

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

**WEDNESDAY, NOVEMBER 13, 2024 – 5:30 P.M.
VIA ZOOM**

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

Graham called the meeting to order at 5:42 p.m. and Alex confirmed there was a quorum.

Alex explained the purpose of the meeting was to review and approve the draft 2025 Budget which had been distributed prior to the meeting. Alex said he would research ground snow shoveling and landscaping to confirm the areas included in that cost and if some costs should be a Master Association expense.

After a review of the line items in the 2025 Budget Kyle suggested increasing legal expenses to \$2,000. No specific legal concerns were known at this time but 2024 had been an expensive year for legal costs. The 2025 Budget included a dues increase and \$10,400 for the Reserve Account.

Kyle made a motion to approve the 2025 Budget as presented. Graham seconded the motion and it was unanimously approved.

Alex said the approved 2025 Budget would be sent to all owners with the annual meeting documents. The annual meeting was scheduled for Tuesday, December 3, 2024 at 6:00 p.m.

At 6:20 p.m. Graham made a motion to adjourn the meeting. Kyle seconded the motion and it was unanimously approved.

Prepared by Rob Harper, Toad Property Management