

PITCHFORK CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
APRIL 6, 2023 – 12:00 PM

Hannes Gehring of Toad Property Management called the meeting to order at 12:05 pm.

Present via Zoom:

Seth Quigg

Scott Harris

Hannes Gehring, Toad Property Management

Hannes said there was a quorum.

Seth said he would like to encourage all owners to be actively involved in the management of the building. Two units had recently sold (Units C and F) and it would be necessary to reach out to those owners.

Hannes explained payment had just been received for Unit F and the \$4,000 had made a big difference to the bank account and the ability to pay snow removal invoices. Having money in a Reserve account would have made it easier to have a contractor respond promptly to roof snow removal during the big snow year or to a boiler room expense.

Hannes said there was approximately \$6,000 in the bank account and \$7,700 in outstanding invoices and some additional expenses would come in over the next few weeks. Hannes suggested a \$1,000 special assessment per unit (\$6,000 total) to assist with operating expenses and boiler repair costs.

Scott expressed concern about the cost of the Drake Austin invoice. Hannes explained Drake charged \$90 per hour and said there had been a lot of snow on the north side of the building, an entire Winter of snow and Drake had responded on an emergency basis due to a roof leak. Scott said breaking up ice dams on other parts of the building had been dealt with during the Winter and maybe clearing larger areas or the entire roof might have been more beneficial. Hannes said cost concerns in the past might have led the contractor, Complete Coverage, to being overly cautious about spending too much time working on the building. Seth said more involvement from all owners in the building would help in the future and Hannes said he would attempt to provide as much information in advance for discussion.

Hannes explained in accordance with the Association governing documents the small porch awning was a limited common element as it was only a benefit to a couple of units and that area had not been shoveled. The roof was considered a general common element as it was for the benefit of the entire building and it had been shoveled as an Association expense. Scott said the area was small and snow and ice build up could be a hazard and might be a liability if the ice caused damage or harm below. Hannes said the Board could authorize the snow be removed from the awning as an Association cost but during the recent storms the Association did not have the funds available. Seth asked for

clarification on the limited common elements at the building as he had not been aware of the difference between limited and general common elements.

It was generally agreed expenses continued to increase throughout the valley. Encouraging owner participation in Board meetings might help owners to understand why it was necessary to increase dues or have special assessments. Seth suggested \$2,000 per unit (\$12,000 total) payable over 6 months as a special assessment to cover operating expenses and help to build up a Reserve to also include funds for exterior painting. Scott said the last bids obtained for exterior painting were approximately \$24,000 and costs had probably increased and Hannes said he could reach out to contractors for bids.

After discussion Seth made a motion for a \$12,000 special assessment, \$2,000 per unit, payable over six months with monthly payments of \$333.33 per unit. Scott seconded the motion and it was unanimously approved. The first payment would be invoiced on May 1st. Hannes agreed to draft a letter to all owners explaining the special assessment.

Hannes said he would follow up and check that the leak in Unit F had stopped and that the insulation in the attic was dry.

At 1:05 pm Scott made a motion to adjourn the meeting. Seth seconded the motion and it was unanimously approved.

Prepared by: Rob Harper
Toad Property Management, Manager