

**BLACK BEAR LODGE CONDOMINIUM ASSOCIATION  
MEETING OF THE EXECUTIVE BOARD  
VIA ZOOM – 9:00 a.m. (Mountain Time)  
THURSDAY, AUGUST 24, 2023**

BOARD MEMBERS            Cathleen Jones  
                                     Robin Holmes  
                                     Larry Cornett

MANAGEMENT PARTICIPATING  
                                     Alex Summerfelt, Toad Property Management  
                                     Nick Sledge, Toad Property Management  
                                     Ethan Johnson, Toad Property Management

OTHERS PARTICIPATING  
                                     Pat Wilson  
                                     Al Fraser

Alex called the meeting to order at 9:05 a.m. (MT) and said there was a quorum.

Cathleen made a motion to approve the minutes of the July 27, 2023 meeting as presented. Robin seconded the motion and it was unanimously approved.

Ethan Johnson of Toad Property Management confirmed Controlled Hydronics had been asked to perform some additional work at the time of installing the snowmelt boiler. Ethan explained Controlled Hydronics would be inspecting and performing annual maintenance on all boilers together with checking and addressing any leaks. Ethan said the work was being done in an effort to reduce or remove problems with the hot water or in floor heat during the Winter season. Ethan said a bid had been requested from Steadfast Flooring to refinish the floor in the mechanical room. A seal on the mechanical room floor would help to prevent leaks, especially around the drains and stop the seeping into the garage. Ethan said the cost of the work would be in addition to the snowmelt boiler estimate received from Controlled Hydronics.

Ethan left the meeting.

Nick Sledge of Toad Property Management said all of the roof tiles (two pallets) had been used in recent repairs and additional tiles would need to be ordered for the future. No work had been performed during 2022 and there had been a lot of snow during the 2022/2023 Winter. Nick confirmed work had been completed on the roof. It was agreed two pallets of roof tiles would be ordered and placed on the roof with annual inspections/repair on the roof.

**ACTION ITEM: Toad to order two pallets of roof tiles and schedule annual inspections/repairs on the roof.**

Nick confirmed Controlled Hydronics had installed the heat exchanger on the snowmelt boiler and started work on the manifold and leaks in the mechanical room. Controlled Hydronics would be adding air bleeders on the third floor as well as adding an additional valve for future servicing. The Aqua Chem equipment - glycol feeder and pot feeders - would be installed by Controlled Hydronics and it was anticipated that work would be completed by the end of the week.

Nick said Aqua Chem would be at the building on September 5, 2023 to flush the system and clean it to improve the existing solution in the system. Controlled Hydronics had been asked to be there on that day so when Aqua Chem finished the work Controlled Hydronics would be able to fire up the system and check the operation once there was clean glycol in the system.

Nick confirmed Aqua Chem would check the system once a quarter and replace filters as necessary. Nick said Aqua Chem would confirm the maintenance cycle and the need to replace filters. Nick confirmed Aqua Chem would be checking all boilers/systems on a regular basis.

Nick said the existing snowmelt sensors would be utilized if they were operating and Ethan would conduct remote control of the system if possible. Nick would follow up with Controlled Hydronics to confirm the sensors/remote control option was fully functional. If not, the system would be turned on manually.

**ACTION ITEM: Nick to follow up with Controlled Hydronics for a test of the snowmelt sensors.**

Nick said Controlled Hydronics had sent the old damaged heat exchanger back to Dole and Dole had said the damage was due to freezing at some point and cracking. Nick explained Aqua Chem had confirmed the glycol in the system was at 47% (with the perfect level at 49%) so it was unlikely that freezing had occurred. Controlled Hydronics had said glass bottles and beer cans had been thrown down the exhaust pipe and Controlled Hydronics found those sitting on the heat exchanger. Nick said some screening would be put over the exhaust pipe in the future to prevent people throwing items into the pipe.

**ACTION ITEM: Screening to be placed over the exhaust pipe.**

Nick said the air bleeders would prevent air pockets and allow fluid to reach the third floor walkway. Nick explained adding extra piping in front of the elevator door on the third floor might be an option once the existing system was operating correctly. The repair/refinishing of the third floor walkway would be delayed until all work was completed and the system was operating correctly. Nick said the air bleeders would work automatically but it would be possible to operate them manually if necessary. While the system was operating during the Winter Nick said the system would be regularly checked.

Nick said he had been following up with various people and entities to get a copy of the as built plans so the details of the concrete on the third floor were understood prior to cutting into the concrete on the third floor.

Alex said some repairs and adjustments had been made to the landscaping irrigation. Alex explained Turner, from Toad, had been checking regularly and adjusting the irrigation as necessary.

Nick said garage door openers were available. Robin suggested emailing all owners to alert them so openers could be collected when the owner was next in town. Alex said after the recent maintenance he had not received any complaints about the operation of the garage door. Alex confirmed he had set up maintenance, twice a year, with the garage door company so the door would be serviced two to three weeks before the start of the Winter or Summer season.

**ACTION ITEM: Alex to email owners about garage door openers.**

Nick Sledge left the meeting.

Alex explained Steadfast Flooring had been asked to provide an estimate for sealing the flooring in the Mechanical Room to reduce water leaking into the garage/storage areas below. Alex said if the flooring alternative was successful it would not be necessary to move the storage lockers and make legal changes to the plat. Cathleen expressed concern about the pressure problem caused after Mt. Crested Butte Water & Sanitation turned the water on/off and Robin asked if the check valve which failed had been replaced with a more robust valve. Alex said Steadfast Flooring had quoted \$7.50 square foot for common areas and \$15.00 square foot for the confined space in the Mechanical Room. Alex said Steadfast Flooring would come back to measure the square footage. Alex said the warranty details were not known at this time. Alex explained changing the Plat would require support from Town, owners and lenders and would not be a quick process. Alex would get back to the Board as soon as estimates were available.

**ACTION ITEM: Alex to circulate estimate from Steadfast Flooring to the Board.**

Alex confirmed the insurance policy included coverage for wildfire.

Alex said Complete Coverage had started work on the railings. Alex explained work was starting at the top level of the building and working down. The work would be approximately \$25,000.

Alex said the hinges on the dumpster enclosure had been adjusted. Options for the locking system and the siding was still being reviewed. Alex confirmed Waste Management would be inspecting the locking system and providing comments.

**ACTION ITEM: Toad to meet with Waste Management.**

Alex explained window screens had been reattached as necessary. Al Fraser said one of his screens had to be set on the inside of the unit and when the windows were washed it would be necessary for the screen to be removed and handed to the cleaning company. The window cleaning company would alert Toad to any issues with screens so the matter could be resolved quickly.

**ACTION ITEM: Alex to follow up with the maintenance crew and coordinate with the window cleaning company regarding changes to some screens.**

Cathleen made a motion to add Robin as Treasurer, to the signature card at the Bank. Larry seconded the motion and it was unanimously approved.

Alex said he had spoken to the housekeeping crew and followed up with an additional inspection and things appeared to be better. Robin said she would be working on the Budget and had reviewed the housekeeping list of work. Robin suggested housekeeping be reduced from three to two visits per week and Monday and Friday would be sufficient. It was agreed to move forward with two days a week and Alex would follow up with housekeeping. Alex said once a year there would be a deep clean and repair of the ski lockers. Owners would be notified when the work would occur. Alex confirmed Toad did power wash the garage floor as it was necessary.

**ACTION ITEM: Alex to adjust housekeeping hours. Schedule deep clean of ski lockers.**

Pat expressed concern about the dirt/debris which gathered on the first floor deck. Alex explained adjustments had been made to the monthly work orders to make sure that all areas were covered, including stairwells and decks.

Robin said the Slate tile in the lobby and ski locker area needed to be sealed before the start of Winter and any damaged Slate tiles to be replaced.

**ACTION ITEM: Alex to schedule repair and sealing of Slate tiles in the lobby and ski locker area.**

Cathleen asked if a contractor could review and provide an estimate for repair of the floor of the elevator. Alex said he would ask a contractor to review the elevator and hopefully do the work prior to Winter. Alex said light bulbs would be replaced as necessary.

**ACTION ITEM: Alex to contact a contractor regarding floor of the elevator.**

Alex confirmed the holes in the wall on the garage level had been inspected and Alex agreed to follow up with Nick and find out when the work would be done.

**ACTION ITEM: Follow up with Nick regarding repair of the hole in garage.**

It was agreed to discuss security cameras at a future meeting. Robin had proposed a reasonably inexpensive system and the Board could consider potential locations. Cathleen said in the past liability concerns had been expressed and Alex said he could follow up with legal counsel for advice prior to the Board making a decision.

**ACTION ITEM: Alex to review potential liability for security cameras.**

Pat Wilson asked if Spectrum had provided an answer to questions about cable boxes and Alex said he had been unable to make contact with the correct department in Spectrum. Cathleen said she had additional boxes added and had received an invoice for those boxes. Once Cathleen had a better understanding of what items or boxes Spectrum charged extra for she would share the information with Pat. Cathleen said the Association had an account with Spectrum and owners paid for any extras and some Spectrum employees said the contract only included one box. Alex said he would continue to follow up with Spectrum.

**ACTION ITEM: Alex to continue to reach out to Spectrum.**

Al Fraser said some people had complained about the temperature of the hot tub. Alex said the temperature was generally between 101-103 and Alex agreed to follow up with the maintenance team. Al said the cleaning of the grill had generally been very good during the Summer.

**ACTION ITEM: Alex to follow up with maintenance regarding hot tub temperatures.**

Alex confirmed the second grill would be connected to the gas line. Cathleen expressed concern that the second grill and Alex said the grill would be tested and a new grill or parts ordered if necessary.

**ACTION ITEM: Toad to install and check the operation of the second grill.**

The next meeting was scheduled for September 21, 2023 at 9:00 a.m. (MT).

At 10:35 p.m. (MT) Robin made a motion to adjourn the meeting. Cathleen seconded the motion and it was unanimously approved.

Respectfully submitted by,

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Rob Harper,  
Toad Property Management