

DRAFT

Minutes

Gateway Condominium Association Inc.
Executive Board Meeting
March 22, 2018 4:15 PM (Mountain Time)
Toad Property Management Office
318 Elk Ave. Crested Butte, CO 81224

In attendance via phone:

John Garvas, President
Jean Woloszko
Eileen Swartz
Steve Figlewski
Jennifer Hoeting
Rob Harper
Jim Ruthven (new employee at Toad. CPA and accountant. Welcome, Jim!)

Pre-meeting discussion:

- Initial discussion: current renter Sasa from unit 302 participated in the call to discuss parking issues. In short: she gets one spot from the unit 302 and when it isn't rented she gets another spot from unit 301 which she manages).
- After about 15 minutes she left the call.

I. Call to order/approval of January 25th minutes. Quorum declared (John) at 4:29 pm.
Move to accept: Eileen/Jean: unanimously passed

II. Financial Reports (Rob & John)

(a) P&L (b) balance sheet (c) age analysis (d) capital accounts

- John: Summary: Snow removals are below budget currently. If that continues, we may be under budget at the end. Hot tub maintenance is high.
- A board member expressed that we need to keep expenses lower to make sure that we don't have to keep increasing the operating dues. We increased dues last year because we were over budget last year.
- Water leak should be capital investment
- Hot tub: discussion about hot tub costs. No costs for it during the off season (e.g., April - May)
- Snow removal: much of the time is spent removing snow from the roofs
- Roof: roofing contractor is ready to go. Jay with Centennial Roofing will repair building 1 roof as soon as we get better weather. The work will be certified and warrantied.
- Maintenance overrun is due to trying to repair leaks in building 1.
- Hot water heater in the garage: provides for bathroom by hot tub and they also use it to fill the hot tub. They replaced it because it was from 1993.
- Contract labor: expenses for one of the photocells needed to be replaced, backflow inspection, fixed the dumpster.

Balance sheet:

- John proposed combining unrestricted and restricted funds (Jim, CPA approved of the idea)
- Motion to combine the restricted and unrestricted capital accounts and restricted them for future capital needs: Eileen/Steve: Motion carried.
- John proposed automatically moving retained earnings to capital funds. Eileen suggested that we vote on this every year.
- Are these all in one bank account? There are operating account and reserve account.

III. Management Update

- (a) Gateway written proposal from Martin & Martin, if accepted details of how, when, time frame, and who represents owners working with TOAD in the Martin & Martin initiative. If not accepted, who else should we select, what cost are we comfortable accepting, do we need a professional concern like Martin & Martin or will a construction company suffice?

Discussion:

- Martin and Martin would identify any work that needs to be done on the outside of the building before it is painted including the roof and identify how to fix any issues that are identified.
 - Martin & Martin proposed about \$25K to provide a detailed report about our building.
 - Feedback: Martin and Martin's scope of work is appropriate, but \$ amount seems very high.
 - No local contractor capable of giving us advice at this level.
 - Idea: Ask Martin and Martin: are they willing to modify the agreement to something cheaper if they, say, only look at 2 of the buildings?
 - Is the roofer adequate to fix the leak in Building 1 (~\$13K) to fix the leaks on the 100 building? Yes, but the roof project is for building 1 only and will not to fix other leaks.
- (b) Wifi/TV---Sundial/Spectrum---Attorney's communication (John & Rob)
- John: You have received the attorney communication.
 - Rob: he has been in contact with Sandy at Spectrum. Spectrum continues to be non-responsive about 7 different properties. What does Gateway need to do? Spectrum has received our letter of termination. Spectrum will send a notice letter to all Gateway owners. Cut-off date: May 8, 2018 digital service cut-off date. After that date, either you have to be on Spectrum's new plan or we need a new provider (which we have been trying to do for months). Jacob (our attorney) says to keep doing what we are doing.
 - Jean requested that we tell all owners about the next steps. Rob: as soon as he knows more info, he will contact the owners.
- (c) Hot Water Heaters: All of our previous discussions, research of court decisions, e-mails, and general advice from our attorney discouraging the adoption of any rule/regulation, as well as any time certain for the life of a hot water heater, the board should take an official action. Also note-- it is advisable to remind owners they are individually responsible for their respective hot water heaters. (John & Rob)

Rough outline of a proposed motion: Hot water heaters in individual units are the responsibility of the individual owners. Suggestion that the HOA board remind owners that they are responsible for the hot water heater in their unit at annual meetings. The HOA and management company will not keep records or monitor the age or other records about hot water heaters.

John and Jennifer will finish the above wording and will propose an email vote with a polished motion.

(d) Cameras:

- 4-6 cameras at the same cost as 1(?).
- What events have there been? 2 garage door events in the last year (\$500 to fix the recent problem), hot tub issues (people in it who weren't supposed to be using it or using it late at night)
- Rob: cameras are not common in CB, 1 fake camera at one building
- Skepticism among several board members: No one would be watching real time, so how much use would this be? Would the benefits justify the cost?
- Discussion tabled.

(e) Parking garage:

- Owner survey:
 - Owners who rent (14), owners who do not rent (2). Survey revealed owners who rent are flexible. when it is not busy season. Other times they want parking available for guest/renters without fail. Several suggested "assigned parking". This has pros and cons.
 - Enforcement of our current regulations was emphasized by five owners. In the midst of the parking space issue we experienced the damage to the garage door. Several suggestions have come forward to revisit the "security camera" possibility, especially now that security cameras are wireless can be monitored via cell phones, cost has decreased, and can be recorded (up to 30 days?).
 - Also noted were autos without sticker or TOAD passes. Two owners suggested color coded passes would also help control those who use an expired pass.
- Jean: has been at Gateway during all winter. He doesn't think there is a huge problem with parking.
- Discussion: do we really have a parking problem? Local people definitely park in our parking lot. We need to enforce our current rules.

IV. Ten (10) most important rules/regulations should be framed (8 X 10) and displayed in the elevator. Several owners suggested making the elevator more presentable.

- After discussion the board decided not to do this. Concerns were expressed that we've put up too many signs recently and Gateway is becoming unfriendly. For those people who rent out their units, in particular, we need to take some care to make sure that Gateway is an enjoyable place to visit.

V. Other thoughts from Owners' survey: (They were told before any discussion their thoughts, suggestions, or gripes would be communicated to the board.)

- (a) Hot tub cover: open and closed times?
- (b) Pets not on a lease
- (c) Rather than towing unauthorized vehicles; sign that says unauthorized vehicles will be "booted". This can happen on the spot when violation occurs at anytime. Being booted is more concerning at the moment than the threat of being towed. A fine (\$200) to remove the boot should be in order.
- (d) More decorative plant in the planters (Colorado native flowers?)
- (e) Sign at garage door (inside & out): "Proceed when door is completely up!"

- (f) If parking is not a problem at non-busy times; instead of leaving everyone to define that time; an e-mail to all owners reminding them of the days would be helpful. Owners could convey this to guest/renters.
- (g) Cleaning personnel should not put garbage bags in front of elevator; especially when owners/guest/renters are trying to steer the luggage rack loaded with suitcases and having to avoid the trash bags in front of the elevator. Also no parking of their vehicles in the middle of the driveway. During busy season...park outside.
- (h) Mat in front of elevator is oil stained. Not acceptable when guest/owners/renters arrive.
- (I) Owners need to thoroughly explain the rules/regulations to renters/guest....at least direct them to the location of our rules that should be in every unit.
- (j) Recycling waste.....
- (k) At one time we had Plexiglas put over the hot tub; it worked well, can we consider going back to this?

VI. Next meeting May 17

VII. Meeting adjourned at 6:00 pm.