

**PITCHFORK FLATS ASSOCIATION, INC.**  
**BOARD MEETING**  
**JANUARY 20, 2025 – 5:43 pm**  
**IMMEDIATELY AFTER THE ANNUAL MEETING**  
**VIA ZOOM**

Amy called the meeting to order at 5:43 p.m.

**Participating via Zoom:**

Amy McFadzean  
Matt Shipps  
Lauren Adams  
Alex Summerfelt      Toad Property Management

Alex confirmed there was a quorum. Alex explained the purpose of the meeting was to appoint officers of the Association.

Lauren expressed concern about signing the Association's tax return. Matt said he would be willing to sign again in the future as the Accountant had been available to answer any questions or concerns. Alex confirmed the tax return would be circulated to all Board members for review prior to Matt signing.

Amy made a motion to keep officers the same as the prior year. Matt seconded the motion and the following appointments were unanimously approved:

President	Matt Shipps
Vice President	Amy McFadzean
Treasurer	Lauren Adams

Alex explained Troy at 102B Big Sky had alerted him of damage to the unit from a roof leak on the north side of the building. Alex said Toad would follow up and engage contractors as needed. Alex agreed to check if snow removal was still being carried out on the upper level walkway between Units 102B and D.

Matt said he was performing some early morning snow removal at the Horseshoe Building and asked that the Toad snow removal team have detailed instructions on the snow removal requirement so there was consistent snow removal each Winter. Alex confirmed a detailed instruction sheet was being prepared for use in the future. Alex said he would follow up with the snow removal team and make sure snow shovel and snow removal by machine was being performed in the most efficient manner.

At 6:01 p.m. Amy made a motion to adjourn the meeting. Matt seconded the motion and it was unanimously approved.

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Prepared by: Rob Harper  
Toad Property Management, Manager