

**PITCHFORK FLATS ASSOCIATION, INC.**  
**BOARD MEETING**  
**DECEMBER 7, 2023 – 4:30 pm**  
**VIA ZOOM**

Alex Summerfelt of Toad Property Management called the meeting to order at 4:39 p.m.

**Participating via Zoom:**

Amy McFadzean  
Matt Shipps  
Sarah Van Dyk  
Alex Summerfelt      Toad Property Management

Alex confirmed there was a quorum.

Matt made a motion to approve the October 4, 2023 meeting minutes. Sarah seconded the motion and it was unanimously approved.

Alex explained the Pitchfork Master Association would be taking over most of the machine snow removal costs. The change would reduce the operating costs for Pitchfork Flats and Townhomes and the Master Association budget would increase and be ratified at the December 13, 2023 annual meeting.

Prior to the meeting a draft 2024 Pitchfork Flats Budget had been distributed to the Board. Alex said the Budget included a small dues increase (4.3%) and there would be an increase of \$22 per unit, per month, for the Master Association for the additional snow removal. Amy stressed the need for the dues increase, per unit, to be notified to the Board in writing.

Alex said insurance renewal premiums were not yet available but other associations were seeing significant increases in annual premiums. Alex explained landscaping costs had been reduced in the 2024 Budget as Matt had volunteered to assist with landscaping on Horseshoe. Snow removal had been reduced in the 2024 Budget due to the Master Association taking over most of the machine snow removal and Alex said he would carefully monitor snow removal expenses during the first quarter of the year and report back to the Board.

Matt said snow removal looked good for the first few storms of the Winter but questioned the frequency and need for some of the snow removal and ice chipping. Alex said the Pow Cam in Mt. Crested Butte was used as the snow gauge and after 4 inches of snow the crews were mobilized. Alex said he would monitor the hours billed.

Utility costs had been increased in accordance with actual expense increases from Waste Management, Mt. Crested Butte Water & Sanitation and Gunnison County Electric.

Alex said \$9,000 had been allocated to the Reserve Fund for 2024 to help pay for future capital projects. Matt expressed concern about building up a Reserve which was shared by two buildings and suggested having a small operating reserve and then assessing when each building required funds for a project. After a short discussion it was unanimously agreed the Reserve Fund allocation in the 2024 Budget would be significantly reduced and operating dues would remain at the current level or slightly lower.

Alex agreed to amend the 2024 Budget and once the Master Association ratified an operating budget at the December 13<sup>th</sup> meeting there would be another meeting to adopt an operating budget for Pitchfork Flats. Alex agreed to provide a breakdown of monthly dues along with the 2024 Budget.

The Pitchfork Flats annual meeting was scheduled for Thursday, January 4, 2024 at 5:30 p.m.

Alex suggested the four separate Pitchfork boards have meetings during the year to discuss ideas and projects amongst the separate associations. Alex explained there would also be vacancies on the Master Association board and encouraged owners to put their names forward. Alex said he was also researching how future special assessments could be specific to each building and funds held separately in Reserve Accounts. Alex confirmed it would not be an amendment of the governing documents, just the introduction of separate bank accounts. Alex said he would continue to investigate.

Alex said Blue Dog Home Improvement had submitted an Invoice for \$2,628.91 for siding repair at the Horseshoe building. Blue Dog would be submitting another invoice once the screw and glue and small repairs were completed on the roof. Matt suggested owners be notified of the current invoice and their portion of the special assessment so that owners paid smaller special assessments instead of receiving one larger invoice. Alex agreed to email the 4 owners in the Horseshoe Building about the first special assessment.

Alex said Toad had hired new property managers which would allow Alex to focus more on Pitchfork matters.

At 5:21 p.m. Amy made a motion to adjourn the meeting. Sarah seconded the motion and it was unanimously approved.

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Prepared by: Rob Harper  
Toad Property Management, Manager