

**BLACK BEAR LODGE CONDOMINIUM ASSOCIATION  
MEETING OF THE EXECUTIVE BOARD  
VIA ZOOM – 9:30 am (Mountain Time)  
THURSDAY, JANUARY 21, 2021**

BOARD MEMBERS            Cathleen Jones  
                                 Robin Holmes  
                                 Larry Cornett  
                                 Jason Leonard

OWNERS                     Marcia Lindsey

MANAGEMENT PARTICIPATING  
                                 Scott Kelley, Toad Property Management

Cathleen called the meeting to order at 9:30 a.m. (MT) and confirmed a quorum.

Larry made a motion to approve the minutes of the December 4, 2020 meeting. Robin seconded the motion and it was unanimously approved.

Robin asked that Old Business items on the Agenda include the topics for discussion in the Spring so they did not get forgotten.

Scott explained the internet appeared to be working well. There was still some work to be completed and Toad would continue to follow up until completed. Speeds had been increased and costs reduced by approximately \$60 per month.

**Action Item: Toad to continue to follow up until internet work completed.**

Larry made a motion to order the new Black Bear sign to the specifications reviewed and discussed at recent meetings. Robin seconded the motion and it was unanimously approved. Cathleen agreed to order the sign and 50% payment would be required.

**Action Item: Cathleen to order Black Bear sign and Toad to pay invoice.**

Scott said #2 Boiler replacement was being installed and additional duct work had been necessary. Boiler #1 had emergency repairs on the blower during the Christmas break and the work was completed quickly with minimal inconvenience to owners or guests. Boiler #2 replacement should be running within a week. Scott said parts from the original #2 Boiler had been kept for future maintenance. Scott reported that the three boilers are original to the building (e.g., ~ 20 years old) and that the lifespan of a boiler is ~20 years. Also, one boiler is not sufficient to supply hot water for the building. After discussion it was agreed to consider replacement of #1 Boiler in the Fall with discussion starting in June or July.

**Action Item: Board to discuss replacement of #1 Boiler.**

Scott said Complete Coverage estimated \$100,000 to stain/paint the building. Robin suggested power washing and painting the building in 2022 with everything else being completed in 2021. Scott explained some wood received annual staining and the Complete Coverage estimate included all the wood. Scott agreed to follow up with Complete Coverage to obtain an estimate breaking down the cost so the work could be spread over two years. Entry doors would be dealt with in the Spring as a separate project. A decision on the scope of work for exterior maintenance would be made at the February meeting.

**Action Item: Scott to contact Complete Coverage for breakdown of costs.**

Scott said heat mats were in place on the third floor but a lack of snow had made it difficult to monitor the success of the mats. Jason said two additional mats would be beneficial and Scott agreed to research electrical load and discuss again at the February meeting or approve by email.

**Action Item: Scott to research adding two additional heat mats.**

Cathleen said she would continue to reach out to Tyler of Spring Creek Landscaping.

Scott explained it was time to order flower baskets. Robin volunteered to draw up a plan placing some flower baskets on all levels and circulate the plan to the Board for a decision at the February meeting.

**Action Item: Robin to draft a plan for the placement of flower baskets.**

Scott confirmed the ski locker question raised by an owner at the annual meeting had been researched and resolved. Most units just had one ski locker and a few of the larger units had two ski lockers.

Scott said damaged/dry grout in bathrooms of two units had caused some leaking into units below. It was agreed Toad would schedule annual inspections of the grout in each unit in the Spring and alert owners of the need to make repairs to their unit.

**Action Item: Toad to inspect caulking in all bathrooms in the Spring.**

Scott agreed to email owners asking if the owner wanted to share their contact information in an owner directory.

**Action Item: Scott to email owners regarding an owner directory.**

Cathleen said the Covenants were not clear on maintenance responsibility for windows and sliding doors. A uniform appearance of the building was important and windows and sliding doors would be considered an association expense. Robin made a motion to interpret the Covenants as saying maintenance and replacement of window and door seals

was an Association expense and in the Spring Toad would replace any previously identified window or door seals. Larry seconded the motion and it was unanimously approved.

**Action Item: Toad to coordinate annual window and door seal replacement as needed.**

Scott said the shortage of plumbers in the valley continued and a new plumbing company had started to review options with an engineer for directing the boiler exhaust away from the building and then the window damaged by the moisture/ice would be replaced. This would be discussed again at the next meeting.

**Action Item: Toad to continue to follow up with plumber and have information for February meeting.**

Scott said the roof tiles were in Denver and would be picked up prior to the Spring. A roof inspection would be completed in the Spring and it was known that some tiles required replacement.

Scott said the carpet in the lobby had been stretched. Sealing of tiles in the lobby and elevator would be dealt with in the Spring as well rugs using the remnants of the lobby carpet.

**Action Item: Sealing of tiles in the lobby and elevator.**

Mountain Fireplace would be making repairs to the lobby fireplace in the next couple of weeks and had the necessary parts.

A new patio table had been received and was in storage with the rest of the deck furniture.

Scott said problems continued with the garage door and keypad, especially during cold weather. A new keypad was on order and would be replaced as soon as possible. Garage door openers were still available.

Scott said work would continue on the grout at the stone wall. It was looking better but still required some additional work. The contractor would be paid once the work was completed.

There had been no reports of rodents in the building.

Cathleen suggested the Board review the Rules and Regulations and once a year the Rules and Regulations could be amended at a meeting in the Spring.

**Action Item: Board to review Rules and Regulations and propose amendments.**

Toad agreed to reach out to companies for capital improvement plans and would report back to the Board.

**Action Item: Toad to research capital improvement plans.**

Robin agreed to continue to review operating expenses and it was generally agreed three months of operating expenses held in reserve was probably adequate. Larry explained the current insurance coverage was “all in” and Larry agreed to meet with Toad and the insurance agent and report back to the Board after discussing options and costs. The insurance policy would renew in June.

**Action Item: Robin to review operating expenses.  
Larry to review existing insurance coverage.**

Scott and Marcia gave a summary of the history of the non-functioning heated walkway on the third floor. Multiple attempts by various contractors had been made over the years to resolve the problems but nothing had been successful. Scott agreed to reach out to engineers or contractors to find out if there might be a new method to make the snowmelt system work the way it should.

Scott said financials had been prepared but the year end figures would not be verified until the bank statements were received. There were no questions on the financials at this time.

It was agreed meetings would be changed to the second Thursday each month at 9:30 am.

Marcia suggested once the boiler venting was addressed the moisture levels in the wood and stucco in the area close to the venting be monitored. It was agreed moisture levels could be checked at the same time as the stucco was inspected.

**Action Item: Moisture levels around the building would be checked in the Spring.**

At 11:05 am (MT) the meeting adjourned.

Respectfully submitted by,

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Rob Harper,  
Toad Property Management