

**MINUTES**  
**BOARD OF DIRECTORS SPECIAL MEETING**  
**CREST HOUSE CONDOMINIUM ASSOCIATION**  
**TUESDAY, AUGUST 15, 2023**  
**10:30 A.M.**  
**VIA ZOOM**

Present: Martin Catmur  
Dory Dannettell  
Jane Berglund  
Amy Steckdaub  
Mindy Sturm  
Bryan Dannettell  
Kat Loughan, Toad Property Management  
Nick Sledge, Toad Property Management  
Rob Harper, Toad Property Management

Kat called the meeting to order at 10:40 a.m. and confirmed there was a quorum with three Board members participating.

Kat explained the purpose of the meeting was to discuss the exterior remodel of the building. Prior to the meeting a bid from Drake Austin Construction had been distributed to owners. Martin explained the date of August 15<sup>th</sup> had been set by the Board for obtaining additional bids. Jane said she had not received the bids but she would have two bids coming in from local contractors who had reviewed the scope of work. Mindy said she had emailed in a bid earlier in the morning from an A level licensed contractor. Mindy explained the contractor was Brezonick Contracting and they had been working in the valley for approximately 6 years. The bid was \$225,839.30 for the exterior work and Mindy confirmed Brezonick would be available to complete the work in 2023.

Kat said Toad had initially reached out to four contractors and Drake Austin was the only one who wanted to provide a bid for the project. After the August 8<sup>th</sup> meeting Toad had reached out to PCI and Craftsman, two possible companies identified by Jane. PCI did not want to provide a bid at this time and Craftsman had not responded.

The bids from Drake Austin and Brezonick were compared, Drake Austin at \$158,200 and Brezonick at \$225,839. Jane said one contractor had suggested LP Board instead of hardiplank and Rob expressed concern about the appearance of LP for the building.

Jane and Mindy stressed the need to have a contractor qualified to work on a condominium building and able to provide a quality product. Mindy said there were a lot of things to be considered prior to granting the contract to a contractor and it should not be a rushed decision. Mindy said a commercial grade licensed contractor was essential for insurance purposes according to several different insurance agents. Mindy expressed

concern that insurance was not in place on the building and Kat said it had been discussed at the last Board meeting and once a contract and start date was in place it would be possible to have insurance reinstated. Mindy asked for written acknowledgement from the insurance company that coverage would be reinstated at a reasonable rate if a contract for the exterior remodel work was signed.

Mindy said the following items needed to be considered when selecting a Contractor for the residing project:

*Strongly suggest that the contractor is a National Standard General Building Contractor, at the "A" licensed level that can work on both commercial and residential projects.*

*Disclosure that the building was built in 1969 and that there could be Lead Base Paint associated with the project.*

*Is there a need to protect the people living there from Lead Base Paint being disturbed?*

*How does staging a project of this size work, and where on the property?*

*During construction, how will parking work for the occupants? What is the plan?*

*How can we lessen the impact on the people living there and our neighbors?*

*What is the expectation of the people living there to allow access?*

*If the driveway is blocked, is there any liability if a fire truck is not able to access the lower Elk Ridge building?*

*What does Mt. Crested Butte require for a project of this size?*

*Since siding is going to be off, this would be a good time to have all the windows be the same size so that the building looks symmetrical and brings the whole building together.*

*This is the perfect time for owners of older windows to have them replaced. I can reach out to the contractors I am working with to contact owners to give them bids on their personal units.*

*For added fire escapes and to cool the upper floors down during the summer months, it would be wise to have the five common windows operable.*

*It would be best for the interior carpet areas to have these windows be half windows so as not to burn the flooring that is installed. Since siding is off, this is the time to change these windows.*

*This is also a good time to do the interior of the building. The floor covering needs to be addressed on the middle floor, as it has been rotted by the sun.*

Mindy asked for clarification of the current officers of the Board and stressed the need to have a correctly licensed contractor completing the work. Mindy requested insurance coverage be in place prior to any work starting. Martin said if one of the two proposals was accepted at the meeting insurance coverage could be put back in place. Kat explained the exact renewal rate for the insurance was not known at this time but she could reach out to American Family Insurance after the meeting.

Mindy asked for written evidence of the contractor's license for Drake Austin, information about the lapse in insurance and when that information was shared with owners.

Martin said the Drake Austin estimate would be \$27,000 per unit, the Brezonick estimate would be \$37,600 per unit. Both estimates included the replacement of the five large windows in the common space staircase. Jane expressed concern about not being involved in Board communications in the past.

Kat said when American Family had made the 2022 insurance renewal the insurance agent had stressed the need to perform work on the exterior of the building. Failure to do that work within the year had resulted in the insurance lapsing. Mindy said siding repairs had been spoken about in the past and exterior repairs would be less expensive than replacement of siding.

Rob said Crest House had been talking about the need for work on the exterior of the building for at least the past nine years and action had not been taken and dues had not been increased to build a Reserve. Rob explained it was necessary to make a decision and move forward so the issues could be resolved.

Martin said it had been decided at the August 8<sup>th</sup> meeting that August 15<sup>th</sup> would be a hard deadline for bids so the Board had two bids to consider. Nick confirmed he would be available to manage the project. Martin said Drake Austin would be able to start work in September and Martin suggested a special assessment of \$30,000 per unit to allow for contingencies. Once work commenced and siding was removed additional work might be uncovered and identified. Payment of the special assessment would be required promptly as Drake Austin would require a 50% deposit with the balance due upon completion.

Martin made a motion to accept the bid from Drake Austin Construction for replacement of the siding and the 5 windows in the common area. The foam option would not be selected and the bid price was \$158,200. Acceptance of the bid was contingent upon satisfactory evidence of insurance and licensing for the project being provided. Rob said the insurance and licensing information would be shared with the insurance agents at the earliest opportunity so confirmation could be provided that the project was acceptable to the insurance agent. Jane suggested a special assessment of at least \$40,000 per unit. Mindy suggested approving the special assessment and then

reviewing additional estimates whilst sharing that information with the insurance agents so renewal could happen. Mindy stressed the licensing of a contractor would be essential as insurance requirements would be changing. Dory seconded the motion and the motion carried with two yes votes and one no vote.

Rob said Jane's recommendation of a \$40,000 special assessment per unit would allow for contingencies and if not spent the funds would be available for a future roofing project. Rob explained if owners could not pay the special assessment a payment plan could be considered or an owner would need to approach a lender for a loan.

Work would be able to start as soon as the contractor was available and Martin proposed an immediate special assessment of \$17,500 with a second special assessment of \$17,500, or possibly more, once the work was underway and the Contractor had started removing the siding and possibly identified additional issues. Jane asked that operable windows or reduced size windows be considered. After discussion Dory made a motion for three special assessments - \$17,500 per unit due September 1<sup>st</sup>, \$8,750 per unit due October 1<sup>st</sup> and a remaining special assessment of \$8,750 per unit due November 1<sup>st</sup>. Martin seconded the motion and the motion carried with two yes votes and one no vote. Nick said he would follow up with Drake Austin and obtain a copy of insurance and licensing information. Kat said she would reach out to American Family Insurance immediately and advise them of the decision and get insurance reinstated as quickly as possible.

At 11:53 p.m. Martin made a motion to adjourn. Dory seconded the motion.

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Prepared by Rob Harper,  
Toad Property Management