

**BLACK BEAR LODGE CONDOMINIUM ASSOCIATION
MEETING OF THE EXECUTIVE BOARD
VIA ZOOM – 9:00 am (Mountain Time)
THURSDAY, JULY 15, 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.

Tim made a motion to approve the minutes of the June 17, 2021 meeting. Jason seconded the motion and it was unanimously approved.

Jordan explained he was still waiting for proposals for the boiler, including a controller, snowmelt sensor, glycol leaks, etc. Jordan agreed to follow up.

Action Item: Jordan to continue to follow up.

Robin said the reserve study was expected by the end of the month and Robin would distribute to the Board.

Action Item: Robin to distribute research study to the Board as soon as available.

Jordan confirmed a deposit had been paid for the paint and stain and was currently stored in the Black Bear mechanical room. Once the start date in September was known Jordan agreed to notify all owners by email.

Jordan said the new roof tiles had been lifted onto the roof and were stored on the south end of the roof. Jordan said a date for installation was not known at the present time.

Robin confirmed bank account funds had been transferred and all funds were now protected by the FDIC.

Larry said owners not using their unit on a regular basis should have somebody walk through the unit and make an inspection so any problems could be identified promptly. Cathleen suggested owners be notified of the need to have their unit regularly inspected and Larry said insurance companies offered better rates if units were regularly inspected. Larry suggested writing a simple “handbook” to assist owners understanding the operation of their unit and what was required of an owner. Robin suggested a newsletter

twice a year updating owners on the work the Board was undertaking as well as topics on how to care for the unit/building.

Action Item: Discuss a newsletter at the next Board meeting.

Cathleen expressed concern that the sign was not as visible as it should be. Jordan said the original hardware had been used and to move the sign would involve drilling new holes in the building. Cathleen asked Board members to review the sign and decide if lifting the sign would make the building address more visible.

Action Item: Board members to review Black Bear sign and discuss again at a future meeting.

Jordan said there had been calls about the internet and Spectrum had inspected the building. Jordan explained the building had a bulk account and the bulk account made it difficult to troubleshoot issues and owners would be able to opt for additional services at an individual cost if adjustments were made to the equipment. Changing to individual Spectrum accounts for television and internet would be a lot of work and Robin suggested discussing at the annual meeting. Jordan agreed to follow up and gather additional information, including cost.

Action Item: Jordan to continue following up with Spectrum.

Jordan said vehicles caused damage to the new sod. Light reflectors had been installed in an attempt to prevent future damage.

Concern was expressed about irrigation running twice a day and Jordan agreed to have the irrigation reduced and also have adjustments made to the spray system. Robin suggested a “rain delay” be added to the irrigation system.

Action Item: Jordan to have irrigation reduced and adjusted and look into installing a rain delay.

Tim suggested moving a couple of flower baskets to improve visibility. Cleanup under the hanging baskets after watering would be beneficial in protecting the surface of the decks. Jordan confirmed the flower baskets came from Alpine Landscapes following the sale of the prior company. Robin asked Board members to review the current 13 large baskets and 3 smaller baskets so a determination could be made on future quantities to order.

Action Item: Review flower baskets for future ordering.

Jordan said the Aspens would be inspected and removed if necessary.

Action Item: Toad to inspect Aspens.

Jordan said there had been issues with trash and recycling and it was agreed to install new signage. Contaminated recycling was a problem, especially at holiday times, and Jason suggested reducing or eliminating recycling if it continued to be an issue. Jordan confirmed other buildings in Mt. Crested Butte had eliminated recycling.

Action Item: Jordan to obtain new trash and recycling signage.

Jordan said a part had failed on the garage door and the garage door contractor would be at the building on the 16th to repair. The garage door would be out of operation between 12:30 to 3:00 pm and Jordan would email owners to alert them of that work.

Action Item: Jordan to email owners about garage door repair.

Robin asked the Board to consider holiday decoration and discuss at the next meeting.

Robin explained some areas of the stonework required tuck pointing and perhaps the tuck pointing should be completed after the power washing. Jordan said stonemasons were extremely busy in the valley and he would attempt to find a different stonemason.

Action Item: Jordan to research stonemasons.

Jordan said a quarterly report would be available later in the month. Robin said there had not been a dues increase since 2014 and an increase would be necessary in 2022. One large increase in operating expenses involved the gas utility. Robin suggested units turn down heat when the unit was not occupied as that might reduce gas usage and reduce costs as gas costs had increased significantly. Jordan said the upgrades to the boiler and snowmelt system would reduce gas usage. Larry stressed the need for the Association to have adequate reserves for future large repairs. The reserve study would assist the Board in planning. Robin said a dues increase might have to be staged over a few years to reduce the impact on owners. Once the capital reserve study report is received and analyzed a decision could be made on dues increases and reserve and operating funds levels. A letter to owners would be sent once more information was known.

Cathleen expressed concern about special assessments for adjusting the year end figures and suggested using different language so owners would have a better understanding of the purpose of the year end adjustments. A payment plan, without late fees, could be made available to owners needing more time to make the special assessment and requests would be reviewed on a case-by-case basis. The dues, excluding special assessment, was still owed by the due date. Robin made a motion to offer owners a payment plan, without interest or late fee, for the recent special assessment. Larry seconded the motion and it was unanimously approved.

Jordan agreed to send out emails for future Board meetings.

Action Item: Jordan to email owners of future Board meetings.

The next meeting is scheduled for August 19, 2021 at 9:00 am (Mountain Time).

At 10:32 am the meeting adjourned.

Respectfully submitted by,

Rob Harper,
Toad Property Management