

**MINUTES
GATEWAY CONDOMINIUMS
ANNUAL MEETING
THURSDAY, JULY 20, 2023 – 4:15 P.M.
VIA ZOOM**

Present: Michael Smith, Unit 101
Bart , Unit 102
Steve Figlewski
Greg Cielinski
Jean Woloszko, Unit 105
Neil Gamblin, Unit 201
John Gavras, Unit 203
Michael Steinberg, Unit 303
Jamie Downing, Unit 304
Unit 402
Eileen Swartz, Unit 404
Alex Summerfelt, Toad Property Management
Nick Sledge, Toad Property Management

Proxy to Jean Woloszko:
Joe DeCompiegne, Golden Paradise LLC

The meeting was called to order at 4:16 p.m. A quorum was established and Alex Summerfelt confirmed notice of the meeting had been mailed on July 10, 2023.

Alex explained the 2022 meeting had not been recorded and Jean Woloszko had recently drafted the minutes from memory. The minutes were reviewed and corrections made during the meeting. A motion was made to approve the minutes of the July 14, 2022 meeting as amended. Eileen Swartz seconded the motion and it was approved by a majority with John Gavras abstaining.

Jean Woloszko said it had been a great Winter for skiing and the Toad crew had done a good job of clearing snow from the walkways. The snow on the roofs had not been removed by Pete of Blue Dog Home Improvement until the second half of March and at that time the snow had already started to melt. Jean explained some contractors did not think the roof needed to be cleared of snow as it was built to withstand the weight of the snow. Jean said the Board would follow up with an engineer to find out how much snow could be left on the roof. Snow removal on the roof might damage the membrane and there was therefore a benefit to leaving the snow. Jean said it would be necessary to remove snow from the edges for safety reasons.

Jean said the landscaping was beginning to look better. Jean explained internet had just been added to the garage and a keyless entry pad would be installed. Owners would be given one code and then the code for guests/renters would change each week to reduce the chance of somebody parking in the garage when not staying in the building. The intention would be to have the same code for the garage door and the pedestrian door.

Jean explained efforts were still underway to find a contractor to install new unit entry doors. The new locks for the unit doors were available and Jean said he would be happy to help an owner install a new lock on the existing unit door or a locksmith could be hired. Nick Sledge said he was waiting for an estimate from a

contractor who would be able to install two pedestrian entry doors to the building. That contractor did not have the time to install all unit entry doors but it was agreed the doors to the building needed to be replaced and new locks installed.

Jean said the contract with TKE for the elevator had been cancelled and a new contract with Schindler had been signed. The technician for Schindler had been making repairs to the elevator and those repairs were ongoing. Jean said the cancellation of the contract with TKE was being challenged and attorneys were currently dealing with the matter.

Jean explained an insurance inspector had said the electrical panels in the building needed to be replaced. Failure to do so would result in cancellation of the insurance. Nick Sledge said he was still trying to find an electrician to replace the electrical panels in the common areas as it was a large project. Jean explained individual units needed to replace the electrical panel in their unit, as an owner expense. Some owners had already had upgrades to the electrical system completed. Michael Steinberg said his unit had just had the panel replaced. The cost for the electrician was approximately \$2,800. Michael said it would be necessary to remove drywall to complete the work in other units and Jean estimated the total cost, including drywall and paint, to replace the electrical panel to be approximately \$5,000. Alex Summerfelt of Toad would notify owners if the electrical panel in their unit needed to be replaced. Alex said Toad was working through the list of repairs and maintenance requested by the insurance company and would complete that work as soon as possible.

Jean said the dues for operating expenses had been increased by approximately 9% in 2022/2023. Expenses for snow removal, elevator repair and landscaping had all exceeded budget. The Board wanted to build a Reserve, to avoid future special assessments, and in an attempt to keep owner expenses low the Board had agreed to a 2.25% increase in dues for 2023/2024. Jean explained Toad would be providing regular financial reports to the Board and the Board would track expenses. Jean said with the increase to the reserve fund the total increase for each unit would be approximately 7% which was less than inflation. Jean explained the Board wanted to build a reserve account of \$250,000 to cover future capital expenses.

Jean explained Schindler had been responding and communicating reasonably well to emergency calls. Alex Summerfelt said efforts would be made to improve communication with owners so owners had information on when the elevator was not working and an estimated time for completion of the repair.

Alex Summerfelt said the specifics for alerting owners and rental management companies of the new entry codes was still being set up. The software would regularly send out the updated codes by email and/or text and it would be necessary for owners to notify Toad of the contact person for the short term rental or maintenance of their unit. Alex would be sending out emails to owners requesting the information.

Alex Summerfelt introduced himself and said efforts were being made to improve communication with owners. Alex encouraged owners to sign up for the online portal on the AppFolio software if they had not already done so. Alex explained payments could be made, maintenance requests sent in and owners providing good, current, contact information would improve communication. Alex said improvements were underway in Toad to upgrade the level of service in all aspects and Alex was confident owners would see improvements quickly. Jean Woloszko said the Board would be reviewing the management contract and working with Toad to better understand the service provided and how improvements could be made.

Alex explained a signed form was required for owners to agree to personal contact information, phone numbers and email addresses, to be shared with other owners. Some owners had already signed a similar form.

Alex said the website would be updated and communication would be improved and Alex encouraged owners to reach out to him with questions. Notification of Board meetings would be sent out by AppFolio and

interested owners were welcome to join the Zoom meeting. Owners would be able to sign up for all notifications, or just some notifications and Alex would be providing more information about that when the final details were in place.

A request was made for owners to be asked to vote on special assessments or repairs/capital projects over a certain limit. Alex agreed to research the current governing documents and the Board would review that request.

A motion was made to ratify the 2023/2024 Budget as presented. The motion received a second and was unanimously approved.

Alex Summerfelt explained Jean Woloszko and Neil Gamblin were willing to continue on the Board for additional terms. No additional names had been put forward. Greg Cielinski thanked Jean and Neil for the significant amount of work they had both put in while being on the Board. A motion was made to appoint Jean Woloszko and Neil Gamblin to the Board for additional terms. Greg Cielinski seconded the motion and it was unanimously approved.

Jean Woloszko confirmed there were no plans to replace the elevator in the near future. The new elevator company, Schindler, had made a thorough inspection and made some repairs and preventative repairs would be made. Cosmetic work on the elevator could be discussed in the future and Jean said the new format of regular financial reports would help the Board prepare for new projects. Alex Summerfelt said a powerful, battery powered vacuum would be purchased to regularly suck dirt and stones from the rails on the floor of the elevator. If those rails were kept clean the door would not experience the operating issues it had in the past.

Jean confirmed the Board had discussed electric car charging. At the present time, as technology was still improving, the Board had decided not to go to the significant expense of providing a charging station. Jean said there were five charging stations in the area for public use.

Alex Summerfelt said the Board would consider options to divert water away from Unit 101 and the dumpster area. It was generally agreed there were inexpensive options to divert the water and the Board would discuss those at a future meeting.

Concern was expressed about the bench and picnic table. It was agreed they needed to be replaced and the Board would discuss.

The 2024 annual meeting was scheduled for 4 p.m. (MT) on Thursday, July 25, 2024.

At 5:45 p.m. Jean Woloszko made a motion to adjourn the meeting. The motion received a second and was unanimously approved.

Prepared by Rob Harper,
Toad Property Management