

**LARKSPUR COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
MINUTES OF MEETING
TUESDAY NOVEMBER 24, 2015
5:30 P.M.**

The Meeting of the Board of Directors of Larkspur Community Association met on November 24, 2015 at the Toad Property Management office, 318 Elk Avenue, Suite 24, Crested Butte, CO 81224.

Those present: Jeff Duke
 Heather Connor
 Laddie Coburn
 Rob Harper, Toad Property Management

By Phone: None

Rob Harper called the meeting to order at 5:42 p.m. and confirmed there was a quorum.

Rob introduced himself and said that he has received the Quickbooks file and that Shirley at Doug Gorman's office has been going through the accounts. She had a few questions that Bob Pannier has been helping with. Rob said that there are a handful of bills that need to be paid soon. Rob said that he also needs to finish the change at the bank to become a signer.

Rob asked if there were any maintenance items that needed to be taken care of before winter. Jeff said that he had been changing exterior light bulbs from 100 watt to 50 watt but that there are not any items that need to be addressed at this time. Jeff also said that he had been searching for a new rock with a flat face to replace the old one with the "L" on it.

Laddie asked if Parker would be doing all of the snow clearing and Jeff pointed out that the fire hydrants will need to be shoveled periodically and Rob said that he would take care of it. Laddie asked if the hydrants need to be flushed out and Jeff said that some do but that he would take care of it. Jeff said that Parker will clear the snow on a 4" – 6" schedule this season for \$280 per snow event.

There were no minutes from the last meeting however it was noted that the last meeting was where the Board appointed Toad as the new property manager.

Laddie asked who would be the single point of contact for Toad. Rob said that he had many people who are available to help with any Association matters but that he would be the main point of contact going forward.

Jeff said that the Association collects fees for new construction. Rob said that this is one of the questions that Shirley had for Bob.

Jeff spoke about the water committee. He said that they have solved some of the minor electrical issues in the pump house. There are some new issues with the main electrical

box that services Larkspur, Skyland and Buckhorn where water is finding its way into the conduit, this is something that will need to be addressed at some point. Jeff explained that this pump house services fire suppression and irrigation. The pump house near the main entrance is for potable water which comes from a spring and is then chlorinated and used to serve all of the homes. Jack Deitrich monitors and maintains this system and is paid monthly. Jeff said that the Association has purchased 32 gallons per minute from the spring and that they are allowed 16,000,000 gallons per year.

Laddie spoke about the ice on the lake. He said that most agree that they are not trying to keep people from using the ice but that they need to minimize the liability. Jeff said that parking has also become an issue. It was decided to speak with the attorney and find out the best approach to signage and that Rob would order and install them. Rob said that he would also talk to the insurance company and make sure everything is covered correctly. Laddie asked if it would be appropriate to have a rope and a float available and said that there have been several groups skating lately. Jeff made a motion to have Rob order and install signs, this was seconded by Heather and unanimously approved.

Jeff said that the dog poop stations need to be checked and maintained. Rob will do this on a regular basis.

Jeff said that lot S-9 is in the foreclosure process. There are several issues that continue and Bob should be able to update the Board in the near future.

There was a brief discussion regarding the covenants and new policies. Jeff explained that years ago there were changes proposed for the existing covenants to be current with CCIOA. Rob said that he can provide the 9 new policies and procedures which David Leinsdorf has drafted. It was agreed that Rob would check with Law of the Rockies to find out what needs to be changed and if there are any underlying issues that need to be addressed.

Laddie asked Rob who the main contacts are at Toad. Rob said that he is available at any time. He explained that he has a very flat organizational structure and that the Board is welcome to speak with anyone. The key people to speak with are:

Rob Harper – Owner/Operations
Abby Loken – Accounting
Matt Schroeder – Outside Operations
Nikki Brockman – Office Administration

Laddie then asked how Toad would be paid. Rob explained that they bill monthly with the property management fee in addition to any maintenance costs. Toad will invoice Larkspur and then an officer will approve the invoice and then be paid.

Rob said that he will be posting all of the meeting minutes on the Toad website which will have Larkspur on the client list. This will also have all of the governing documents.

Heather asked that the Board be looking forward to a possible dues increase. It was agreed that this would be the long term goal but that the Association should finalize some

of these other items before it addresses this issue. It was also agreed that a 5 year plan would be a helpful tool to start this dialogue.

It was agreed that the next regular meeting would be on January 19th at 5:30.

Laddie made a motion to adjourn which was seconded by Heather and approved unanimously at 7:13 pm.

Rob Harper, Association Manager

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