

***Alpine Bank Building
Condominium Owners Association***

711 East Valley Road, Suite 103, Basalt, CO 81621 970-273-3100

RECORD OF PROCEEDINGS

Alpine Bank Building Condominium Owners Association Board of Directors Meeting

Held 12:00 p.m. on Wednesday, December 21, 2011.
Held at Beach Resource Management, 711 East Valley Road, Suite 103,
Basalt, CO 81621

Call to Order The meeting was called to order at 1:05 pm and a quorum of Directors was declared present. The following Directors were present:

Heidi Levy, President
Bob Pazik, Treasurer
Christine Bostick, Secretary

Gary L. Beach, Manager
Hope Wallace, Association Administrator

**Approve
Proposed 2011
Budget**

Mr. Beach provided copies of the proposed 2012 operating and capital budget to the Board. He commented that the assessments would not change for 2012 and that the operations budget line item would be reduced by about \$500. Revenues are expected to decrease slightly due to a reduction in reimbursable utilities (gas and electric).

Mr. Beach explained the proposed budget on a category by category basis and pointed out all significant exceptions, of which there were very few. Building repairs went over budget by \$2,300 due to the installation of a recycle center in the trash area. Mechanical Systems expenditures went over budget by \$5,600 due to a number of unexpected repairs.

Management does not anticipate any major repairs to the building in 2012 however, recommends the Mechanical Systems budget be increased to \$10,000. Mr. Beach commented that for the past 2 years management fees have decreased by \$6,000 and reserves have increased by \$20,000, which will help when larger items such as carpeting, will need to be replaced. Mr. Beach went on to say that any money not spent in any given item leaves room for other line items, if needed, or will be carried-forward into the following budget year. A discussion was held on the schedule and cost of daily corridor and bathroom cleaning. Management was asked to look

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into reducing the cleaning time by reducing corridor cleaning to a less frequent schedule.

The Board briefly reviewed the assessment schedule and upon a motion made and seconded, the Board approved the proposed budget by unanimous voice vote.

Adoption of Resolution

IRS Revenue Ruling

70-604

Mr. Beach advised the members that when a surplus of assessments occurs the surplus must be used for specific purposes, such as, reducing future assessments, allocate to capital projects or reserves. If not, taxes may be required to be paid on the surplus funds. Mr. Beach presented IRS Resolution 70-604 for approval by Director Levy. Motion was made, seconded and approved by unanimous voice vote to adopt IRS Resolution 70-604.

Manager's Report

Mr. Beach explained that several repairs needed to be done to the building this year. The parking lot will most likely need some repair as snow plowing with chains by Daly Property Services has damaged some parts of the lot. Employee parking is still an issue. Recycling was added to trash service and the trash cage and chiller roofs will need to be painted, most likely in the spring.

Financial Report

No additional report was made to the Board as a thorough discussion of the Association's financial condition was addressed during budget discussions.

Open Discussion

Director Pazik requested a copy of the balance sheet. Director Levy opened discussion regarding the status of the temporary signage for Levy Physical Therapy. Levy will look into the Town of Basalt signage codes for size requirements. The Board agreed to set a meeting for January to review plans and specs for the permanent sign.

Director Bostick inquired if chiller roof corners could be rounded off to prevent damage to oversized vehicles using the parking lot. Mr. Beach will look into it further.

Other Business

Mr. Beach presented an updated 2012 Management contract to the Board for review. He advised that the terms of the contract are unchanged except for the contract dates. A motion was made and seconded to approve the contract and it was unanimously approved.

Schedule of Future Board Meeting

The next meeting of the Board will be set by email.

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Adjournment

With no more business to come before the Board and upon a motion made and duly seconded, the meeting was adjourned at 12:55 pm.

The foregoing minutes constitute a true and correct copy of the above-referred meeting and the Executive Board of the Alpine Bank Building Condominium Owners Association approved said minutes on the date below.

Gary L. Beach, Manager
Alpine Bank Building Condominium Owners Association

Date of Approval

Seal: