

Westwind Board Meeting February 3, 2016

Present:

Ron Peterson, President

Ed Davenport, Vice President

Lee Olch, Secretary

Don Meier, Director

Mark Johnson, Treasurer

Steve MacDonald, Vail Management Company

Jeff Jacobs, General Manager, Westwind at Vail

Kevin Orlando, Assistant General Manager, Westwind at Vail

Ron Peterson opened the meeting at 3:07PM. He stated that the Board should plan another meeting in April to set the budget and assessments before May 1 when they must be announced.

Ron thanked Lee and Don for their research and meeting with the video surveillance vendor American Protection Systems Inc. (APS), one of the three vendors who had previously submitted bids in early Fall.

Ron asked Lee to summarize actions to develop specifications for the video surveillance system and to select a vendor. Lee said he, Don, and Vail Management Company met with Scott Mishler, General Manager of APS, on January 21. Lee and Don asked Scott a lot of questions about video surveillance systems, the equipment used by APS, and APS service post installation. Don asked APS for a new bid with expanded warranties: 5 years for cameras and 3 years for all other equipment. Don and Lee also completed a walk-through of the property with Scott and they concluded that, compared to the original bid, 3 more cameras were needed for a total of ten, some with higher resolution, in order to achieve Westwind objectives. Lee reported that APS will provide equipment manuals, training including manuals, documentation on wiring locations, signs, technical support for incidental questions and a twice a year maintenance program for which APS will provide a contract. Lee said that APS agreed that all these terms could be added to the proposal language.

Don raised a concern about signage, citing a lawsuit against Walmart on this issue. He pointed out that installation by APS could be done very soon as there is little involvement required by Westwind management. Ed emphasized that the signage issue should be resolved soon and he stated that he is ok with the higher priced bid with the extra equipment. It was concluded that Ron will discuss possible liability issues regarding signs with the HOA lawyer.

Lee recommended that management designate a project manager with ultimate responsibility for the project and he nominated himself as a Board member to provide oversight through project completion.

He cited problems with project management of the Comcast services as his rationale. Ron declared that the Comcast issues were small and Ed asserted that Lee's proposal amounted to micromanaging and that management for the video system was a team of Jeff, Joel, and Kevin.

Ron made a motion to approve the new contract by APS and proceed with the installation. Lee seconded the motion and Ed called the question. The motion passed by unanimous vote with four Board members present. APS will schedule installation after the 50% deposit is received.

The new Comcast CATV, internet and phone system was discussed. Jeff Jacobs said the new system is working great, VMC has not received any complaints from rental guests, and several guests have commented that the new system is a great improvement from past years. The first bill from Comcast has been received. Ron asked Jeff how the Comcast charges should be handled. Jeff suggested that the employee units and lobby charges be assigned to the HOA, that a percentage of the internet charges be assigned to the HOA, and that the remainder be charged to owners on percentage of square feet. Lee stated he was not sure he understood the proposed method and he requested that it be documented. Jeff agreed to do that. Jeff Jacobs will meet with Paul Redmond, VMC Controller, later this week to discuss owner billing options. Don suggested that the Board discuss this issue in a later meeting.

Don suggested that the Board should also discuss future major projects that could approach \$1 million at the next meeting and to provide information to owners at the next annual HOA meeting.

Mark Johnson arrived late to the meeting. He offered that Westwind is paying too much for the APS security system and that he has been able to install similar systems for less money that meet Homeland Security regulations. Mark also recommended that signs be subtle. Don mentioned that the price increase is due to the added cameras and equipment. Lee said APS was the low bid on the first round of bids and would still be low bid if the other vendors were asked to submit new proposals that included the extra equipment to meet Westwind specifications. He also said that he had talked to Scott Mishler enough to believe that he was excellent in his knowledge and professional practices.

The Meeting was adjourned at 3:51PM.