

**MEADOW VISTA CONDOMINIUM ASSOCIATION  
MEETING OF THE EXECUTIVE BOARD  
MONDAY, JUNE 5, 2023**

Present:                   Martin Catmur  
                              Scott Sanders  
                              Pat Del Tredici  
                              Valerie Strassberg  
                              Joe Robinson, Toad Property Management

Joe called the meeting to order at 5:35 p.m. and confirmed a quorum with all Board members present.

Joe ran through the prior meeting minutes and explained the actions taken since the last meeting. Joe explained the transfers between bank accounts had been made. The Reserve Account now had a balance of \$5,000 and that figure had been used as the starting point for the Capital Plan. Two owners had not yet paid their dues and after paying some recent invoices the Checking Account was down to \$2,087.

Martin made a motion to approve the minutes of the March 22, 2023 meeting. Val seconded the motion and it was unanimously approved.

Prior to the meeting a quarterly report through March 31, 2023 had been circulated to the Board. The Association had budgeted \$6,000 for snow removal but the actual expense had been in excess of \$14,000. Funds from Reserve had to be moved to cover expenses during the Winter months. General operating expenses for April had been low. May invoices had been received and exceeded the Checking account balance by approximately \$600 if the two owners did not pay the June dues promptly.

Scott expressed concern about the high cost of roof snow removal as the invoice from Drake Austin was approximately 50% higher than paid to Elite Property Management in 2022. Joe pulled up invoices from the two contractors for comparison. Elite charged \$65 per hour and took 72 hours to clear the roof. Drake Austin charged \$90 per hour and took 82 hours. There was considerably more snow to remove in 2023 than 2022. Concern had been expressed in the past about Elite possibly causing damage to the roof during snow removal and Elite had not been available in January or February 2023 to do the work. Joe explained it had been difficult to find a contractor to remove snow from the roof as contractors were so busy due to the 300+ snow year. Joe said rates throughout the valley had increased considerably during 2023 and \$85 per hour was probably the average.

It was agreed Meadow Vista always needed roof snow removal and it was suggested a late January/early February date should be locked in and a contract for the hourly price agreed. Joe agreed to reach out to Elite Property Management and ask if they would be willing to do that. Joe said the contractors engaged at Meadow Vista had not been using metal equipment in recent years and smaller companies had been used so that the work would be closely monitored, consistent and not passed onto other sub-contractors.

After discussion Martin suggested a \$1,000 special assessment per unit to help cover the snow removal costs in excess of the Budget and also pay funds back into the Reserve account. The frequency of the snow during the 2022/2023 Winter had made snow removal more expensive. Joe said a lot of associations would be having a special assessment to recover expenses for snow removal.

Joe said CB South Metropolitan District would not provide a contract for snow removal in the 2022/2023 season and had also refused to give an association a contract in 2023/2024. It was generally agreed Peak did a good job with ground snow removal. Joe confirmed the hourly rates were very similar between CB South Metropolitan District and Peak. Joe agreed to research and share the CB South invoices for snow removal in 2022/2023.

It was agreed cash flow would need to be reviewed at future meetings to prevent withdrawals from the Reserve Account to cover operating expenses instead of paying for future capital work. A second special assessment might be necessary during the year to help with future cash flow or a dues increase and future Budget operating expenses needed to meet the increased labor expenses in the valley.

Dues for other associations were discussed and Joe shared information on comparable associations. Comparing like for like was difficult as it was unclear exactly what was included for the other associations and the age of the buildings would make a difference. Joe agreed to research further and report back to the Board.

Joe said CB South intended to install water meters in the future and at that time it might be possible for owners to have individual billing instead of fees being paid through the Association.

Martin made a motion for a \$1,000 special assessment per unit to cover snow removal. The special assessment would be payable by July 31, 2023. Valerie asked that cash flow be reviewed to make sure that a \$1,000 special assessment would be sufficient and it would not be necessary to ask for additional funds before the end of the year. Martin explained the Winter months were the most expensive with snow removal and the CB South payment. Dues increases would probably be necessary each year to keep up with inflation and increased expenses in the valley. A second (smaller) special assessment might be necessary in the Fall to have enough funds in the account to prepare for another big snow year.

Joe explained Salazar Roofing had submitting an estimate of \$46,680 for roof replacement. The materials and the square footage of the roofs was not clearly set out on the estimate and Joe agreed to follow up with Salazar Roofing. The simple Capital Plan was reviewed for long term expenses and estimated years of work. Cash to prepare for those expenses was discussed.

Remaining expenses for 2023 were discussed. Joe explained the exterminator (Penguin Pest Control) had been out to deal with a wasp nest. The exterminator had proposed treatment for ants. It was agreed to continue to monitor and bring Penguin Pest Control back if necessary.

Joe explained an estimate had been received for the repair of the steps at Unit E. The cost of \$2,202 included the use of Trex and it was generally agreed Trex would last longer than wood and was worth the additional expense. The 2023 Budget included \$4,000 for repairs.

Valerie seconded the motion made by Martin for a \$1,000 special assessment, per unit, payable by July 31, 2023. The motion was unanimously approved.

Joe said a financial report for the second quarter would be available in mid-July and at that time the Board would discuss dues for 2024.

Joe agreed to circulate an owner directory with email addresses to the Board so the Board could reach out to owners who might be interested in helping with landscape maintenance during the Summer. It was generally agreed the landscaping at the side of Unit A would not be moved forward in 2023.

Scott said the neighboring property might be interested in discussing the perimeter fence. Joe said he would reach out to the other Association and schedule a meeting to discuss potential gates and new walkways.

Scott said the dumpster was once again being locked and the recycling dumpster would need a lock before camping season started up. Joe said Waste Management had started searching for a lockable dumpster and Joe would follow up with Waste Management. Pat said some people were not breaking down boxes for recycling and Joe said he would include a reminder in the next notification to owners.

The annual meeting was scheduled for Monday, December 11, 2023 at 5:30 pm. The budget review Board meeting was scheduled for Monday, October 23, 2023 at 5:30 pm.

Joe agreed to draft an email to owners regarding the special assessment of \$1,000, the possibility of another special assessment later in the year and a recycling reminder. The email would be shared with the Board prior to circulating to owners.

At 7:27 pm Pat made a motion to adjourn the meeting. Scott seconded the motion and it was unanimously approved.

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Rob Harper, Toad Property Management