

**PITCHFORK TOWNHOMES ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING**

**THURSDAY, APRIL 10, 2025 – 5:30 P.M.
VIA ZOOM**

Present: Graham Holland
 Kyle Koelliker
 Jess Legere
 Alex Summerfelt, Toad Property Management

Kyle called the meeting to order at 5:40 p.m. and Alex confirmed there was a quorum.

Jess made a motion to approve the minutes of the December 3, 2024 meeting. Graham seconded the motion and it was unanimously approved.

Alex explained three bids had been obtained for painting the 102 – 108 Pitchfork Drive building. Complete Coverage had the lowest price of \$29,760, Raber Painting, a new vendor, \$39,395 and Precise Painting \$47,575. The scope of work was the same for each bid. Material costs might change due to the impact of tariffs.

Other projects included painting at the 110-114 Big Sky building, window replacement at 504 Horseshoe Drive, alley stairs at 201-203 Pitchfork Drive and 505 – 507 Horseshoe concrete steps at the front and wood steps at the back. The 505 – 507 Horseshoe project required further investigation and bids would be obtained once the snow had melted from that area.

A special assessment of \$125,000 had been discussed with owners in the past and the projects might be less than that figure. It would be necessary to have a meeting with owners so owners had the ability to veto a special assessment. Owners would be given 3 months to make payment of the special assessment. A 10-15% contingency would be advisable due to the fluctuations in the cost of materials. If funds were not used for the specific projects owners would be given the opportunity to decide how to use those funds or refund to owners.

After discussion Graham made a motion to accept the bids from Complete Coverage for the building at 102 – 108 Pitchfork Drive and the building at 110 – 114 Big Sky. Kyle seconded the motion and it was unanimously approved.

The Sun King and Blue Dog bids for window replacement for 504 Horseshoe Drive were discussed. Jess made a motion to accept the Sun King bid, using a Marvin window. Graham seconded the motion and it was unanimously approved.

Alex explained the bids for the 201 – 203 Pitchfork Drive deck/stair project varied considerably in cost and the solutions proposed by different contractors. Only two

contractors had submitted bids in the range of \$11,878 to \$61,350. Some contractors were willing to do the project on time and materials but not willing to provide an estimate until the work was underway. Further investigation would be undertaken. Alex suggested \$28,800 as an estimate for stair repairs at 201 – 203 Pitchfork Drive and 505 – 507 Horseshoe.

Alex stressed the importance of a healthy Reserve Account and said 2 to 6 months of Operating Dues plus the Insurance Deductible would be the recommended amount.

Alex said he had reached out to several landscaping/irrigation contractors for suggestions for the front entrance landscaping.

After a long discussion it was agreed to continue to investigate solutions for 201 – 203 Pitchfork Drive and 505 – 507 Horseshoe. Depending on the cost the work would be scheduled in the Fall of 2025 or Summer of 2026. Temporary repairs would be made to the stairs by Toad as soon as possible.

The special assessment for two painting projects, a window replacement and a 10% contingency would be \$66,000. The owner meeting to present the special assessment would be scheduled for May 1, 2025 at 5:30 p.m. Invoices for the special assessment would be May 15, June 15 and July 15, 2025. Alex would send information to the Board for review and approval and notify owners.

Kyle made a motion to approve a special assessment of \$66,000 to pay for painting at 102 – 108 Pitchfork Drive and 110 – 114 Big Sky and the replacement of a window at 504 Horseshoe Drive. Invoices would be in 3 equal installments on May 15, June 15 and July 15, 2025. Jess seconded the motion and it was unanimously approved.

Alex said American Family Insurance would no longer insure homeowner associations. As the renewal deadline was within 60 days Toad had reached out to Farmers Insurance, State Farm and Mountain West Insurance, an agent. Once proposals became available they would be sent to the Board for review.

At 6:45 p.m. Jess made a motion to adjourn the meeting. Graham seconded the motion and it was unanimously approved.

Prepared by Rob Harper, Toad Property Management