

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**CREST HOUSE CONDOMINIUM ASSOCIATION**  
**THURSDAY, DECEMBER 14, 2023**  
**5:30 P.M.**  
**CRESTED BUTTE AND VIA ZOOM**

Present: Martin Catmur  
Dory Dannettell  
Amy Steckdaub  
Kat Loughan, Toad Property Management  
Brandon Cvilikas, Toad Property Management  
Nick Sledge, Toad Property Management

Kat called the meeting to order at 5:36 p.m. and confirmed there was a quorum with two Board members participating.

Minutes of the October 26, 2023 meeting would be approved by email.

Kat said Amy Steckdaub would be willing to join the Board to complete the remainder of a board term. Kat explained the appointment of Amy to the Board would be ratified at the annual meeting. Dory made a motion to appoint Amy Steckdaub to the Board. Martin seconded the motion and it was unanimously approved.

Prior to the meeting a draft 2024 Budget had been distributed to the Board. Kat said the draft 2024 Budget included a significant dues increase, 48%. Kat explained \$62,912 had been received from American Family for the sewer line backup in Unit 1. A \$10,000 deductible had been paid from Reserves and the insurance company had refused to cover some portions of the work. The expenses totaled \$76,643 and Kat said accounting would adjust the reporting so the items not covered by insurance would be moved to a different line item in capital expenses. Kat explained Community Banks had started charging monthly service fees, without notice, and there had been one \$35 for an overdrawn account which had been immediately corrected. Kat said Toad was talking with First Citizens Bank in Denver, who specialized in HOA banking needs, and might provide a better service to Crest House, without service fees. It was agreed to discuss at a future meeting.

Kat said the \$10,912 expenses in Repairs and Maintenance for 2023 related to several different projects including repair after a roof leak and coordinating the repair of an electricity meter damaged by snow. Kat suggested having a budget line item for roof snow removal which was needed during the big snow years.

Kat explained temporary internet service had been provided for the building during the recent siding project. A decision could be made at the annual meeting to determine if the group internet service would continue to be provided. Nick expressed concern about Spectrum installing separate service to each unit and having multiple wires

on the outside of the building again. Coordinating the service with Spectrum might prevent the need for additional wires on the outside of the building. CenturyLink, King Systems and Electronic Solutions had been contacted about the phone lines but as yet service had not been restored or the cost of rewiring was very high. How many units required a phone line was unclear. Kat agreed to follow up with tenants in the building to determine the current communication needs and Nick would continue to research options.

Nick explained the installation of the deck railings during the siding project had been a problem and Drake Austin had agreed to put some blocks in place to strengthen the railings. Drake had concerns as there would be additional holes in the siding where the deck railings met the building. Martin said the deck railings were currently secure and it was generally agreed the structural integrity was not compromised. After a long discussion Dory made a motion for Drake Austin to do the additional work on the deck railings on the 2<sup>nd</sup> and 3<sup>rd</sup> floors at no extra cost for the Association. Martin seconded the motion and it was unanimously approved.

It was generally agreed the siding project looked good and the efficiency of the building might be improved. Drake Austin had suggested upgrading the gas and electrical meters and installing shed roofs over the meters. As the meters were operational it was suggested that the work be added to the capital plan and the work completed in the future. Kat said the cost of the Mt. Crested Butte permit had not been included in the special assessment to owners.

Nick said rebuilding the front entry porch would be a project for the future. Nick said he could obtain a bid to help with planning and a new entry porch would need to comply with current requirements and standards.

Nick left the meeting.

Kat said she was actively shopping insurance for the building. Kat explained Country Financial had provided a renewal proposal which was significantly lower than American Family but provided \$1M coverage as opposed to \$2M. The deductible for American Family was currently \$25,000 and Kat suggested that deductible be reduced back to the \$10,000 figure. Kat said she needed to research the Country Financial proposal further to make sure coverage was similar and rebuild costs at the correct level. Kat said a recent meeting with Farmers Insurance regarding rebuild cost recommendations in the valley had been very informative. Kat explained the Association's governing documents dictated the insurance coverage but insurance companies were not keen to insure Associations. That was reflected in renewal rates and it might be beneficial to amend the governing documents and owners would be responsible for additional insurance coverage on their HO6 policy for their unit.

Kat explained an accounting mistake had resulted in Elk Ridge II paying all of the trash expenses for most of 2022. Kat said Crest House was in the process of paying that money back to Elk Ridge II and Waste Management had increased rates. Kat said

Golden Eagle could only provide 3 yard dumpsters, half the size of the current dumpster, and once two dumpsters were utilized there would not be savings and a parking space would be lost. It was agreed a shared dumpster with Elk Ridge II with Waste Management providing the service would be left in place for at least a year.

Kat explained the actual expenses for 11 months during 2023 was \$37,771 so the proposed dues increase for 2024 would bring income up to the level of actual expenses. Attempts would be made to monitor the roof in the future and prevent roof leaks. If snow was removed from the area on the roof close to the vent pipes it would be possible to mitigate future leaks.

Kat said the draft 2024 Budget would result in dues of \$533 per month, per unit. Kat explained there were delinquent dues.

At 7:00 p.m. Dory made a motion to go into Executive Session to discuss delinquent dues. Martin seconded the motion and it was unanimously approved.

At 7:13 p.m. a motion was made to leave Executive Session and return to the recorded meeting. The motion received a second and was unanimously approved.

Martin made a motion to comply with the existing Collection Policy and send a registered letter to the owner of Unit 3 and attempt to collect the delinquent amounts. Dory seconded the motion and it was unanimously approved. Kat confirmed the registered letter would be sent to the Unit 3 owner.

The Reserve Account which had been built up with the \$100 per month, per unit, payments had been reduced by the payment of the \$10,000 insurance deductible. If the 2024 Budget was approved as presented the dues would be \$533 per month plus the \$100 per month into the Reserve Account. Dues for 2023 were \$370 per month plus the \$100 per month into the Reserve Account.

After discussion Martin made a motion to remove the \$1,560 shared internet expense from the 2024 Budget and reduce the Repairs & Maintenance line item by \$1,000 bringing that down to \$5,000. The two changes would bring dues to \$500 per month, per unit, plus the \$100 going into the Reserve account. Amy seconded the motion and it was unanimously approved. Kat explained the 2024 Budget would be presented to all owners and unless 67% of owners made a veto of the Budget the Board approved Budget would be ratified at the annual meeting.

Martin made a motion to invoice all owners for a \$1,500 special assessment, payable by February 1, 2024, to cover the cost of the Mt. Crested Butte permit for the siding project. Dory seconded the motion and it was unanimously approved.

Kat explained concern had been expressed about recreational items being stored around the building and in hallways. The current Rules and Regulations prohibited the

storage of bicycles on decks. As it had been a long meeting it was agreed to discuss via email and at a future meeting if necessary.

Kat said Toad would continue to monitor parking. It was generally agreed that parking did not appear to be a problem at the present time.

The annual meeting was scheduled for Thursday, January 11, 2024 at 5:30 p.m. (MT).

At 8:00 p.m. Dory made a motion to adjourn the meeting. Martin seconded the motion and it was unanimously approved.

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Prepared by Rob Harper,  
Toad Property Management

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