

**MINUTES  
GATEWAY CONDOMINIUMS  
MEETING OF THE BOARD OF DIRECTORS  
THURSDAY, NOVEMBER 12, 2020 – 4:15 P.M.  
VIA CONFERENCE CALL**

Present: John Gavras  
Jean Woloszko  
Neil Gamblin  
Steve Figlewski  
Greg Cielinski  
Eileen Swartz  
Joe Decompiegne  
Ron Fenstermaker  
Bart Williams  
Mike Parker  
Eric Gaenslen  
Michael Steinberg  
Karen Theel and Lee French  
Mike Smith  
Roger Rolfe

The meeting was called to order at 4:15 pm and Jean confirmed there was a quorum. Jacob With, legal counsel and a representative from Toad could not be on the call.

John made a motion to approve the minutes of the August 27, 2020 meeting. Greg seconded the motion and it was unanimously approved. Jean said Toad would confirm if pest control had been called to inspect the building and other action items had been completed.

Jean explained a ballot regarding ski lockers and storage had been sent to all owners at the end of August, 2020. When the responses were tallied and adjusted according to the square footage of each unit the ballot received 90.8% votes in favor, 3.5% opposed and 5.7% had not responded. Jean made a motion to accept the votes and to change the official plat to record the new ski lockers and storage as Limited Common Elements. Neil seconded the motion and it was approved by a majority of owners. Jacob With would be asked to assist with changing the plat and filing with Gunnison County.

Jean explained a letter had been sent to all owners regarding seven small housekeeping closets in the building which were recorded as General Common Elements. Jean said six of the housekeeping closets had been used for more than 18 years by individual units and some owners of those units had been told at the time of purchasing the unit that the closet space was included in the square footage of the unit. Jean said legal counsel had advised a settlement be reached with the owners to make the housekeeping closets Limited Common Elements with the individual unit owners responsible for the maintenance and upkeep of those closets. Eileen said the six units with the closets had been allocated less storage space in the new ski lockers and storage area and were not gaining a disproportionate share of storage space from the Association. Jean made a motion for legal counsel to draft a settlement agreement for Units 201, 203, 204, 404, 301 and 302 to receive the closets as Limited Common Elements specific to those units. Jean explained the closet next to Unit 304 had been used as a housekeeping closet by CBMR and the Unit 304 owner had never had use of that closet, although the owner would like to use it. After discussion a majority of owners agreed the storage next to Unit 304 would be leased to the owner of Unit 304 at a minimal cost and CBMR asked to move the linen from the closet. The Board would discuss if the Association wanted to provide housekeeping storage to management companies.

Neil made a motion to lease the storage closet adjacent to Unit 304 to the owners of Unit 304 and details of the lease would be determined at a future meeting. John seconded the motion and it was unanimously approved.

Greg gave a construction update and said ASR had generally done a good job and the final finishing work had slowed due to weather and individuals from ASR contracting COVID-19. Greg said the original contract work was almost completed and construction of storage was still underway. No work would be performed the week of Thanksgiving. The dumpster enclosure was delayed as Martin & Martin needed to provide some design information.

Jean said door locks would be installed in mid-December and owners needed to submit a 4 digit number so that number could be programmed at the time of installation and new keys would also be available although the intention was to reduce the number of keys and entry codes would be used for units.

Greg said a punch list would be kept of items to be completed by ASR. Owners should contact Scott Kelley at Toad with items to be added to the punch list and those items would be dealt with although work might not be complete until the Spring. Concern was expressed about some small roof leaks and Greg said at least one more walk through of every unit would be completed and repairs made. Jean said the roof leaks in Building 3 had been addressed and repairs made. Greg said ASR had condensed materials and equipment to make more space for parking and Greg said he would continue to push to open up more parking prior to the holiday season.

Landscaping would be performed in the Spring and designs, pricing and liability for a firepit would be researched.

Jean said the expenses for the project had been tracked and the spending were currently at \$1.4 million. Jean explained the Association had entered into a loan with Community Banks at 4.5% and a loan payment would be due in mid-January. Jean said the final estimate for the work was \$2.049 million. A complex spreadsheet had been prepared to show how much owners would pay and options were provided to pay the money by November 17, December 1, December 15 or January 15 and paying earlier would save the owner some money and also save the Association money as interest payments would be lower. A separate bank account would be set up to hold the funds and a letter would be sent to all owners explaining how much the unit owner would be paying and if the owner intended to pay early or use the Association bank loan.

Final construction numbers would probably not be available until early December and after that time an official special assessment letter from the contractor or site manager, with a full explanation of the work performed with itemized list of the cost, would be sent to owners to provide to their insurance carrier for reimbursement of a portion of the special assessment.

Wiring instructions for funds would be shared with owners as soon as possible and owners should send a confirmation of the wire transfer to Scott Kelley and Jean so they could track receipt. Jean said at the present time the Association had approximately \$142,000 in cash and the funds were available to make the interest payment. Once the project was completed the Board would review the amount collected from owners for capital reserve and make adjustments if necessary.

Neil made a motion to send the letter to owners outlining the estimated total expense for the project, each unit's portion of that cost and options to make an early payment or join the Association's loan with Community Banks. Jean requested owners respond promptly to the email. John seconded the motion and it was unanimously approved.

Jean agreed to follow up with Scott Kelley and find out why approximately \$5,000 more in dues had been received. Operating costs were under budget due to the construction project.

Jean said there was damage to the roof in Buildings 1 and 4 and Toad had paid for those repairs which probably resulted from snow removal. Pete Oeflein had submitted a proposal to roof shovel in the 2020/21 season and Pete's cost was \$10 per hour more than Toad. Neil agreed to reach out to Pete Oeflein and Scott at Toad regarding roof snow removal and Toad would continue to shovel the walkways.

Eileen asked if construction financials could be added to the website together with owner percentages based on square footage. After discussion it was agreed to share the spreadsheet information with all owners but not add to the website.

Jean explained Sundial still had not completed the work on internet and television. Greg said the fiber optic had been cut and a long term solution was not yet in place and the temporary internet service was not as good as the earlier service.

Eileen requested the contractor check all fireplaces in the units as the gas had been turned off a couple of times. Jean said owners were being asked to notify Toad of the gas appliances in each unit so everything could be checked.

Eileen thanked the Board for the work performed on the construction project. Neil encouraged owners to make a list of items for the punch list and asked owners to be patient while the final work was completed. Greg thanked Jean for the work he had performed since becoming President of the Association.

Jean confirmed new light fixtures were being reviewed for the balconies and the new fixtures would comply with the Town of Mt. Crested Butte lighting regulations.

It was agreed the next meeting would be December 17.

The meeting adjourned at 5:45 pm.

#### Action items summary

Items	Owner
1. Contact Jacob With to proceed with amending the plat	Jean
2. Jacob With to prepare storage closet settlement agreements for 6 units and lease for 1 unit	Jean
3. Send letter to all owners regarding construction costs and assessments	Jean
4. Contact Toad for explanation of the additional \$5,000 in dues payments	Jean
5. Contact Toad and Pete Oeflein to discuss roof snow removal	Neil

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Prepared by Rob Harper,  
Toad Property Management