

**PITCHFORK CONDOMINIUM ASSOCIATION, INC.**

**ANNUAL MEETING OF OWNERS**

**SEPTEMBER 30, 2015 4:00 P.M.**

**318 ELK AVENUE, SUITE 24**

Rob Harper of Toad Property Management called the meeting to order at 4:11 p.m. Rob said notice of meeting had been mailed on September 10, 2015.

**Roll Call/Establish Quorum**

**Members Present in Person:**

Amy Williams	Unit C
Chris Dach	Unit D
Scott Harris	Unit E

3 owners (50%) were represented at the meeting.

Rob Harper                      Toad Property Management, Inc.

**Reading and approval of past minutes**

Scott made a motion to approve the minutes of 12/9/13. Amy seconded the motion and it was approved unanimously.

**Reports**

Rob Harper said that he purchased Toad from Gordon and Angela in April and that the transition has been very smooth. Rob also said that he has his Community Association Manager License through the State of Colorado.

**Election of Executive Board**

Rob explained there was vacancy for a three year term. The following individuals were elected by acclamation:

President	Amy Williams
Vice President	Michael Strauch
Secretary/Treasurer	Chris Dach

**Budget Discussion**

Scott asked about the bad debt write off which occurred in 2013. It was discussed that this was due to the 2 foreclosures which were cleared at that time.

Amy asked how much was paid out of pocket for the insurance claim last year. Rob said that he would find out and send it to the Board.

Rob said that there was \$3,700 in the checking account. It was discussed that if there is a surplus that they would like to have the roof shoveled in addition to any other needed preventative maintenance through the winter season. It was asked that Toad spend more time clearing the snow from the stairs. Toad will also trim the lilac bush near the stairs.

There was a brief discussion regarding the weeds in the back of the building. It was agreed that Toad would take care of this area next year.

Rob Harper said that the State requires new policies and procedures. He explained that these policies will not significantly change the way that the Association operates but that they need to be adopted so that there is consistency in dealing with all matters. These policies are standard and will be signed by the President of the Association to be enacted.

The meeting adjourned at 4:42 p.m.

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Prepared by: Rob Harper  
Toad Property Management, Inc. Manager