

**PITCHFORK TOWNHOMES ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING**

**TUESDAY, APRIL 4, 2023  
VIA ZOOM**

Present:        Jess Legere  
                     Tyler King  
                     Don Wiseman  
                     Hannes Gehring, Toad Property Management

Hannes called the meeting to order at 4:10 p.m. and confirmed there was a quorum.

Hannes explained the purpose of the meeting was to discuss financial concerns. Hannes explained invoices for roof shoveling had been paid prior to the payment of the Accurate Insulation invoice. Concern had been expressed that the special assessments had been paid in December for the Accurate Insulation work, the contractor had not been paid and more than \$25,000 had been paid for roof shoveling. Hannes explained Accurate Insulation had not submitted an invoice for the work until February 23, 2023. Hannes said roof leaks had occurred in buildings in Pitchfork Townhomes, except for three buildings, and the extent of damage was unknown at this time. Moisture readings in the walls of each unit with a leak would be carried out prior to drywall being removed.

Don said Bart Laemmel was willing to make an inspection of the roofs, costing approximately \$1,440, and that report would be used by the strategic planning team to determine future roof expenses. Hannes said a special assessment of approximately \$1,200 per unit would get the Association back on track financially although a higher amount would be preferable. Hannes explained it had been a big snow year with snow removal \$7,000 over budget but roof leaks and repairs made it a very expensive winter. Don said getting snow off some of the roofs had been a priority to reduce roof leaks and it was necessary to plan for the future repair or replacement of some of the roofs. Don explained he had already spoken with a couple of banks to discuss potential loans to cover the cost of replacing all the roofs in one summer instead of a long term plan replacing a few each year.

After discussion it was agreed a special assessment of \$1,200 per unit (\$30,000 in total) would meet immediate needs and another assessment might be necessary in the future when more research had been completed by Bart Laemmel and the capital planning committee regarding upcoming expenses. Don explained the committee was committed to preparing a workable plan for all the buildings and that plan would be presented to banks as part of any future loan discussions.

Hannes said the cost of drywall or carpet repair from recent roof leaks would not be known until the work was completed.

Hannes and Don agreed to draft a letter to owners explaining the need for a special assessment due to the big snow year and the Board would review and provide comment. Don made a motion to levy a special assessment of \$1,200 per unit, payable in three equal payments, with the first invoice going out as soon as possible. Tyler seconded the motion and it was unanimously approved.

At 5:05 p.m. the meeting adjourned.

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Prepared by Rob Harper, Toad Property Management