

PITCHFORK CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
OCTOBER 22, 2025 – 5:00 PM

Present via Zoom:

Scott Harris
Katie Lyons
Alison Kelly
Bayliss Baker, Toad Property Management
Collin Schuhmacher, Toad Property Management
April Pannell, Toad Property Management

Bayliss called the meeting to order at 5:02 p.m. Bayliss confirmed there was a quorum. Notice of the meeting had been sent on October 17, 2025.

Katie made a motion to approve the minutes of the July 23, 2025 meeting. Scott seconded the motion and it was unanimously approved.

Bayliss explained Scott Quigg had sold his unit and left the Board. Alison Kelly had volunteered to join the Board. It was unanimously agreed Alison Kelly was appointed to the Board until the next annual meeting.

Bayliss said the Reserve Study had been booked and Bayliss would meet the engineer at the building. Bayliss had reached out to insurance companies in an attempt to obtain a better renewal rate. Once the Reserve Study was obtained a Capital Plan would be discussed.

Bayliss explained the Annual Meeting scheduled for early 2025 did not have a quorum and the Association continued to operate on the 2024 Budget. An error had been made on the monthly billing to owners and the Pitchfork Master Association dues had not been included in invoices to owners for 10 months. An amount of \$613 per month had not been paid to the Master Association for those 10 months. Toad Property Management would be paying for the Reserve Study and apologized for the error on the invoices. Bayliss suggested invoices be sent to owners to collect the Master Association dues. Payment Plans would be available if required. April Pannell explained owners had been invoiced \$425 per month instead of the \$525 per month in accordance with the 2025 Budget approved by the Board. Bayliss said the next Board meeting would discuss and approve the 2026 Budget. Scott asked that all owners be alerted to any dues increases so owners could plan. April confirmed the 2026 Budget dues would be at the \$525 per month, per unit, level as previously approved by the Board.

November and December 2025 invoices to owners would be at the \$525 per month rate. A separate invoice, for approximately \$1,000, for the error on the prior 10 months would be issued and a payment plan offered. Any owners who had already paid towards the Reserve Study would receive a credit for the amount they had paid. Income would be

used to pay outstanding Association expenses. Bayliss agreed to draft a letter to owners to explain the need for the amended invoice.

Bayliss said the Master Association had attempted to reduce snow removal costs and public parking but at the present time no progress had been made with Mt. Crested Butte. Snow storage was further limited by construction and the trucking away of snow might be more expensive. Attempts would be made to keep snow removal costs as low as possible and Bayliss would continue to reach out to the Town to discuss.

Bayliss said he had been in contact with the Gunnison County Housing Authority (“GCHA”) and once the Reserve Study was completed the information would be shared with GCHA together with any invoices for projects completed. Bayliss agreed to research who would be responsible once the GCHA was disbanded.

Bayliss explained the Reserve Study would focus on the roof, insulation, siding and steps and confirm the timeframes for that work. Exact pricing would be confirmed once estimates were obtained. Katie suggested regular Board meetings, at least bi-monthly, to discuss items as quickly as possible and give owners an opportunity to plan for the financial impact. The Reserve Study would address deferred maintenance projects and the Association would be able to plan for those costs.

The next Board meeting was scheduled for December 2, 2025 at 5:00 p.m.

At 5:55 p.m. Scott made a motion to adjourn the meeting. Katie seconded the motion and it was unanimously approved.

Prepared by: Rob Harper
Toad Property Management, Manager