

**Yellowstone Condominium Owners Association
2180 Yellowtail Road; PO Box 160099
Big Sky, MT 59716**

Yellowstone Condominium Ad Hoc Committee Meeting
December 30, 2010 @ 1:00 pm
Hammond Property Management Conference Room

Minutes

I. Call to Order

The meeting was called to order at 1:00 pm. In attendance were the following: Bob and Diane Doss, Buddy Baker, Kevin Cook, Scott Hammond, and Alison Gregory.

II. Agenda for Preliminary Scope of Work to Enhance Curb Appeal at the Yellowstone Condos

Bob Doss presented the group with an agenda that was created last summer stating the preliminary scope of work to be completed to enhance curb appeal the Yellowstone Condo's. The agenda was created based on discussions with the ad hoc committee members, some condo owners, and some local real estate brokers. The following agenda items were discussed:

A. Repair or replace wood siding and wood trim where needed (especially on the south and west sides). It was determined there are four different kinds of siding at the complex. Kenyon Noble can match all the types of siding. For most of the buildings, only touch ups need to be completed on the siding. There are some areas that entire boards will need to be replaced.

B. Caulk joints on siding, fascia, & trim where necessary.

C. Caulk around all exterior windows to mitigate water and air intrusion.

D. Apply one or two coats of Never Peel primer by Triangel Coatings, Inc. to all wood siding and trim. Product distributed by Sherwin Williams Paint in Bozeman. Sherwin Williams's representative Josh Edwards attended the meeting to explain product Never Peel. The product, Never Peel, was recommended by Sherwin Williams to use on the wood siding and wood trim for the buildings at Yellowstone. Mr. Edwards has been the representative for Yellowstone Condominiums for about four years. Mr. Edwards brought an example of Never Peel paint on a wood board. He explained Never Peel acts like a glue like substance and is very thick. It is a water based product. Never Peel helps to bridge gaps in the old surface and minimizes prep work.

Mr. Edwards provided Mr. Doss with a price sheet. The committee thanked Mr. Edwards for his time and information.

The committee would like the painting to be similar in color to the Crail Creek Club Condominiums. The color combination preferred is winter wheat, forever green, and cayenne. Mr. Hammond explained that Kevin with Montana Graphic Design presented the option to Hammond Property Management that he would like to offer the committee to do a color mock-up of the exterior of one of the buildings to reflect the selected colors and what the end result would look like. The committee eagerly accepted this option and approved Kevin with Montana Graphic Design make a color mock up for up to \$250.00. Mr. Hammond agreed to contact Kevin on behalf of the committee and ask him to move forward with the mock up and to not exceed \$250.00 for the mock-up exhibit.

E. Replace both trash enclosures to accommodate larger trash bins and a secured small storage room per enclosure. It is believed larger trash bins require fewer trash pick-ups offering potential costs savings over the long haul.

F. Paint the siding of all 15 buildings the same color, two coats of latex paint.

G. Paint all the trim one color, two coats latex paint.

H. Prep and prime the exterior of all exterior doors with stain blocker, paint one color, two coats latex paint. Replace and/or repair exterior doors where necessary. The committee agreed that owners could have different style doors, as long as they were approved first by the Board of Directors. Though styles could be different, all doors would be painted the same color.

I. Remove all broken and listing concrete pads at exterior doors including rear entrances. Then, pour new concrete pads at exterior doors including areas where existing landings are grass. New concrete pads should be approximately 7" to 7-1/4" below thresholds. Some pads will require steps to meet asphalt walkways. Excludes walkways. The committee discussed the best approach to this particular project will be to assess the concrete pads building by building and perform the work on those particular concrete pads that are in the worse shape. Mr. Baker and Mr. Doss will walk the campus together and create a stoop by stoop analysis. Mr. Cook commented that the concrete pads added value to the units and needed to be user friendly. The committee agreed. Mr. Hammond suggested the committee bring all the front concrete pads be brought to code (7"-7-1/4"), and focus on taking care of those first. With the back concrete pads, it was suggested that the owners replace/repair those as necessary.

J. Prep exposed concrete walls with wire mesh, scratch coat then install dry stack or "partial" (grout approximately 1/2" back from the face of the

stone) dry stack stone (approximately 550s to 600sf). Mr. Doss provided the committee with pictures of stone walls he had taken around Big Sky. Some pictures displayed “fake rock” and others displayed “real rock”. The committee all agreed the “real rock” was the best choice. The committee will submit this choice of rock to the Board of Directors for their approval.

K. Replace all exterior common area lighting fixtures and posts (6 each). The committee will obtain quotes from lighting stores around the area (ex: Distinctive Lighting) and decide on a fixture to be consistent throughout the complex. Hammond Property Management will help the committee in this effort obtaining quotes from different vendors.

L. Replace Condo Identification sign at entrance, introduce the same stone applied to exposed concrete walls, PM lighting controlled by time clock or solar clock. The committee will apply the “real rock” stone that was discussed for the concrete walls. The committee will work with area sign vendors to create an entrance sign similar to Park Condo’s sign and then submit to the BSOA for approval.

M. Replace all individual unit address signs, one address per condo to minimize confusion.

N. Replace all wheel stops with new railroad ties in areas not to interfere with snow removal. The committee omitted this from the project plan. It was decided upon to not replace wheel stops and to remove them altogether.

The following is the proposed preliminary construction schedule:

O. Weather permitting, complete all work within a 3 to 3-1/2 month period. Four months may be a more realistic time frame to complete project. The goal is to complete everything by the summer season 2011.

P. Critical Path: Crews to begin siding, trim repair, and/or wood replacement on three to four buildings at once; exterior repaired/replaced as needed.

Q. Caulk and prep applications on siding and trim to follow carpenters.

R. Never Peel primer applied to three buildings at once.

S. Paint crew to follow (three buildings at once).

T. Concrete flat work to follow.

U. Masonry work performed simultaneously with concrete flat work.

V. Build new trash enclosures when carpenters complete all siding repairs.

W. Prime and paint new trash enclosures when the buildings are completed.

X. Build/install new identification sign and new unit address signs.

Y. All electrical work in the common area can commence anytime.

The committee would like to see this go out for bid to contractors in April, if not sooner, and then for the work to begin in June 2011. Some final thoughts/assumptions about the construction project are as follows:

- The above proposed scope of work will increase the value of the Yellowstone condominiums and campus which may help all owners in a very challenging and volatile economy.
- There will be one color for all siding, trim, and exterior doors on all buildings to create a consistent image comparable to other successful condominium units in the Big Sky area.
- The HOA will hire a Prime Contractor who will be a licensed and insured painting contractor responsible for the supervision and scheduling of the wood repair, wood replacement, prepping, caulking, priming, and painting. The Prime Contractor has to have the depth, resources, relationships, and man power to effectively perform this work on at least three buildings at a time.
- The committee presented to Scott Hammond of Hammond Property Management an offer for Hammond Property Management to serve as the Owner's Rep one to two hours a day. Some of the responsibilities include review, process and file of: 20 Day Preliminary Lien Notices, Progress Payment requests, Conditional Lien Releases Upon Progress Payment, Final Payment Request, Conditional Lien Releases Upon Final Payment, Unconditional Lien Releases Upon Final Payment from all contractors, review Change Order request, keep daily man power log, prepare RFI's, maintain the construction schedule, PR with the Owners, prepare a Close Package for the Lender and HOA, and any other responsibility the HOA deems necessary. Mr. Hammond will consider having Hammond Property Management serve as the Owner's Rep and will let the committee know of his decision.
- Mr. Cook will submit a boiler plate construction agreement contract form between Owner and Contractor/Subcontractor to the Committee for review and comments. Hammond Property Management will also submit a typical construction agreement contract form between an HOA and Contractor to the Committee.
- Once the scope of work identifying the construction process is approved by the Committee, the Committee will then submit to the Board of Directors a construction agreement per the provisions in the By-Laws. Upon approval from the Board, bid packages will then be prepared.
- Though there are many moving parts to the construction project, a good faith preliminary construction budget has been set at \$350,000.00. The following is the breakdown:
 - Wood replacement is subjective at this time. However, the budget is based on approximately 15% replacement on the west and south sides.
\$40,000.00
 - Prep, caulk siding, trim, and around exterior windows.
\$78,000.00
 - Prime & paint all siding, trim and exterior doors, including both trash enclosures. \$145,000.00

- Supply and install stone on exposed exterior concrete areas.
\$22,000.00
- Remove, prep and pour new concrete pads at all entrances.
\$12,000.00
- New exterior light fixtures and posts.
\$3,000.00
- New Identification signage.
\$5,000.00
- Both trash bins total.
\$12,000.00
- New individual unit signage.
\$3,000.00
- Contingency
\$30,000.00

This brings the total preliminary budget to the \$350,000.00 as mentioned above.

III. Adjournment

There were no further comments or discussion regarding the construction project. The meeting was adjourned at 3:00 pm.