

PITCHFORK FLATS ASSOCIATION, INC.
BOARD MEETING
OCTOBER 4, 2023 – 4:00 pm
VIA ZOOM

Alex Summerfelt of Toad Property Management called the meeting to order at 4:05 p.m.

Participating via Zoom:

Amy McFadzean	
Matt Shipps	
Melissa Veranghe	416 Horseshoe
Alex Summerfelt	Toad Property Management

Alex confirmed there was a quorum.

Alex said the minutes of the three prior meetings would be reviewed and approved at the next meeting. Alex explained meeting minutes would be circulated to Board members approximately a week after a meeting and Board members would have the opportunity to provide changes.

Prior to the meeting Alex circulated an August 31, 2023 financial report. Matt questioned the December 2022 year end figures for snow removal and landscaping. Alex explained some corrections had to be made as invoices had not been allocated to the correct building. Alex said he would research that further and clarify the exact changes. The September report would be available shortly.

Alex went through the 2023 year to date figures and said snow removal and utilities were over budget. Alex cautioned the lack of a Reserve Fund might make it difficult for owners when capital projects came up and an owner had to pay the full special assessment instead of the Association using some or all of the Reserve Funds. Capital Plans would help to prepare the Association for the upcoming large expenses. Alex explained Lenders liked to see at least 10% of operating expenses going into a Reserve Fund. During 2023 the snow removal expenses prevented the Association actually transferring those funds to a separate Reserve Account. Matt explained the Board had not wanted to increase dues to fund a Reserve Account as there had already been a large dues increase. Matt stressed the Board wanted to set up a Reserve Account and that should be revisited as soon as there were funds available to transfer.

Matt said the ski area had reported 350 inches of snow which was an increase of approximately 40% over average years. The snow removal expenses for the Flats were 100% more than the prior year and Matt said he would continue to research the snow removal expenses and landscaping. Alex said there had been 27.5 hours for snow shoveling so far during the 2023 Winter months. Alex explained the Toad hours were tracked on an App and it was time consuming and tedious for the snow removal crew. Some expenses were shared with other parts of Pitchfork and the snow removal crew had to make separate entries in the App.

Alex explained Blue Dog Home Improvement had estimated \$6,000 for the siding work. Additional work was required to investigate the leak into 416 Horseshoe. Melissa said emulating the leak by putting water on the deck above had been tried in the past and failed to resolve the issue. Alex confirmed the impact of ice dams would be researched and two contractors had indicated the issue was probably roof related rather than the deck.

Matt said the \$6,000 estimate appeared to be very high for the siding work as some materials were already there and the remaining materials would be minimal. If funds were left over from the \$6,000 estimate the funds could be applied to the 416 Horseshoe work. Amy suggested the special assessment be an entire Association expense and not restricted to the owners of units in the Horseshoe building. Alex said he would research the governing documents as he thought the two buildings paid special assessments separately. Concern was expressed about any special assessment funds being applied to the general Association funds if only Horseshoe owners paid and it was stressed those special assessment funds were just for the Horseshoe building repair expenses or credits and refunds made of any unspent funds.

Alex said he would prepare a spreadsheet breaking out the percentage and dollar amount of the special assessment. Amy reminded everyone that the percentages shown in the Covenants for 412/414 and 416/418 were incorrect as the numbers had been flipped for the smaller and larger units. Alex said he would follow up and research if the governing documents had been updated and Melissa said she thought there was a document which corrected the percentages for 412/414 and 416/418.

Alex explained Blue Dog Home Improvement and Drake Austin Construction had inspected the areas where roofs met and might potentially be causing an issue. The metal could be removed and new ice and water shield installed but both contractors had suggested not doing that work and preparing for a future capital project to replace the entire roof. Alex said insurance might not cover wear and tear on a 18 year old roof and the insurance company would want to see evidence of a specific event. Alex explained insurance was about to be renewed and a claim might result in the insurance company dropping the Association and any claim would be on the Loss Runs for 5 years, making it difficult and usually expensive to find coverage for those 5 years.

Concern was expressed about the prior large special assessments for the Horseshoe building and the adjustment of dues which resulted in significant dues increases for some units. Alex said another option might be a bank loan for a capital project.

After discussion Alex said a temporary solution would be to have Blue Dog Home Improvement perform an extensive screw and glue on the roof together with an inspection. During the Winter snow would be removed from the problem spot with a snow rake and the frequency of snow removal on the roof would be increased to avoid ice dams forming. Matt said he was willing to try the snow rake approach and suggested the contractors perform snow removal on the full roof a couple of times during the season

and in between the contractor would perform snow removal in the problem areas. Alex cautioned partial snow removal was not always significantly less expensive as a lot of the cost was setting up and removing equipment.

Alex said he would circulate a draft 2024 Budget and the Board could discuss at another meeting. Alex suggested an annual meeting on November 14, 2023 and asked the Board to let him know if that date was convenient.

Matt asked if he could purchase a mower and perform the landscaping work in addition to doing the work with the snow rake. Alex said there would still be some landscaping expenses to set up, monitor and blow out the irrigation system.

Alex explained insurance rates were increasing throughout the valley and the renewal for the Association was approximately \$2,000 more. Alex asked the Board to review insurance coverage options. Alex explained the Worker's Comp line item also included volunteer work and did not just relate to contractor's working on the buildings. It was unanimously agreed to select the optional extra of Workers Comp insurance but not select the option for flood insurance or earth movement insurance. Alex said reinsurance rates pushed up the rates for insurance renewal as well as wildfires and the disaster at a Florida condominium building.

Alex said he would obtain clarity on the special assessment and how to divide that special assessment. Once Alex provided the information a vote would be taken on the special assessment and a 2024 Budget would be adopted.

Alex confirmed the exploratory work would be conducted on the deck to try to emulate back pressure and Blue Dog would perform a screw and glue on the roof. Alex said a special assessment might be necessary if the exploratory work identified a specific course of action but the Association had funds to cover the exploratory work. Alex explained a building inspector might be needed but that would not be known until the exploratory work was started.

At 5:20 p.m. Matt made a motion to adjourn the meeting. Amy seconded the motion and it was unanimously approved.

Prepared by: Rob Harper
Toad Property Management, Manager