

BC Hotel A Residences Owners Association, Inc.

Board of Directors Special Meeting

February 19, 2024

A special meeting of BC Hotel A Residences Owners Association, Inc., Board of Directors was held on February 19, 2024, at Residences at Park Hyatt Beaver Creek, 136 East Thomas Place, Avon Colorado, 81620.

Present from the Board of Directors and Design Committee were: Eric Swartz, President; Jonathan Burke, Vice President (joined at 10:33 a.m.); Sean Buchholtz, Secretary and Treasurer and Tammy Conner, Director.

Absent from the Board of Directors was: Kristen Padberg, Director

Present from the Management Company were: Samantha Barry, Director of Operations; Jami Champagne, Market Vice President, Resort Operations; Mark Dunham, Vice President, Architecture and Construction; Jerry Parsey, Assistant Vice President, Architecture and Design; John Torchiana, Assistant Vice President, Architecture and Construction; Todd Lebow, Director, Architecture and Construction; Jesse Bales, Interior Design Manager, Architecture and Construction; Brandon Elliott, Associate Director, Association Management and Lisa Bythwood, Board Relations Specialist, Association Management.

Owners present were: Kama Swartz, Design Committee Member

Guests present were: Gina D'Amore-Bauerle and Marilyn D'Amore, D'Amore Interiors

CALL TO ORDER

Eric Swartz, President, called the meeting to order at 10:04 a.m. Mountain time.

APPOINTMENT OF CHAIRPERSON

Eric Swartz as Board President served as meeting chairperson.

ESTABLISHMENT OF QUORUM

Mr. Swartz announced with a majority of Board Members present, quorum was met.

APPOINTMENT OF RECORDING SECRETARY

Mr. Swartz appointed Lisa Bythwood to serve as Recording Secretary.

PROOF OF NOTICE OF BOARD OF DIRECTORS MEETING

Notice of the Board Meeting was emailed to all Board Members on February 7, 2024, as required by the Association documents.

DESIGN REQUIREMENTS REVIEW

Jerry Parsey and Jesse Bales presented a review of design requirements. Highlights included:

- Overview of Hyatt Vacation Ownership and Park Hyatt design requirements, including brand immersion, interior design standards and design milestones
- FF&E brand requirements
 - Fabric finishes, fabric backing, furniture constructions, and code requirements.
 - ASID license or equivalent required.
 - Fabric requirements: minimum 50,000 double rubs.
- Designer requirements:
 - Document existing conditions, photos, and update plans as needed.
 - Participate in weekly or bi-monthly coordination meetings with the Design/Project/Procurement Managers.
 - Provide meeting minutes, correspondence, and schedule updates.
 - Construction drawings and any additional drawing packages.
 - Specifications – CFAs.
 - Drawing reviews and approvals.
 - On site - Mock up / prototype review.

- Post mockup coordination meeting with procurement, design, and project management to align comments and feedback from review.
 - Site Visits – document existing conditions & conduct mock-up review.
- Project deliverables including project kickoff meeting, narrative, schematic designs, design development, Hyatt brand presentation, specifications, internal leadership reviews, and construction documents submittals.
- Overview of specification requirements, including:
 - Running cost estimates on products, fabrics, and reselections
 - Coordination with internal cost management as needed for items.
 - Budget package to be provided to Design and Project Management in conjunction with a specification package.
 - Seaming diagrams
 - Specification page flip
- Overview of procurement and bidding process
 - Items will be specific as “to bid” except for carpet, sleeper sofa, art
 - Internal review and revisions as needed
 - Spec page flip coordination meeting with designer, procurement, project management, and design management.
 - Specifications to align with the Brand Standard minimum requirements for Park Hyatt & Hyatt Vacation Ownership.
- Ms. D’Amore-Bauerle stated her design company owns their own showroom and the fee structure is based on sale of product to the client; therefore, procurement is handled internally, and they are unable to adjust their fee structure to allow bidding. The design company would not be willing to enter a project without the expectation upfront that they will handle procurement.
- Ms. Champagne explained as a branded property, requirements are in place to ensure the products selected for the units are of commercial grade, the bid requirement and process is set up to ensure that the association receives the best priced options. Ms. Champagne advised that if the board desires to move forward with D’Amore Interiors, they need to understand that D’Amore will not follow a competitive bid process.
- Mr. Dunham stated the design and product selected must conform with brand standards under the licensing agreement with Hyatt Corporation; at the pleasure of the Board, it may be possible to sole source the design project, but he would need to follow up.
- Ms. Champagne stated the correct scope of work must be identified, in addition to soft goods there is also carpet, paint, wallpaper, light fixtures and millwork to consider.
- Ms. D’Amore-Bauerle stated the design company can spec the carpet but would prefer the management company procure the carpet, and also suggested the management company handle the millwork.
- Mr. Swartz stated the designers are scheduled to visit the property on Saturday (February 24, 2024) and noted Samantha Barry and Kate Harrje will be onsite to lead designers to view each unit type as well as the model unit to provide final bid or proposal.

At the next Board meeting on February 23, 2024, the Board will review what is currently in scope, also review what the previous Board added, and send those details to the designer as a starting point by the end of the day. Additional items to be reviewed include:

- Television mounting
- Dining table height
- Dining table bench and chairs

Ms. D’Amore-Bauerle stated the original proposal provided should be considered a retainer invoice for the design services provided which is based on the sale of the products from the designer’s showroom and is

required for the site visit. Once the site visit is completed the designers will clarify items outside of the scope of soft goods.

Ms. Champagne will ensure that the design requirement presentation is sent to the designers, along with contact information for Mr. Parsey, Mr. Lebow and Mr. Dunham, as well as Ms. Barry.

Mr. Lebow will provide the insurance limits, so that designers can provide certificates of insurance prior to the site visit.


The Board will discuss engaging the design company during the next Board meeting.

ADJOURNMENT


There being no further business to come before the Board, a motion was made by Eric Swartz to adjourn the meeting at 11:22 a.m. The motion was seconded by Tammy Conner and unanimously carried.

Submitted by:

Approved by:


Lisa Bythwood (Jun 6, 2024 12:24 EDT)

06/06/24


Eric Swartz (Jun 7, 2024 07:36 EDT)

06/07/24

Lisa Bythwood
Recording Secretary

Date

Eric Swartz
President

Date