

THE TIMBERS OWNERS ASSOCIATION, INC.
MEETING OF THE BOARD OF DIRECTORS
MONDAY, JULY 24, 2023
318 ELK AVENUE
CRESTED BUTTE, COLORADO
VIA ZOOM

Those participating:

Reggie Park
Mike Arth
Marin Brownell
Chad Markle
Alex Summerfelt, Toad Property Management
Nick Sledge, Toad Property Management

The meeting was called to order at 5:35 p.m. and Alex confirmed a quorum. Notice of the meeting had been sent July 21, 2023.

Alex explained Nick Sledge would provide some information on a couple of building maintenance issues. Nick said the leak had once again appeared in a unit and the tenant thought it was a leak from a bathtub in the unit immediately above. Nick explained the ceiling in the downstairs unit was still open from prior events and the tenant had taken a video of the small leak but there was no water damage in that unit. Nick said he would coordinate an inspection of the upstairs unit and attempt to trace and then solve the leak. A building inspector would be hired if it was not possible to track the leak and the two companies who had been approached would provide quotes. Shower valves and tub drains would be checked and Nick said he was difficult to track the source of the leak.

Alex said he had met with Todd Carroll regarding the shed roof on the north end of the building and building plans had been obtained. Nick explained when the center beam of the shed roof had been notched during the construction process a small error had caused the weight to be unevenly distributed on the beam. When snow fell onto the center beam of the shed roof the beam was correctly attached at one end but not the other and that led to the beam cracking. Nick said the damage was visible. Drake Austin, a local contractor, explained it was necessary to make some changes to the construction to meet building codes. Nick said it would be necessary to deconstruct the shed roof and rebuild correctly and Alex explained that cost would be in the region of \$25,000 to \$30,000. Alex said bids had been requested from two companies. Alex explained whoever did the work would be able to work with REG, in Gunnison, who did the original engineering work in 2014/2015 to make sure the work was completed correctly. Liability for the construction mistakes in the past could be discussed once the bids were available. The smaller shed roof, near Unit 101, would also require attention as a temporary fix had been completed during the winter and that work should be included in the bids for the larger shed roof. Alex explained the two shed roof projects would take 2 to 3 weeks to complete and bids had been requested from Drake Austin and Pete of Blue Dog Home

Improvement. Alex agreed to keep the matter moving forward as the work had to be completed prior to winter. Nick left the meeting.

Mike made a motion to approve the minutes from the May 18, 2023 meeting. Reggie seconded the motion and it was unanimously approved.

Alex said an insurance inspection had been completed at the building and a punch list of items had been issued. Toad had been working through that punch list and most items had already been completed. The boiler inspection by the State was outstanding but the insurance agent was moving forward with underwriting as the other items had been completed so quickly. Alex explained the 5 year deadline from the June 25, 2018 water damage/claim had made it possible for additional insurance companies to provide renewal rates. Alex agreed to obtain information about annual premium payments versus payment plans so the Board could consider the most cost effective way of renewing the insurance policy without paying interest or service fees.

Alex explained a maintenance list had been prepared and Alex went through the list of items, providing photographs of the damage, and gave updates. Alex said an abandoned car had been removed from the parking lot. Alex explained an abandoned bike would be removed as he had tried to reach out to the listed owner of the bike without success. Alex said he would be reaching out to owners to claim skis and snowboards prior to those items being removed.

Alex said he had reached out to three companies specializing in the preparation of a Reserve Study and would update the Board once those estimates were obtained.

Alex said Toad was reviewing software opportunities to collect and count votes during a secret ballot for election of board members. This would be in the place of a third party counting the votes. If the software was not acceptable the Association could have legal counsel collect and count the votes. Mike suggested a board member from a different association to count the votes on behalf of Timbers owners if the software option would not work. Alex said they would continue to review options.

Alex said upgrades were being made to the website to make it easier for owners to obtain current documentation for the Association. Alex said AppFolio software would also be used more in the future to make it easier to source documents, amend documents, work orders, emails, etc.

Alex confirmed Complete Coverage said the exterior staining would be in September. Once Complete Coverage confirmed a start date he would let all owners know.

Alex said two companies had been asked to provide bids for metal to be installed at the base of the building. The work would probably happen in October and a very rough estimate for the cost was \$30,000. Alex said once measurements were taken the companies would provide estimates for the Board to consider.

Alex explained approximately \$100,000 of expenses would be coming up – the North shed roof, corrugated metal at the base of the building and staining by Complete Coverage. Alex said the Association currently had approximately \$79,000 in bank accounts. Alex suggested the Association maintain reserves of at least 2 months of operating expenses and up to 6 months of operating expenses. Alex agreed to research a recommended amount to be held in the reserve account and then funding options could be discussed. Marin suggested delaying the corrugated metal around the base of the building for a year so that funds could be used for the North shed roof and the staining and Mike said he would support that approach.

Alex said the monthly financial reports were in a different format and Alex encouraged the Board to reach out with any questions.

After a short discussion it was generally agreed a special assessment in the near future would be preferable to applying for a bank loan for building maintenance and repairs. The special assessment would probably be in the region of \$1,000 per unit and the figures would be reviewed and discussed at a future meeting. Mike said his insurance policy had coverage for special assessments and suggested owners check their unit policy to find out if they had similar coverage.

Alex explained Waste Management and Mt. Crested Butte Water & Sanitation District expenses were running over Budget. Alex said the next Budget discussion would reflect those increases and also a 4% increase in management fees. Mike suggested any savings on insurance premiums go towards the Reserve as expenses to maintain the building would continue to increase. Alex said he had requested estimates for a Reserve Study but a Reserve Study would not be available before the Budget review and preparation. Mike suggested working with the arbitrary 10% per year Reserve funding until more information was available.

Mike asked if free standing air conditioning units could be placed in windows. As temperatures increased during the Summer months more people, especially short term renters, were requesting air conditioning. Alex said he would research and get back to the Board.

Alex said one owner had requested that the secondary entry door near the South entrance be kept closed instead of the current open position with a magnetic lock to close the door in case of fire. After discussion it was agreed to keep the door open. Alex confirmed regular calibration would continue on the three entry door closing mechanisms as those doors frequently required attention.

At 6:50 p.m. Marin made a motion to adjourn the meeting. Chad seconded the motion and it was unanimously approved.

Prepared by Rob Harper,
Toad Property Management