

**SNOWFALL POINT CONDOMINIUMS ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING
WEDNESDAY, MARCH 19, 2025 4:00 P.M.
VIA ZOOM**

Board Members by Zoom:	Sonja Wendt Kathie Turner Phil McPherson
Association Manager:	Brandon Cvilikas, Toad Property Management April Pannell, Toad Property Management Bayliss Baker, Toad Property Management Ariston Awitan, Toad Property Management

Brandon called the meeting to order at 4:03 p.m. and confirmed there was a quorum.

Kathie moved to approve the minutes of the January 22, 2025, meeting. Sonja seconded the motion and it was unanimously approved.

Brandon explained the Dietrich estimate had been \$8,850 but the final invoice was significantly higher at \$12,828.18. Kathie pointed out the estimate was based on 10 hours and the actual labor hours on the invoice was 77.5 hours. The special assessment for the work had been \$9,100, based on the original estimate.

Brandon said the Drake Austin Construction invoice had been higher than anticipated. After a large early storm it had been necessary to shovel the roof prior to performing any preventative maintenance work. Brandon said \$5,000 had been paid to Drake Austin Construction. Brandon explained late fees had been added to the remaining balance and Brandon would continue to challenge that charge. It was agreed future maintenance work would be scheduled earlier in the season.

Phil suggested the Board be involved in the decision making of any work which might exceed the estimate by a certain percentage. The recommended percentage could be discussed at a future meeting.

Brandon said Toad would continue to follow up on a roof leak at Unit 9. Drake Austin had not been able to go back to review the issue and Brandon agreed to follow up with the contractor at Unit 9.

Immediately prior to the meeting April prepared an August 2024 to March 2025 Cash Flow Analysis and an Income Statement. It had been necessary to move \$19,534 from the Reserve to Operating to cover the Dietrich and Drake Austin invoices. Only \$800 had been in the Budget for screw and glue on the roof and the Drake Austin invoice had been for significantly more. Some extra work had been necessary as well as snow removal as the screw and glue was performed so late in the season. The Dietrich dirtwork at the back of the building, a Capital project, was significantly over the estimate due mainly to increased labor hours. The CB Electric work had not been part of the operating expenses and CB Electric would need to come back to complete the project when materials were available.

According to April's Cash Flow Analysis through the end of July 2025, the Association could expect a total cash balance of \$6,500 if there were no unforeseen expenses. Cash flow in May/June might be

difficult until the July dues were collected. The Board discussed the benefits of a special assessment versus a dues increase.

April agreed to provide the Board with a financial report to help the Board determine the correct level of dues necessary from July 1, 2025.

Kathie moved for a Special Assessment of \$1,000 per unit, due by May 15, 2025, to cover some of the extra expenses from Drake Austin, Dietrich and CB Electric. Sonja seconded the motion and it was unanimously approved. Kathie agreed to draft a letter to owners and circulate to the Board for review. Invoices and the letter would be sent to owners during the week of March 24, 2025.

Brandon agreed to notify the Board promptly of any future unforeseen expenses.

The next meeting was scheduled for March 26, 2025 at 4 p.m.

At 5:06 p.m. Kathie made a motion to adjourn the meeting. Sonja seconded the motion and it was unanimously approved.

Prepared by Brandon Cvilikas
Toad Property Management