

**MEETING MINUTES**  
Gateway Condominium Association  
Meeting of the Board of Directors  
Immediately Following the Annual Meeting  
July 24<sup>th</sup>, 2025

**Attending:** Steve Figlewski, Unit 103, Jean Woloszko, Unit 105, Neil Gamblin, Unit 201, Michael Steinberg, Unit 303, Jamie Downing, Also, in attendance from Toad Management: Collin Schuhmacher, Kate Kulow, and Tripp Richland

- I. Call to Order/Establish Quorum-** A quorum was established, and proof of meeting given. **Jean Woloszko called the meeting to order at 5:22 PM**
- I. Approval of June 2, 2025, Minutes- Action:** Neil Gamblin made a motion to approve the minutes of the June 2, 2025, meeting. Jamie Dowling seconded the motion and all approved

**II. Appointment of Officers**

- a. **President-** Neil Gambling nominated Jean Woloszko as President, Stephen Figlewski seconded the nomination and all approved.
- b. **Vice President-** Jean Woloszko nominated Neil Gamblin as Vice President, Stephen Figlewski seconded the nomination and all approved.
- c. **Treasurer-** Jean Woloszko nominated Jamie Dowling as Treasurer, Neil Gamblin seconded the nomination and all approved.
- d. **Secretary-** Neil Gambling nominated Stephen Figlewski as Secretary, Jean Woloszko seconded the nomination and all approved.

**III. Old Business**

- a. **Follow up with insurance company to outline responsibilities-** Toad to follow up with Aaron Edsworth to determine requirements for insurance. **Action- Toad to follow up with Broker Aaron Edsworth.**
- b. **Draft letter to Bobby Block at the Town of Mt. Crested Butte Completed**  
**Action- Remove from agenda**
- c. **Toad to review snow removal plan-** Collin Schumacher said he will follow up with snow removal plan. **Action- Collin to follow up with snow removal plan.**
- d. **Bank account access.** Discussion on who should have access to the accounts. **Steve Figlewski made a motion to give viewing access to Jamie Dowling, Jean Woloszko, Neil Gamblin, and April Pannel with Toad for the bank accounts. Neil seconded the motion and all approved.**



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**Action- April Pannel will set up access.**

e. **Parking passes** - Parking passes have arrived. **Action- Remove from agenda.**

f. **Hot tub Cover-** Board discussed the repairs to the hot tub and noted that a new insert was ordered with fiberglass. ETA is week of August 1<sup>st</sup>,2025

**Action- Follow up in August.**

g. **Credits from Toad-** Collin Schuhmacher confirmed a credit would be made.

**Action- Remove from agenda**

h. **Dues Increase letter-** Jean Woloszko reported that the letter had been sent out to the community. **Action- Remove from agenda**

i. **Open Board Seat-** Discussion during annual meeting on Open Board seat. There were no additional volunteers except Neil Gamblin, and Steve Figlewski.

**Action- Remove from Agenda**

j. **Contact owner regarding leak Owner** Contacted- Quote requested below.

**Action- Close and remove from agenda.**

k. **Follow up regarding metal cladding and siding damage** Toad will investigate damage and report back to board findings. **Action- Toad to follow up with damage report.**

l. **Schedule repair of pipe to drain near dumpster** Completed- **Action- Remove from Agenda**

#### IV. Roof repair

a. **Leak at Building 3-** Discussion on the chimney cap took place. A quote to repair or replace the chimney cap is needed. **Action- Toad PM to acquire quote to repair.**

b. **Proactive inspections-** Jean commented on the need for proactive inspections of the roofs. **Action- Toad to reach out to see about quotes for a roofer to provide inspections.**

V. **Operating Reserve Funds** -The Board discussed the desire of the Finance committee to establish an account with Capital Reserves funds to pay limited reserve items called "Emergency Contingency Fund" The account would be funded with \$15,000 to start. Additional operating funds would re- fund the account at the end of the year. An existing account is in place with \$821.43. This account will be closed, and the money will be used to fund the new "Emergency Contingency Fund" **Neil Gamblin made a motion to set aside a total of \$15,000 to fund the emergency contingency account which would include the account with \$821.43. The existing account with \$821.43 will be closed. Jean Woloszko seconded the motion and all approved.**

#### VI. New Business



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- a. **Thermostat-** Jean Woloszko reported that the hot tub temperature was still having issues and a new thermostat was approved at a prior meeting.. **Action-Toad to obtain a quote to have the unit diagnosed or have the thermostat replaced.**

**VII. Dates for 2025-2026 BOD Meetings**

1. **Thursday Oct. 30, 2025, 4:00pm MTN**
2. **Thursday Jan. 22, 2026, 4:00pm MTN**
3. **Thursday April 23, 2026, 4:00pm MTN**
4. **Thursday May 28, 20206 MTN – Budget review**

- II. Adjourn - Action:** Jean Woloszko made a motion to adjourn the meeting at 6:22, Neil Gamblin seconded the motion and all approved.



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