

PITCHFORK TOWNHOMES ASSOCIATION, INC.
ANNUAL MEETING OF OWNERS
AUGUST 9, 2021 – VIA ZOOM

Jordan Brandenburg of Toad Property Management called the meeting to order at 5:32 p.m., confirmed that notice of meeting had been mailed on June 30, 2021 and said there was a quorum.

Roll Call/Establish Quorum

Members Present via Zoom:

Elliot Brown	110 Big Sky
Celina Crocker	101 Pitchfork
Lauren Daniel	505 Horseshoe
Kathleen Harrington	508 Horseshoe
Graham Holland	105 Pitchfork
Petr Holubar	114 Big Sky
Tyler King	111 Big Sky
Jess Legere	502 Horseshoe
Don Wiseman	107 Big Sky

Also, in Attendance:

Jordan Brandenburg	Toad Property Management
Rob Harper	Toad Property Management

Proxy to Don Wiseman:

Daniel Kenneally	507 Horseshoe
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Proxy to Graham Holland:

Zachary Guy	103 Pitchfork
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Don Wiseman made a motion to approve the minutes of the August 6, 2020 meeting. Jess Legere seconded the motion and it was unanimously approved.

Jordan Brandenburg said general expenses were running under Budget. The Board had distributed a letter prior to the meeting regarding a special assessment for capital repair items and a possible amendment to the insurance provision of the Covenants. Both topics would be discussed during the meeting. Jordan said 10 homes had sold in Pitchfork during the past year for an average price of \$548,000.

Jordan said the 2022 Budget had been approved by the Board and circulated to all owners. Jordan explained the Budget had a dues increase which was mainly due to increases in insurance premiums.

Don Wiseman said a letter had been circulated to owners prior to the meeting to explain the dues increase. Don explained dues were based on the number of bedrooms in each

unit. Don said the four units at the entrance scheduled for painting in 2021 would have to wait until 2022 as the cost was approximately \$20,000 to \$25,000. Increases in paint and labor might impact that price. 110, 112 and 114 Big Sky would be the exterior painting project for 2023. Don explained six units 101, 103, 105, 107, 109 and 111 Big Sky had paid to have the exterior of the units painted as an owner expense as the Association did not have the funds available to perform the work. Don said roofing on some buildings would have to be performed in the near future.

Don said insurance premiums had increased 55% since 2018 and it was expected the premiums would continue to rise. Don explained the governing documents for the Association required insurance for the entire buildings as “original conveyed” and the Board had been discussing an amendment to the governing documents to make it “bare walls”. That change would allow the Association to obtain insurance from a wider group of companies and reduce the premiums. Don briefly explained the insurance claims during the past few years which had pushed up premium costs.

Don said he had reviewed prior snow removal expenses and had not found any irregularities in the snow removal performed by Toad Property Management. Don explained the cost of snow removal fluctuated year to year depending on the snowfall and an average of those years was used for budgeting purposes. Rob Harper said promptly dealing with ice on steps and walkways was essential to avoid additional insurance claims for injuries.

Don explained if the amendment to the Declaration was approved all owners should present the amendment to their insurance company to have the owner policy amended accordingly. Don said his initial research indicated the change would increase owner hazard liability insurance in the range of \$35 to \$110 per year. Tyler King thanked Don Wiseman for the hours of work he had put into researching insurance. Rob Harper said the insurance rates in the earlier years had been lower and as a result of two large claims the cost had increased significantly. Rob explained the existing insurance wording in the governing documents was not unusual for townhomes in Colorado. Rob said insurance companies and insurance agents reviewed governing documents for the Association and tailored unit owner insurance accordingly so most people would not have been paying twice for the same coverage.

Don said obtaining competitive insurance coverage would become more difficult in the future. Rob Harper said recent events in the national news regarding floods, wildfires, hailstorms and building collapses all pushed insurance premiums up and reduced the number of insurance companies willing to provide coverage despite those events not happening in the immediate area of Pitchfork.

Don explained the Association governing documents required all owners to have at least \$300,000 in liability insurance and owners needed to provide Toad Property Management with a Certificate of Insurance each year so that information could be given to potential insurance companies during the renewal process. Having evidence of current unit owner insurance would help to keep the Association insurance costs lower. Owners would

need to request their insurance agent send the Certificate of Insurance to Toad each year as the unit owner policy renewed.

Don explained amending the governing documents would just be the beginning of the process and it was unclear how quickly insurance coverage would be amended and any cost savings seen.

Don Wiseman said Toad had received quotes for work on concrete and steps at 505 and 507 Horseshoe and 203 Pitchfork. Don explained the work, although expensive, had to be performed for safety reasons and CB Concrete would perform the concrete portion of the work and Blue Dog Home Improvements the carpentry. Rob Harper said snowmelt containing salt had to be used to make walkways and steps safe but it was harsh and contributed to the damage. Other snowmelt methods had been considered but were not as effective. The work would replace like for like and Rob Harper said the concrete could be treated to give some protection against the snowmelt salt.

If owners wanted to use a different material for exterior repairs and pay for the upgrade owners needed to present the proposal to the Board for review and approval prior to the work commencing.

Jordan Brandenburg thanked to the Board for their work. Jordan explained Jess Legere was willing to continue on the Board for an additional term. No additional names were put forward and Don Wiseman made a motion to appoint Jess Legere to the Board for a three year term. Tyler King seconded the motion and it was unanimously approved.

Tyler King said the owners of 107, 109 and 111 Big Sky had obtained a bid of \$50,000 to replace the roof at those units. That price was probably higher now and it would be necessary for the Association to prepare for those costs in the future.

Don Wiseman said there were options to check the efficiency of buildings and companies which would recommend changes to reduce energy costs as well as improving efficiency. Don agreed to circulate an email after the meeting with contacts and suggestions so work could be performed before the winter.

Rob Harper and Tyler King explained the role of a homeowners association and the benefit for exterior maintenance. An amendment to the Covenants would be necessary if the eight buildings wanted to operate separately. Don Wiseman said owners could be active in improving their building at their own expense as the units on Big Sky had done.

Concern was expressed about out of date fire extinguishers and Rob Harper said Toad would contact Western Slope Fire and schedule the inspections.

Jordan Brandenburg agreed to schedule the interior repairs at 105 Pitchfork.

Don Wiseman reminded owners to submit their written response for the insurance amendment to the governing documents to Toad by August 25, 2021. Jordan

Brandenburg agreed to email the document again to all owners. Rob Harper said it was necessary to submit a response using the specific format so a record could be kept and the approval could be recorded in the County records.

Don said the special assessment was due October 1, 2021 and there would be a dues increase in January 2022. Jess Legere made a motion for owners to have the option to spread the special assessment out over 12 months or pay as a lump sum. Concern was expressed about cash flow difficulties as the capital repair work to the steps would have to happen in the next couple of months. Graham Holland seconded the motion and the motion was approved by a majority.

A motion was made to ratify the 2022 Budget as presented. The motion received a second and was unanimously approved.

A couple of owners said they had not received the short term rental survey prepared by the master association. Jordan said the survey would be distributed again so everybody had the opportunity to participate in the survey.

At 6:45 pm a motion was made to adjourn the meeting. The motion received a second and was unanimously approved.

Prepared by: Rob Harper
Toad Property Management, Manager