

**NOTICE OF THE PITCHFORK ASSOCIATION, INC.  
ANNUAL OWNERS MEETING  
December 13, 2023, 6:00 PM  
VIA ZOOM**

**Information on how to join the meeting via ZOOM is attached**

You are hereby notified that the Pitchfork Association, Inc. Annual Owners' Meeting will be held via Zoom on December 13, 2023 at 6:00 PM. If you are unable to attend, please fill out and return the attached proxy form.

I (we) as owners of Unit \_\_\_\_\_ and member of the Pitchfork Association, Inc., hereby appoint the said person as my (our) proxy for the Annual Meeting of the Membership of the Association. Said meeting to be held December 13, 2023 at 6:00 PM via Zoom.

Please designate a specific member of the Association or your legal representative to vote as your proxy. That individual must be participating in the meeting for your designation to be valid. This proxy will expire 30 days after the Annual Meeting of the Owners.

I hereby designate the following person as my proxy:

- Kathryn Keller, Board Member
  - Jess Legere, Board Member
  - Don Wiseman, Board Member
- OR**
- Property Owner in Pitchfork Association, names here:

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As Proxy, said person may vote and/or take any other action I(we) would take, on our behalf, as if I(we) were personally present. This proxy will expire 30 days after the Annual Meeting.

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Owner/Lot and Filing Number \_\_\_\_\_

Date \_\_\_\_\_

Email Address \_\_\_\_\_

**PLEASE RETURN YOUR PROXY BY 5:00 PM, December 12, 2023 to:** Pitchfork Association, Inc.,  
PO Box 2776, Crested Butte, CO 81224 or to [alexander@toadpropertymanagement.com](mailto:alexander@toadpropertymanagement.com)



TOAD PROPERTY MANAGEMENT  
318 Elk Avenue | PO Box 2776  
Crested Butte CO 81224  
t: 970-349-2773 | w: toadpropertymanagement.com

**AGENDA**  
**PITCHFORK ASSOCIATION, INC.**  
**ANNUAL OWNERS MEETING**  
**December 13, 2023, 6:00 PM**

- Call to Order
- Proof of Notice
- Roll Call/Establish Quorum
- Approval of Past Minutes – November 9, 2022
- Reports
  - Manager
  - Officers
  - Ratification of approved 2024 Budget
- Election of Board of Directors
- Old Business
- New Business
  - Parking Committee Report
- Selection of 2024 Annual Meeting Date
- Adjourn



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## ZOOM Meeting Information

Toad Property Management is inviting you to a scheduled Zoom meeting.

Topic: Pitchfork Master Annual Meeting

Time: Dec 13, 2023 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/5548296044?omn=82567390166>

Meeting ID: 554 829 6044

One tap mobile

+17193594580,,5548296044# US

+12532158782,,5548296044# US (Tacoma)

Dial by your location

- +1 719 359 4580 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
  - +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)
  - +1 253 205 0468 US
  - +1 507 473 4847 US
  - +1 564 217 2000 US
- +1 646 558 8656 US (New York)
  - +1 646 931 3860 US
  - +1 689 278 1000 US
- +1 301 715 8592 US (Washington DC)
  - +1 305 224 1968 US
  - +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
  - +1 360 209 5623 US
  - +1 386 347 5053 US

Meeting ID: 554 829 6044

Find your local number: <https://us02web.zoom.us/j/5548296044?omn=82567390166>

If you are unfamiliar with a Zoom meeting, please contact the office and we will assist you prior to the meeting date or email

[alexander@toadpropertymanagement.com](mailto:alexander@toadpropertymanagement.com)



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## New Fiscal Year Budget Comparison

**Properties:** Pitchfork Association, Inc - PO Box 2776 Crested Butte, CO 81224

**Period Range:** Jan 2024 to Dec 2024

**Comparison Period Range:** Jan 2023 to Dec 2023 (Same Period Last Year)

Account Name	Period Budget	Comparison Budget	FY23 YTD Actual
<b>Income</b>			
Dues	117,333.85	98,384.00	89,473.34
Short term rental income	5,000.00	5,000.00	3,050.00
<b>Total Budgeted Operating Income</b>	<b>122,333.85</b>	<b>103,384.00</b>	<b>92,523.34</b>
<b>Expense</b>			
Management fees	56,812.56	56,812.56	47,343.80
Insurance	4,500.00	4,000.00	5,107.94
Legal - General	1,000.00	500.00	325.00
<b>ADMIN/OFFICE</b>			
Accountant	500.00	500.00	315.00
General Admin: Filing Fees, Postage, Copies	1,000.00	1,000.00	737.00
<b>Total ADMIN/OFFICE</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>1,052.00</b>
<b>REPAIRS AND MAINTENANCE</b>			
Repairs and Maintenance - General	4,500.00	4,500.00	7,164.39
<b>Total REPAIRS AND MAINTENANCE</b>	<b>4,500.00</b>	<b>4,500.00</b>	<b>7,164.39</b>
<b>LANDSCAPING / GROUNDS MAINTENANCE</b>			
Landscaping/Grounds- general	6,000.00	6,500.00	4,071.61
Watering/Irrigation	1,400.00	1,200.00	3,188.60
Fencing	1,000.00	500.00	1,512.88
<b>Total LANDSCAPING / GROUNDS MAINTENANCE</b>	<b>8,400.00</b>	<b>8,200.00</b>	<b>8,773.09</b>
<b>SNOW REMOVAL / SNOW PLOWING</b>			
Snow Removal - General	32,540.00	20,000.00	31,521.88
<b>Total SNOW REMOVAL / SNOW PLOWING</b>	<b>32,540.00</b>	<b>20,000.00</b>	<b>31,521.88</b>
<b>UTILITIES</b>			
Utilities - Electric	260.00	500.00	191.03
Utilities - Water/Sewer	3,321.29	1,300.00	2,820.92
<b>Total UTILITIES</b>	<b>3,581.29</b>	<b>1,800.00</b>	<b>3,011.95</b>
Reserve Fund	9,500.00	6,071.44	0.00
<b>Total Budgeted Operating Expense</b>	<b>122,333.85</b>	<b>103,384.00</b>	<b>104,300.05</b>
Total Budgeted Operating Income	122,333.85	103,384.00	92,523.34
Total Budgeted Operating Expense	122,333.85	103,384.00	104,300.05
<b>NOI - Net Operating Income</b>	<b>0.00</b>	<b>0.00</b>	<b>-11,776.71</b>

### DUES BREAKDOWN

Monthly Master Dues = \$102.18	Units	Dues Contributions	Monthly Partial Assessments = \$10.12
Master Partial Assessments	7	\$850.08	
Master Full Assessments	56	\$68,664.96	
Lazy S Condos	6	\$7,356.96	
Flats	8	\$9,809.28	
Townhomes	25	\$30,654.00	
<b>Total</b>	<b>102</b>	<b>\$117,335.28</b>	

## Quarterly Reporting: Balance Sheet

**Properties:** Pitchfork Association, Inc - PO Box 2776 Crested Butte, CO 81224

**Accounting Basis:** Accrual

<b>Account Name</b>	<b>Balance</b>
<b>ASSETS</b>	
<b>Cash</b>	
Checking	13,967.61
Reserve - General	31,791.30
<b>Total Cash</b>	<b>45,758.91</b>
Accounts Receivable	11,525.00
Prepaid insurance	0.04
Loan	75.00
<b>TOTAL ASSETS</b>	<b>57,358.95</b>
<b>LIABILITIES &amp; CAPITAL</b>	
<b>Liabilities</b>	
Prepayments	919.68
Accounts Payable	21,938.04
<b>Total Liabilities</b>	<b>22,857.72</b>
<b>Capital</b>	
Retained Earnings	35,769.84
Working Capital	4,220.00
Calculated Retained Earnings	-3,642.77
Calculated Prior Years Retained Earnings	-1,845.84
<b>Total Capital</b>	<b>34,501.23</b>
<b>TOTAL LIABILITIES &amp; CAPITAL</b>	<b>57,358.95</b>

**PITCHFORK ASSOCIATION, INC.  
ANNUAL MEETING OF OWNERS  
NOVEMBER 9, 2022 - VIA ZOOM**

Roman Kolodziej called the meeting to order at 5:33 p.m. Hannes Gehring, Toad Property Management, confirmed that notice of meeting had been mailed on October 10, 2022 and there was a quorum.

**Roll Call/Establish Quorum**

**Members Present by Zoom:**

CDK Family Investments	106 Big Sky
Roman Kolodziej	102 Horseshoe
Steve Morris	501 Horseshoe
John Segal	503 Horseshoe
Zachary Guy	103 Pitchfork
Shawn & Kat Harrington	508 Horseshoe
Jess Legere	502 Horseshoe
Lauren Warrem	504 Horseshoe
Don Wiseman	107 Big Sky
Diana Gibson	118 Big Sky
Emilee Gaebler & Peter Dopchev	106 Pitchfork
Kristian Keane	409 Horseshoe
Steve Otero	405 Horseshoe
Kathryn Keller	414 Horseshoe
Pete Weber	402 Horseshoe
Joy Lanzano	205 Horseshoe
Joel & Amy Crump	320 Horseshoe
Troy Russ	105 Big Sky
Meghan Bach	
Corey Dwan	
Hannes Gehring	Toad Property Management
Rob Harper	Toad Property Management

**Reading and approval of past minutes**

Don Wiseman made a motion to approve the August 8, 2022 meeting minutes. Jess Legere seconded the motion and it was unanimously approved.

Don Wiseman and Roman Kolodziej said some items being reviewed by the Board would be discussed under Old or New Business and asked Hannes Gehring to explain the 2023 Budget.

Hannes Gehring, Toad Property Management, said at the August 2022 meeting owners had requested additional information regarding some of the line items in 2023 Budget and Hannes said the Board had approved a revised 2023 Budget. The new 2023 Budget had a dues increase of \$10 per month, per lot. Don Wiseman said Toad Property Management had provided a spreadsheet explaining how money had been spent over prior years. Don said the report from Toad also included a breakdown of management fees and explained the need for increases in the management fee.

Rob Harper, Toad Property Management, said he had worked closely with Don Wiseman to prepare the spreadsheet and Rob apologized for not being able to participate in the August 2022 meeting. Rob said attempts were made to keep expenses as low as possible. Rob explained Toad had a strong team in place for management and maintenance and that was partly due to the 50% increase in management fees introduced in September 2021. Rob said a labor shortage in the valley had made it necessary to significantly increase wages in an effort to attract and keep employees in the company. Rob explained it had been a difficult decision to increase all management fees throughout the valley by 50% after years of trying to keep costs as low as possible. Rob said most people had understood the need to make the increase and although costs continued to go up Rob said Toad had not made a significant increase in management fees in 2023.

Rob Harper said expenses for everything in the valley had increased and Don Wiseman said he felt the costs were in line with other ski towns. Rob explained the spreadsheet was an attempt to explain how funds were spent in Pitchfork.

Joy Lanzano said they had purchased 205 Horseshoe in September and had a couple of questions about snow removal and fence repair. Rob Harper explained vacant land in Pitchfork had been used in the past for snow storage but as lots were built on it had become necessary to spend more money removing snow from Pitchfork. Rob Harper explained Colorado law required owners to fence out the cattle so it was necessary for Pitchfork to maintain the perimeter barb wire fence. Hannes Gehring said the Board had been discussing holding owners financially liable for deliberate damage to the perimeter fence.

Rob Harper said Toad had met with the Town to discuss and plan for snow removal. Rob explained the Mt. Crested Butte Water & Sanitation District allowed Toad to put Pitchfork snow on the District's property during the Winter with the agreement that extensive cleanup be performed every Spring. Rob said the snow storage with the District was a great benefit and snow removal costs would increase significantly if the District took away that privilege. Rob explained the Town removed snow at half of the usual cost when the snow storage at the District was full. Snow storage options in the area were very limited and significant effort was made to maximize parking spaces as well as maintaining good relations with the Town, the District and neighboring land. Rob stressed the need for vehicles to be moved to allow snow removal to be performed in a timely manner. Rob explained the Town had winter parking regulations and the Town enforced those regulations. Rob said the Town was responsible for snow removal from the asphalt, Toad removed snow from the concrete parking areas and Toad removed snow

from some driveways. Corey Dwan expressed concern about non-Pitchfork people parking in Pitchfork to go skiing and asked if it was possible to make it permit parking only. Lauren Warrem said it was essential that people moved vehicles to allow snow removal to be performed and to keep as many spaces available as possible and not leave vehicles which were inoperable or infrequently used. Roman Kolodziej said if Town restricted parking to just Pitchfork owners the Town would want Pitchfork to become responsible for all snow removal. Roman explained the Pitchfork streets were the only streets in Mt. Crested Butte which permitted overnight parking. Roman said there would be more discussion about parking under Old Business.

Rob Harper explained surplus funds would be transferred from Operating to Reserve at the end of the year. Rob confirmed money in the Reserve account would only be spent after Board approval. John Segal expressed concern about drainage in one of the alleys and asked if funds could be used from the Reserve account for that work. John suggested having Reserve funds for specific expenses and Rob said the Board could vote to use Reserve funds for specific items but Pitchfork had not in the past restricted Reserve funds to specific items. Don Wiseman said capital planning would address some of John's concerns.

Corey Dwan made a motion to ratify the 2023 Budget as presented. Kathryn Keller seconded the motion and it was unanimously approved.

Roman Kolodziej said he had asked the Town about alternating sides of the street for parking during the winter months. Roman explained the Town was not willing to make any changes to the current plan. Each side of the road was 15 feet with a public right of way for snow storage.

Roman explained the Town had discussed speed limits and Gothic Road would be posted at 25 mph and all other roads within the Town would be 15 mph. Roman said the Town would not recognize the 5 mph or 10 mph speed limits discussed for Pitchfork. Troy Russ stressed the need for a speed study to be performed and said the State standard was 25 mph. Steve Morris said he thought the lower speed limit signage put up by the Association and by individuals had appeared to be effective during the Summer months and in most cases people had reduced their speed. After a short discussion it was agreed Pitchfork would continue to keep the 5 mph signage unless the Town replaced signage with 15 mph limits.

Roman said the Covenants did not address three bedroom houses being converted to four bedrooms and for short term rentals it was making it difficult to enforce the number of people permitted to stay in a unit. Roman explained he had spoken with the Town and the matter had gone to the Town's attorney. No resolution had been reached and for the Association to address the matter it would require a Covenant Amendment with 67% approval of owners. Hannes Gehring said monitoring the number of people in a short term rental house was difficult. John Segal said the number of vehicles was the bigger issue rather than people and bedrooms. Corey Dwan said in his opinion the Town had an obligation to plow the streets in Pitchfork but as the Association paid for the snow



removal on the concrete parking areas those parking spaces should be restricted to Pitchfork use. Kathryn Keller suggested interested owners forming a sub-committee and reporting back to the Board with proposals and parking solutions. Corey Dwan volunteered to join Kathryn Keller on a parking sub-committee.

Michael of CDK Family Investments asked about tree trimming plans. Roman Kolodziej explained owners would be responsible for tree trimming for the individual homes and it would be possible for interested owners to get together and have work performed on the same day to potentially reduce the cost.

Roman Kolodziej said trees planted in snow storage areas could potentially be cut down by the Town. As the Town worked well with the Association and Toad the reality had been that lower branches of trees had been removed to allow the Town to store snow. Roman explained as trees and shrubs matured in the neighborhood it had become more difficult for the Town to store snow.

Don Wiseman explained discussions were underway with the Town to address contradictory language regarding the roads and snow removal. The Town wanted language to be changed and also a document prepared to establish future snow removal plans. Don said he would continue to work with the Town and Toad to prepare some acceptable language which could be used by future personnel. If the snow storage with the District, which was on a year by year basis, was removed the Town wanted methods to address how to deal with the removal of snow.

Don said the Town had suggested not replacing trees and shrubs as they died to maximize the snow storage areas. Hannes Gehring said the Town had stressed the need for owners to understand snow storage areas and the Town wanted owners within Pitchfork to be educated as soon as possible on the issues snow removal presented.

John Segal expressed concern about some snow storage areas approved as part of the original Town approval of Pitchfork not being usable and nonconforming. Roman said public comment periods at Town meetings would be the place to address those concerns. Rob Harper stressed the snow storage arrangement with Mt. Crested Butte Water & Sanitation District was a handshake agreement and asked that owners with concerns reach out to him and not go to the District with complaints or demands.

Don Wiseman said the current discussions with the Town about snow storage would be a great opportunity to address snow storage or snow removal issues.

Troy Russ stressed the need to prepare a 5 or 10 year capital plan to identify potential expenses in the future. Troy said maintenance of the alleys, an expense shared by the Townhomes and the Master Association, would be an item to add to the capital plan. Rob Harper stressed the need for interested owners to assist in the process of preparing a capital plan and Troy Russ expressed a willingness to assist. Don Wiseman said Troy Russ would be working with the Townhomes to prepare a capital plan for the Townhomes Association. Rob Harper said he was not aware of a capital plan being

prepared for the Master Association in the past and said the Master Association capital plan would be much smaller than the Townhome Association plan.

Don Wiseman explained research had been conducted on the public pedestrian easement at the south end of Pitchfork and it was unclear if the easement to the bike path was important to owners. Roman Kolodziej said a staircase would be necessary to make the pedestrian easement usable for most people as the area was steep and Don said a new rock wall might encroach onto part of the easement. The history of the easement and earlier proposals from the Developer were discussed. Roman said a staircase on the easement would need to be maintained and would become an ongoing Association expense and liability. Troy Russ said he used the bike path frequently and did not find it an inconvenience to use the existing connection from Pitchfork and felt a new Association expense for an easement which might not be used much was not necessary. Pete Weber said he, as an employee of the Developer, was not aware of any change to the easement from the original plan for Pitchfork and Pete did not think the new rock wall encroached on that easement.

After discussion it was generally agreed the easement existed and owners could use the easement but no improvements would be made as an Association expense.

The next meeting was scheduled for Thursday, November 9, 2023.

At 7:20 pm the meeting adjourned.

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Prepared by Rob Harper of  
Toad Property Management, Manager of  
Pitchfork Association