

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

Friday, March 9, 2018

**Meeting at Laurelwood Unit 408
Snowmass Village, Pitkin County, Colorado**

All Board Members were 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: None.

The President of the Associations, Dave (Jake) Jacobsen, called the meetings to order at 8:05 a.m. and requested a motion to hold the LCA and LUSA Board meetings concurrently. Schlough so moved. Jenkin seconded. Approved unanimously.

Jacobsen inquired regarding the Board members board position assignments. The Board reaffirmed the current board positions and voted that all positions remain the same. Jenkin so moved and Cort seconded. The motion was approved unanimously. The Board unanimously agreed to retain Jacobsen as President, Schlough as Secretary; Cort as Treasurer; and both Kridel and Jenkin remained as board members at large with Kridel responsible for communications and with Jenkin responsible for buildings and grounds.

The Board reviewed the September 18, 2017, board meeting minutes. Kridel moved to approve the September 2017 meeting minutes with no revisions. Jenkin seconded. Approved unanimously.

Jacobsen noted that the Board inadvertently erred by not formally acknowledging an owner's request to correct the March 9, 2017 Annual Meeting Minutes. The Board noted that the motion to hold the LCA and LUSA meetings concurrently was actually approved with one vote opposed to the motion. At the time of the owner request for a correction, the Board did approve and issue an amendment to the 2017 meeting minutes. This amendment unfortunately was not inserted into the 2017 meeting minutes for distribution and formal approval at the 2018 Annual Meeting. For clarification, this amendment is included as an attachment to these Board meeting minutes.

Comments by the President:

Jacobsen noted that Herb Eckert and other owners at the annual meeting strongly supported the proposed change to limit residency in units.

Jacobsen next proceeded to lead discussion for an outside rental agent policy. The Board drafted the following policy points:

- Request owners to provide proof of insurance to cover outside rental agencies.
- Require owners to provide renter information at least 24 hours in advance of check-in.
- Require renters to check-in at front desk with proper ID.
- Assess owners a renter check-in fee: \$100 in summer season; \$150 in winter season.
- Assess owners a violation fee of \$50/day for non-compliance with this policy.

The Board briefly discussed a policy to not allow sub-leases of rental units.

Next, the Board extensively discussed the proposed amendment to the Declarations regarding residency limits. The Board decided to settle the final form via additional discussion by email and with further input from the Laurelwood attorney. The Board agreed to finalize the details and formally resume the 2018 annual meeting at a date in late April to be determined.

Manager's Report

Downs announced that Adam in the Front Office was leaving at the end of the winter season for new endeavors. A replacement has been hired and is scheduled to start in April. All other staff are staying with the Laurelwood.

The legal efforts are continuing for Carlos visa. The deadline to finalize the visa has been extended to September.

Downs is planning to hire one additional maintenance staff for the next winter season.

Downs agreed to check on the service work being done on the guest laundry equipment.

Downs advised that she is still maintaining HOA management duties for the Aspenwood but has eliminated responsibility for the Aspenwood front office.

The Destination Resort management changes in general are not impacting the Laurelwood and the staff is continuing to work well together

Regarding the Sonneblick trash receptacle rental, Downs suggested eliminating the Sonneblick use and convert the space to storage for the Laurelwood. The Board reviewed the current rental charges assessed and discussed an increase.

Downs reviewed the current LCA and LUSA financials for the Board.

Downs discussed requests from owners for modifications to the presentation for financial statement line items to add clarity. These changes will be done.

Downs discussed Sharon McPherson's requests for more "green" product use; to examine the back stairway for a possible change to metal steps; to investigate the town owned property that might be used to run electricity for electric cars; to review possible bike storage areas.

Downs has received feedback that the staff need to know more about the Aspen culture events; Downs advised that the staff uses Google to immediately meet guest requests for information.

Regarding the owner request to eliminate providing plastic water bottles, Downs noted that this is a guest/owner requested amenity.

The Board agreed to review all of these items and will respond accordingly.

Downs advised that the office window replacement is now scheduled to be completed.

Downs recommended that the Board consider replacing the deck carpeting.

Regarding the Fall projects, Downs advised almost all were accomplished, including the lighting. Downs is still pursuing some fencing replacement.

September Board Meeting Date:

Based on Downs' input, the Board discussed the September meeting date and decided to set, Monday, September 17, 2018, as the Board meeting date.

Jenkin motioned to adjourn the Board meeting; Kridel seconded. Approved unanimously.

The Board meeting adjourned at 11:07 a.m.

Respectfully submitted,

Diane Schlough
Secretary, Boards of Directors, LCA and LUSA

ATTACHMENT A
March 9, 2017, Annual Meeting Minutes for LCA and LUSA

Addendum to Correct the 2017 Annual Meeting Minutes

This addendum is issued to correct the minutes to read as follows:

The motion to convene the LCA and LUSA Meetings concurrently was approved by a majority with one dissent by a member who was present at the 2017 Annual meeting.

Respectfully submitted,

Diane Schlough
Secretary, Boards of Directors, LCA and LUSA