

**Minutes of the Lodge at Suncadia Master Condominium
Association Board of Directors Regular Meeting
August 12, 2019
141 Firehouse Road**

Call to Order

The meeting was called to order at 8:04 am

A quorum was present with the following directors in attendance: *Gary Kittleson –President, Hank Thiess- Vice-President, and Jim O'Donnell - Secretary/Treasurer.*

Other attendees: Management: Michael Bennett - Community Association Director, Brian Horstman – Director of Finance, Neal Tackett – Operations Manager, Ron Smith – Lodge Chief Engineer, Brian Lee – Lodge Assistant Chief Engineer, Mac Donald-Miller representative (Burt Ross) , Intelli-Hot representative (Brandon McCann)

Owners: None

Approval of Minutes

The Minutes of the May 20, 2019 Regular Meeting were approved as distributed.

Treasurer's Report

Brian Horstman presented the Treasurer's report, which will be filed with these minutes. Brian presented Association related expenditures, balance sheet, income statements and reserve statement.

The capital plan was reviewed to provide possible funding options going forward for the Lodge Boiler replacements and the Lodge Chiller replacement projects.

Brian presented an overview of the accounts receivable aging and reported that the Reserves are funded.

The Independent Auditors Report management letter from Clifton, Larson, Allen was presented and reviewed the board, noting that the auditors encountered no difficulties in performing the audit, that there were no uncorrected misstatements, that there were no disagreements with management and that all management representations were included and considered accurate in the audit.

Management Report

Michael Bennett gave the Management report. A copy will be filed with these minutes.

Unfinished Business

Secure Internet System. Previous meeting decision postponed pending additional Board review of pricing to increase Lodge Internet data bandwidth.

New Business

Lodge Hallway corner guard installation (465 corners) – *The Board approved the purchase of materials to complete installing corner guards at the remaining 465 ea. hallway corners at a materials cost of \$9,877.24*

Lodge hallway light fixture / lamp conversion or replacement - *The Board approved the purchase of materials to replace 283 ea. existing 24 watt CFL hallway sconce lamps to new 12 watt, LED lamps at a materials cost of \$14,150 from Caitlin Electric.*

Lodge Heat exchanger repair or Boiler replacement –*The Board reviewed a presentation from Mac Donald – Miller subcontractor, Intellihot (<https://intellihot.com/resources/downloads/gen-ii/profile/b-iq-b-2001-gen-ii>). Senior engineer, Brandon McCann presented a tankless, “on demand” hot water system proposal which would replace the existing boiler system for the Lodge and has the potential to provide energy savings of 15% to 30% while enabling the Lodge to eliminate Legionella bacteria risks inherent in traditional boiler systems where water is stored in tanks. MacDonald-Miller and Intellihot will conduct flow testing and hot water demand testing during maximum Lodge occupancy in the next three weeks in order to “right size” the system and to provide an exact cost estimate for Board consideration.*

Lodge HVAC Chiller repair – replacement and equipment relocation – *Staff presented several cost estimates from MacDonald-Miller and Apollo Heating and Air Conditioning. The current system first installed in the Lodge is no longer able to cool the public spaces and residential / rental units reliably during peak summer conditions. The Board discussed reserve fund cash flow scenarios related to the replacement of the lodge HVAC chiller system.*

MacDonald Miller presented comparative bids for the following “Air-Cooled Screw Chiller” units:

- *Trane Model RTAF 350 nominal ton capacity (http://commercial.trane.com/content/dam/Trane/europe-tour/english/RTAF-SLB001-E4_0814.pdf)*
- *York Model CH-1 325 ton net cooling capacity (<https://www.johnsoncontrols.com/hvac-equipment chillers/yvaa-air-cooled-variable-speed-drive-screw-chiller>)*

Apollo presented the following bid:

- *Carrier Model 30 RB 350 nominal ton capacity (<https://www.abel.co.tt/wp-content/uploads/2016/02/Carrier-Air-Cooled-Unit-30RB.pdf>)*

These proposals did NOT include engineering and construction of a suitable concrete pad for the proposed new chiller location.

The Board directed staff to have Apollo bid both the Trane and York units if possible to compare the two bidders fairly.

Discussion of insurance renewal premium indications (property & casualty coverage) - *The Board and staff discussed property / casualty insurance renewal cost estimates for the Lodge with indications of possible increases in premiums from 15% to 30% over the current levels of \$105K per year. Brian Horstman reminded the Board that the insurance premium levels of \$140K per year were mitigated three years ago with a multi-year insurance package that lowered the premiums to \$105 for the last three years. That multi-year package is no longer available and, coupled with recent large wildfire losses in the Western U.S. underwriters are increasing premiums in response.*

Discussion of grounds maintenance agreement – *In response to a previous Board request, Neal Tackett (Director of Operations) discussed the current Lodge landscape maintenance services*

agreement with the Board. This is in order to determine satisfaction with the current service levels, scope of work and changes to the frequency of service to the ground floor residence "courtyards" at the Lodge from bi-weekly to weekly in order to accommodate owner concerns over cleanliness due to wind-blown debris and other issues unique to those enclosed courtyards.

The meeting adjourned at 9:38 am. The next regular meeting is November 11, 2019 at 8:00 am.

Submitted:



Jim O'Donnell, Secretary



Date

Management Report August 2019
LRCA - LMCA

Master and Residential

1. Ongoing tasks (Both Master and Residential)
 - a. Regular communications and unscheduled inspections of the Lodge, along with the monthly inspections.
 - b. Custodial and maintenance contracts are being monitored.
2. Completed
 - a. Changed fire system monitoring vendor.
 - b. Added new parking garage signage.
 - c. Trash compactor replaced.
 - d. Completed exterior window washing in June, 2019
 - e. Removal of damaged and defective solar lights outside great room near steps.
3. In Process
 - a. Installing corner guards at 465 remaining Lodge hallway corners.
 - b. Obtaining bids for repair or replacement of defective HVAC Chiller system.
 - c. Obtaining bids for repair or replacement of hot water system boilers.
 - d. Obtaining property / casualty insurance renewal quotes for September renewal.
 - e. Preparing for SafeLok door lock replacement in November 2019.
 - f. Working with supplier of the replacement unit doors damaged in Lodge Fire evacuation to correct issue with doors that were received not matching existing doors or the door sample provided.
 - g. Lodge Property Management is sourcing balcony furniture samples that closely match existing furniture for final Board review and owner purchase / replacements.
4. Planning
 - a. Repair or replacement of inoperative Lodge Hot Tub / Spa.
 - b. Replacement of damaged bollard lights. Five replacements were purchased and will be installed in appropriate replacement locations.