

**BLACK BEAR LODGE CONDOMINIUM ASSOCIATION  
MEETING OF THE EXECUTIVE BOARD  
VIA ZOOM – 9:00 a.m. (Mountain Time)  
THURSDAY, SEPTEMBER 21, 2023**

BOARD MEMBERS            Cathleen Jones  
                                 Robin Holmes  
                                 Tim Gibbons  
                                 Jason Leonard

MANAGEMENT PARTICIPATING  
                                 Alex Summerfelt, Toad Property Management

OTHERS PARTICIPATING  
                                 Pat Wilson  
                                 Al Fraser  
                                 Marcia Lindsey

Cathleen called the meeting to order at 9:02 a.m. (MT) and said there was a quorum.

Robin made a motion to approve the minutes of the August 24, 2023 meeting as presented. Cathleen seconded the motion and it was unanimously approved.

Alex said Controlled Hydronics had completed the boiler work and Aqua Chem would be coming out to flush the system, replace fluids and test. Alex reported the initial testing had provided good results. Alex agreed to check if work had been completed on the sensors and the valves and report back to the Board.

**ACTION ITEM: Alex to obtain update on sensors and third floor valves.**

Alex explained Steadfast Flooring had provided estimates. Steadfast Flooring had proposed an epoxy on the Mechanical Room floor to prevent any leaks going into the garage or storage lockers below. The cost would be just over \$8,000 and Alex confirmed the epoxy would be on the floor as well as coming up the lower part of the walls. A test would be conducted once the work was done and Alex agreed to notify the owners of the lockers immediately under the Mechanical Room prior to the test being carried out. If the work was successful it would not be necessary to prepare a new Plat and move the storage lockers. Alex said there were some choices on the epoxy finish and Alex asked the Board to consider those options.

Alex explained Steadfast Flooring had also provided an estimate for the walkways/decks and staircases. Steadfast had broken the expenses out so some areas could be initially addressed and tested. Alex said the work on the boiler, the valves and the drain should address the third floor walkway problems encountered for several years. Jason expressed concern about spending money on the third floor walkway until it was established the boiler, valves and heat tape in the drain resolved the ongoing problems.

After discussion the flooring on the third floor would be left until after the Winter when the boiler, valves and heat tape in the drain would have been tested. Keeping the drain open and working was crucial to resolve the ice issues on the third floor walkway.

Robin made a motion to accept the Steadfast Flooring estimate of \$8,280 for the epoxy of the floor in the Mechanical Room. Cathleen seconded the motion and it was unanimously approved. Alex agreed to notify Steadfast Flooring.

**ACTION ITEM: Alex to contact Steadfast Flooring and schedule work in the Mechanical Room.**

Alex clarified the estimate included a choice of colors and it was agreed it was not necessary to select any of the premium colors/treatments. Alex was asked to select a non-slip color for the Mechanical Room.

Prior to the meeting Robin had circulated an initial draft 2024 Budget together with year to date expenses for 2023. No questions were available and Robin said she would prepare an update for the October meeting. The November meeting would be scheduled for earlier in the month to allow sufficient time for the mailing of the annual meeting documents.

Al Fraser said the holes in the garage, next to the elevator, had been repaired and Al suggested installing plexiglass in those areas to prevent damage in the future from luggage carts. Jason said metal instead of plexiglass might be an option and Alex agreed to research options.

**ACTION ITEM: Alex to research wall covering for the area either side of the elevator in the garage.**

Al said owners/guests were cleaning the grill surface. Al asked for Toad to clean the outside of the grill, repair the door and generally keep the grill and the area under and around it as clean as possible. Alex said he would follow up and have the maintenance crew address the grill on a regular basis.

**ACTION ITEM: Toad to repair door under grill and clean the grill and surrounding area on a regular basis.**

Alex said Toad would continue to review options for the dumpster enclosure to improve operation and latching of the doors. Alex explained the work would be carried out in the next few weeks. The red paint on the curb for the Fire Lane would be repainted and striping for parking spaces would be completed prior to Winter.

**ACTION ITEM: Toad to make common area repairs prior to the start of Winter.**

Alex explained the size of the dumpster had been increased and the price increased without a new contract. Alex said Waste Management had selected the dumpster and provided it and Alex would meet with Waste Management to discuss.

Alex confirmed the cleaning crew were now at the building twice a week and spending more time each visit. Alex said he had met with the cleaning crew to discuss the scope of work and expectations. Marcia Lindsey said the recent work in the lobby and the elevator was not up to standard. Pat Wilson expressed concern about people taking muddy mountain bikes through the lobby, in the elevator and up to decks instead of storing mountain bikes in the garage. Alex said he would remind owners via email in the Spring as well as discussing at the annual meeting. Marcia said bikes were being stored up on the third floor against the stucco and Alex agreed to follow up with that units.

**ACTION ITEM: Alex to follow up with owners/guests storing bikes on the third floor.**

The next meeting was scheduled for Thursday, October 19, 2023 at 9:00 a.m. (MT).

At 9:52 a.m. Cathleen made a motion to adjourn the meeting. Robin seconded the motion and it was unanimously approved.

Respectfully submitted by,

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Rob Harper,  
Toad Property Management