

PITCHFORK FLATS ASSOCIATION, INC.
BOARD MEETING
MARCH 8, 2023 – 4:00 pm
VIA ZOOM

Hannes Gehring of Toad Property Management called the meeting to order at 4:04 p.m.

Participating via Zoom:

Amy McFadzean
Matt Shipps
Rob Harper
Hannes Gehring
Shirley Saunders

Toad Property Management
Toad Property Management
Douglas B. Gorman, PC

Hannes confirmed there was a quorum.

Amy made a motion to approve the minutes of the January 23, 2023 meeting. Matt seconded the motion and the minutes were unanimously approved.

Hannes introduced Shirley Saunders from the accounting firm of Douglas B. Gorman, PC. Hannes explained after a review of the Association's accounts Shirley had identified under billing of dues had occurred in 2021 and 2022 and the recent special assessment had almost covered the shortfall in dues.

Rob explained a full-service online accounting firm, Vision Financial, had been engaged by Toad to deal with all areas of the financials for the associations. Rob said Vision Financial would prepare monthly financials, including Balance Sheets, and Hannes would circulate those to the Board. Rob said he was confident the service provided by Vision Financial would help resolve recent accounting issues and the change would be a positive move.

As there were no questions for Shirley, Rob thanked Shirley for her help in identifying the mistake and Shirley left the meeting.

Rob said it was essential funds were available to pay contractors for work performed at the buildings. Rob explained contractors were facing staff shortages and due to the large snow levels for the season it was difficult to quickly find a contractor willing and able to shovel the roofs or make repairs. Hannes said cash flow sometimes made it difficult to promptly pay a contractor. Matt said some owners might be able to forward pay the monthly dues so that money was received during the more expensive winter months.

Rob said a roof leak continued and Matt confirmed an inspection of his unit was made on March 7th and Rob said Drake Austin was available to perform some work to address that leak. Rob said repairs had been made in the past on a deck and siding to address the leak but the leak continued and it was assumed the leak was from the roof and a different contractor might be able to identify something missed by other contractors. Another

storm was forecast, 20 plus inches of snow, which might make it difficult for Drake to attempt a repair and then test the area. Rob said the roof would be shovelled if necessary so the patching in that area could be performed as soon as possible.

The first step would be for Drake Austin to inspect the roof and prepare a plan for the work and give a rough estimate for the cost. It was agreed Drake would make the inspection as soon as weather permitted. Once a cost estimate was received the Board would discuss the need for any future special assessment.

Matt expressed concern about the increased cost of roof snow removal. Matt asked if it would be possible to schedule the roof shovelling more promptly. Hannes said prompt payment of outstanding invoices did help to obtain priority but contractors were so busy at the present time that emergency response was difficult during a big snow year.

Once costs were known the Board would discuss how to move forward regarding dues and special assessments.

The meeting adjourned at 4:40 pm.

Prepared by: Rob Harper
Toad Property Management, Manager