

VAN RAND CENTER OWNERS ASSOCIATION

ANNUAL MEETING OF THE MEMBERS

Integrated Mountain Management
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ANNUAL MEETING MINUTES

Wednesday, January 11, 2023, at 1:00 PM
Via Zoom Conferencing

1. **Call to Order** The meeting was called to order by Sam Engen, Integrated Mountain Management, at 10:00 a.m.
2. **Verification of a Quorum** A quorum was verified with a majority of the owners present. Also present as IMM representatives were Bob Johnson and Yolanda Vallejo.
3. **Approval of 2022 Annual Meeting Minutes** Debbie Sanderson moved, seconded by Asa Jones, to approve the 2022 Annual Meeting Minutes, motion carried unanimously.
4. **Financial Review and Budget Ratification** Due to a verified quorum, the budget ratification meeting was combined with the annual meeting. The proposed budget will be adjusted to reflect \$60,000 for reserves and reduce the building repairs/maintenance budget to \$11,000 to make up for the increase in the operating budget primarily due to trash expenses. The budget was ratified due to lack of veto and IMM will send the final approved budget to the membership.

Sam reviewed financials as of 11/30/22 and reports \$60,958 in the Operating account and \$22,197 in the Reserve account, with \$25,000 due to reserves. The next reserve transfer will be reflected in the December financials. Sam also reported that the \$19,256 coded to 'contingency/projects' was the cost to do the foundation repairs on the back corner of the building near Sandy's Office Supply and was paid for from the reserve account.

5. Project Discussion

a. 2022 Building Repairs

- **Foundation repairs** - The foundation work was completed in June to prevent further settling.
- **Quarterly sewer jetting** – IMM reposted that Pruitt's Rooter and Drain has been performing sewer jetting on a quarterly basis.
- **Reminder of grease trap cleaning** - Unit Owners with Restaurants - It is important to clean your grease trap regularly to prevent fats, oil and grease from mixing with

water that is discharged to the sewer line. The Association requires a minimum cleaning frequency of 90 days.

b. 2023 Proposed Projects

- **Drywell replacement – north parking lot:** The drywell project is underway to begin in the Spring of 2023. It was discussed that Van Rand Center is 59.85% financially responsible and Van Rand is 40.15% financially responsible for the drywell project. IMM is waiting on one more bid for this project before the Board selects a contractor, pays the deposit, and schedules a time. Current estimate on this project is about \$30,000.
- **Installation of concrete pans** This work will take place in addition to the drywell replacement at both entrances on the north side of the property.
- **Asphalt repairs and line striping** The members request IMM to seal coat and stripe the parking lot after drywell project. IMM to get bids.

- 6. Additional Business** IMM was asked to send an email about services vehicles not being used regularly. These vehicles should park along the back fence, not near the building as these spaces should be prioritized for employees. We also want to make sure vehicles are being moved regularly, especially on the front side of the building, to avoid impeding snow removal.
- 7. Board Elections (1 position for a 2-year term)** Asa Jones's term was up for election. Asa ran unopposed and was unanimously elected to the board by the membership serving until 2025. Other board members are Karen Daul (2024) and Suzan Wang (2024).
- 8. Adjourn** at 10:35 a.m.