

**BLACK BEAR LODGE CONDOMINIUM ASSOCIATION
MEETING OF THE EXECUTIVE BOARD
VIA ZOOM – 9:00 am (Mountain Time)
THURSDAY, JUNE 17, 2021**

BOARD MEMBERS Robin Holmes
 Larry Cornett
 Tim Gibbons

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 May 27, 2021 meeting. Larry seconded the motion and it was unanimously approved.

Jordan explained ASR and a company from Denver had met at the building and inspected the boilers and performed diagnostics on all three boilers. It was generally agreed the boilers were in pretty good shape and the recommendation was to update the controller prior to replacing the older two boilers. Jordan said the replacement cost of the controller would be approximately \$15,000 and that figure would be confirmed. The updated controller would allow usage to be spread between the three boilers which would extend the life of the boilers instead of having one boiler performing the bulk of the work. Replacement of #2 Boiler could be pushed out past 2022 if a new controller was installed.

Jordan said the two companies had also inspected the snowmelt boiler and it had been suggested a flue be installed to mitigate condensation and a proposal for the work would be provided. The two companies would continue to provide suggestions to address the snowmelt/condensation problem.

Action Item: Jordon to continue follow up on boilers, controller and snowmelt boiler and keep the Board updated.

Jordan said Alpine Landscapes had completed the landscaping and hanging baskets would be delivered. Jordan said the new signage had been installed and lighting for the sign would be installed soon. Jordan explained the front of the building was looking good.

Jordan said he had met with the company performing the Capital Reserve Study and walked around the building. Robin said the study would be provided by the end of July.

Jordan explained Mike Keith of Complete Coverage had submitted a revised estimate, \$104,300, for the work in September. The price of paint/stain had increased and the earlier estimate was for \$102,650. It was agreed Jordan would contact Mike to find out how much deposit would be required so Mike could purchase the paint to avoid any further increases. Robin asked that funds be taken from the Capital Fund for the deposit.

Larry made a motion to accept the new Complete Coverage estimate of \$104,300 and to approve a payment up front of up to \$18,000 to purchase materials. Robin seconded the motion and it was unanimously approved.

Action Item: Jordan to follow up with Complete Coverage and pay deposit.

Robin explained operating expenses had exceeded income from dues in prior years and the July invoices would need to reflect the special assessment to collect approximately \$59,000. Robin said the assessment had been discussed at the 2020 annual meeting although the exact figure was not known at that time. After discussion it was agreed the wording on the invoice would be “Prior years deficit assessment as per homeowner meeting December 2020”. Jordan agreed to circulate a draft invoice for the Board to review the wording and the assessment would be allocated in accordance with the Covenants.

Action Item: Toad to prepare July invoices with special assessment and circulate draft invoice to the Board for review.

Jordan said he would be responding to the auditor with answers to the latest round of questions. The auditor would be advised of the upcoming Capital Reserve Study.

Jordan explained the pink grout had not yet been addressed although Jordan continued to reach out to the stonemason. Robin said the work could be performed in the Fall.

Robin asked if a Class C RV could be parked for a week during the Summer in the additional parking area north of the building. Larry and Tim did not oppose the parking of the RV for one week in late July/early August.

Jordan agreed to follow up on the door code change and notify owners of the new code.

Action Item: Jordan to follow up on door code changes.

Jordan agreed to continue to follow up with High County Carpets to seal the grout in the lobby.

Jordan said lifts were not currently available for moving the roof tiles onto the roof.

Jordan said new seals would be installed on the glycol system of the snowmelt boiler and performed by the same companies working on the boilers. The garage floor would be cleaned in the area where the glycol leaked.

Action Item: Jordan to continue to follow up on snowmelt boiler leak.

The next meeting would be at 9 am on July 15, 2021 or July 22, 2021 and Jordan would confirm by email.

At 9:40 am Larry made a motion to adjourn the meeting. Robin seconded the motion and it was unanimously approved.

Respectfully submitted by,

Rob Harper,
Toad Property Management