

**BLACK BEAR LODGE CONDOMINIUM ASSOCIATION
MEETING OF THE EXECUTIVE BOARD
VIA ZOOM – 9:00 am (Mountain Time)
THURSDAY, MAY 27, 2021**

BOARD MEMBERS Cathleen Jones
 Robin Holmes
 Larry Cornett
 Tim Gibbons
 Jason Leonard

MANAGEMENT PARTICIPATING
 Jordan Brandenburg, Toad Property Management

Jordan called the meeting to order at 9:01 a.m. (MT) and confirmed a quorum.

Robin made a motion to approve the minutes of the April 22, 2021 and April 29, 2021 meetings. Tim seconded the motion and it was unanimously approved.

Jordan explained Controlled Electronics had inspected the boilers as Boiler #1 was continuing to occasionally malfunction. Controlled Electronics had suggested replacing the other two boilers. ASR had installed Boiler #1 and ASR would be hiring an engineer to inspect Boiler #1 and provide a solution.

Jordan said Controlled Electronics would provide an estimate for a new snowmelt sensor and replacement of Boilers #2 and #3.

Jordan explained the snowmelt sensor, near the grill, would allow the snowmelt system to turn on only when required to melt the snow and Controlled Electronics would test the entire system in an attempt to solve the ice build-up problems on the third floor. Jordan agreed to check if a diffuser cap had been tried on the snowmelt exhaust in the past to disburse the exhaust to reduce damage to the upper level windows.

Action Item: Jordan to continue to coordinate with Controlled Electronics and ASR. Jordan to check if a diffuser cap had been tried on the exhaust.

Jordan said Alpine Landscape had repaired the rock wall, prepared areas for sod and moved large rocks. Work was underway on the flagstone walkway and additional prep of the grade change still needs to be performed. Planting would commence the second or third week of June and hanging baskets would arrive at the same time. Jordan agreed to follow up on the pink grout and have additional work performed before the plants arrive.

Action Item: Jordan to continue to coordinate with Alpine Landscape and to follow up with the company regarding the pink grout.

Jordan said the new sign had been installed and lighting options were being discussed with the Town of Mt. Crested Butte in order to provide lighting from below.

Robin explained the capital reserve study would be completed by the end of July. Jordan said he had not been contacted by the company for access to the building and Robin agreed to follow up.

Action Item: Robin to follow up on date of inspection.

Jordan and Robin agreed to get together in July to review the financials. Robin explained changes in insurance coverage would result in additional operating costs in 2020, not 2021 as originally thought, due to accounting practices. After discussion it was agreed to absorb the additional insurance cost into the 2020 operating fund and not request reimbursement by a special assessment from owners. Gas had increased considerably and the next budget would need to be adjusted.

Action Item: Jordan and Robin to meet in July to review the financials.

After discussion it was agreed the entry door codes would be changed and owners would be notified by email.

Action Item: Entry codes to be changed and Jordan to notify owners of the new code by email.

Jordan said Mike Keith, Complete Coverage, would have a lift available in August that would be used at another job site. Scheduling the work at Black Bear Lodge that required use of a lift in August would result in cost savings. It was agreed the work would be scheduled for as late in August as possible to reduce disruption to owners and guests.

Action Item: Jordan to follow up with Mike Keith, Complete Coverage.

Cathleen expressed concern about the Association having to pay the \$5,000 deductible associated with an insurance claim if the damage was caused by negligence of an owner or guest. Jordan agreed to reach out to the insurance company to obtain a written explanation about the coverage so the information could be shared with owners. Cathleen agreed to review the wording in the Association's governing documents.

Action Item: Jordan to contact the insurance company. Cathleen to review the Association's governing documents.

Jordan said no complaints had been received about internet service. Jordan said High Country Flooring had not yet confirmed a date to work on the grout sealing and carpets in the lobby. Jordan said he would circulate board meeting notices to all owners by email prior to future meetings. Jordan explained the heated floor mats had worked but caused some damage to the paint on the floor. Repairs to the floor would not be made until Controlled Electronics had completed their review and testing of the in floor heat. Jason said a different solution would be necessary as the floor mats had not worked as well as

hoped. Jordan agreed to give an update at the next meeting on maintenance tasks completed during the off season.

Action Item: Jordan to prepare, for the next meeting, a list of maintenance tasks completed during the off season.

Jordan said the window washing would be completed by Crystal Clear on May 30th. Jordan confirmed the work would be checked by Toad and Crystal Clear would be asked if they could identify window glass damage although it was agreed that might be difficult if the light was not in the right direction.

Action Item: Jordan to contact Crystal Clear Window Washing.

It was agreed the next meeting would be Thursday, June 17, 2021 at 9:00 am (mountain time).

Cathleen made a motion to adjourn the meeting at 9:55 am (MT). Jason seconded the motion and it was unanimously approved.

Respectfully submitted by,

Rob Harper,
Toad Property Management