

# **DRAFT**

## **MINUTES**

Gateway Condominium Association Inc.  
Executive Board Meeting  
November 3, 2016 4:15 PM (Crested Butte Time)  
Toad Property Management Office  
318 Elk Ave. Crested Butte, CO 81224

In attendance via phone:

John Garvas  
Jean Woloszko  
Eileen Swartz  
Rob Harper  
Steve Figlewski  
Jennifer Hoeting

I. Call to Order, Attendance/Quorum

II. Approval of July 25th minutes John  
One edit (removed hanging sentence). Moved: Eileen, 2<sup>nd</sup>: Jean, approved unanimously.

III. Management Report: Rob  
GW update: today Rob toured GW. 104 – not quite done probably done around xmas, 303 – windows in progress. 104 dumpster is coming out next week and getting all construction materials out of garage next week, no loud construction will happen during ski season.

- (a) HOA Financial Report:
- a. Cable and internet was for 4 months, not 3 months.
  - b. Why no rent on the income: actual should say \$1500
  - c. Contract labor: \$1923 for town of MCB is requiring that all buildings have new back-flow preventer valve for water for the entire building (not a hose outlet) and they need to be inspected. Rob wants to move this to unanticipated expense.
  - d. Hot tub: we've bought the 2<sup>nd</sup> electric heater but haven't installed it yet. This will be an operating expense.
  - e. Electric: switched hot tub from gas to electric so this might be over budget this year but gas will go down. Gas heats the garage.
  - f. Elevator: \$1473/quarter for maintenance agreement + inspection.
  - g. Legal: expenses for by-laws revision (see below)
  - h. Telephone: for the phone in the elevator \$73/month! Can we find a cheaper plan? Eileen pays ~\$30/month for Century Link for phone in her condo. This is the same amount Rob pays on all of his buildings.
  - i. Assessments: 3 assessments are late on their quarterly assessment. One condo is late for 2 assessments, another is late on the latest assessment. Rob has re-sent

these people letters and will call if they don't submit soon. Rob is following our policy for late assessments.

There was a concern that some owners aren't paying their assessments on time. John will review our policy and make sure that it is followed. Do we have both a late fee and a penalty? What is CO law for HOAs on this?

Budget Overall: looks good, on track for the quarter. We have ~\$60K total (\$25K in checking, \$12K in capital, \$5K in operating, + ??). We have approximately \$13K more than last year at this time. That's good as our capital reserves were quite low.

(b) By-Laws Update

- (c) Pet policy posted on TOAD web-site: motion to accept the new pet policy: Eileen/Jean. Unanimous.

Do all the owners know that the Toad website exists? John has notified them several times and will do so again when he emails the owners a summary of this board meeting.

- (d) Quarterly billing re-emphasized (Rob): invoices sent right before the quarter starts. They give the owners 30 days to pay.

IV. Stored building supplies/personal items in garage/flexible policy      John  
Construction items will be out by Thanksgiving.

- Should we have a code to get access to our garage? The doors are usually left open. However, there is always elevator access to the garage from above so it is a hard area to secure. We decided to table this for now as it causes some new problems (losing the code, etc).
- See John's construction storage policy suggestions in the email to the board of 10/26/16.
- John: if a contractor wants to store a bunch of materials in the garage. Who is liable for this? It puts the HOA at risk because stuff is being stored that isn't. Insurance company told John that we should get someone to sign a release.
- Some members argued against over-regulation for Gateway. The suggested extra insurance may make it hard for us to get contractors.
- John will look into this further. For now: ask Toad to get people who store construction materials in the garage to sign a release stating essentially: I accept liability for the items.

V. New front doors (discussion)      John/Rob

Proposed plan: comprehensive plan for now – 2020.

- We need to replace the doors and paint the building. Doors + installation will cost ~\$2000 per unit. If we plan for it to happen in summer of 2019, this will give the owners a good amount of time to plan for the expense.
- Summer of 2020: painting GW will cost about ~\$90K. Which will probably require all of our money in our capital account at that time.

- Some board members are pro replacement others are against:
  - Against replacement: What's wrong with the current doors? They seem to work. Are they dented? Overall they are currently functional steel doors. \$2000 seems like a lot of money if the doors work.
  - For replacement: Current doors are unattractive. At least one non-board member condo owner would like to update his door to improve the unit. Some of them leak on the bottom when it snows. We could get decorative doors to make the place look better.
- Proposal: do this as one project (doors + painting) as a way to make the condo more attractive.
- Concern: how are we going to force people to pay for this if it isn't a capital expense? We will probably have to use capital funds if we replace the doors.
- Proposal to ask Toad to investigate
- Capital planning: What are the other capital projects on our radar?
  1. Exterior paint looks good currently.
  2. Hot tubs always cause problems
  3. Heating systems in the garage are old
  4. Resurfacing exterior asphalt
  5. Elevator: we spent a lot of money to fix the elevator a few years ago (we replaced all the machinery).
  6. Stucco repair that seems to keep happening.
  7. Sprinklers
  8. Common decks that need fixing. (Cat walk)
  9. Probably more
    - We have an old capital plan which can help for planning but it is usually hypothetical because emergencies often come up. Jennifer sent it to the board.
    - One condo hired a 3<sup>rd</sup> party to do a capital plan. It cost ~\$2K. Rob will ask this person how much it might cost to do a capital plan for GW.

#### VI. Board participation guidelines

John/Rob

John sent proposed guidelines to the board (see 10/25/16 email). Proposal to change from 50% to 75% participation.

#### VI. Annual Audit report

Rob

- Owner allocation. Robb needs Covenants: Appendix B.
- Can we do the audit every other year? John will this on the agenda for next time. Rob: any owner can ask to see Toad's books anytime. General consensus: we don't need to spend \$3K per year to do this audit.
- Colorado rules: <http://www.cohoalaw.com/governance-community-association-101.html>

#### VII. Gateway Insurance

John/Rob

- ~3% increase in the premium expected.
- One suggestion: increase the umbrella from \$5 million to \$10 million. Will cost about \$500 per year. Motion to increase to \$10 million (Jennifer/Steve). Passed unanimously.

VIII. Future meetings:

Tentative dates for future meetings: January 19th, March 16th & May 18th

IX. Board member input

- Internet: slow internet is a problem for the entire valley. Western State has received a grant to improve the internet throughout the valley. Westwall and Black Bear are looking into this. Rob has looked into this with several companies. So far, the businesses proposing this make it sound good but performance hasn't been proven. Fiber line is outside Westwall but we'd need to hook into this. Rob proposes that we wait to see how it performs for Westwall.
- Cable: New cable provider in Black Bear with individual boxes. It cost \$35 per TV. Can we get a plan so individuals can have their own cable boxes?
- Signage update: they arrived on Monday and will be put up this week. Rob followed Jean's 9/30/16 email requests.

X. Adjournment: adjourned at 5:57 pm MT.