

**PITCHFORK TOWNHOMES ASSOCIATION, INC.**  
**MEETING OF OWNERS**  
**FRIDAY, SEPTEMBER 16, 2022 – VIA ZOOM**

Rob Harper of Toad Property Management called the meeting to order at 5:06 p.m. and said there was a quorum.

**Roll Call/Establish Quorum**

**Members Present via Zoom:**

Don Wiseman  
Jess Legere  
Tyler King  
Emilee G and Petr Holubar  
Graham Holland  
Troy Russ  
Peter Tarr  
Lauren Warrem  
Kathleen Harrington  
Matt Savard

**Also, in Attendance:**

Hannes Gehring Toad Property Management  
Rob Harper Toad Property Management

**Proxy to Don Wiseman:**

Zach Guy  
Lauren Koelliker

Rob explained the purpose of the meeting was to discuss a special assessment for insulation in some of the building attics. Prior to the meeting a detailed email from Don Wiseman had been circulated to all owners. The email explained the process Accurate Insulation (AI) proposed.

Don Wiseman explained the special assessment would be \$875 per unit due by December 16, 2022. Don said the roof spaces of six of the eight buildings would be reinsulate by AI during the first two weeks of November. Work would be performed on the following buildings:

101 – 107 Pitchfork Drive  
102 – 108 Pitchfork Drive  
110 – 114 Big Sky  
201 and 203 Pitchfork Drive  
502 – 508 Horseshoe Drive  
505 and 507 Horseshoe Drive

Don said the work would be similar to the work performed at Pitchfork Condominiums three years earlier. Don explained the insulation work reduced ice build up and prevented heat from the units escaping through the roof. Don said Pitchfork Condominiums had benefited during the large snow storms in December 2021/January 2022 and reduced the need for roof snow and ice removal. Rob Harper explained the life of the roofs could be extended if there was less ice and snow removal during the winter months. Rob said cost savings would depend on snowfall and winter temperatures and the work could be viewed as a long term return on the special assessment or the cost benefits might become obvious in the first couple of years.

Troy Russ expressed concern about two buildings on Big Sky (102-107 Big Sky and 107-111 Big Sky) paying the special assessment and receiving no benefit from the work. Troy stressed the need for the Association to be willing to assist those two buildings in the future when roof failures happened as the Association did not currently have funds in reserves to cover that work. Troy asked the Association to have a comprehensive plan to meet future expenses instead of working on a reactive case by case basis. Tyler King said a capital plan could be prepared with the projects which were already identified and owners would have an indication of cost.

Don Wiseman said efforts had been made to save the Association money and money was put aside each year for roof replacement and exterior painting. Don explained the aim was to stop the Association using those reserve funds for essential maintenance work. Troy and Don agreed there needed to be a long term plan so owners would understand upcoming costs, without having sudden special assessments. Don Wiseman said a capital plan could be prepared for early 2023 so there was a long term strategic plan. Don explained he was willing to put in the work to prepare a plan and encouraged interested owners to volunteer to assist.

Don Wiseman explained items stored in the attics of the six buildings would need to be removed by the start of November and once the insulation work was in place it might reduce options to store items in the attics in the future.

Don said AI had inspected attics in each building and the construction style of the attics dictated which units would benefit from the work. Two buildings on Big Sky (102-107 Big Sky and 107-111 Big Sky) did not have the construction style which would allow the insulation work to be easily done. Working on those two buildings would require a completely different solution which would be a lot more expensive. Don said other industry experts needed to be hired to inspect the two Big Sky buildings to gather ideas for a solution.

Don Wiseman made a motion to assess a \$875 special assessment per unit, due by December 16, 2022 for the insulation work on six of the eight buildings in the Association. AI will re-insulate the six buildings in the first two weeks of November. Work would be performed on the following buildings:

101 – 107 Pitchfork Drive  
102 – 108 Pitchfork Drive  
110 – 114 Big Sky  
201 and 203 Pitchfork Drive  
502 – 508 Horseshoe Drive  
505 and 507 Horseshoe Drive

Tyler King seconded the motion. The motion was approved with one vote against.

It was agreed a 5 year plan would be prepared for future capital projects. Tyler King stressed the insulation work would be a benefit to all owners within the Association as snow/ice removal costs and costs for remediation after water damage would be reduced. Rob Harper said work would continue to find a solution to insulate the roof space in the two buildings on Big Sky and Don Wiseman confirmed regular roof maintenance would continue on those Big Sky buildings as needed.

Troy Russ made a motion for the Board to prepare and present a 5 year capital plan to all owners by December 31, 2023. Matt Savard seconded the motion and there was no opposition.

At 5:58 pm Kat Harrington made a motion to adjourn the meeting. Jess Legere seconded the motion and it was unanimously approved.

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Prepared by: Rob Harper  
Toad Property Management, Manager