

**PITCHFORK FLATS ASSOCIATION, INC.**  
**BOARD MEETING**  
**JULY 12, 2023 – 3:00 pm**  
**VIA ZOOM**

Alex Summerfelt of Toad Property Management called the meeting to order at 3:09 p.m.

**Participating via Zoom:**

Amy McFadzean

Matt Shipps

Alex Summerfelt

Toad Property Management

Alex confirmed there was a quorum.

Alex introduced himself and said he would be managing the Association as Hannes had left Toad.

Alex said the minutes of the June 13, 2023 meeting would be reviewed and approved at the next meeting.

Alex confirmed a financial report would be ready by the 20<sup>th</sup> and future reports would be available on a monthly basis. Amy and Matt said a large dues increase had been approved for 2023 and they would not support another dues increase at this time. If funds were required for specific maintenance projects a special assessment would need to be approved. Regular financial reports would help the Board track expenses and understand future Budgets.

Alex suggested moving the annual meeting to later in the year so a better financial picture was available and a Budget could be prepared based on actual expenses during the year. After discussion the annual meeting was set for Tuesday, November 7, 2023 at 5:30 p.m.

Prior to the meeting Matt had shared a list of maintenance items. Matt explained Drake Austin had not been back to the building to propose potential roof repairs and it was agreed the work needed to be completed prior to winter. Matt said the specific problem with the roof had not been identified and completing repairs in the damaged unit had been delayed until the roof issue was resolved. Unit 416 had been damaged and repaired in the past and it was essential the source of the leak was identified prior to more money being spent. Alex said he would follow up with the maintenance team and research options.

Alex said roof anchors needed to be tightened and at that time it would be possible to complete an inspection of the surface of the roof. An inspection and possible patching of the roof had been discussed in February and Alex agreed to reach out to Drake Austin and Pete of Blue Dog Home Improvement. Alex confirmed the siding near the porch of Unit 416 would be reattached/reinforced. Matt suggested removing the boards on the deck of Unit 418 (his unit) to find out if that was the entry point of the water going into

the unit below. Matt said the subjects had been discussed multiple times, over several years, and it was essential to resolve the issues.

Alex confirmed the minutes of the June 13<sup>th</sup> meeting would be reviewed and the Board would be updated if there were any other unresolved issues.

Amy said it was important to review and follow up with Mike of Complete Coverage about the potential mistakes on the second invoice for snow removal from the roof. Alex explained Complete Coverage had removed snow from the bike path and Complete Coverage felt there was possibly work completed that had not been witnessed by people in the building. Securing a credit or finding a different contractor for the future would be options. Alex agreed to contact Mike of Complete Coverage. Matt said it was felt the second Complete Coverage invoice was approximately \$1,400 too high.

Alex confirmed financial reports would be provided to the Board as promptly as possible.

Alex confirmed he would meet with Matt at 10:15 a.m. on July 13<sup>th</sup> to inspect the building.

At 3:50 p.m. Amy made a motion to adjourn the meeting. Matt seconded the motion and it was unanimously approved.

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Prepared by: Rob Harper  
Toad Property Management, Manager