

**BLACK BEAR LODGE CONDOMINIUM ASSOCIATION
MEETING OF THE EXECUTIVE BOARD
VIA ZOOM – 9:30 am (Mountain Time)
THURSDAY, FEBRUARY 18, 2021**

BOARD MEMBERS Cathleen Jones
 Robin Holmes
 Larry Cornett
 Tim Gibbons

OWNERS Marcia Lindsey

MANAGEMENT PARTICIPATING
 Scott Kelley, Toad Property Management
 Jordan Brandenburg, 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 January 21, 2021 meeting. Robin seconded the motion and it was unanimously approved.

Scott confirmed the Black Bear sign had been ordered and 50% of the cost had been paid.

Scott confirmed the boiler installation was underway with new duct work also being installed.

Mike Keith of Complete Coverage had said exterior maintenance projects could be broken down into separate phases and the costs outlined in the bids would be honored for 2021. Work completed in 2022 would have to be rebid as paint prices had increased. Unit entry doors would be completed as soon as the weather permitted at a cost of approximately \$4,600. Staining all wood, including decks and handrails would be approximately \$19,750 and the entire building, including the painting of the stucco, would be approximately \$102,650. It was agreed to discuss again as part of the Budget review.

Action Item: Identify extent of staining/painting projects for 2021.

Scott said the heat mats on the third-floor walkway were not functioning as well as hoped. Scott explained various snowmelt products had been tried but were also not a good option for several different reasons. Scott confirmed Toad employees were at the building every day to deal with snow and ice build up and would continue to monitor. Scott agreed to find an engineer to inspect the walkway and propose a solution.

Action Item: Scott to research engineers to inspect the third-floor walkway.

Scott agreed to research options for gardening services.

Action Item: Scott to research local gardening services.

Prior to the meeting Robin had prepared a map showing locations of 13 flower baskets on the back of the building, some on each floor, and three baskets at the front of the building. Robin suggested flower baskets which retained water and not drain onto the deck and Scott agreed to check with High Country Gardens to see if the lack of drainage was likely to create damage to the flowers and find out what was available in the way of no drainage or tray inserts to reduce leakage. Scott will also check with High Country to see if slightly smaller baskets are available for the front and the reduction in cost for such baskets. Cathleen made a motion to order 16 hanging flower baskets from High Country Gardens for 2021. Robin seconded the motion and it was unanimously approved.

Action Item: Scott to contact High Country Gardens and order hanging flower baskets.

Scott said the owner directory was underway and would be finalized in the next month or so. Once the directory was finalized it would be emailed to owners.

The board has been discussing the replacement of glass in the windows and sliding doors that have broken seals. The owners will be requested to report windows that have broken glass seals. Toad is willing to make the window inspection for any owner that requests this service. A list of windows requiring replacement will be made and the replacement of these windows will be scheduled for the Spring or Summer. Larry suggested the windows be reviewed as part of the Capital Plan.

Action Item: Windows to be inspected by Homeowners and/or Toad and glass replacement scheduled for Spring or Summer.

Scott said he would be meeting with a plumber for the snowmelt boiler and the snowmelt exhaust and would report back to the Board.

Action Item: Scott to report back to the Board with snowmelt boiler and exhaust updates.

Scott confirmed the fireplace switch in the lobby had been changed to a timer switch so the fireplace would have an automatic shutoff.

Cathleen suggested the Rules and Regulations be reviewed and updated regularly to best meet the needs of all current homeowner, however, such review should be tabled until such time as review was deemed appropriate by the board or until a homeowner expressed a concern or need for any revision.

Prior to the meeting Scott had circulated the names of three companies to prepare a Capital Reserve Study. Larry suggested obtaining estimates from the three companies and Robin volunteered to reach out and obtain those estimates.

Action Item: Robin to reach out to companies for estimates to prepare a Capital Reserve Study.

Scott and Larry met with Mountain West Insurance. Larry explained the existing insurance was “all in” coverage and there were options for reducing that coverage. Furniture and personal possessions were not covered in the master “all in” policy but everything else was covered. Larry explained the current insurance coverage and confirmed Mountain West Insurance considered the current coverage to be adequate and the deductible was \$10,000. Larry said the Covenants required “all in” insurance coverage and to change to a less inclusive policy would require 67% approval of all owners. Scott said insurance was currently \$16,000 per year and Mountain West Insurance would be providing an estimate for bare walls coverage. Robin suggested reducing the deductible and Scott agreed to obtain an estimate for lower deductibles. It was agreed Mountain West Insurance would be asked to participate in a Board meeting to discuss options.

Action Item: Scott to reach out to Mountain West Insurance.

Robin explained the Operating account would have a deficit of approximately \$9,000 at the end of 2020 and the Capital Budget would have a surplus of approximately \$9,000. The Board could invoice owners in July for the \$9,000 in addition to the prior year deficit and the Capital Budget surplus could be carried forward. Robin said a dues increase would be necessary in 2022 to cover increased operating expenses. After discussion Robin made a motion to apply the 2020 Operating deficit to the unit owners July invoice and the 2020 Capital surplus be applied to upcoming capital projects. Larry seconded the motion and Cathleen amended the motion to just cover the 2020 Capital surplus as the Operating deficit had been discussed at the annual meeting and it was unanimously approved. Robin stressed the need for units currently under contract to be aware of the upcoming July expenses.

Action Item: Toad to include 2020 deficit in the July invoices to unit owners.

Robin said Capital expenditures for 2021 had been identified and it would be an expensive year.

Scott confirmed fund transfers would be made between Banks as soon as Rob was able to leave quarantine and go to the Bank.

Cathleen stated that she and Scott had been contacted by the real estate agent for unit 301. The agent requested a clarification of the Declaration pertaining to pets. Cathleen explained that the board did not have the authority to grant any variances or interpret the language in the Declaration. Any change or clarification to the Declaration would be

subject to a formal revision process which is costly and time consuming. The agent was advised that the language had not previously caused any concern and advised the agent to interpret the language based on the plain reading of the Declaration as written.

It was agreed the next Board meeting would be March 25, 2021 at 9:30 am (mountain time) via Zoom.

Cathleen made a motion to adjourn the meeting at 11:05 am. Robin seconded the motion and it was unanimously approved.

Respectfully submitted by,

Rob Harper,
Toad Property Management