

**MINUTES OF THE BOARDS OF DIRECTORS MEETING
LAURELWOOD CONDOMINIUM ASSOCIATION (LCA)
LAURELWOOD UNIT SERVICES ASSOCIATION (LUSA)**

Tuesday, March 25, 2014

**Meeting at Laurelwood Unit 301
Snowmass Village, Pitkin County, Colorado**

All Board Members in attendance: David (Jake) Jacobsen, President; Ed Cort, Treasurer; Diane Schlough, Secretary; Kathy Kridel; and Leslie Jenkin as well as Jami Downs, Laurelwood Manager. Owners in attendance: Britt Goetze

The President of the Associations, Dave (Jake) Jacobsen, called the meetings to order at 8:12 a.m. Schlough motioned to convene the LCA Board and LUSA Board meetings and to hold the meetings concurrently. Jenkin seconded. Approved unanimously.

Jacobsen affirmed that the 2013 March Board meeting minutes were approved at the September 2013 Board meeting.

Jacobsen opened discussion of nominations for Board appointments. The Board discussed having the current board positions remain. Kridel moved that Jacobsen remains as President of the Board. Schlough seconded. The motion was approved unanimously. The Board unanimously agreed to retain Schlough as Secretary; Cort as Treasurer; both Kridel and Jenkin agreed to serve as board members at large with Kridel responsible for communications and Jenkin responsible for buildings and grounds.

Downs requested the addition of a new business agenda item regarding new Colorado HOA legislation.

Based on owner comments at the annual meeting, discussion ensued regarding the interior lighting for possibilities of reducing the number of lights used overnight and/or adjusting the hours. On the exterior lights, the upper floor balcony lights were determined to be of concern and partially shielding the individual lights was determined as a possible solution. Downs and team will review all lighting and determine the best course of action.

Report of Manager, Jamie Downs:

Downs reviewed the consensus to acquire a security system installation for the spa area, housekeeping area, and front office. Downs is considering a hard-wired system to avoid conflict with internet use. Downs will investigate a 24 hour recording system to purchase.

Downs discussed the implementation and training plans for the new reservation system. The company for V12 has already started the build and programming process. Training will be for 4 hours intervals once a week. V12 provides both on-line and local support. Downs advised that on the new system once a guest's credit card number is entered, the number is immediately replaced with a token and no longer visible. The guest comment card will now be converted to on-line. Downs will have the capability to email marketing information to prior guests.

Building railings: All are extremely difficult to keep up. Downs is considering several options which the Board discussed. The Board advised that an outside contract should be arranged to

do the railings this year. Then Downs will develop longer lasting solutions to consider at the September board meeting.

Downs advised that more landscaping improvements will be added to the front. The group discussed adding additional storage space under the 100 building outside stairs. The Board agreed that Downs should proceed with having the work done.

Board discussion on retaining walls in general resulted in requesting that Downs obtain bids for replacing retaining walls.

Downs introduced discussion on marketing initiatives. Downs advised that the new reservation system has more advantages for marketing efforts as well as better capability to quickly respond to potentially negative Trip Advisor comments.

Jacobsen asked: what could we add for guest comfort? Transportation to the airport is one consideration. The Board discussion possibility of implementing a service fee to cover such items and other services provided.

Downs discussed the impact of the Snowmass market closing and then reopening. Staff is preparing information sheets for guest for the interim period for shopping options at the ABC and in Aspen.

Housekeeping: All existing staff members are very good but Downs is experiencing issues with temporary staff. Downs is already receiving applications for future employment in housekeeping that look good for housekeeping requirements. At the Board's request, Downs will review the status of all linens, including blankets and pillows.

The Board discussed a previous request from a real estate agent to issue approval to add a washer and dryer to a unit for a potential client which the Board declined. The discussion reaffirmed that any such installation was neither viable nor equitable for Laurelwood units. There are too many plumbing and noise issues attached to such a request.

Downs advised that there are no further fireplace issues or problems after completing the chimney changes and alterations.

Laurelwood assessments were discussed in general. The Board agreed that research of other condo properties should be done and that the information would assist the Board's planning.

The issue of disability access to pools has been documented as not feasible for Laurelwood and the determination letter is on file. A pool lift could be made available upon request.

The new business item regarding a Colorado Homeowner Association (HOA) change implemented under CCIOA, effective January 1, 2014, was introduced by Downs. The Board discussed Amendment 64, HB 13-1276, HOA Debt Collection, to CCIOA. Schlough moved to adopt collection procedures that are compliant with the policy set forth by the Colorado Common Interest Ownership (CCIOA), Amendment 64. Jenkin seconded. The Board unanimously agreed to adopt the new CCIOA policy.

Jacobsen suggested the Board conduct their walk-about property inspection. The Board and Downs noted the condition of the retaining walls, minor painting and other repairs, reviewed

interior lighting, stairways, and noted that tree trimming was needed for trees close to the buildings.

At the conclusion of the property inspection walk, the Board agreed to set the fall board meeting dates: Monday, September 22, and Tuesday, September 23, 2014.

As a final item, Downs advised she is replacing needed condo items under \$100 as needed and continuing monthly offers for items based on guest requests.

Jacobsen requested a motion to adjourn. Schlough so moved. Jenkin seconded. Approved unanimously. The Board meeting adjourned at 11:05 a.m.

Respectfully submitted,

Diane Schlough
Secretary
Boards of Directors, LCA and LUSA