



**Powder Wood at Landmark Condominium Association**

General Session 6:00 pm  
 Executive Session immediately following  
 Powder Wood at Landmark Clubhouse  
 Thursday, January 16, 2020

**GENERAL SESSION MINUTES**

Call to Order – 6:00 pm by Chuck Schell, President

Verification of quorum

Present: Maire Rosol, Vice President; Marian Blaser, Member; Joel Moskal, Member; Christine Gannon, Member.

Association Member Comments

**Meeting Topics**

1. Review/approve November 21, 2019 Meeting Minutes

Motion: Joel Moskal  
 Second: Christine Gannon  
 Opposed: None, Unanimous

2. Financials

Operating YTD Actual vs Budget through December 31, 2019

	YTD Actual	YTD Budget	YTD Variance Actual vs Budget
Income	\$916,005.01	\$894,412.00	\$ 21,593.01 2.4%
Operating Expense	\$771,417.66	\$723,779.84	\$ 47,637.82 -6.6%
Reserve Contribution	\$ 90,000.00	\$ 90,000.00	\$0.00 0%
Net Income	\$ 54,587.35	\$ 80,632.16	\$ 26,044.81

3. Reserve Account YTD

a. Monthly contribution \$7,500.00  
 Reserve Account balance as of 12/31/2019 \$246,705.35  
 YTD account dividend and interest income \$1,584.72

4. Accounts Receivable/Delinquency as of December 31, 2019

3 accounts are in collection status  
 Total current delinquent balance 31+ days \$ 9,379.47

5. Operations – Update

a. 2 Bldg pressure valve replaced  
 b. 12 Bldg leak in storage area, repair complete

6. Unfinished Items / Topics

a. CC&R Update

7. New Items/Topic:

a. one treadmill has been replaced; a refurbished commercial grade Landis was purchased for ~\$890. The cost of repair for the old residential grade treadmill was more than it was worth.

Adjournment – 6:25 pm



**Powder Wood at Landmark Condominium Association**  
 General Session 6:00 pm  
 Executive Session immediately following  
 Powder Wood at Landmark Clubhouse  
 Thursday, February 20, 2020

**GENERAL SESSION MINUTES**

Call to Order – 6:01 pm by Charles Schell, President  
 Verification of quorum

Association Member Comments

**Meeting Topics**

1. Review/approve January 16, 2020 Meeting Minutes  
 Motion: Christine Gannon  
 Second: Maire Rosol  
 Opposed: None

2. Financials  
 Operating YTD Actual vs Budget through January 31, 2020

<b>Operating</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>		
Income	\$86,582.27	\$86,329.11	\$ 253.16	0.3%	
Operating Expense	\$81,866.22	\$87,129.08	\$-5,242.86	-6.0%	
Reserve Contribution	\$ 9,000.00	\$ 9,000.00	\$ 0.00	0.0%	
Net Income	\$- 4,303.95	\$-9,799.97	\$-5,496.02		The Actual vs Budget was positive for the month. January was budgeted to be negative.

3. Reserve Account YTD
  - a. Monthly contribution \$9,000.00  
 Reserve Account balance as of 01/31/2020 \$264,812.75  
 YTD account dividend and interest income \$ 107.40  
 YTD Reserve Expense: \$4,933.00 for Clubhouse heater and installation

4. Accounts Receivable/Delinquency as of January 31, 2020
  - 2 accounts are in collection status  
 Total current delinquent balance 31+ days \$ 5,782.98  
 4 Owners with 91+ day balance \$ 3,490.86 Demand Letters Sent  
 4 Owners with a 61+ days balance \$ 1,489.52 Demand Letters Sent  
 8 Owners with 31+ days balance \$ 802.60 Balance Due Notices Sent

5. Operations – Update
  - a. New blower installed on spa
  - b. One of the Clubhouse heaters was replaced
  - c. Maintenance crew removing snow from carports, removing snow/ice around bottom floor unit patios to try to prevent patios from flooding.



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6. Unfinished Items / Topics

a. CC&R Update

Final draft and revision summary in review

7. New Items/Topic:

a. Proposed 2020 Reserve Projects

The Mgmt Committee will be reviewing proposed projects. Projects for consideration:

1. additional painting – exterior of buildings
2. asphalt repair
3. landing carpet replacement
4. stair tread replacement

Adjournment – 6:27 pm



**Powder Wood at Landmark Condominium Association**

General Session 6:00 pm

Executive Session immediately following

Powder Wood at Landmark Clubhouse

Thursday, May 21, 2020

**GENERAL SESSION MINUTES**

Quorum not established – no meeting held



**Powder Wood at Landmark Condominium Association**

General Session 6:00 pm  
 Executive Session immediately following  
 Powder Wood at Landmark Clubhouse  
 Thursday, June 18, 2020

**GENERAL SESSION AGENDA**

Call to Order – 6:00 pm  
 Verification of quorum

- 1. Review/approve February 20, 2020 Meeting Minutes  
 Motion: Joel Moskal  
 Second: Christine Gannon  
 Opposed: Unanimous

- 2. Financials  
 Operating YTD Actual vs Budget through May 30, 2020

Operating	YTD Actual	YTD Budget	Variance		
Income	\$422,902.95	\$431,647.51	-8,744.56	2.0%	
Operating Expense	\$365,017.32	\$382,504.42	\$ -17,487.10	-4.7%	The sewer invoice hit earlier this year than is budgeted and will equal out in July. We are still under budget in several categories
Reserve Contribution	\$ 45,000.00	\$ 45,000.00	\$ 0.00		Mar & Apr contribution were made in May*
Net Income	\$12,885.63	\$ 4,143.09	\$ 8,742.54		

- 3. Reserve Account YTD
  - a. Monthly contribution \$9,000.00  
 Reserve Account balance as of 05/30/2020 \$287,226.35
  - b. YTD Reserve Expense:
    - 1. \$4,933.00 for Clubhouse heater and installation
    - 2. \$31,500.00 for 30% deposit paid to Unforgettable Coatings (painting project)
    - 3. \$10,800.00 for Down Payment for 15 stair stringers
- 4. Accounts Receivable/Delinquency as of May 31, 2020  
 2 accounts are in collection status  
 Total current delinquent balance 31+ days \$ 11,083.77
- 5. Operations – Update
  - a. Spa chlorinator replaced
  - b. the recycling company Curb-It sold to Recyclops in January 2020. There have been pick-up issues that are a focus for improvement with the service.



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6. Unfinished Items / Topics

- a. CC&R Update
- b. Proposed 2020 Reserve Projects  
Approved projects:
  - 1. Asphalt Repair
  - 2. Exterior painting patio/balcony enclosure
  - 3. Maintenance golf cart
  - 4. Pool furniture
  - 5. Spa pergola
  - 6. 15 stair stringers

7. New Items/Topic:

- a. Ratify approval of contract to replace one heater in the Clubhouse  
Motion: Christine Gannon  
Second: Joel Moskal  
Opposed: Unanimous
- b. Ratify approval of the Snow Removal/Landscaping contract with TCB Landscaping  
Motion: Joel Moskal  
Second: Christine Gannon  
Opposed: Unanimous
- c. Ratify approval of the 2020 Reserve Projects as outlined below:  
Painting & Wood Replacement \$105,000  
Asphalt \$20,000  
Stair Treads \$25,000  
Pool Furniture \$7,500  
Golf Cart \$5,000  
Spa Area Pergola \$5,000  
Motion: Marian Blaser  
Second: Maire Rosol  
Opposed: Unanimous
- d. Ratify approval of the fabrication and installation of 15 stair stringers  
Motion:  
Second:  
Opposed:
- e. Ratify approval of the purchase of a golf cart for maintenance crew, \$5,000 maximum  
Motion:  
Second:  
Opposed:
- d. Carport numbering
- e. Financial Review in process by Kelly Purser and Associates

8. Management Committee will go to Executive Session

Adjournment



**Powder Wood at Landmark Condominium Association**

General Session 6:00 pm  
 Executive Session immediately following  
 Powder Wood at Landmark Clubhouse  
 Thursday, July 16, 2020

**GENERAL SESSION MINUTES**

Call to Order – 6:11 pm

Verification of quorum

Quorum established Chuck Schell, Maire Rosol, Marian Blaser, Christine Gannon present, Joel Moskal joined via telephone

1. Review/approve June 18, 2020 Meeting Minutes

Motion: Christine Gannon

Second: Maire Rosol

Opposed: Unanimous

2. Financials

Operating YTD Actual vs Budget through June 30, 2020

<b>Operating</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>		
Income	\$520,433.10	\$517,977.12	\$ 2,455.98	0.5%	
Operating Expense	\$467,328.31	\$461,976.53	\$ 5,351.78	1.2%	The May and June Sewer expense need processed, approximately \$18,000.
Reserve Contribution	\$ 54,000.00	\$ 54,000.00	\$ 0.00		
Net Income	\$ (\$895.21)	\$ 2,000.59	\$ 2,895.21		

3. Reserve Account YTD

a. Monthly contribution \$9,000.00

Reserve Account balance as of 06/30/2020 \$253,939.38

b. YTD Reserve Expense:

1. \$4,933.00 for Clubhouse heater and installation
2. \$31,500.00 for 30% deposit paid to Unforgettable Coatings (painting project)
3. \$10,800.00 for Down Payment for 15 stair stringers
4. \$21,700.16 for Balance of stair stringers

4. Accounts Receivable/Delinquency as of June 30, 2020

2 accounts are in collection status

Total current delinquent balance 31+ days \$11,140.23

5. Operations – Update

a. Spa heater needs replaced



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6. Unfinished Items / Topics

- a. CC&R Update
- b. 2020 Reserve Projects  
Approved projects:
  - 1. Asphalt Repair - complete
  - 2. Exterior painting patio/balcony enclosure - complete
  - 3. Maintenance golf cart - complete
  - 4. Pool furniture – complete expecting delivery in a week to 10 days
  - 5. Spa pergola – soliciting bids
  - 6. 15 stair stringers – in process

7. New Items/Topic:

- a.

8. Management Committee will go to Executive Session

Adjournment – 6:37 pm





**Powder Wood at Landmark Condominium Association**

General Session 6:00 pm  
 Executive Session immediately following  
 Powder Wood at Landmark Clubhouse  
 Thursday, September 17, 2020

**GENERAL SESSION MINUTES**

Call to Order

Verification of quorum YES

1. Review/approve August 20, 2020 Meeting Minutes

Motion: Moira Rosol  
 Second: Christine Gannon  
 Opposed: None

2. Financials

Operating YTD Actual vs Budget through August 31, 2020

<b>Operating</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>		
Income	\$697,415.26	\$690,636.33	\$ 6,778.93	1.0%	
Operating Expense	\$641,200.66	\$614,159.72	\$ 27,040.94	4.4%	\$24,000 overage in Utilities- pmt timing
Reserve Contribution	\$ 72,000.00	\$ 72,000.00	\$ 0.00		
Net Income	\$ (15,785.40)	\$ 4,476.61			

3. Reserve Account YTD through 8/31/2020

- a. Monthly contribution \$9,000.00  
Reserve Account balance \$194,555.45
- b. YTD Reserve Expense \$131,633.19

4. Accounts Receivable/Delinquency as of August 31, 2020

3 accounts are in collection status  
 Total current delinquent balance 31+ days \$14,662.66

5. Operations – Update

- a. Re-striping of the parking lot
- b. Sprinkler repairs
- c. On-site staff completed pot-hole repairs
- d. Washing/ spraying exterior of Bldgs 1,2,3,and 7

6. Unfinished Items / Topics

- a. 2020 Reserve Projects  
Approved projects:
  - 1. Asphalt Repair - complete
  - 2. Exterior painting patio/balcony enclosure - complete
  - 3. Maintenance golf cart - complete
  - 4. Pool furniture – complete
  - 5. Spa pergola – soliciting bids – may not be done until next year
  - 6. 15 stair stringers – complete

7. New Items/Topic:

- a. 2020 Annual Meeting  
will be held virtually – information to join will be provided a few days before the meeting
- b. Ratify CC Realty Management Agreement renewal



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Motion: Joel Moskol  
Second: Moira Rosol  
Any opposed? None

Management Committee will go to Executive Session

Adjournment



**Powder Wood at Landmark Condominium Association**

General Session 6:00 pm  
Executive Session immediately following  
Webex Virtual Meeting  
Thursday, November 19, 2020

**GENERAL SESSION MINUTES**

Call to Order – 6:03 pm by Christine Gannon, President  
Verification of quorum

1. Review/approve September 17, 2020 Meeting Minutes  
Motion: Marian Blaser  
Second: Joel Moskal  
Opposed: None, Unanimous

2. Financials  
Operating YTD Actual vs Budget through October 31, 2020

<b>Operating</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>		
Income	\$874,534.37	\$863,295.53	\$ 11,238.84	1.3%	
Operating Expense	\$747,850.14	\$767,050.90	\$-19,200.76	- 2.5%	Primary reason for lower than budget: YTD expense in Utilities and Maint Contract lower than budget. Invoice timing.
Reserve Contribution	\$ 90,000.00	\$ 90,000.00	\$ 0.00		
Net Income	\$ 36,684.23	\$ 4,244.63			

3. Reserve Account YTD through 10/31/2020
  - a. Monthly contribution \$9,000.00  
Reserve Account balance \$207,380.19
  - b. YTD Reserve Expense \$172,765.63
4. Accounts Receivable/Delinquency as of October 31, 2020  
3 accounts are in collection status  
Total current delinquent balance 31+ days \$17,245.63
5. Operations – Update
  - a. Sprinkler system winterized
  - b. Washing/ spraying exterior of Bldgs 1,2,3,and 7
  - c. 7 Bldg – One additional stringer needed replacement
  - d. Asphalt patching completed
  - e. Ice melt buckets put out for winter
6. Unfinished Items / Topics
  - a. None
7. New Items/Topic:
  - a. 2021 Budget – Management Committee working on finalizing the 2021 budget.
    1. Focus on increasing the Reserve Account contribution for upcoming repair/replacement projects, e.g. landings
    2. anticipate uncontrollable increase in utility expense; water and sewer 5%, bulk cable and internet 6%,
    3. savings on annual insurance premium ~\$50,000



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Motion for Management Committee to go into Executive Session: Christine Gannon  
Second: Marian Blaser  
Opposed: None, Unanimous

Adjournment – 6:25 pm