

**MINUTES  
GATEWAY CONDOMINIUMS  
MEETING OF THE BOARD OF DIRECTORS  
THURSDAY, JUNE 17, 2021 – 4:15 P.M.  
VIA CONFERENCE CALL**

Present: John Gavras  
Jean Woloszko  
Neil Gamblin  
Greg Cielinski

Eileen Swartz  
Roger Rolfe  
Mike Steinberg  
Jamie Downing

Jordan Brandenburg, Toad Property Management

The meeting was called to order at 4:18 pm and Jean confirmed there was a quorum.

A motion to approve the minutes of the May 20, 2021 meeting was made. The motion received a second and it was unanimously approved. Jordan confirmed the old internet and television Sundial equipment had been removed. Roger said a heater had not yet been installed in the storage units.

Jean explained unit entry doors would be replaced. When ASR had started to install the new locks water damage or damage from previous lock changes was identified on several doors and the Board voted via email to replace all the unit entry doors. Jean said an estimate would be provided. As this was an unanticipated cost the survey for the firepit would be delayed until it was known how much money would be available for additional projects. The old locks would continue to be used until new doors were in place and owners had been notified by email.

Jordan confirmed the revised rules and regulations were on the website.

Greg said ASR had experienced material and labor shortages and ASR said a crew would be at Gateway in the next few days. Greg explained items on the punch list would be completed but a final date for completion was not known. The trash enclosure and stonework would be completed but material and labor shortages would delay the completion of the project as well as delaying the tidy up and revegetation/sod. Removing construction materials currently stored in the garage was essential to free up parking spaces in the garage.

Roger Rolfe said the unit entry door expense would reduce funds available for landscaping. Roger said a modified landscaping plan could be completed for \$15,000. Stonework repair delays prevented the landscaping crew from planting and much of the landscaping had to be postponed due to the construction delays. Roger said he would circulate a modified landscaping plan. The irrigation water had recently been turned on and it was hoped ASR would finish work soon so landscaping could commence.

Jordan explained actual expenses were under budget in 2021 due to the hot tub and landscaping being disrupted by the construction project. Jean explained operating expenses would finish the year approximately \$30,000 under budget. Jordan confirmed he had contacted the insurance company regarding the sewer line backup as repairs to Unit 301 were more extensive than originally expected. The ServPro invoice was approximately \$8,000 and the Blue Dog Home Improvement estimate was between \$15,000 and \$20,000 to

restore Unit 301. Jordan said he was waiting for the insurance company to send a claims adjuster to inspect the unit. Any upgrades to the unit, above replacement cost, would be the expense of the owner of Unit 301. How to prevent sewer line backup in the future was discussed and Jordan said Timberline Mechanical had been contacted for suggestions and Al's Backhoe would annually flush the sewer line.

Jordan said the hydraulic fluid for the elevator took time to circulate and the contractor, Thyssenkrupp, had confirmed the elevator was working correctly. Roger said the elevator continued to periodically malfunction and it was agreed Roger would speak to Thyssenkrupp to explain the issues. Jordan agreed to provide Roger with the name and contact number for the Thyssenkrupp representative.

Jean said there was approximately \$237,000 in the bank and approximately \$120,000 of that would be paid to ASR. Jean suggested moving funds from the Operating Account to the Reserve Account to bring the Reserve up to \$75,000. Additional bank account adjustments could be made after ASR completed the construction work and final payment had been made to ASR. After discussion Neil made a motion to increase the Money Market Account to \$75,000. John seconded the motion and it was unanimously approved.

Prior to the meeting a draft 2021/2022 Budget had been distributed. Jordan said the draft Budget was similar to prior year actual expenses with some adjustments for utility increases. It was agreed the Repair and Maintenance line would be left at the same level. Capital projects were discussed, including roof replacement, stucco painting, elevator replacement, etc, and the need to accrue sufficient funds over the years to fund the large capital projects. The Budget kept dues at the current level and included \$18,000 to go to the Capital Reserve. It was agreed to continue to fund the Capital Reserve and discuss again in the future.

John made a motion to adopt the 2021/2022 Budget as presented. Neil seconded the motion and it was unanimously approved.

It was agreed the hot tub would be opened as soon as possible. Jordan confirmed the new grill was in place and operational.

Jean said the annual owners meeting was on July 15, 2021 at 3:30 pm (mountain time) via Zoom. Jean explained John Gavras and Steve Figlewski were willing to put their names forward for an additional term on the Board and Jean asked any owners interested in joining the Board to make their interest known so their names could be added to the Ballot. The vote would be by secret ballot and there would be a board meeting immediately after the annual meeting to elect officers.

John made a motion at 5:30 pm to adjourn the meeting. Neil seconded the motion and it was unanimously approved.

#### Action items summary

Items	Owner
1. Circulate modified landscaping plan to Board	Roger
2. Contact Thyssenkrupp regarding elevator	Roger
3. Prep and open hot tub	Toad
4. Transfer funds to build up Reserve Account to \$75,000	Toad
5. Transfer funds to the Money Market Account	Toad