

Lodge Residential Condominium Association
Board of Directors Special Open Meeting
Monday, July 15th 2024 – 1:45 pm
Real Estate Conference Room and Remote via Teams
MINUTES

Call to Order

The meeting was called to order at 1:45 pm by President Gary Kittleson.

A quorum was present: Gary Kittleson – President, Jerry Heinz – Vice President, Brian Jacobson – Secretary, Jason Fay – 2nd Vice President, Christine Kipp - Treasurer

Other attendees: Management: Edward Simpkins – Director of Community Associations, Jennifer Kramer – Deputy Director of Community Associations, Katie Daniels – Administrative Assistant, Mark Rhoton – Director of Operations, Brandi Darnall – Owner Relations Manager

Special Guest at 3:00pm: Buddy Hughes – Reserve Specialist

Owner attendees: Ian Miller, Tami Miller, Steve Gall, Amy Baisch, Roxanna Veiseh, Doug Spear.

Approval of Minutes –

1. 6/6/2024 Special Board Meeting Minutes – Approved with the following amendments:
 - a. Item 1c to state: “The Board approved 66% payment of the contractual rate for maintenance for January-February.
 - b. Unfinished Business #9: Strike last portion “until the task force meets to discuss” and state “ The Board agreed to withhold March, April and May maintenance report payments until sufficient reporting is provided.” Discussion ensued regarding the level of detail required to no longer withhold payment. It was pointed out that the June 6 minutes clarified (Unfinished Business #5) “The Board is seeking reporting details of completed tasks and time spent.” Edward explained that HOTSOS is the program used by Engineering and Housekeeping staff to identify things that need to be taken care of for LRCA and LMCA maintenance. There are limitations but they are getting close to having something to review and discuss, hopefully for the August 1 meeting. While Management did transfer information for the February report into Excel, it would require a custom report at additional cost to provide a simplified report that is not on multiple Excel tabs.
 - c. Unfinished Business add item: “Gary Kittleson has not yet obtained the requested documentation regarding the recent hallway renovations and plans to get together with Tucker to gather documents.”
2. 7/1/2024 Regular Board Meeting – Approved as distributed.
 - a. Add Unfinished Business item – Noni will provide information to the Board regarding the capital improvement project and vision of the hallways.

Treasurer’s Report – N/A

Management Report – N/A

Unfinished Business –

1. The Board re-discussed Gary Kittleson providing the Hallway Renovation documentation. Gary has sent the request to Tucker.
2. Gary explained that in normal circumstances, Vanessa and team distributes invoices for approvals. In the case of the hallway improvements, Gary was helping out while Vanessa was on leave. Invoices came from development. These did not have the contract or invoice details; just the cost for the month and how it was lining up with the budget. In the case of this project, to keep costs down, the same procurement people who were buying the carpet for the Lodge were also working on other items in the Lodge. It would come in as one big invoice and Tucker and team would break out as to what was Lodge Residential, Lodge Master and what was related to room refresh.
3. The Board directed Gary to provide this reporting by the 8/1 meeting and Gary agreed, saying he would get back to us if not possible.
4. The Board discussed the vacancy on the Board related to Vice President Jerry Heinz departure. A request for replacement for this position will be sent out in the next owner communication with the intention of filling at the Aug. 1 meeting.
5. The Board discussed separating the maintenance and repair replacement reserve from funding for the vision and capital improvements.
6. The Board discussed the need to establish the vision for capital improvement upgrades and explore with owners in time to budget for next year.
7. The Board reviewed the 10:00am walkthrough
 - a. Discussion of baseboards. The reserve study calls for a replacement of baseboards in 2028. The Board discussed the door jams and trim in equally concerning condition.
 - b. The Board discussed repairing and replacing all trim work as needed. The Board would like the reserve study to reflect as-needed replacement instead of entire replacement in 2028.
 - c. The Board discussed removing from reserves all ongoing maintenance, including millwork.
 - d. The Board discussed investigating if the current millwork is still in production and available. Edward and Christine both agreed to follow up with known contacts.
8. The Board discussed lighting fixtures.
 - a. The Board felt the lighting fixtures were in good shape and appropriate for the hallways but may want to consider new sconce shades and brighter lighting.
 - b. The ceiling lights were adequate and not in need of replacement but need cleaning. Edward will follow up with housekeeping to tend to the dirty interior of the ceiling fixtures.
9. The Board discussed expectations of the LRCA Level II update.
10. The Board requests Management resume weekly reporting and/or add the management report to the monthly special board meetings.

The Reserve Study Discussion –

1. The Board's objective for the reserve study is repair, restoration, maintenance, replacement and maintaining the as-is existing condition. The Board recognizes a possible need to consider a refurbishment of the hallways and further discuss funding.
2. The light fixtures have two separate line items. The electrical fixtures to be done this year, and another light fixture line item to be done in 5 years.
3. The Board discussed removing balcony railings and balcony sealings from the Reserve Study as they are limited common elements. This is an individual owner expense, not LRCA.
4. Legal will be consulted regarding deck sealings, patio wood privacy walls, and heating and cooling equipment.
5. The Board discussed updating the Reserve Study with the current beginning balance and current interest rates.

The Reserve Study Discussion with Reserve Specialist Buddy Hughes –

1. The Board Discussed the Reserve Study with Buddy Hughes of CapExReserves to discuss and

provide input to the upcoming Reserve Study. Decisions were made to focus this Reserve Study on the repair and maintenance of hallways without replacement or upgrade except that lighting sconce shades will be included.

The Board reviewed remotely the documents currently being used by Reserve Specialist to set Reserve Budget. Upon noting the documents included a couple of items, such as decks and railings which may not be the responsibility of the LRCA, it was agreed more work is needed to ensure only LRCA items are included. The Board will be given access to the working documents for this purpose, as well as archived past Reserve Studies to determine whether the LRCA was charged for work outside its responsibility.

Mr. Hughes agreed to update the Reserve Study inflation Costs annually and provide a 30-year version of the report.

Mr. Hughes agreed to provide an updated 10-year report that would be forwarded to the Board by Edward.

New Business –

1. The Board approved a call for candidates for Jerry Heinz position. A call for candidates will go out shortly with an intent to fill the vacancy August 1st.

Owner Forum – N/A

Adjournment – 4:16 pm

Executive Session – An Executive Session took place 1:00 pm – 1:45 pm.

Submitted:

Brian Jacobson
Brian Jacobson (Aug 16, 2024 11:52 PDT)

Secretary – Brian Jacobson

08-16-2024

Date






LRCA Special Board Meeting 7.15.24 (Jacobson)

Final Audit Report

2024-08-16

Created:	2024-08-16
By:	KATIE DANIELS (kdaniels@suncadia.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAo2FmXrcDwne0qfO84VZcFnzTx4F9kMtn

"LRCA Special Board Meeting 7.15.24 (Jacobson)" History

-  Document created by KATIE DANIELS (kdaniels@suncadia.com)
2024-08-16 - 0:11:06 AM GMT
-  Document emailed to Brian Jacobson (bjacobson5@msn.com) for signature
2024-08-16 - 0:11:10 AM GMT
-  Email viewed by Brian Jacobson (bjacobson5@msn.com)
2024-08-16 - 6:46:27 PM GMT
-  Document e-signed by Brian Jacobson (bjacobson5@msn.com)
Signature Date: 2024-08-16 - 6:52:53 PM GMT - Time Source: server
-  Agreement completed.
2024-08-16 - 6:52:53 PM GMT