

**BLACK BEAR LODGE CONDOMINIUM ASSOCIATION
MEETING OF THE EXECUTIVE BOARD
VIA ZOOM – 9:00 a.m. (Mountain Time)
THURSDAY, APRIL 28, 2022**

BOARD MEMBERS Cathleen Jones
 Robin Holmes
 Jason Leonard

MANAGEMENT PARTICIPATING
 Hannes Gehring, Toad Property Management

OTHERS PARTICIPATING
 Al Fraser, 201
 Patricia Wilson, 301

Cathleen Jones called the meeting to order at 9:10 a.m. and confirmed that a quorum was present.

Robin Holmes made a motion to approve the minutes of the March 24th Board meeting. Jason Leonard seconded the motion, and it was unanimously approved.

Hannes said that the new signage had decreased improper use of recycling bins, and Waste Management had not made any calls to Toad to report issues. However, Toad's maintenance team was still regularly identifying the need to sort recycling. Board members discussed the possibility that continued improper use of the recycling bins might be tainting the recycling stream and ultimately causing more harm than good. After some discussion, it was agreed to postpone making a decision on whether to continue recycling at Black Bear to the following Board meeting so that all Board members could weigh in.

Hannes reviewed the maintenance task list from the previous meeting. Hannes said that Toad's Maintenance Team had completed infrared imaging of the third floor deck and determined that while there did not appear to be any leaks, there was no snow melt tubing installed in any areas of the deck with roof coverage. The issue with freezing was being caused by snow blowing into the areas without snow melt tubing. Hannes said that MTech had not yet agreed to come out to look at the system, and he had attempted to get in touch with the company that installed Black Bear's snow melt system but had not yet been able to make contact.

Robin suggested trenching a small portion of the deck to install an electrical outlet for heat tape that could be run through the drain to prevent freezing. Hannes said that the cost of jetting the drain was not prohibitive, and the Association would only need to jet the drain 1-2 times per year. Hannes said that the equipment for jetting the drain was expensive and required significant storage space, so he did not recommend that the Association purchase its own.

Hannes said that it had been determined that the garage drain itself was not blocked, but had been backing up due to a blockage at the drainage site.

Hannes said that there had been no complaints about the new internet service. Cathleen said that Andy Ivy of Xstream Internet had not yet provided the Board with draft Rules and Regulations for internet usage at Black Bear. Cathleen said that she would draft the policy herself and reach out to Andy for feedback.

Action Item: Cathleen to draft Rules & Regulations for internet usage.

Hannes said that Black Bear was on Timberline's list, and he hoped to have the old grill hooked up to the gas line by summer. Hannes said that Toad's maintenance team had added cleaning of the grill to their regular maintenance tasks when they serviced the hot tub. Hannes said that the delivery date for the new hot tub cover should arrive in late May or early June.

Robin requested that the hot tub be reopened by June 1 and asked Hannes to ensure that the instructions for opening and closing the hot tub cover were posted.

Action Item: Hannes to ensure that instructions for opening and closing the hot tub cover are posted.

Robin said that she had reached out to the specialist who had completed Black Bear's reserve study, and he believed that the windows were aging appropriately and had about half their useful life remaining. The reserve study specialist recommended that Black Bear find an experienced window company to give a second opinion on Eagle's recommendation that some windows might already need to be replaced. Robin requested that the caulking and paint on the exterior of the windows be checked as well.

A few units had reported issues with broken window seals causing fog and decreasing visibility. Patricia Wilson said that she could not see well out of one of her windows for this reason. Patricia clarified that the window that was foggy was not the same window that had a bad draft and let in snow. Al Fraser said that the weather stripping Toad had installed had solved the draft issue in his unit.

Hannes said that Eagle's assessment had been that the windows needed some repairs, not full replacement. However, the jamb liners, which needed replacement in some of the units, were not able to be sourced from the original company that made them, and this was why Eagle had recommended replacing the whole window in some cases. Cathleen noted that replacing the jamb liners would not solve the fog issue stemming from broken seals.

Hannes said that he would work on getting someone to look at replacing the glass in foggy windows with broken seals.

Action Item: Hannes to locate a contractor for: a second opinion on the necessary timeline for window replacement; an assessment of the condition of exterior caulking and sealing on windows; and a solution for the foggy windows with broken seals.

It was noted that there had been seven emails in favor and no emails in opposition to the proposal of closing the hot tub for off season. Cathleen noted that the Board had committed to reopening the hot tub if the closure would be inconvenient for any owner, and Robin had renters arriving in early June. Cathleen suggested that the hot tub be reopened June 1 this year, and that the Board vote on predetermined periods to close the hot tub for future shoulder seasons. It was suggested that the hot tub be closed when the lifts close in April, reopened for Memorial Day, closed again in early October, and reopened for Thanksgiving. Hannes said Toad could send out a reminder email before each closing period.

Cathleen made a motion that the hot tub be closed during the shoulder seasons, from the Monday after closing weekend to Memorial Day and from the second week of October until Thanksgiving. Robin seconded the motion, and it was unanimously approved.

Action item: Hannes to communicate time periods for hot tub closure to maintenance team and to owners.

Hannes said that Pete Oeflein of Blue Dog Home Improvement had given a bid of about \$5,000 to install a roof over the storage units that had experienced water damage after leaks in the mechanical room. It was explained that traditional sealing materials such as bituthene would likely not adhere to the surface of the roof of the storage units. Some other sealing methods were discussed, and the Board asked Hannes to discuss lower-cost sealing methods with Pete. It was agreed that the Board wanted to move forward with a solution to ensure that Al's storage unit was as protected from future flooding as possible.

Cathleen made a motion to approve Hannes to speak with Pete Oeflein about less expensive sealing options, and to ultimately move forward with a solution up to and including the cost of the bid that Pete had already provided. Robin seconded the motion, and it was unanimously approved.

Action item: Hannes to work with Pete to move forward on the project to seal or otherwise waterproof the storage units that have been subject to flooding.

There was a discussion of the Association's luggage carts, which needed some repair. Robin recommended cleaning and repairing the luggage carts as much as possible and budgeting for new carts in 2023.

Hannes agreed to take a look at the existing carts and evaluate which carts could be repaired and spruced up and which were no longer usable. Hannes agreed to ask the maintenance team to keep an eye out for out of place luggage carts on the property.

Action item: Hannes to evaluate luggage carts and move forward with cleaning and repairs where needed.

Cathleen asked about the status of a utility box outside the third floor elevator that had been in need of repair. Hannes believed that the Maintenance Team had taken care of needed repairs.

Robin said that she was planning to coordinate some work to freshen up and add more color to the landscaping. Robin asked whether Toad was responsible for mulch, grass seeding, and bush trimming or whether that should be included in the bid for Alpine Landscaping. Hannes said that he would check and get back to Robin. Cathleen said that Larry had added the gravel under the downspout, and it was agreed that Toad could take care of adding more gravel if needed.

Robin raised the expense of monthly visits by Davidson Wildlife Services. Hannes suggested that it would make sense to decrease the frequency of visits and agreed to determine whether a contract had been signed.

Action item: Hannes to determine whether a contract has been signed with Davidson Wildlife Services.

Robin raised several planned capital projects for 2022, including painting the railings on the third floor deck, touch-up of exterior stone veneer, the potential need for roof heat tape replacement, and window glass replacement for foggy windows. Hannes said that Black Bear had previously obtained a bid for repainting the entire third floor deck, and he would obtain a bid for repainting the railings only.

Action item: Hannes to obtain a bid for repainting third floor railings.

Robin said that, as interest rates were going up, it might be possible to earn more money by investing a portion of the Capital Reserve funds in government CDs. Robin agreed to put together a brief email explaining the current interest rate being earned in the money market account and what might be gained by moving a portion of that fund to invest in CDs. Robin said that she would also look into potential fees and penalties associated with the move.

It was agreed to hold the next meeting on May 19, 2022 at 9:00 a.m. (Mountain Time).

Cathleen adjourned the meeting at 10:50 a.m.

Respectfully submitted by,

Rob Harper,
Toad Property Management