

**MINUTES**  
**ANNUAL MEETING OF THE HOMEOWNERS**  
**CREST HOUSE CONDOMINIUM ASSOCIATION**  
**MONDAY, FEBRUARY 12, 2024**  
**5:30 P.M.**  
**VIA ZOOM**

Present:

Martin Catmur  
Amy Steckdaub  
Jane Berglund  
Bryan & Dory Dannettell  
Mindy Sturm  
Kat Loughan, Toad Property Management, Manager  
Brandon Cvilikas, Toad Property Management

Proxy to Martin Catmur: Don Pulley

Kat called the meeting to order at 5:35 p.m. and confirmed there was a quorum.

Martin made a motion to approve the December 5, 2022 meeting minutes. Dory seconded the motion and it was unanimously approved.

Kat explained it had been a busy year at Crest House and Kat thanked owners for their participation during the year. Deferred maintenance items had been addressed including the siding project and replacement of the common area windows. Kat said there were additional projects to be completed.

A financial report had been distributed with the annual meeting documents and some questions had been provided by email. Kat explained cleaning was charged at \$65 per hour and occurred every two weeks. Kat confirmed the Association was listed as an additional insured on all contractor insurance policies. Vending income was under budget which might have been due to the construction at the building and tenants taking laundry to other locations. Kat confirmed dues income should be shown as \$36,000 per year.

Kat went through the financial report and 2024 Budget line by line. Kat explained insurance premiums had increased significantly for many associations. Toad would be hiring an independent insurance auditor to review all existing policies to confirm the correct coverage was in place for each association as well as obtaining the best renewal rates for insurance. Kat explained a \$25,000 deductible on the insurance policy reduced the overall cost and most owners would be able to claim their portion of the \$25,000 special assessment on their owners policy (HO6). The balance of any claim would be covered by the Association's insurance policy. Kat explained the Covenants detailed the type of building insurance required. Kat said she continued to reach out to other insurance companies for similar coverage at the best price.

Martin said Repairs & Maintenance for 2023 had been high. Kat explained there had been roof leaks in Units 5 and 6, some work on Unit 1 which was not covered by the insurance claim, damage to the electric and gas meters caused by snow, in addition to some smaller projects.

Kat explained the accounting crew had made a mistake splitting the Elk Ridge II and Crest House trash collection invoices. The error had gone on for more than a year and Crest House was currently reimbursing Elk Ridge II for those expenses. The split of trash collection invoices was now being paid correctly and payments would continue to reimburse those earlier costs.

Kat said shared internet for the building had been provided as an Association expense during the 6 week construction project on the siding. The ongoing cost of that service would be approximately \$172 per month. After discussion Martin made a motion to continue to provide Association internet service through May 2024 and notice to be provided to tenants. Bryan seconded the motion and it was unanimously approved.

Martin confirmed the adjustments to the 2024 Budget discussed in the earlier part of the meeting included changing the dues income to \$36,000, the Repairs & Maintenance line item reduced to \$4,000, the Operating Contingency of \$1,200 removed and wifi of \$800 included for January – May 2024. Martin made a motion to ratify the 2024 Budget with those changes. Amy seconded the motion and it was unanimously approved.

Kat introduced Brandon and said they would be working together so that Brandon would be up to speed on all issues if Kat was out of the office, a buddy system.

Kat explained the siding project had been finished in November 2023. Kat said Drake Austin Construction had returned to address the way the railings connected to the new lap siding on some of the units. Mindy explained the Drake Austin Construction contract had not included payment of the permit or reimbursement of the permit fee. Kat said she would reach out to Drake Austin about the \$1,500 permit. Martin made a motion to postpone the special assessment of \$1,500 for the permit fee until responsibility for that cost had been confirmed, in accordance with the contract for the project. Jane seconded the motion and it was unanimously approved.

Kat confirmed all owners had paid the special assessment for the siding project and Drake Austin Construction had been paid for their invoices. The only outstanding money was the \$1,500 permit fee.

Kat said Toad would investigate restoration of cut phone lines when the weather permitted. Mindy suggested a conduit on the outside of the building to carry the cables to each unit to reduce the number of cables on the outside of the building.

Kat confirmed there had been discussion about roofs over the utility meters and the Board had decided to postpone that work as the Town had made specific requests which had significantly increased the cost.

Jane had obtained a bid of \$1,606 for carpet tile in the common areas of the second and third floor from Hi Country Flooring. Kat explained that would be \$277.50 per unit. It was agreed the work needed to be performed and Martin suggested a special assessment of \$300 per unit. Mindy made a motion for a \$300 per unit special assessment for the carpet to be replaced on the hall landings of the second and third floor payable by March 1, 2024. Jane seconded the motion and it was unanimously approved. Kat agreed to reach out to Hi Country Flooring for carpet tiles to match the existing stair carpet.

Amy suggested owners name the Association on individual unit insurance coverage so that the unit policy would be shared with the Association. It was agreed owners would reach out to their individual insurance agents to discuss.

Kat explained snow removal by Toad was charged at \$70 per hour for shovel work and \$135 per hour for machine work. Kat confirmed the existing contract was after 4 inches of snow. Kat said Elk Ridge II snow was not stored on Crest House property and not at the back of the Crest House building.

Concern was expressed about items/trash being stored around the building. Kat suggested a Community Clean Up day and Kat confirmed trash would be removed around the laundry area. Martin said he would provide a small trash can for dog poop and cigarettes and Toad or the cleaning company would dispose of the contents of the trash can every two weeks.

Martin said he had some flooring for the laundry area and during the Summer he would replace that flooring.

Kat said she had reached out to tenants about personal items in the hallway. Some items had been removed and Amy said she would follow up with her tenants regarding the bench in the hallway. Kat said according to the Rules & Regulations sports equipment could not be stored on the balconies. It was suggested all personal items be stored within each unit, not on balconies or in the hallways. Kat confirmed Toad would enforce the existing Rules & Regulations. Mindy suggested the language regarding satellite dishes would be removed from the Rules & Regulations as the existing satellite dishes had already been removed. Language regarding firewood could also be removed as owners/tenants did not burn firewood. Charcoal grills were not permitted on the balconies in accordance with Town regulations. Kat agreed to amend the Rules & Regulations and circulate the amended documents to owners for review and comment. Mindy asked that upper units have decks cleared of snow on a regular basis. Once owners and the Board reviewed the amended Rules & Regulations the approved document would be circulated to all owners/tenants and displayed in the building.

Concern was expressed that the language in the current Rules & Regulations was ambiguous and during the rewrite of the Rules & Regulations recreational equipment could be stored on decks subject to snow being shovelled off decks to prevent equipment falling from the deck.

Kat confirmed notices had been placed on personal items left in the hallways and if those items were not removed within the next few days Toad would remove those items. Hallways must be kept clear.

Kat explained all units had two parking spaces and a parking plan, with designated parking spaces, had been prepared in the past. Kat said the parking plan had been distributed to all owners/tenants and Elk Ridge II owners/tenants had been notified of those designated parking spaces for Crest House. Elk Ridge II owners/tenants continued to park in the Crest House spaces and receive warning stickers on the vehicles. Some Crest House units had two vehicles which left no parking spaces for guests visiting that unit. Kat asked owners to reach out to their tenants and explain the parking regulations. Mindy said two Crest House units only had one vehicle each which should provide those units with guest parking spaces. Mindy explained attempts to enforce parking regulations had led to an ugly confrontation with the police being called. Bryan suggested booting vehicles parked incorrectly and Kat explained the problems encountered with booting or towing in the past. Kat encouraged owners and tenants to reach out to her with questions or concerns about parking and definitely notify her if vehicles changed.

After discussion Mindy made a motion that parking pass stickers be ordered by Kat, checked out to tenants by Kat and the stickers displayed in vehicles. Any additional requests for parking would be directed to Kat and a record would be kept for any additional passes issued. Vehicles parked incorrectly would receive a warning sticker and booting would be considered if necessary. Jane seconded the motion and it was unanimously approved.

It was agreed future annual meetings would be held in December of each year.

Kat explained Amy had been appointed to the Board in December. Amy had joined Martin and Dory on the Board and Jane had stepped down from the Board. Dory would be stepping down from the Board when her unit sold. Elections in the past had been every year although the governing documents did stipulate three year terms. Martin, Amy, Dory and Mindy all said they would be willing to be on the Board. Martin made a motion to appoint Martin, Amy, Dory and Mindy to the Board of Directors and officers and terms would be established at the first meeting of the Board. Jane seconded the motion and it was unanimously approved.

The meeting adjourned at 8:55 p.m.

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Prepared by Rob Harper,  
Toad Property Management