

**MINUTES
GATEWAY CONDOMINIUMS
MEETING OF THE BOARD OF DIRECTORS
TUESDAY, SEPTEMBER 14, 2021 – 4:15 P.M.
VIA ZOOM**

Present: John Gavras
Jean Woloszko
Neil Gamblin
Jamie Downing
Jordan Brandenburg, Toad Property Management
Mike Steinberg
Bart Williams
Steve Figlewski

The meeting was called to order at 4:17 pm and Jean confirmed there was a quorum.

Minutes of the August 17, 2021 meeting would be approved at the next meeting.

Jordan confirmed the revised Rules and Regulations had been posted on the website. It was agreed Jordan did not need to follow up with ASR regarding the \$18,000 invoice. Neil said he did not currently have access to the bank accounts although he expected to be added to the accounts shortly and then Jean could be added. Jordan confirmed the bank transfer between accounts had been completed. Neil said the Bank confirmed the bank loan had been paid in full and Neil said he would follow up to find out if there would be any refund of interest as the loan was paid off early. Neil would also confirm when the funds held as security for the bank loan had been released to the general account. Jamie explained only four units in Gateway used CBMR as the management company for short term rentals. Jamie said he was working with CBMR to update the rental information given to renters. Jordan said Waste Management access to the dumpster had been blocked by a vehicle again. Jamie said he would continue to follow up with CBMR regarding the parking of idling CBMR vehicles in the parking garage. Jamie said he would continue to work with Jordan to help owners review documents on the Gateway page of the Toad website and make it easier for owners to have access to specific topics and decisions. Jamie and Jordan would continue to discuss private pages on the website for owners and what information needed to be available to the general public. Jean said he was still waiting for information regarding options for unit door replacement and would get back to the Board.

ASR had provided a detailed report of the condition of the roofs. Jean said the roofs had damage and ASR recommended getting a local roofer to perform the repairs. Jordan agreed to reach out to local roofers to have the work performed prior to Winter. Jean said a couple of options to protect the roof in the future had been proposed. The first option was to glue a spaghetti product, costing approximately \$4,000 (material cost only), over the flat roofs which would provide some protection from snow shovel damage. The second option, approximately \$33,000, would attach to the roofs but would not be glued. It was unanimously agreed to apply the spaghetti product to the roofs and Jordan agreed to provide the product information to roofing contractors.

Jean said access to the roofs needed to be restricted to snow removal crews only as walking on the roofs could cause damage to the existing surface. Jordan said the gates had locks and signage could be added if necessary. It was unanimously agreed signage would be added to Buildings 1, 2 and 4 to stop people walking on the roofs. Jordan agreed to order signage.

Jean explained the Board had previously approved the expenditure of \$33,000 for the replacement of the unit doors. Jean suggested the Board review the door replacement options via email. If the cost of the

replacement unit doors was below the previously approved cost of \$33,000 an additional Board meeting would not be necessary. However, if the cost of the replacement doors exceeded \$33,000 the Board would have another meeting to formally approve the expense. After discussion Jean made a motion to authorize the Board to select via email and order replacement unit doors up to the cost of \$33,000 without another meeting. Neil seconded the motion and it was unanimously approved.

Jean said the elevator had been malfunctioning and then the elevator completely stopped working. On August 24th ASR had power washed the pavers and the elevator technician had stated damage to the control board for the opening of the elevator door had been damaged by water. The cost of the replacement board was approximately \$7,000 and ASR at this time did not acknowledge responsibility for the elevator damage. Jean suggested having the elevator technician and ASR present at the same time during testing on the elevator to determine if ASR was responsible for the damage. Neil said he would contact the elevator technician and arrange a time to meet with a representative of ASR and determine the cause of water getting into the control board of the elevator.

Jean said no date had been set for the final walk through with ASR.

Jean said Toad Property Management would be increasing the management fee by 50% in response to the labor and housing shortages in the valley. Jean said staff shortages within Toad had resulted in some tasks being outsourced or tasks not being performed. Steve suggested having somebody in the employee unit who also performed some tasks around the building and acted as a concierge. A one-year lease for that unit had been signed but it might be an option in February 2022 when the lease expired. It was unanimously agreed to explore other solution for property management, and Toad should be included in the request for bid. John said he would circulate documentation used in the past to obtain bids for property management and Toad would have the opportunity to provide a proposal along with other interested companies. Jordan said Toad had offered higher pay and some new employees had been hired and would be starting work with Toad very soon. It was generally agreed it was extremely difficult to find employees for all types of business throughout the valley at the present time. Toad had previously had an employee housed in the unit and it had generally worked well although it would be necessary to define the role of the tenant in the future. Discussion would continue and options would be reviewed.

Neil suggested a timer be installed on the grill with a one hour automatic shut off valve to prevent the grill being left on. Jordan agreed to order the timer. Jordan also agreed to contact Al's Backhoe to have the sewer lines flushed before the Winter season.

The Town of Mt. Crested Butte required a letter each year stating the Association permitted short term rentals. Jordan agreed to email owners and prepare the short term rental letters for Jean's signature.

It was agreed the next meeting would be Thursday, October 28, 2021 at 4:15 pm.

At 5:45 pm Neil made a motion to adjourn the meeting. Jamie seconded the motion and it was unanimously approved.

Action items summary

Items	Owner
1. Continue to work with bank regarding account signers	Neil
2. Continue discussion with CBMR about renters and housekeeping crew	Neil
3. Continue to review website options to improve communication	Jamie/Jordan
4. Jordan to reach out to roofing contractors and order signage for roof access	Jordan
5. Contact elevator technician and ASR	Neil
6. Board to review options for doors/colors	Entire Board
7. Circulate and review documents for property management bids	John/Entire Board
8. Order timer for the grill	Jordan
9. Email owners about short term rental letters	Jordan

Prepared by Rob Harper,
Toad Property Management