

**SNOWFALL POINT CONDOMINIUMS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, AUGUST 11, 2021 5:00 P.M.
VIA ZOOM**

Board Members by Zoom: Sonja Wendt
Michael Goldstrom
Danielle Burkhart

Committee Members: Bill Wendt

Association Manager: Jordan Brandenburg, Toad Property Management

Jordan called the meeting to order at 5:01 pm and confirmed there was a quorum.

Sonja made a motion to approve the minutes of the May 7, 2021 meeting. Michael seconded the motion and it was unanimously approved.

Bill explained SGM Engineering had been approached for a proposal to redesign the existing pavement and concrete to improve drainage. Once a decision had been made on the scope of work SGM would complete the design work for the project. Bill said a couple of engineering firms had been contacted and the Committee had decided SGM had a better understanding of the project requirements and SGM had completed some survey work 10 years ago. Bill said as part of the not to exceed \$8,500 price SGM would verify survey data, provide drawings and a pricing cost estimate for the work, prepare documentation to be sent to contractors to bid on the work and SGM would evaluate the contractor bids and give recommendations. An additional \$3,800 would be charged by SGM to oversee the construction phase of the project.

Bill said SCJ Alliance had submitted a proposal and Bill agreed to circulate that proposal to the Board together with the criteria used by the Committee to evaluate the two proposals.

Danielle requested the engineering proposal be broken out into three stages, preliminary design cost, project cost and overseeing the project so the Board would understand the cost at each stage. If the project did not proceed the Board needed to understand the amount the Association would have to pay for work performed. Bill agreed to go back to SGM and request three payment milestones to be outlined in the proposal.

Bill explained SGM recommended having bid requests out to contractors in December so the Board could review bids in January/February and select a contractor.

Bill said both engineering companies recommended dealing with underground utilities prior to any pavement changes and Bill explained he had reached out for a camera inspection/evaluation of the sewer lines. Jordan agreed to reach out to Al's Backhoe to see if they offered the inspection service.

Jordan agreed to review the Association's existing insurance coverage for major projects and report back to the Board.

Bill left the meeting.

Jordan gave a financial update and said one owner was delinquent on dues. Jordan said he had contacted the new owner of the unit and would continue to follow up. Danielle requested a year end financial report and Jordan shared a financial report at the end of July, 2021. Repairs and maintenance expenses were over budget but most expenses finished the year under budget. Jordan said money had not been transferred to the reserve account from the operating account and the Board would review the report and make a decision on the amount to transfer.

Jordan said Blue Dog Home Improvement would be available to perform a roof inspection in the Fall. The results of the roof inspection would determine the priority of capital projects, including the paving. Mike said he would like to be meet with Blue Dog Home Improvement on the day of the roof inspection.

Mike said Law of the Rockies charged approximately \$300 per hour with monthly invoicing. Mike said after the initial consultation with Marcus Lock of Law of the Rockies Mike had started gathering information about the Pella windows to assist Marcus in preparing a demand letter. Mike agreed to reach out to Marcus Lock and if a demand letter could be generated for a reasonable cost Mike would go ahead and sign the engagement letter with Law of the Rockies.

Danielle agreed to reach out to her unit insurance agent and determine if the existing coverage on her unit was in line with the language in the Association's governing documents. Once more information was gathered the insurance information could be shared with all owners and some owners might want to contact their own insurance agent for a review of their unit policy.

Jordan confirmed the Management Contract with Toad Property Management had been circulated to the Board for signature. It was agreed the Board would review and email questions to Jordan.

Sonja said items were being stored at the back of the building and Jordan agreed to reach out to the unit owners and have the items removed. An electrical conduit at the back of the building (behind Unit 11) was damaged and Jordan agreed to follow up. Grass at the back of the building was generally looking good and it was agreed the maintenance would continue.

Information from the Architecture Committee would be discussed in more detail at a future meeting.

The next meeting would be August 18, 2021 at 5:00 pm subject to the receipt of additional information from SGM Engineering.

Sonja made a motion to adjourn the meeting at 6:38 pm. Mike seconded the motion and it was unanimously approved.