

PITCHFORK CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
JULY 23, 2025 – 4:30 PM

Present via Zoom:

Scott Harris
Katie Lyons
Bayliss Baker, Toad Property Management
Rob Harper, Toad Property Management

Scott called the meeting to order at 4:31 p.m. Bayliss confirmed there was a quorum. Notice of the meeting had been sent on July 21, 2025.

Scott made a motion to approve the minutes of the April 1, 2025 meeting. Katie seconded the motion and it was unanimously approved.

Bayliss introduced himself and encouraged owners to reach out to him with any questions or concerns. Bayliss confirmed Alex was still with Toad and available to answer questions.

Prior to the meeting a budget versus actual financial report had been circulated. Bayliss explained the financials as at June 30, 2025. Insurance and Repairs & Maintenance expenses were running over budget. Bayliss explained there would be a cash shortage especially if a Reserve Study was completed.

A CAU Loss Control Survey had been circulated to the Board. The report highlighted several items of concern. Roof and roof insulation, tree limbs, exterior wood (including siding and deck) and the concrete steps.

Bayliss explained the benefits of a Reserve Study and how it would help the Association plan to repair and maintain the building. Rob expressed concern about the cost of the Reserve Study for a small association and stressed the need to address the items outlined in the CAU Loss Control Survey. If the issues were not addressed the insurance company might cancel insurance.

Bayliss said two quotes had been received for a Reserve Study – Rob Felix and Building Reserves. The quote from Building Reserves was the least expensive at just under \$3,000 and Bayliss said he would recommend that company.

Bayliss explained a special assessment (of at least \$500 per unit) would be necessary to cover the cost of the Reserve Study and then another special assessment would be required when projects had been identified and prioritized.

Bayliss agreed to reach out to the Gunnison County Housing Authority to gather information about the deed restriction, resale value and how the special assessments

might impact resale ability. Prior special assessments for essential work also needed to be considered.

Building Reserves would require a 50% deposit. Rob suggested an immediate special assessment of \$250 per unit and a month later another \$250 per unit.

Scott made a motion to engage Building Reserves to perform a Full Reserve Study for \$2,895. A special assessment of \$250 per unit would be immediately assessed and the following month a second special assessment of \$250 per unit would be levied. Katie seconded the motion and it was unanimously approved.

Bayliss said he would contact Building Reserves and Toad would coordinate the special assessment.

Bayliss suggested scheduling a meeting with all owners. Bayliss agreed to reach out to all owners and arrange a meeting in the next couple of weeks.

Bayliss explained the irrigation system at the front entrance had a leak. Temporary irrigation was in place and the Pitchfork Master board would consider long term options.

At 5:12 p.m. Scott made a motion to adjourn the meeting. Katie seconded the motion and it was unanimously approved.

Prepared by: Rob Harper
Toad Property Management, Manager