

**BLACK BEAR LODGE CONDOMINIUM ASSOCIATION
MEETING OF THE EXECUTIVE BOARD
VIA ZOOM
WEDNESDAY, AUGUST 19, 2020 9:30 a.m. MT**

BOARD MEMBERS

Tim Bonney
Cathleen Jones
Robin Holmes
Larry Cornett

MANAGEMENT PRESENT

Rob Harper, Toad Property Management
Scott Kelley, Toad Property Management
Ian Ryder, Toad Property Management

Scott called the meeting to order at 9:35 a.m. and confirmed a quorum.

Tim made a motion to approve the minutes of the March 23, 2020 and May 25, 2020 meetings. Robin seconded the motion and it was unanimously approved.

Scott said Toad had been working through the list of maintenance items. It was agreed a checklist would once again be used so maintenance personnel would not miss any items or sections of the building. Rob agreed to circulate a copy of the checklist to the Board. Scott said he was usually at Black Bear twice a week.

Action Item: Toad to circulate a copy of the maintenance checklist to the Board for review and then circulate to maintenance crew.

Rob explained a new member of the landscaping crew had taken over the watering of the flowers.

It was agreed the grill would be cleaned at least twice a week or as needed during peak periods.

Action Item: Toad to clean grill twice a week or as needed during peak periods.

Collection of trash by Waste Management had been increased to keep up with demand and would be reduced during the quieter periods.

Action Item: Toad to reduce trash collection by Waste Management at end of Summer season and increase again for peak periods.

Temperature and cleanliness of the hot tub was checked on a daily basis during peak season and the water should be drained and replaced every week, maybe Mondays or

Tuesdays. Signage could be used to alert owners and guests when the water had been changed and was getting to the correct temperature. After discussion it was agreed instructional signage for operation of the hot tub cover should be installed.

Action Item: Toad to maintain hot tub and install instructional signage for operation of the hot tub cover and signage when water temperature was stabilizing.

The Board discussed maintenance of the building exterior. Wood surfaces stained annually and cobwebs removed periodically and it was suggested the exterior of the building would benefit from power washing. As the power washing would require rental of a lift Scott agreed to obtain an estimate to power wash the entire building in the Spring and the Board would discuss again. It was suggested power washing of the building be scheduled every five years or so and it would be decided at that time if it was necessary to power wash the entire building or just specific parts of the building.

Action Item: Toad to obtain estimates for power washing the building, including rental of a lift and Board to discuss again.

Scott said a significant amount of roof tiles had been replaced during the Summer and the invoice had not been received. Additional roof tiles would have to be purchased for work next year and a crane would be needed to lift the tiles up to the roof. As the roof tiles were difficult to source it was agreed Toad would order a pallet and have ready for installing when necessary. For capital expense planning it was agreed to obtain an estimate for replacement of the roof either with the same roof tiles or some other product. Rob said the membrane had not been damaged by the ice.

**Action Item: Toad to order a pallet of replacement roof tiles.
Toad to obtain an estimate for replacement of the roof using the same roof tiles or some other product.**

Rob said window repair to help latch the windows had not been completed on the building and it would be done this Summer for the owners who had requested the repair.

Action Item: Toad to make window latching repairs for owners who had requested the repair.

Cathleen said two areas of the carpet required stretching and Scott agreed to follow up. Sealing of the tiles would occur after some broken tiles had been replaced and traffic in the lobby was down.

Action Item: Toad to schedule carpet stretching and tile sealing/repair.

The grill would be checked regularly and the main gas nozzle behind the grill needed to be left in the on position.

Action Item: Toad to add to the checklist.

The fireplace in the lobby would be checked.

Action Item: Toad to schedule inspection of fireplace in the lobby.

Scott agreed to purchase a second table to be placed close to the grill similar in size and style as the one currently on the deck.

Action Item: Toad to purchase outdoor table.

Cathleen expressed concern about the lack of flowers and color in the beds at the front of the building. Scott agreed to follow up with Spring Creek Landscaping for a proposal and to get two additional proposals for changing and improving the beds. Shrubs/trees would be trimmed, the bear needed repair, the stonework would be repaired and the bear and signage in front of the building probably needed to be updated or replaced and options would be researched.

**Action Item: Toad to follow up with Spring Creek Landscaping and obtain additional proposals for changing and improving the flower beds.
Toad to schedule shrub/tree trimming, bear and stonework repair.
Research options for updating or repairing bear and signage at the front of the building.**

It was agreed regular meetings would be beneficial so that financials and maintenance projects could be reviewed.

The garage door and the flooring would be discussed at the next meeting and it was agreed options were limited.

Action Item: Garage door and the flooring on the next Agenda.

Financials would be discussed at the next meeting. Bank statements would be shared with Larry, as Treasurer, each month.

Action Item: Toad to share bank statements with the Treasurer each month.

Rules and regulations would be discussed at the next meeting.

Action Item: Rules and Regulations on the next Agenda.

The recurring problem of ice build-up outside the elevator doors on the 3rd floor was discussed. When the building was designed and constructed, heating elements were not extended to that portion of the decking. Scott said he had researched options including heated mats, either electrical or solar powered. Electrical heated mats would be an expensive option that would not completely solve the problem but Scott said he would

obtain a cost estimate for a mat large enough to overlap the edges of the in ground heated areas. Because of the location, solar powered mats would not be viable. The Board agreed that going forward Toad personnel would continue to shovel and salt the area as needed.

Action Item: Toad to obtain estimate for electrical heated mat and continue to research options.

It was agreed Board meetings would be scheduled for the third Wednesday of each month at 9:30 am (mountain time) until the end of the year.

The meeting adjourned at 10:46 am.

Respectfully submitted by,

Rob Harper,
Toad Property Management