

**THE TIMBERS OWNERS ASSOCIATION, INC.
MEETING OF THE BOARD OF DIRECTORS
TUESDAY, DECEMBER 6, 2022
318 ELK AVENUE
CRESTED BUTTE, COLORADO
VIA ZOOM**

Those participating:

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

The meeting was called to order at 5:04 p.m. and Alex confirmed a quorum.

Mike made a motion to approve the minutes from the November 2, 2022 meeting. Reggie seconded the motion and it was unanimously approved.

It was agreed the management contract would be reviewed and renewed or cancelled each year by August 1st. Contractors would be utilized for various tasks and the Board and Toad would continue to discuss the best options for the Association.

Alex said owners would be reminded about winter actions/precautions and laminated signs could be displayed in the building. Reminders would stress the need to close doors, be aware of roof slides and keep some heat in units. Trash, recycling and storage could be a separate notification and useful to new owners or guests. Alex said he would draft something and present to the Board prior to sending out or laminating the information. Doors needed to be pushed closed instead of assuming the automatic closer would seal the door. It was agreed increased communication to owners would be helpful to explain what maintenance actions had been taken and why. Notification of any problems with the hot tub needed to be promptly shared with owners.

Alex explained Toad was waiting for contractors to respond regarding paint projects and snow removal. CB Hot Tubs had responded with a bid. Per visit costs would be \$40 with a \$50 surcharge at weekends or holidays (\$90 per visit). The cost to change water in the hot tub was \$125 and CB Hot Tubs recommended performing that work twice a month and that service could be adjusted in accordance with use. Alex said he had asked the maintenance crew to detail exactly what work was performed each visit as multiple tasks were often completed during any visit to the building. Alex explained CB Hot Tubs had identified some improvements they could make to the hot tub for approximately \$500. Work would include treatment of the "white" shell, removal of rust, repair/replacement of jets and improving the function of the lift mechanism on the cover.

After discussion it was agreed to promptly switch to CB Hot Tubs for hot tub maintenance. The specific frequency of the hot tub maintenance would be adjusted as necessary during the season and off-season. Mike made a motion to move forward with the \$500 to restore the hot tub. Marin seconded the motion and it was unanimously approved.

It was generally agreed Toad would respond to any emergency projects within the building and notify the Board once action was taken. Items of a cosmetic nature which did not require immediate attention would be voted on by the Board. The figure of \$500 or higher was generally agreed to be the figure which would require Board approval except in cases of an emergency.

Prior to the meeting Alex distributed a financial report as at October 2022. Insurance was running high to budget and Alex said reductions in insurance premiums were anticipated. Building maintenance, hot tub and common area cleaning were also over budget and had been over budget in the past. Alex said he would be reviewing and adjusting in the future. Mike said common area cleaning costs had been renegotiated and CB Hot Tubs would be taking over hot tub work and that might reduce some of the owner concerns about Toad maintenance charges.

Alex said smoke detectors had been replaced in common areas which had pushed Fire Protection significantly over budget. Alex explained multiple alarm calls had been received and Peak Alarm recommended the immediate replacement of all detectors (approximately \$160 each) in the common areas as they were all a similar age. Alex said Peak Alarm had 9 more detectors to install. Although the work had pushed the Fire Protection line item over budget the work was carried out due to safety concerns and the detectors would be good for several years, possibly as much as 10 years. An adjustment had also been made for the Peak Alarm monitoring charge to hit the Fire Protection budget line item in the future. Alex explained additional Fire Protection work included \$1,100 to Western Slope for the annual fire extinguisher checks and \$900 to Dynamic for annual inspection of the fire sprinkler system and some charges for the back flow and irrigation back flow testing. Alex agreed to notify the Board as soon as possible when work was planned or executed on an emergency basis.

Landscaping was under budget and snow removal was also under budget.

It was agreed the \$24,000 outlined in the 2022 Budget be moved from Operating to the Reserve Fund. Mike suggested any positive net income for 2022 also be moved to the Reserve Fund. Alex said he expected any surplus to be relatively small. After discussion it was agreed to discuss any surplus funds at the next meeting. Mike made a motion to move \$24,000 into the Reserve Fund from Operating. Reggie seconded the motion and it was unanimously approved.

Alex said three units were currently delinquent by more than 30 days and Alex confirmed he had contacted those owners in accordance with the new Colorado law. Efforts would be made to keep in contact with those owners and encourage payment as soon as possible. Late fees and penalties were added and the Board would be involved in discussions regarding the waiving of any late fees and penalties.

Alex said some work had been performed on the south door and Reggie said it appeared additional work could be done to the latch/roll bar and weatherstripping. Alex explained the closing mechanism was sensitive and he would continue to inspect that with each visit to the building. Alex said the maintenance crew would be asked to make any additional adjustments to the south door.

Reggie said the locker room had some random items stored and a gas can had been left in the parking lot. Alex said he would follow up and send a reminder to owners. Storage options would be discussed at a future meeting.

Marin made a motion to adjourn the meeting at 6:25 p.m. Reggie seconded the motion and it was unanimously approved.

Prepared by Rob Harper,
Toad Property Management