

PITCHFORK FLATS ASSOCIATION, INC.
BOARD MEETING
JULY 10, 2025 – 5:30 pm
VIA ZOOM

Amy called the meeting to order at 5:36 p.m.

Participating via Zoom:

Amy McFadzean	
Matt Shipps	
Lauren Adams	
Alex Summerfelt	Toad Property Management
Bayliss Baker	Toad Property Management

Bayliss confirmed there was a quorum.

Matt made a motion to approve the minutes of the January 20, 2025 meeting. Lauren seconded the motion and it was unanimously approved.

Alex suggested discussing the retaining wall as the first item. A letter had been received from an attorney regarding adjacent land to the Horseshoe Building and responsibility for a retaining wall. The retaining wall was not shown on the original recorded plat and the attorney had provided a map showing their surveyor's location of the retaining wall. Liability for the retaining wall was not clear at the present time and the attorney had suggested an agreement to clarify any encroachment of the retaining wall.

Alex explained Toad would be able to contact an attorney to determine how much the cost would be to review the retaining wall and engage an attorney if the Board requested.

Bayliss agreed to email the Board with names and website addresses for potential legal counsel – Law of the Rockies, Beth Appleton and Altitude Law. The Board would review and select legal counsel to review the retaining wall letter. Bayliss said he would reach out to the neighboring owner to confirm the Board was reviewing the retaining wall letter. Matt said he would be happy to discuss the retaining wall with the owner.

Alex left the meeting.

Prior to the meeting a May 31, 2025 financial report had been available for the Board to review. The June financial report would be available mid-July. Expenses were running close to Budget year to date. Bayliss said he would be providing the Board with a more detailed financial report each month, starting with the June financials. Matt said Toad did not need to perform any lawn care at Horseshoe as he performed that work to keep expenses down.

Bayliss said roof leaks at the Big Sky Building had been reported and there was some internal damage within one unit. Bayliss said he would gather bids for the roof repair

work so that the work could be performed as quickly as possible and certainly prior to the Winter. The Board would continue to discuss.

Matt said some repairs were required at a unit in the Horseshoe Building. Bayliss confirmed the work was scheduled to start on June 27th.

Bayliss explained Al's Backhoe had performed some clean out of the external sewage pipes on one side of the building as an emergency call out. The owners on the other side of the building had asked that the second clean out be addressed. Matt suggested the additional clean out together with the clean outs of the other building be combined if the Al's Backhoe price would be lower for performing the work at multiple locations at a time convenient to them. Bayliss agreed to follow up with Al's Backhoe and get back to the Board with the price.

Bayliss said he would be walking the property every two weeks and encouraged the Board to reach out to him with questions or concerns.

At 6:25 p.m. Amy made a motion to adjourn the meeting. Lauren seconded the motion and it was unanimously approved.

Prepared by: Rob Harper
Toad Property Management, Manager