

**BLACK BEAR LODGE CONDOMINIUM ASSOCIATION
MEETING OF THE EXECUTIVE BOARD
VIA ZOOM – 9:00 a.m. (Mountain Time)
THURSDAY, JUNE 22, 2023**

BOARD MEMBERS Cathleen Jones
 Robin Holmes
 Larry Cornett

MANAGEMENT PARTICIPATING

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

Alex called the meeting to order at 9:05 a.m. (MT) and said there was a quorum.

Alex introduced himself and explained he would be taking over from Hannes as the property manager. Alex said he would be familiarizing himself with the Association governing documents and how the Board liked to operate. Nick Sledge and Rob Harper would be helping as necessary on projects and maintenance.

Larry made a motion to approve the minutes of the May 18, 2023 meeting as presented. Robin seconded the motion and it was unanimously approved.

Nick Sledge explained Aqua Chem had provided an estimate of \$875 for quarterly inspection and servicing of the water quality for the snowmelt boiler. Nick explained the filtration and treatment for the system was via a pot feeder and a sock would capture any of the unwanted particles in the water. A new pot filter would be required for the snowmelt boiler. A pot feeder already existed in the building for the hot water boiler but that filter had been incorrectly installed and would require some attention before it could be operational.

Nick confirmed a condensing boiler for the snowmelt system could not be outside without having a heated shed built around it. A shed would be less expensive than moving the boiler inside. Larry said space was limited in the current location and said he had concerns about the ability to build an acceptable shed around a boiler and moving the boiler to a new location would have an additional set of expenses.

Nick said the heat exchanger in the 3 year old atmospheric boiler had failed. Replacement of the heat exchanger in the boiler and Aqua Chem installing a pot feeder and checking/balancing water quality would be an option.

It was generally agreed replacing the heat exchanger in the existing boiler was the preferred option. Nick said he would reach out to Controlled Hydronics with the decision and also engage Aqua Chem to check the water quality.

ACTION ITEM: Nick to contact Controlled Hydronics and Aqua Chem.

Nick said the third floor snowmelt did not have air bleeders installed and a large air pocket had formed. Controlled Hydronics would install the air bleeders and the system should work. It was generally agreed that was great news and good progress.

ACTION ITEM: Nick to contact Controlled Hydronics to install air bleeders for third floor heat system.

Nick explained Aqua Chem had checked the water quality in the snowmelt system. The ph and glycol levels were good but the water was very discolored which prevented further testing. Nick said the system would be drained, cleaned and refilled with a new glycol solution and Aqua Chem had provided an estimate for that work.

Nick said the Aqua Chem representative had been very helpful and knowledgeable and would be a great help in ensuring the systems were working correctly.

Controlled Hydronics would set up the pot filler to work correctly on the in-floor heat/hot water boilers. Nick said the water quality was much better in that system than it was in the snowmelt system.

Nick said when the damaged heat exchanger was pulled out of the existing boiler the heat exchanger could be sent back to the manufacturer and the rest of the boiler checked for additional damage. If water quality caused the damage the heat exchanger cost would not be covered by the warranty but it was agreed it was worth establishing the reason for the damage unless the cost to return the damaged heat exchanger was prohibitive.

Cathleen asked if Controlled Hydronics could also review the area by the elevator on the third floor and give suggestions for the future. Robin said the slope of the concrete on the third floor seemed to direct moisture towards the elevator and that was not the case on the second floor. Cathleen said water froze by the unit door as well as the elevator door and some sort of heat in that area was necessary due to snow blowing into that space. Larry said options for retrofitting electrical heat systems were available for concrete floors and that might be an option for a small area rather than extending the hydronic system. Nick said he would also research options for heat tape in the drain from the third floor down to the garage.

ACTION ITEM: Nick agreed to research options for the third floor.

Nick said Controlled Hydronics had recommended at least an annual inspection of the snowmelt boiler. The cost was not known but Nick agreed to find out if there was a maintenance plan available or set up a routine maintenance schedule.

ACTION ITEM: Nick agreed to reach out to Controlled Hydronics regarding a maintenance plan for the snowmelt boiler.

Nick said Controlled Hydronics would need to order the heat exchanger. Cathleen asked that Controlled Hydronics confirm the snowmelt boiler was the right boiler for the location and demand on the boiler. Nick agreed to reach out to Controlled Hydronics and the heat exchanger would be ordered once Controlled Hydronics had confirmed the boiler was correct.

ACTION ITEM: Nick to contact Controlled Hydronics for confirmation the existing snowmelt boiler was the correct size for the system.

Nick said when Aqua Chem drained and refilled the snowmelt system the total gallons in the system would be known. Rob explained the specifications for the boiler were unknown and it had not been possible to track those down.

A decision to order the heat exchanger would be made via email if the information was available prior to the July meeting. Nick agreed to order the pot feeder for the snowmelt boiler and have Controlled Hydronics correctly hook up the pot feeder for the heat/hot water boiler.

ACTION ITEM: Nick to order pot feeder with Aqua Chem and Controlled Hydronics would hook up existing pot feeder.

Nick confirmed the Aqua Chem work would be approximately \$8,000 for the new pot feeder, two glycol feeders and correctly setting up the existing pot feeder. Aqua Chem would then be \$865 per quarter for checking water quality. It was agreed to move forward with the Aqua Chem work so that it would be ready and operational when the snowmelt boiler was set up.

Cathleen made a motion to engage Aqua Chem and move forward with the existing proposal and any additional work they identified during installation. Robin seconded the motion and it was unanimously approved.

Robin asked if any progress had been made regarding the moving of the lockers in the garage.

Robin said while she was in Crested Butte during July she would like to meet with Alex and Nick to update the Capital Plan.

ACTION ITEM: Robin, Alex and Nick to update Capital Plan.

Robin said she had been researching Treasury Bonds for a better rate of interest. Rob said a policy did govern investment opportunities and Treasury Bonds would be an option to consider or there were other safe options which allowed easy access to funds.

ACTION ITEM: Robin to research no risk investment opportunities for reserve funds.

The original blueprints of the building had not been located despite multiple efforts. Cathleen said she had reached out to an original owner and would reach out to the Developer. Toad would reach out to Ralph Spears who was the contractor when the building was built. Toad would also reach out to CBMR again as Rob had tried that in the past. Rob explained documents were stored on the Cloud and computers in the office had a backup system with Carbonite to store information offsite.

ACTION ITEM: Nick to reach out to Ralph Spears and CBMR for blueprints.

The next meeting was scheduled for Thursday, July 20, 2023 at 9:00 a.m. (MT).

At 10:20 a.m. Larry made a motion to adjourn the meeting. Robin seconded the motion and it was unanimously approved.

Respectfully submitted by,

Rob Harper,
Toad Property Management