

# THREE FOUNTAINS CORPORATION

## Board of Managers Meeting

September 26, 2017

President: Jeff Rickard  
Treasurer: Kathy Mehlmann  
Member at Large: Cassandra Rocha

Vice President: Barbara Florey  
Secretary: Barbara Griswold

### MINUTES

#### CALL TO ORDER / ESTABLISH QUORUM - 4PM

##### A. Homeowners Forum

1. Elise Fitchen asked when the roof on her unit would be replaced. Jeff said that the contract is signed and Chris is waiting on a date for the roofers to begin. This is building #42.

##### B. Approval of Minutes

- Board of Managers Meeting - August 22, 2017 - approved  
Board of Managers and Finance Committee Meeting - September 12, 2017 - approved

##### C. Updates and Reports - no Committee Reports

###### 1. Property Manager

1. The C & L contract for the back flow preventers was unanimously approved via email by the Board on September 13, 2017. The valves have been ordered and will be available for installation in 3-4 weeks. The work order has been extended by the city to allow the work to be done after the 60 day deadline. Regarding the electrical aspect of this project, Chris has contacted 3 commercial electrical companies and has received 2 quotes. Mr. Sparky quoted \$7975 and J & K quoted \$6951. Chris said that the crew will finish some of the electrical work. The Board voted unanimously to approve the contract with J & K Electrical.
2. Tree trimming has been delayed due to the licensing problems that the company has with the city. The contract will be terminated by Three Fountains September 27, 2017 if this problem has not been addressed.
3. 3230 - Three Fountains insurance will not pay for the damage to this unit from water caused by leaf blockage in the downspouts. This unit has downspouts that run down through the walls of the unit instead of on the exterior of the unit. The homeowner got a replacement bid of \$57,000. Three Fountains insurance company recommended a contractor that bid \$33,470. The Board asked for a third bid.
4. HVAC evaluation and recommendations for the maintenance building will be happening soon.
5. 3394 - The concrete steps at the entrance of this unit are crumbling. They have been repaired once before. The Board approved unanimously to replace not repair the stairs by Francisco for \$2400.
6. The water heater was replaced in the maintenance building.
7. 7007A - cover with rock in front of stair landing
8. 7015 - replace upstairs windows - Chris approved
9. 3318 - homeowner needs handicapped grab bars placed on outside entrance -

Chris approved

10. 3327 - homeowner wants to replace front door and storm door and paint front door  
Chris approved
11. 3279 - Homeowner wants a satellite dish. Chris told the homeowner that it needs to be attached to the chimney or to talk to him again before it is placed in a different location.

D. Unfinished Business - none

E. New Business - Herb Phillips from Network Insurance Services and a homeowner came and talked to us about the service that his company could provide to us on evaluating and improving our Workers Compensation Policy with Pinnacol Insurance. Both of the policies that he would like to quote would prefer to wait and quote a policy to be effective on May 1, 2018 when the current policy expires. He would like to work with us now to lower our premiums for 2018. He talked about the importance of maintaining a good NCCI experience rating. He showed us how Three Fountains can influence that rating and can save money. This includes having a deductible which could reduce Three Fountains premium by 2% to 20%, an employee education program that could save 5% and 4% discount for Safety Group Participation plus an additional dividend for good claims experience. Herb said that if he represented Three Fountains, based on the information that Chris sent to him, Three Fountains would be paying 5% less this year.

The Board approved:

1. Allowing Herb to act as Three Fountain's representative
2. Instituting a \$1,000 deductible
3. Creating a monthly training program - Herb to assist Chris in setting up the program in order to decrease overall premiums

Submitted by Barbara Griswold, Secretary

Meeting adjourned at 4:53PM

Next Monthly Board of Managers Meeting is October 24, 2017 @ 6PM

**THREE FOUNTAINS CORPORATION**

**Board of Managers Meeting – October 24, 2017**  
**Treasurer’s Report as of September 30, 2017**

**STATUS OF FUNDS:**

Cash in Bank, Operating Fund	\$ 291,824
Cash in Bank, General Reserve Fund	\$ 42,274
Investments, Capital Improvement Fund	\$ <u>932,410</u>
Total Cash	\$ 1,159,694

**ACCOUNTS RECIEVABLE:**

Assessments Receivables	\$ 5,538
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**INCOME:**

Assessments	\$ 84,692
Late Charges / Interest	\$ 67

**MAJOR VARIANCES (YTD) FOR CURRENT MONTH REPORT:**

I will only discuss new account variances.

All budget variances are at or near budget with the following exceptions:

1.700125 Turf Management - Actual \$25,559 - Budget \$35,775, favorable variance of \$10,216 – due to timing of monthly allocations. **1.700500** Tree Pruning – Actual \$0 – Budget \$10,000 – favorable variance \$10,000 – vendor lost license / trees will not be pruned this year. 1.700800 Weed & Pest Control - Actual \$10,587 – Budget \$5,000, unfavorable variance (\$5,587) due to increased spraying in Keesen contract. 1.720200 Asphalt – Actual \$11,058 – Budget \$18,100, favorable variance \$7,042 due to limited work by vendor this year. 1.800300 Water and Sewer – Actual \$62,104 – Budget \$57,690, unfavorable variance (\$4,414). 1.900700 Insurance – Actual \$68,476 – Budget \$63,000, unfavorable variance (\$5,476) due to change in carrier. Total Salaries – Actual \$192,089 – Budget \$201,805 favorable variance \$9,716. Operating Account overall favorable variance \$84,751 primarily due to receipt of Comcast Money and smart management of the operating funds.

**AGING REPORT:**

1 account is over 60 days, 1 account is on a payment plan (and is current), and 1 Account is in collections. All other accounts are current.

Prepared by: Kathy Mehlmann, Treasurer  
October 18, 2017

References: Unaudited Balance Sheet, Income Statement, Budget Comparison and Accounts Receivable Aging Reports  
Financial Statements on file with Property Manager