

**Ponderosa Village Homeowner Association  
Grand Teton Property Management  
P.O Box 2282  
Jackson, WY 83001  
307-733-0205 Fax 307-733-9033**

---

**2006 Follow-Up to Annual Members Meeting Minutes  
November 28, 2006 6:00PM  
1<sup>st</sup> Interstate Bank**

---

**1. Attendance**

|                                  |   |
|----------------------------------|---|
| <b>David and Kathy Peters</b>    | <b>K-1, H-1, H-2</b>  |
| <b>Rena Rockoff</b>              | <b>O-1</b>  |
| <b>Jenna Cropley</b>             | <b>G-3</b>  |
| <b>Monika Tomza-Skoog</b>        | <b>H-3</b>  |
| <b>Amy Rupp C/o Emily Church</b> | <b>M-3</b>  |
| <b>Brian Lenz</b>                | <b>F-1</b>  |
| <b>Adena Chernosky</b>           | <b>G-4</b>  |
| <b>Kim Hoffman</b>               | <b>D-2</b>  |
| <b>Kelli Fennessey</b>           | <b>D-3</b>  |
| <b>Scot Evans</b>                | <b>A-1,A-2,A-3,A-4,B-1,B-3,C-1,C-2,C-3,K-3,<br/>L-1,M-1,N-2,O-3,O-4,P-2</b> |
| <b>Janelle Heslop</b>            | <b>L-4</b>  |
| <b>Jim Clouse</b>                | <b>H-4</b>  |
| <b>Anne Jensvold</b>             | <b>D-1</b>  |
| <b>Kevin Bayne</b>               | <b>E-1</b>  |

**Others Present:**

|                      |  |
|----------------------|--|
| <b>Tina Korpi</b>    | <b>Grand Teton Property Management</b> |
| <b>Nicole Ackley</b> | <b>Grand Teton Property Management</b> |

**By Proxy:**

|                       |                 |
|-----------------------|-----------------|
| <b>Carl Pelletier</b> | <b>E-4</b>      |
| <b>Emily Church</b>   | <b>M-3</b>      |
| <b>Wendy Christ</b>   | <b>J-3</b>      |
| <b>James Auge</b>     | <b>J-2, E-2</b> |

**2. Determination of Quorum**

**With 35 units represented either in person or by proxy, it was determined there was a quorum.**

### **3. Financial Review**

#### **a. Review of 2005/2006 Actual Income and Expenses**

**Tina reviewed the year to date financials with those present pointing out that the biggest area of concern is the building maintenance line item which \$3675.00 was budgeted for 2006 and currently \$12,584.41 has been spent. Tina pointed out that the expenses come from many things such as maintenance provided by GTPM, electricians, plumbers, roofers etc. Issues have arisen in 2006 which have required work on behalf of subcontractors. Tina stated she does feel these costs will go down in 2007 once larger projects are underway. Upon looking at the Maintenance Reserve account, Tina stated a significant deposit can be made at the end of the year based on the actuals for 2006.**

#### **b. Review of 2007 Proposed Budget**

**Upon reviewing the proposed budget for 2007, Tina stated she did not recommend raising the homeowner's dues at this time due to a foreseen special assessment. David Peters motion to approve the 2007 Proposed Budget as written with no increase in the current dues. This was seconded by Kelli Fennessey. Vote all in favor.**

### **5. Review of Jorgensen Engineers Report**

#### **a. Foundations**

**Tina stated that there are issues with drainage and that the cinder block foundations are allowing moisture to come into the crawl spaces and will need to be waterproofed. This is addressed further under the topic of Crawl Spaces.**

#### **b. Roofs**

**The current roofs are not vented properly nor do they have an overhang which would allow for water to be moved away from the buildings. Tina shared with those present an estimate from Intermountain Roofing in which installation of cold roofs for all sixteen buildings is proposed at a cost of \$22,560.00 per building or \$5,640.00 per unit. The installation of cold roofs would allow for an overhang of at least 12 inches, and include proper venting. Tina will work on getting at least two other bids. All present discussed the need for the installation of a cold roof. All present felt the Intermountain Roofing bid proposed a workable solution however homeowners asked for an engineer to review the estimate and give their approval. Tina also stated that Intermountain Roofing recommended Bressler Insulation and Intermountain Roofing take a look at the attic and insulation to identify any issues prior to finalizing the plan. All present instructed Grand Teton Property Management to have that completed. Tina stated that this may be only the beginning of work that needs to be completed but that the Board of Directors felt this was a good place to start. They are optimistic that the roof replacement and**

**installation of a cold roof will eliminate many issues. All present instructed the Board to move forward with a ballot to be sent to all homeowners to vote on a special assessment per unit not to exceed \$6500.00**

**c. Exterior Doors and Windows**

**Kevin Bayne shared that he has replaced his windows. He has submitted the specs. for these windows which will be used as the guidelines for future replacements done by other homeowners. Tina reminded all present that any replacement of windows or doors needed to be approved by the Board of Directors first. The Board will use the specifications provided and the CC&R's to base their approval on.**

**d. Existing Foundation Vents**

**Tina stated that the current vents need to be addressed, and that the Grand Teton Property Management Maintenance staff is scheduled to open the vents in the spring and close them in the fall. Insulation will also be installed in those vents which will not close.**

**6. Crawl Spaces**

**Tina shared with those present that she has been working on gathering quotes for the cost of cleaning out the crawl spaces under each building. Currently, there is a large amount of debris including trash, old water heaters, and insulation. Due to the large amount of man hours it would take to clean these areas out, Tina has suggested that the HOA have one crawl space cleaned out, to determine what the cost may be to do all 16 buildings. She also explained that there is moisture in the crawl spaces that was previously believed to have been coming from the ground up. Upon inspection, it was found that the moisture is coming from the cinder block foundation and a vapor barrier should be put in to help remedy this as well. Tina did state that this project will be somewhat costly, and suggested that research be done before major steps are taken, due to the fact that other projects are currently being reviewed as well. Tina asked for suggestions from the homeowners. Upon discussion of the homeowners, it has been decided that the board should pursue gathering more information including estimates.**

**7. Other**

**Grand Teton Property Management and the Board of Directors are asking that all homeowners who have not done so yet address their hot water heaters in the crawl spaces below the buildings. Many of the hot water heaters are old, and are leaking which are causing some of the moisture issues. Replacement is the responsibility of each homeowner. Nicole also shared with those present that the outdoor outlets lining the parking lot are being addressed. She asks that everyone be cautious about where they are parking, and making**

**sure they are not paring on the sidewalk areas, grass, or running into the outlet posts.**

**The Board closed the meeting by reminding all that this process will take time and that they will be working on this project until all issues are resolved. Tina asked that anyone wishing to help with this process or wishes to serve on future boards should contact Tina or Nicole at 733-0205.**

**Adjournment**

**With no further business, Amy Rupp motioned to adjourn the meeting. This was seconded by Kelli Fennessey. Vote all in favor.**

**Respectfully Submitted by,  
Nicole Ackley**