

**BLACK BEAR LODGE CONDOMINIUM ASSOCIATION
MEETING OF THE EXECUTIVE BOARD
VIA ZOOM
WEDNESDAY, SEPTEMBER 16, 2020 9:30 a.m. MT**

BOARD MEMBERS

Cathleen Jones
Robin Holmes
Larry Cornett
Jason Leonard

MANAGEMENT PRESENT

Scott Kelley, Toad Property Management

OWNERS PRESENT

Marcia Lyndsey

Scott called the meeting to order at 9:35 a.m. and confirmed a quorum.

Robin made a motion to approve the minutes of the August 19, 2020 meetings. Larry seconded the motion and it was unanimously approved.

Scott gave an update on action items from the August meeting:

Copy of the maintenance checklist had been circulated to the Board for review and there would be one person, per day, on-site running through the checklist and confirming everything was operating correctly.

Action Item: Scott said he had a list of monthly or annual maintenance items for the building and agreed to share that list with the Board.

Scott confirmed the grill was being regularly inspected, cleaned and deep cleaned when necessary and at a minimum the deep cleaning would be at the end of the winter and summer seasons. Signage stressing the need to clean the grill after use and grill equipment would be added in the future if necessary.

Waste Management service had been reduced to trash collection twice a week and collection would be increased if necessary.

Signage instructing people on the operation of the hot tub cover had been added.

Action Item: Signage and rules and regulations would be amended to reflect 9 p.m. as the hot tub closing time.

Scott said Mike Keith of Complete Coverage would provide a proposal to power wash the exterior of the building and provide a separate proposal to stain the decks and railings. Both projects would be Spring projects.

Action Item: Scott agreed to gain access to a couple of units and attempt to clean stained areas of stucco. Decks had been power washed several times during the season and an additional power washing of the decks had already been scheduled.

Scott said a sample roof tile had been shipped to a supplier to confirm a match prior to ordering a pallet of the roof tiles.

Action Item: Scott agreed to inspect tiles outside the penthouse as Marcia Lindsey and Cathleen Jones expressed concern about the roof in that area.

Scott said the window latch repairs requested for some units had been completed.

Scott said Hi Country had agreed to stretch the carpet and provide an estimate for sealing the tile in the lobby. Hi Country would also provide an estimate for using left over carpet for rugs and a couple of floor coverings for the inside of the elevator. Hi Country had expressed concern that the carpet might cause a tripping hazard and it was generally agreed different floor covering which would not retain moisture would be considered for the elevator.

Action Item: Scott agreed to review options for a floor covering in the elevator.

Action Item: Scott agreed to get an estimate to make area rugs for the lobby out of carpet remnants.

Scott said the fireplace in the lobby worked but the switch on the wall was not operating the fireplace. Scott said this would be investigated further.

Action Item: Install new switch for lobby fireplace.

Scott said a patio table to match the existing table had been ordered from Wayfair and the table would be placed on the back deck. The table was approximately \$130 as it was heavily discounted as it was the end of the Summer season.

Scott said he was waiting for a second proposal from a landscaping contractor for the front entrance.

Action Item: Scott agreed to keep on both landscaping contractors and report back to the Board when proposals were received.

Scott said he had continued to research heated mats to cover the areas outside the elevator where ice built up. No exterior electrical outlets were available on the upper levels and Marcia Lindsey suggested placing mats outside the elevator doors and the mats lifted and shaken when snow was building up in that area. Scott said he would follow up with CB Electric to review options to provide electrical service to those areas.

Action Item: Scott to contact CB Electric for the installation of exterior electrical boxes so that commercial grade heated mats could be added. Scott agreed to continue to research.

Scott said he was still attempting to obtain an estimate for repair or refurbishment of one of the boilers but a shortage of qualified plumbers in the valley was making it difficult.

Action Item: Scott said he would continue to follow up to get the work completed on Boiler #2 before the Winter season.

Cathleen asked about the frequency of cleaning the garage floors and Scott said the garage floor was power washed on a regular basis, as needed and sweeping was not an option. Cathleen suggested power washing the garage on a weekly basis, Summer and Winter.

Scott confirmed watering of flowers would be done every day in the future. Scott said flower baskets would be removed in the next few days.

Cathleen said she had been in contact with an on-line sign company regarding metal exterior signage at the entrance of the building. Cathleen said the company would provide estimates in the range of \$2,200 to \$2,800 depending on lighting options for signage 30 inches high and 64 inches wide. Cathleen agreed to share information from ShieldcoArt in the next few days with four to six weeks needed for production. Scott said all signage would need to comply with the Town exterior lighting regulations and it was agreed to discuss again at the next meeting as Tim had also been researching options with Red Mountain Logworks and the Sign Guys in Gunnison. Scott agreed to follow up with Tim and see if a couple of proposals could be available for consideration and approval at the next Board meeting. Larry said he had been considering a metal bear on a wood background and would continue researching options. Scott agreed to check lighting requirements with the Town of Mt. Crested Butte.

Action Item: Cathleen, Tim, Larry and Scott to continue gathering signage information for discussion at the next meeting.

Scott said Kooler had replaced the electronics on the garage door and some new openers were available and Larry said his existing opener was compatible. It was agreed garage door openers would be discussed at the annual meeting so that owners could request a new door opener or have existing openers reprogrammed if necessary.

After discussion Robin made a motion to accept the proposal as submitted to repair the garage flooring in the two identified areas. Larry seconded the motion if it was confirmed the price included both areas. The motion with Larry's comment was unanimously approved. The work would be scheduled as soon as possible.

Action Item: Move ahead with garage floor repair.

Cathleen said she would continue to work on amendments to the Rules and Regulations and at the next meeting wording and enforcement would be discussed. Cathleen suggested reviewing the Rules and Regulations on an annual basis.

Action Item: Cathleen will revise rules and regulations.

Robin said the Auditors had proposed a Resolution which would need to be voted on at the annual meeting and the Resolution would be discussed and finalized at the next Board meeting.

Action Item: Cathleen will review the by-laws for addition of auditors' resolution to present to the HOA.

Scott said Fernando would continue to work on the stonework until the repairs were acceptable.

Cathleen made a motion that Agendas for future Board meetings be posted on the website and also electronic notification be sent to all owners. Larry seconded the motion and it was unanimously approved. Robin suggested soliciting questions and concerns from owners for topics to be discussed at Board meetings. Robin asked for an owner contact list for use by Board members and it was agreed owners would be asked at the annual meeting if they would support their contact information being added to an owner directory.

Action Item: Electronic notification of Board meetings to owners as well as posting on the website. Owner Contact List to be discussed.

Scott agreed to refinish unit doors as necessary before the start of winter.

Action Item: Refinish unit doors needing refinishing.

Robin said some windows had moisture inside the glass from broken seals and Robin suggested discussing at a future Board meeting. Scott said Toad continued to research options for directing heat from the boilers away from windows and that should also be discussed at a future meeting.

Cathleen said critters were digging on the north side of the sidewalk and Scott agreed to follow up.

Scott explained financial reports could be prepared at any time if Board members had questions. Robin said there was a large amount of money in Reserve and questioned if all of the Association funds would be covered by the FDIC maximum or if money should be moved to other accounts so no account exceeded the FDIC \$250,000 maximum. Scott explained the Reserve account was held at Community Banks in money market accounts and the financial reports would be amended to clearly show how much was held in each account and no account would exceed the \$250,000 maximum.

Action Item: Scott to review accounts at Community Banks and make adjustments as necessary.

Scott explained one owner had asked to pay dues monthly and the Board had approved that request on a case by case basis. Scott said no owners were 90 days delinquent. Robin asked that the \$1,500 over payment of insurance from 2018 be reassigned on the Balance Sheet and Scott agreed to get in contact with the auditor for guidance on how the \$1,500 should be reassigned.

Robin asked that the luggage cart be recorded in Furniture/Equipment so the luggage cart was accurately shown as an asset and depreciated as appropriate. Robin agreed to email Toad with her questions about the \$4,800 identified by the auditors in the Audit Report and also requested a copy of the adjustments identified by the auditors. Robin also said changes should be made to the names of some accounts, such as Restricted Fund Balance, in accordance with comments made by the auditors.

Action Item: Follow up on Auditor's comments/recommendations.

Bank statements would be sent to Larry, as Treasurer.

Action Item: Copy of bank statements to be regularly sent to Larry.

It was agreed the Management Agreement needed to be updated to reflect any increases in management fees and the changes would be discussed at the next Board meeting. Scott agreed to email the Board the current Management Agreement.

Action Item: Circulate Management Agreement to Board.

Robin said the Budget needed to be adjusted for increased expenses on utilities. Scott said Mt. Crested Butte Water & Sanitation District had increased rates by 19.2% in February, the second year of double-digit increases.

Robin said the Capital Improvement Plan needed to be updated and Scott agreed to circulate the updated Plan to the Board.

Action Item: Update Capital Improvement Plan and circulate to the Board.

Scott said a draft Budget would be emailed to the Board for discussion at the October Board meeting. The meeting would be October 21, 2020 at 9:30 am (the third Wednesday in October).

Action Item: Circulate draft Budget to Board for review.

At 11:35 am Robin made a motion to adjourn the meeting. Cathleen seconded the motion and it was unanimously approved.

Respectfully submitted by,

Rob Harper,
Toad Property Management