

*Information carried forward from the last report is shown in italics*

This report supplements the report done by our EPR service provider of facilities and finances operational services. Its focus is the set of responsibilities our team has in addition to those handled by the EPR staff. Abbreviations used include; EPR = Estes Park Rentals; RP/RF = Reserve Plan/Reserve Fund; F&FST = Facilities & Finances Support Team

Administrative Information

1) The full F&FST team has not yet met in 2025, nor have either of the two functional teams (finance, facilities) met. Having said that, there has been lots of activity related to both functions so far this year.

Recent Activities

1) Combined team activities:

a) *There has been significant activity to develop the current version of the RP/RF Five Year Plan (it only has the year 2025 completed at this time). The initial draft was done by the RP/RF Study Team - who then provided their starter work to the full F&FST team for their review and feedback. The board will be reviewing and approving the recommended plan at their upcoming board meeting.*

b) *While reviewing the full year results, several items were discovered that needed further analysis and follow up action: there was at least one relatively large bill that was paid twice (since fixed) and there were several sets of 2024 work for which bills had not been received and paid in 2024 (since received in 2025).*

2) Finance team activities (working in partnership with EPR staff):

a) There has been significant activity to produce both the 1/31/25 and 2/28/25 financials – which have both been published and distributed to the board and others.

b) ***The final 2025 budget and supporting material were approved by the board at their 2/1/25 board meeting.***

c) There has been significant activity, in partnership with the EPR staff, to prepare for the 2025 business/fiscal year. There were some modifications made to the 2025 roles of EPR versus the MF finance function as the two parties agreed to continue our EPR/MF partnership for 2025 (this will be our second year under an ongoing contract – with a 7.1% increase in what we pay EPR).

3) Facilities team activities (working in partnership with EPR staff):

a) *There has been significant activity to deal with several facilities items related to closing out 2024 and starting up 2025. These include understanding any situations where:*

*- 2024 planned work was not fully completed (which includes the bill for the work being received and paid)*

- 2024 work has been carried forward into 2025.

b) There has been significant activity to deal with several facilities challenges/issues – the list includes, but is not limited to:

- what to do about the needed repair/replacement of the west wall of the condo at 1410 (Buehring). ***This work is scheduled for April 14<sup>th</sup>, pending weather.***
- what to do about the recommended replacement of the west wall of the condo at 1458 (Hogue)
- understanding what work we need to do in preparation for the city's Matthew Circle project to be done this summer.

c) There has been significant activity in understanding, and planning for needed actions as a result of, the Foundations/Brodie Wall inspection project that was done in late 2024.

d) Yvonne and Rick, along with Leann of EPR, will do a walkthrough with Carl (our main yard/sprinkler maintenance vendor, CJM Enterprises) for the spring activities, including cleanup and sprinkler startup. We will review the placement of some of the sprinkler heads in view of the Matthew Circle construction (some are right up against the street and will need to be moved), along with those that are very close to units and perhaps causing water intrusion in foundations. We will stress diligence on the direction and amount of sprinkling this year. Also, some fencing is totally rotten and will be reviewed (southwest corner, northwest corner).

#### 2025 Reserve Plan/Reserve Fund Planning & Tracking Status Report

*This item has been moved from its previous report location (Treasurer report) to this report given the formation of the F&FST Committee. Information carried forward from the last report is in italics.*

The only expense activity in this area has been payment of a 2024 invoice (for the Foundations/Brodie Wall inspection project) that we did not receive in time to make it a 2024 expense. There has been no RP/RF 2025 project expenses in the first two months of 2025. Therefore, there is no published report at this time.