

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

BOARD MEMBERS

Cathleen Jones  
Robin Holmes  
Larry Cornett  
Jason Leonard

MANAGEMENT PRESENT

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

OWNERS PRESENT

Marcia Lindsey

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

Robin made a motion to approve the minutes of the September 16, 2020 meetings. Larry seconded the motion and it was unanimously approved.

Scott said an attempt had been made to remove staining on the stucco but it had not been very successful and Scott explained power washing might cause paint to peel as a reasonably high pressure would need to be used. Scott agreed to follow up with Complete Coverage to consider options for dealing with the stained areas.

**Action Item: Scott to continue to discuss stucco cleaning options with Complete Coverage.**

Scott said the roof tiles would cost \$875 and would have to be collected from Denver. A lift would be required to put the tiles on the roof. Rob said he could schedule collection of the roof tiles from Denver and arrange storage of the tiles if a lift could not be scheduled until the Spring. Robin made a motion to purchase the roof tiles, \$875, with Rob arranging the collection of the tiles from Denver. Jason seconded the motion and it was unanimously approved.

**Action Item: Scott to order roof tiles and schedule the lift. Rob to arrange collection of the roof tiles from Denver and arrange storage of tiles if necessary.**

Scott said High Country would be providing a bid for the elevator floor, sealing the slate in the lobby and preparing two large rugs with existing carpet remnants. Once the bid was received Scott would forward the bid to the Board. Scott said one section of the

lobby carpet in front of the fireplace would be stretched when High Country were next at the building.

**Action Item: Scott to continue to follow up with High Country and share information with the Board.**

Scott said Mountain Fireplace would be at the building on November 20, 2020 to work on the manual switch at the side of the fireplace. Larry suggested a “smart switch” which would turn itself off after a period of time.

**Action Item: Scott will continue to investigate a new switch for the fireplace.**

It was agreed that small maintenance projects could be scheduled by Toad without obtaining prior approval from the Board.

Scott said the work on the garage floor would start on Wednesday (21<sup>st</sup>) and signs would be put up alerting everyone in the building that the garage was closed for two days. Scott encouraged owners to share email alerts regarding maintenance with their individual rental company.

Scott said heated mats from Power Blanket for the area outside the elevator doors on the third floor would be approximately \$1,000 with an additional \$500 to \$1,000 for CB Electric to install electrical outlets at the second and third floor walkways. After discussion Robin made a motion to have electrical outlets installed on the second and third floor walkways. Jason seconded the motion and it was unanimously approved. Larry made a motion to order five heated mats from Power Blanket for outside the elevator door on the third floor. Robin seconded the motion and it was unanimously approved. Scott said the heated mats could be turned on and off with a smart control costing \$174. A more expensive control option was available for \$650 but it was agreed to move forward with the least expensive controller of \$174.

**Action Item: Scott to order 5 heated mats from Power Blanket for approximately \$1,000 together with a smart control of \$174. Scott to schedule CB Electric to install electrical outlets on second and third floor walkways.**

Scott said there was a shortage of plumbers in the area and an estimate for Boiler #2 installation had been obtained from ASR in Parachute, Colorado. Scott said ASR would be able to have the boiler operational around Thanksgiving and ASR would be willing to respond to service calls although response would probably not be same day. Robin made a motion to move ahead with the purchase and installation of Boiler #2. Cathleen seconded the motion and it was unanimously approved.

**Action Item: Scott to schedule Boiler #2 installation by ASR.**

Cathleen said an estimate had been obtained for a metal entrance sign and Larry said he had done some research on recreating the original sign and found that wood options would be more expensive. Scott said he had followed up with The Sign Guys regarding signage and repairs to the bear but pricing was not available and Red Mountain Logworks did not do signs. Scott said it would be necessary to present any signage proposals to the Town of Mt. Crested Butte to make sure signage and lighting was in compliance with the Town's lighting ordinance. Cathleen agreed to follow up regarding questions on the metal entrance sign and signage would be discussed again at the next meeting.

**Action Item: Cathleen to continue work on metal entrance sign and Scott would contact the Town of Mt. Crested Butte about steps necessary to obtain approval of a new sign.**

The garage door and flooring were already discussed.

Scott said ASR would inspect the exhaust for the snowmelt boiler to research options to prevent heat/steam damaging windows above the exhaust. Until a solution to the problem was found windows would not be replaced. Timberline Mechanical had attempted to diffuse the heat coming from the exhaust by installing a cap but that had made the problem worse and the cap was removed. Scott said Toad would continue to research options.

**Action Item: Scott to continue to research options for the snowmelt boiler exhaust to be directed away from the building.**

**Action Item: Ask owners at the annual HOA meeting if any other windows besides 303 have broken seals and need replacing.**

Cathleen said one unacceptable proposal had been obtained for landscaping and it was agreed to continue to follow up with Spring Creek Landscaping for their proposal.

It was agreed legal documentation for the parking space for Unit 101 would be discussed at a future meeting and Cathleen would continue to research options.

**Action Item: Cathleen to research legal options to document the adjusted parking space in the garage for Unit 101.**

Cathleen said it would be necessary to have a Resolution each year to confirm how excess funds would be dealt with, according to tax regulations. Robin reminded the Board any surplus would be refunded to owners and the excess funds could not be carried forward even if the Board was aware of significant expenditure the following year. Cathleen said, in her opinion, the Resolution would just relate to the Operating Budget and would not have an impact on unspent funds in the Capital Budget. Robin agreed to follow up with the Auditor for clarification.

**Action Item: Robin to follow up with Auditor for clarification on Resolution.**

Cathleen made a motion to approve the Resolution as provided by the Auditor and present the Resolution to the owners. Credit would be applied to owners on the next dues invoice instead of refunding funds. Robin seconded the motion and it was unanimously approved.

**Action Item: The resolution is on the agenda at the annual HOA meeting for approval by the HOA.**

Cathleen said amendments had been made to the Rules and Regulations. After discussion it was agreed to prohibit smoking in common areas, including outdoor common areas. Robin proposed several changes to the Rules and Regulations and it was agreed the Board would continue to review the regulations and provide comments to Cathleen for adoption at a future Board meeting with owners given the chance to comment.

**Action Item: Robin is going to send out the Rules and Regulations dated March 2014.**

**Action Item: Board members to review Rules and Regulations and submit comments to Cathleen for discussion at the next meeting.**

Scott said Complete Coverage had submitted a proposal, \$4,600, to sand and stain 24 doors and Complete Coverage would be able to schedule the work in 2020, weather permitting. Larry made a motion to move forward with refinishing the 24 doors. Robin seconded the motion and it was unanimously approved.

**Action Item: Scott to instruct Complete Coverage to refinish 24 doors.**

Scott asked if there was any interest in installing a vehicle charging station at the building. It was agreed to ask the question at the annual meeting and see if there were owners willing to volunteer for a Committee to research options and possible grant funds.

**Action Item: Add discussion item for vehicle charging station to the annual HOA meeting agenda.**

Scott said an owner had asked if faster internet could be installed. Scott said initial research indicated the speed was as high as it could be unless the building was split into two accounts so there would be less impact on each modem. Robin said big improvements had been made to internet and TV service in the building in recent years. It was agreed to add an internet discussion item on the annual meeting agenda to determine the interest in spending money to make further upgrades.

**Action Item: Add discussion item for internet to the annual meeting agenda.**

Scott said a rodent problem in one unit had been solved by Davidson Wildlife. Scott said throughout the valley there had been a significant increase in mice during the

summer. Robin suggested inspecting the building each Fall for potential entry points for rodents. It was agreed to add a discussion item to the annual meeting about rodents to make sure owners and tenants were taking the correct steps to prevent a rodent infestation in the future.

**Action Item: Add discussion item for rodent deterrents to the annual HOA meeting agenda.**

**Action Item: Add yearly rodent inspection to checklist.**

Robin suggested updating the Management Agreement to reflect increases in compensation and service fees and Rob agreed to have an updated Agreement for 2021 and either have an Addendum to reflect rate changes or a new Agreement each year.

**Action Item: Update Management Agreement in 2021.**

Scott said Jason would be willing to continue on the Board for a three year term and two years remained on the Board seat vacated by Tim. No owners had volunteered to join the Board. Robin suggested emailing owners every couple of weeks to encourage owners to volunteer.

**Action Item: Scott to continue emailing owners for volunteers for the Board.**

Robin said the insurance policy renewed in June and suggested the Board review policy renewals in the Spring.

**Action Item: Board discuss insurance renewals in the Spring.**

Robin asked that the problems associated with the heat system on the third floor breezeway be discussed at the next meeting as \$30,000 had been spent on repairs in the past but the system was not working properly.

**Action Item: Discuss third floor breezeway at next meeting.**

Scott said an owner had requested the return of hanging baskets to the upper levels in 2021.

**Action Item: Discuss hanging baskets at the annual HOA meeting and a future Board meeting.**

Scott said Robin would be talking directly to the Auditor. Scott explained the FDIC protection limit of \$250,000 related to the EIN of the Association and not per account and suggested opening an account at a third Bank in Crested Butte. Larry said Crested Butte Bank had a lower money market rates and Robin suggested a Certificate of Deposit. Rob said another association had invested money with Merrill Lynch in a low risk account. It

was agreed to review the governing documents, including the Investment Policy, and discuss at a future meeting.

**Action Item: Discuss moving funds to different bank accounts.**

Robin said she had reviewed building maintenance in the 2021 Budget and suggested amendments included adding additional line items to provide more detail. Scott said adjustments would be made to the Operating Account during the next month as some items needed to be identified as Capital Expenses.

It was agreed to review the Operating Budget one more time at the November meeting. Scott agreed to review the Capital Budget and propose adjustments as necessary. Rob said capital plans took several months to prepare and there were several companies and the cost would be in the region of \$3,000 to \$5,000. Robin agreed to ask the auditor if the capital plan was a capital expense or operating expense.

Rob said owners did not submit evidence of individual unit insurance coverage to the Association. It was agreed the governing documents required owners to have individual unit insurance coverage. Tracking insurance policies and renewals for all units would create a lot of work but could be done.

Scott agreed to incorporate Robin's changes into the 2021 Draft Operating Budget. The Capital Plan required additional work and adjustment as some work would be performed in 2020 or future years.

The next Board meeting was scheduled for Monday, November 9, 2020 at 9:30 am MT.

At 12:15 am Larry made a motion to adjourn the meeting. Robin seconded the motion and it was unanimously approved.

Respectfully submitted by,

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Rob Harper,  
Toad Property Management