

**PARK HOTEL CONDOMINIUMS ASSOCIATION OF UNIT OWNERS
BOARD OF DIRECTORS BUDGET MEETING**

**VRI Office Salt Lake City
1521 E 3900 S Ste 100
Salt Lake City, Utah
Monday, August 12, 2019**

I. CALL TO ORDER/ROLL CALL

The meeting was called to order by President Brent Zepke at 10:15 AM (MDT) at the VRI office in Salt Lake City, Utah. A quorum was present to conduct business. The following persons participated in the meeting:

Board members:

Brent Zepke (via teleconference)	President
Robert Hale	Vice President
Elizabeth Lucido	Secretary/Treasurer
Nelda Israelsen	Director

Trading Places International:

Terry Bricco	Vice President of Resort Operations
Nancy Scott	Park Hotel General Manager
Caitlin Postlethwait	Administrative Assistant

II. APPROVAL OF AGENDA

The agenda was approved as presented.

III. APPROVAL OF THE MINUTES OF PREVIOUS MEETING

A. Minutes of the June 4, 2019 board meeting

Elizabeth Lucido made a motion to approve the minutes of June 4, 2019 as presented. Second by Brent Zepke. The motion passed with a unanimous vote.

IV. REPORTS

A. Financials

1. Month End June 30, 2019

Terry Bricco reviewed the June 30, 2019 financials. It was reported that there is a \$11, 679 positive variance.

A motion was made by Elizabeth Lucido and seconded by Nelda Israelsen to accept the June 30, 2019 monthly financial report. The motion passed with a unanimous vote.

2. Delinquency

The board reviewed the Delinquency Report. Discussion held on ownerships held in the name of LLC's. The board assigned Terry Bricco to verify with accounting on whether it is possible to reacquire the delinquent LLC owned weeks. Terry Bricco will report back to the board at a future meeting.

3. Reserve and Replacement

The board reviewed the Reserve and Replacement report. Discussion held regarding ideal desired minimum/maximum amount in Reserve account. No action was taken.

4. 2020 Budget Review

The proposed 2020 Budget was reviewed and discussed. The proposed increase to maintenance fee dues to owners was 3%. Discussion held on various line items and potential increase of Commercial Owner contribution percentages suggested by the board, in the interest of lowering the proposed maintenance fee increase. Terry Bricco will revisit the items with accounting, and present adjusted budget proposal at the September 23, 2019 meeting.

5. 2018 Financial Audit

The board reviewed the 2018 financial audit. No action was taken.

6. First Amendment to Management Agreement

Terry Bricco presented the previously approved First Amendment to Management Agreement to the board, regarding 2018 increase of management fees. The item will be prepared for signature and sent to Board President Brent Zepke.

B. Management

1. Update

Nancy Scott provided an update on the resort improvements and management. Dates have been scheduled to upgrade kitchen and bathroom in unit 306. The improvements will be completed unit by unit, as available per reservation schedule.

2. Action Items

Action items were provided for informational purposes.

3. Comment Card Summaries

The board reviewed the comment cards. No action was taken.

4. Occupancy Analysis

The board reviewed the Occupancy reports as of June 2019. Occupancy remains close to 50/50 in terms of owner vs. rental stays.

5. HOA Inventory & Uncollectable Report

The board reviewed the HOA Inventory and Uncollectable Report. No action was taken.

6. Collection Report

The board reviewed the Collection report. Discussion held regarding collection commission rate for Meridian Financial Services, overall length of in-house and third-party collections process.

7. Rental Report

The board reviewed the Rental Report. Rental numbers continue to increase, in conjunction with rental rates. No action was taken.

V. OLD BUSINESS

There was no old business to discuss.

VI. NEW BUSINESS

A. 2020 Maintenance Fee Mailer Approval

The 2020 Maintenance Fee Mailer was presented to the board. No changes were made.

B. 2019 Audit Engagement Letter

The 2019 Tax and Audit Engagement Letter from Newman and Associates was presented for approval to the board.

C. 2020 Twelve Month Calendar Approval

The 2020 meeting calendar was reviewed. Changes were made and will be communicated to appropriate management and administrative parties.

D. RCI Rental Program

Terry Bricco advised on the RCI Rental Program numbers. The board reviewed the report. No action was taken.

A motion was made by Brent Zepke to approve all reports as presented, the 2019 tax and audit engagement letter, and meeting changes. Second by Elizabeth Lucido. Motion passed unanimously in the affirmative.

VII. OTHER BUSINESS

A. Owner Forum/Correspondence

No owner correspondence to discuss.

VIII. ADJOURNMENT

The meeting adjourned at 1:12 PM.

Submitted by,

Attested by,

Terry Bricco, Vice President of Resort Operations

Elizabeth Lucido, Secretary