

**PITCHFORK CONDOMINIUM ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**APRIL 1, 2025 – 2:00 PM**

Alex of Toad Property Management said there was a quorum of the Board.

**Present via Zoom:**

Scott Harris

Seth Quigg

Katie Lyons, Unit C

Alex Summerfelt, Toad Property Management

Ariston Awitan, Toad Property Management

Bayliss Baker, Toad Property Management

Alex reported the existing insurance company had inspected the building and prepared a Loss Control Survey. Alex said projects either needed to be addressed or a plan put in place to address the projects in the future. Alex explained a Reserve Study could be prepared by a specialist to determine the capital projects over the next 10 to 20 years and how much money was needed for those projects. Toad had gathered five bids for the preparation of a Reserve Study. The cost would be in the range of \$2,500 - \$4,600.

The Loss Control Survey had identified some areas to be addressed, including the roof, the stairs and the bellyband of the building. Seth explained his unit was under contract and Unit B was also selling and suggested the long term plans for the building would need to be addressed with the new owners of the two units. Ariston said the insurance company had provided an extension to June 30, 2025 for the Association to provide a response to the Loss Control Survey.

Seth stressed the need to obtain as much information about the building prior to any projects being started. Alex recommended Bart Laemmel of B2 Building Science to inspect the roof as Bart was familiar with the valley and also other Pitchfork buildings. Prior projects had addressed the insulation in the roof, guttering but the ventilation from units into the roof had not been addressed.

Alex explained the Association had approximately \$1,223 in the Bank as an unanticipated plumbing repair had used the funds going to reserve. Alex said the Association or individual owners could research a bank loan to fund large projects. The first approach would be to research the current condition of the roof and determine repairs and/or when the roof would need to be replaced.

Alex explained the Housing Authority needed to be informed of capital projects as that would adjust the value of the units.

Scott and Seth agreed to review the five Reserve Study proposals and get back to Alex with comments. Once the two units sold another meeting would be held with all owners.

Bart Laemmel would be contacted regarding an inspection and recommendation regarding the roof.

At 2:44 p.m. Scott called the meeting to order.

Scott made a motion to appoint Katie Lyons to the Board. Seth seconded the motion and it was unanimously approved.

Scott made a motion to approve the minutes of the September 22, 2023 board meeting. Seth seconded the motion and it was unanimously approved.

Scott said he would continue to reach out to Toad if he identified an ice dam building up on the roof. Toad would also monitor and schedule the work as necessary.

At 2:54 p.m. Katie made a motion to adjourn the meeting. Scott seconded the motion and it was unanimously approved.

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Prepared by: Rob Harper  
Toad Property Management, Manager