

**PITCHFORK TOWNHOMES ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING**

**THURSDAY, AUGUST 4, 2022  
VIA ZOOM**

Present:        Jess Legere  
                     Tyler King  
                     Don Wiseman  
                     Hannes Gehring, Toad Property Management

Hannes called the meeting to order at 11:05 a.m. and confirmed there was a quorum.

Hannes explained the purpose of the meeting was to discuss and approve the 2023 Budget. Hannes said the master association had approved a 2023 Budget with a dues increase and that \$10 increase per unit had been included in the Townhomes Budget.

Hannes said adjustments had been made to the Repairs & Maintenance line item as some expenses for drywall had been categorized in the wrong line item. Hannes said roof snow removal had to be performed after large storms to avoid ice dams and damage. Don said work would need to be performed on the roofs and insulation in the future. Although it would be a significant expense to make the attics/roofs work efficiently there would be savings in heat and less damage from ice dams. Owners would have a special assessment of approximately \$1,000 per unit and the work could be discussed at the annual meeting.

Don suggested some amendments to the draft 2023 Budget. Concern was expressed about increased operating expenses, inflation and the need to build up a reserve for exterior maintenance as well as the need for a special assessment to deal with insulation in the attics. Hannes said the total increase in dues would be approximately 9%. Hannes agreed to make the amendments to the 2023 Budget and email a breakdown of the monthly dues for the 2 bedroom and 3 bedroom units.

Don made a motion to adopt the 2023 Budget with the changes discussed subject to the dues increase not exceeding 10% per unit. Jess seconded the motion and it was unanimously approved.

Don said he would draft a letter for circulation to owners prior to the annual meeting. The letter would help owners understand the projects proposed by the Board.

At 12:06 p.m. Don made a motion to adjourn the meeting. Jess seconded the motion and it was unanimously approved.

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Prepared by Rob Harper, Toad Property Management