

**BLACK BEAR LODGE CONDOMINIUM ASSOCIATION**  
**MEETING OF THE EXECUTIVE BOARD**  
**VIA ZOOM – 9:30 am (Mountain Time)**  
**THURSDAY, APRIL 22, 2021**

BOARD MEMBERS            Cathleen Jones  
                                     Robin Holmes  
                                     Larry Cornett  
                                     Tim Gibbons

MANAGEMENT PARTICIPATING  
                                     Jordan Brandenburg, Toad Property Management

Cathleen called the meeting to order at 9:32 a.m. (MT) and confirmed a quorum.

Robin made a motion to approve the minutes of the March 25, 2021 meeting. Tim seconded the motion and it was unanimously approved.

Jordan said the new boiler was up and running and some new ductwork had been installed.

Jordan said options had been reviewed to mitigate the condensation issue from the exhaust of the snowmelt boiler. Three possible solutions were expensive with no guarantee the issue would be solved. The first was to install a snowmelt sensor on the back deck, probably near the hot tub, at a cost of \$10,000 to \$12,000. The second was to install a new snowmelt boiler at a cost of \$35,000 to \$45,000. The third option had been discussed at the March meeting and would have an engineering cost of \$10,000 in addition to installation costs. After a long discussion Jordan agreed to research the option of a fan to direct the exhaust away from the building and the installation of diffuser caps and report back to the Board at the next meeting.

**Action Item: Jordan to continue researching the problem of condensation from the snowmelt boiler.**

Jordan said a landscaping plan had been submitted by Alpine Landscapes for the front of the building. Jordan explained the itemized plan to add plants, shrubs, small trees, boulders and sod as well as making changes to the rock wall. Jordan said the cost was \$12,145 with the option to delete items and/or do additional work in the future. For example, if the Board chose to delete the work on the rock wall, that would reduce the cost of the project by \$2,400. Concern was expressed about sod next to the road due to irrigation concerns and possible damage from snow clearing and vehicles driving on the sod. Jordan explained large shrubs could not be placed close to the mechanical box. Options to shield the mechanical box were discussed so access was not restricted but the visibility of the mechanical box from the road was reduced. Robin requested an additional Choke Cherry tree to help block the bright lights from West Wall Lodge. Jordan agreed to research the existing irrigation and ask for a new quote with no rock wall repair, one quote without any sod and one quote with drought tolerant options instead of sod. It was agreed work would be scheduled with Alpine Landscapes and the

specifics and extent of the work this year would be finalized as quickly as possible. Trees could be added in the future in areas that would not restrict views from units.

**Action Item: Jordan agreed to research the existing irrigation and ask for a new quote with no rock wall repair, one quote without any sod and one quote with drought tolerant options instead of sod.**

Once Alpine Landscapes submitted revised quotes a short special meeting would be scheduled and Alpine Landscapes would be invited to participate in that meeting.

**Action Item: Special meeting with Alpine Landscapes to discuss the amended landscape plans.**

Robin made a motion to enter into a contract with Alpine Landscapes and the specifics of the proposal would be finalized at the next meeting. Cathleen seconded the motion and it was unanimously approved.

Jordan said 10 out of the 25 units had been inspected for broken window seals and other window issues. Jordan agreed to reach out to owners one more time with an email asking owners to identify window concerns by a certain date or wait until the next time windows were ordered. Jordan agreed to continue researching window issues.

**Action Item: Jordan to email owners regarding window issues.**

Robin said she had reached out to four Colorado homeowner associations that had used Association Reserves for preparation of a capital plan and all responses were very complimentary. Robin confirmed Association Reserves would not add additional travel expenses to their bid and the work would be performed at a lower priority to obtain the lower price. Cathleen made a motion to accept the bid from Association Reserves to prepare a Capital Plan and give Robin authorization to sign the paperwork necessary to engage Association Reserves. Tim seconded the motion and it was unanimously approved.

**Action Item: Robin to engage Association Reserves to provide a Capital Plan.**

Jordan provided information from Mountain West Insurance for insurance options based on square footage rebuilding costs and coverage options. Larry confirmed the current rebuilding coverage was \$350 per square foot for living space and \$100 per square foot for garage. Mountain West Insurance had given pricing for \$400, \$425 and \$450 per square foot rebuilding costs. After discussion Larry made a motion to increase the square footage rebuilding cost to \$425 and reduce the deductible to \$5,000 per claim. Robin seconded the motion and it was unanimously agreed.

**Action Item: Jordan agreed to contact Mountain West Insurance to change coverage to \$425 rebuilding cost and \$5,000 deductible.**

Jordan said he had reached out to Mike Keith of Complete Coverage who had confirmed the building was on his schedule for September/October. It was generally agreed all the staining/painting would be performed at that time and a motion would be made at the next meeting. Robin asked Complete Coverage to make an inspection of the condition of the stucco at the time of painting to identify any areas which might allow moisture to get into the building.

**Action Item: Jordan to update Complete Coverage on scope of work.**

Jordan said the new Black Bear sign had been received and would be installed as soon as possible.

**Action Item: Toad to install the new Black Bear sign.**

It was agreed entry codes to the building would be changed with all entry doors on the same code.

**Action Item: Jordan to schedule entry code changes and notifying owners.**

Jordan said internet improvements had been completed.

Jordan confirmed Toad would continue to work on the maintenance items identified at earlier meetings.

It was agreed Board meeting Agendas would be emailed to all owners a couple of days prior to the meeting and owners encouraged to attend.

**Action Item: Jordan to email the Board Meeting Agenda to all owners a couple of days prior to the meeting.**

Robin said she would review the financial report for the prior three months and report to the Board at the next meeting.

**Action Item: Robin to review financial report and report back to the Board.**

It was agreed the next scheduled Board meeting would be May 27, 2021 at 9:30 am (MT). Prior to that meeting a short meeting would be scheduled with Alpine Landscapes.

At 10:57 am (MT) Larry made a motion to adjourn the meeting. Tim seconded the motion and it was unanimously approved.

Respectfully submitted by,

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Rob Harper,  
Toad Property Management