

# Minutes

Gateway Condominium Association Inc.  
Executive Board Meeting  
May 17, 2017 4:15 PM (Mountain Time)  
Toad Property Management Office  
318 Elk Ave. Crested Butte, CO 81224

In attendance via phone:

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

I. Call to order, attendance, quorum.

Overview of meeting (John): Main focus of this meeting is on the budget. Current projection is that we'll be over budget. Mainly due to large snowfall that came all at once. We can get final budget numbers sometime in June. It will be helpful for our owners to understand about the reasons for the budget shortfall. Need to determine assessments for next year.

II. Approval of March 16, 2017 minutes. Approved.

III. TOAD report

(a). Current Activities (March thru May):

Grounds: Will wait until June to put in the flowers. Snow expected this week. There are still snow piles. Back side of building is a swamp due to lots of snow melt.

Building: Dealing with building leaks in 104 and 105. Toad has been shoveling the roof and caulking and adding spray foam into cracks. Rob is trying to get the estimate for a complete re-roof. He recommends that instead of a complete roof, we should just patch in and around the chimney area on the roof as that is where the problem is. They also fixed flashing on the beams for these units. This has reduced the problem. These are the only units with leaking problems that he is aware of.

Eileen: Suggestion for Toad to check the other units: please check the other buildings. Toad can do that.

Rob: Each unit should be having some sort of property management that checks their units regularly.

IV. Finances

(a) Monthly (April) financial report (TOAD)

Income: Total operating revenue seems to be off. Revenue of the documents that he sent out represent 10 months (not 9).

Two units are 90 days past due (units 104 and 304). They both use CBMR as the managers. These units need to pay their dues on time. Unit 104 is 90 days past due and that happens every

time. Board says: We need to start enforcing our collections policy. Proposal: John will call people who are 10 days late. He will tell them that he will charge interest if they don't get it in within 5 days. John will discuss at the annual meeting.

(b) Annual Budget for July 1, 2017 thru June 30, 2018.

- Unit 201: leak paid for by the HOA. Rob called insurance. This category in the budget shows how much they have spent so far. They had to wait for the snow to melt to do repairs to prevent it for future years. This summer they will need to fix the problem so that it doesn't happen again. Insurance deductible is \$5000.

This line in the budget needs to be moved to the 'unanticipated expense' line. This line will stay at \$6000.

Rob/Toad will fix the leak damage and then in the future Toad will work to prevent snow piling up in that corner the best they can. The problem is caused by the snow piling up in a corner by the building. Toad will do minor repairs and will not remove the patio which will be a major expense.

- Cable & internet: rates went up last year after we created the budget. We pay \$752/month for cable. The cable budget number this year also includes a router repair. Rob suggests that we put \$9120 for this for next year.

Rob suggests that we hook up our units to a new internet source (Sundial, David in Breckenridge) as a new fiber optic line that has been installed in Westwall has been installed that is much faster. Rob is looking into a price which might include TV and will report to the board.

- Chimney cleaning: We discussed and concluded that Rob will have the chimney/fireplaces in all units inspected this fall.
- Common area cleaning is high: this includes some snow removal which will be moved to the snow removal budget line. Toad does removal for the flat roofs. They contract out the pitched roof on the Snowmass Road side (Pete does this).

We will increase this line to \$2000 next year. Expenses this year due to: Toilet clogged in sauna room, some stucco repair, lights not working, etc.

- Common area cleaning: This item includes all cleaning of common areas. Toad hired a new team to do the general common area cleaning. Quality of cleaning went up and price went down. Proposal for \$3500 for next year. Hosing out the garage is something that Toad does and would be included in this number.
- Electric: hot tub heat is now run with electricity. Proposal for \$14,500 next year. The new electric heater has worked better than the old one. Toad gets fewer calls about the hot tub being cold now that they have this new heater.
- Elevator: increase to \$7000. This year we had to pay for a sump pump problem.
- Gas bill is for heaters in the garage. Change to \$2500 (no longer use gas to heat hot tub).

- Hot tub maintenance: the renter in our HOA owned closes the hot tub each day. Toad opens it every morning. They drain it weekly in high season and rebalance the chemicals. Proposal: \$4000 for next year. Increase hot tub supplies to \$500.
- Insurance: John will contact our company to determine the amount for next year. John anticipates the \$ will be lower.
- Maintenance labor: high because of all of the leaks they had to deal with. John proposes \$10,000 for next year. Rob says: more repairs will be needed in the coming months due to the leaks last winter. Also, this item will increase because Toad has increased our rates from \$35 to \$40/hour (16% increase). They haven't increased their rates in 7 years.
- Management fees: Toad will keep the same price because he increased the labor rates. Next year he will anticipate that it will increase.
- Snow removal: we are over this year because it was a crazy year for snow.

Eileen suggests that they remove the snow more frequently instead of letting it pile up for a long time and then shovel it. Rob: This was an unusual year where they had 140 inches in one month. In Feb they had 70 inches. He is using every person that he can find even asking people from the coffee shop. They do the best they can but they couldn't keep up with the amount of snow that fell this year. He'd like to have a group of people at every condo each morning but he doesn't have the bodies to do it in Crested Butte.

Next year: proposed \$16,000.

- Trash: Who pays for our container? We do. Rob is going to get the door on our container fixed. \$3600 proposal for next year.
- Water/Sanitation: \$16,500 for next year

John will send us a tentative budget soon that includes the changes discussed above.

#### V. Other items:

John: Proposes adoption of the Crest House Condo policies. See draft Annual Meeting Documents. Board: please read these policies. John will add to the end something like "these policies supersede anything we have done in the past".

Locker proposal from an owner: Space by garage is 10 feet by 20 feet. Small space. Liability. Tabled for now. John will examine when he is visiting this summer.

Audit: John will visit in June 6 at 10 at Toad with a friend a CPA. They will meet with Toad and will audit about 2 months to establish a new routine for the audit.

#### VI. Meeting adjourned at 5:57 pm.