

**BLACK BEAR LODGE CONDOMINIUM ASSOCIATION  
MEETING OF THE EXECUTIVE BOARD  
VIA ZOOM – 9:00 a.m. (Mountain Time)  
THURSDAY, OCTOBER 19, 2023**

**BOARD MEMBERS**

Robin Holmes  
Larry Cornett

**MANAGEMENT PARTICIPATING**

Alex Summerfelt, Toad Property Management  
Nick Sledge, Toad Property Management

**OTHERS PARTICIPATING**

Al Fraser  
Marcia Lindsey

Alex called the meeting to order at 9:02 a.m. (MT) and said there was not a quorum.

Minutes of the September 21, 2023 meeting would be discussed at the next meeting.

Nick confirmed Controlled Hydronics had installed the heat exchanger and AquaChem had purged the system, added a detergent and let the system run. The system had been purged a second time a week later and a mix of 50/50 glycol and water had been added. Extra glycol was stored in the garage. The boiler had not been fired up but the pumps had been operational to circulate the fluid through the system. One pump leaked during the process and a new pump had been ordered and delivered. Nick confirmed the new pump would be installed as soon as possible. Once the pump and the snowmelt and temperature sensors at the boiler had been installed it would be possible to fire up the boiler. AquaChem would return at the beginning of November to once again test the fluid levels.

Nick said the old heat exchanger had frozen and cracked and why that happened was still unclear as the heat exchanger was approved for outside use. Nick said there had been no indication that there was a manufacturer fault with the heat exchanger. Nick confirmed a heavy duty screen had been added over the exhaust to prevent people throwing trash, including beer bottles, into the exhaust in the future. Robin asked if records would show how much and how frequently glycol had been added to the snowmelt system. Nick said the glycol level was at 47% when Aqua Chem started to work on the boiler but there was no way to prove that the glycol level was at an acceptable level at the time of cracking. Going forward AquaChem would be maintaining the chemical levels and keeping records. Nick said he would continue to follow up to determine if the heat exchanger was under warranty.

Nick stressed the snowmelt system and the in floor heat system needed to be serviced on an annual basis to reduce the chance of problems in the future.

Nick explained some units were having problems with heat, some too hot, some too cold. Timberline Mechanical had inspected some units. On October 13<sup>th</sup> Nick said the actuators for the 4 thermostats in Unit 209 had been replaced, batteries in the thermostats replaced and the 2 manifold air bleeders had been replaced. Checking on the 16<sup>th</sup> the heat had increased to the 70s but not reached the 80 degrees which the thermostats had been set to. The level of heat had held and would be checked again when the weather turned colder. Nick said the heat was slow to respond but the floors were warm. Nick confirmed all windows in the unit were adequately secured. Nick said Unit 209 now appeared to be fine and if not the replacement of a thermostat might be needed, or the vaulted ceiling or the north facing aspect of the unit might be responsible for reducing heat.

Nick said Controlled Hydronics had inspected Marcia Lindsey's unit and the actuators and batteries in the thermostat needed to be replaced. Other units might be experiencing loss of heat due to the failure of the actuators. Larry asked the cost of replacing an actuator and Nick said he would break out that cost from the Benjamin Franklin Plumbers or Controlled Hydronics work.

Nick said the second boiler, the newest one, was not working correctly and work was necessary to make the three boilers communicate with each other.

Alex said Nick had put a lot of work and effort into getting the heat and snowmelt all operating satisfactorily by Winter. Nick said he would continue to follow up on obtaining a copy of the plumbing plans for the building.

It was agreed regular maintenance needed to be scheduled for all the equipment and Nick said he would reach out to Controlled Hydronics. AquaChem was set up for quarterly inspections/monitoring.

Nick left the meeting.

**ACTION ITEM: Nick to continue to work on snowmelt and heat with Controlled Hydronics and AquaChem.**

Prior to the meeting a draft 2024 Budget had been distributed. Robin said hot tub maintenance, trash and roof snow removal were all a little higher than the prior year. Robin said she would review the Capital Plan but due to the boiler expenses the Capital projects would be kept to a minimum. Robin explained snowmelt expenses would be removed from the Repair & Maintenance line item and put in to Capital Expenses if it was possible to extract that information. Robin said she had attempted to keep the dues increase to 5.8%. Alex said a new contractor, Nu Aura, for cleaning two hours, twice a week, would be set up and approximately \$17,000 should be added to the Budget as there would also be deep cleaning. Al suggested the outside of the grill be cleaned more frequently and could become part of the scope of work for the cleaning service as well as Toad continuing with the monthly clean of the grill.

**ACTION ITEM: Robin to continue work on the 2024 Budget.  
Alex to set up new cleaning company.**

Robin said the reserve funds could be making a higher rate of interest and there are several financial instruments for doing this. Larry said he would support moving a portion of reserve funds into something like CDs. He expressed concern about investing in financial instruments which were risky and/or not FDIC insured or charged high fees. Robin expressed concern about Toad being responsive to cashing in CDs in a timely manner. It was agreed to discuss at the next meeting. Robin explained the funds were held in three different Banks to avoid exceeding the FDIC limit of \$250,000. Robin confirmed money needed to be moved from the Checking Account into the Money Market accounts. If \$100,000 was going to be moved Larry suggested as a first step putting those funds into short-term CDs.

Alex said the prep work had been completed in the Mechanical Room and the resurfacing of the floor would start as soon as the contractor was available.

Alex said he would follow up with the maintenance crew to have the operating grill cleaned and repaired.

**ACTION ITEM: Toad to clean the operating grill.**

Alex confirmed the doors to the dumpster had been repaired and stained.

Alex said a reminder to keep bicycles in the garage would be included with the notice of the annual meeting.

Alex agreed to follow up with accounting about the Travelers Insurance renewal and confirm what the policy covered.

**ACTION ITEM: Alex to follow up on Travelers Insurance renewal.**

Marcia said the cleaning crew had not addressed the marks in the elevator caused by the bike tires and the interior of the elevator looked bad. Alex said the new cleaning crew would be reminded to clean the interior of the elevator. Robin asked for the cleaning schedule to be shared with Al Frasier, Marcia Lindsey and Pat Wilson.

**ACTION ITEM: Alex to inform Al, Marcia and Pat of the cleaning schedule.**

Robin explained operating expenses continued to increase and the increase in dues was necessary to keep pace with those expenses as well as building up Capital Reserves. Robin explained the Association had fallen behind on building up Capital Reserves in line with the age of the building and it was necessary to prepare for some large expenses without the need for special assessments. Robin explained the Operating Fund needed to

hold three months of operating expenses and the Association had fallen a little behind on funding that account.

The next meeting was scheduled for November 16, 2023 at 9:00 a.m. (MT).

At 10:05 p.m. Robin made a motion to adjourn the meeting. Larry seconded the motion and it was unanimously approved.

Respectfully submitted by,

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Rob Harper,  
Toad Property Management