label shows a test in 2018 by a 3rd party contractor, Dennis' Backflow, LLC.
 - o Action Item: Should this be tested annually in the future and by whom? We do not know this vendor? Do any of you specialize in this?
 - When the valve failed, the water shot into the air and flooded the sewing room of Unit L through the patio door.
 - What was NOT noticed was that water also drained down the exterior wall of the foundation wall. The surface water rapidly drained into the garage through a hole in the foundation wall. This hole carries the irrigation pipe out of the building to the backflow valve and is located above the suspended ceiling. The water slowly continued to drain down the inside garage wall long after the water was turned off at ground level, showing that it can happen again if a valve failure occurs.
 - o Action Item: Has the underground level of the foundation wall hole in this location been sealed? Should we inspect routinely?
 - ii. The Backflow valve on the West wall of Breezeway GH:
 - The inspection label on the second back flow valve shows it has not been tested for years, probably since the installation of the domestic water irrigation system around 2002.
 - o Action Item: Who should do this in the future? Add to the landscape irrigation contract or maintenance schedule?

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- The backflow valve at this location is about 18" above the pipe that delivers domestic water to the entire building. When the valve failed, the water went down the sidewalk, but mostly drained down to voids in the foundation wall. It then entered the building above the suspended ceiling and ran down the wall of Unit H's storage room.
 - INSIDE the foundation wall, the hole and pipes were visible above the suspended ceiling of the storage room.
 - OUTSIDE the foundation wall, the hole was not visible, because an 18" concrete "box" was poured against the foundation wall. This encases both the water main and the pipe to the backflow valve. Presumably, this was done to seal the hole in the foundation wall or stabilize the pipes when the backflow valve was installed. Attempts to chip out the concrete "box" from the outside were not successful or safe.
 - An incomplete solution was to seal the hole from the inside only and prevent a valve failure proactively.
 - Action Item: We need to document the materials used and locations. Does PNCL think this is still a vulnerable spot and requires a routine inspection?
- e) **Garage tile:** Moldy garage tile located between Unit C and Unit E garages needs replaced.
 - Action Item: Lindsay to contact PNCL.
- f) **Insurance Review:**
 - Action Item: Pauline to review insurance coverage. To discuss at November Board Meeting.
- g) **Breezeways Inspection:**
 - Action Item: Lindsay to contact PNCL about inspecting all windows and seals and prioritizing needed repairs.

6. **Adjournment:** 5:42pm

Submitted on 11/03/18: Lindsay Keller
Lindsay Keller, Secretary/Treasurer

Accepted: Pauline Lytle-Porter
Pauline Lytle-Porter, President