

THE TIMBERS OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS SPECIAL MEETING
AUGUST 11, 2022
VIA ZOOM

Those Participating:

Reggie Park
Mike Arth
Marin Brownell
Chad Markle
Joe Robinson, Toad Property Management

Joe called the meeting to order at 5:02 pm and said there was a quorum.

Reggie made a motion to approve the minutes of the May 3, 2022 meeting. Marin seconded the motion and it was unanimously approved.

Joe explained he had been managing the association for a few months following a reorganization in the office at Toad. Joe said a financial report as at the end of July 2022 had been circulated to the Board and the financials generally looked good. Reggie said it was important for the Board to have regular financial reports to help track the expenses and attempt to control cost overruns before the overrun became too large. Mike said it was difficult for the Board members to track charges without having more detail to those charges. Mike explained hot tub and cleaning charges or other charges from Toad were difficult to track and more detail would make it easier to understand the value the association was receiving from the management company.

Joe explained Toad maintained the hot tub Monday, Wednesday and Friday and those labor charges (\$65 per hour) were invoiced once a month to the Association. The hot tub was used a lot and the testing chemicals, adding of chemicals and/or cleaning varied each month depending on the usage. Increases in the property maintenance labor rate at Toad would contribute to overruns on the Budget. Joe agreed to circulate the Toad invoice to the Board each month and answer any questions. Mike had access to the “read only” AppFolio software and Joe said that could be made available to other Board members.

Joe said Rob Harper had drafted an email to all associations outlining the change in maintenance rates from \$60 per hour to \$65 per hour and also Rob explained changes that would be necessary due to the State of Colorado introducing a new law regulating the way associations could operate. The changes by the State would have an impact on all associations and it would be necessary to amend some of the policies adopted by the Association. Joe agreed to circulate the email to the Board immediately after the meeting.

Reggie said a deep cleaning of some common areas had been performed. Joe explained the common area cleaning was contracted cleaning and Joe pointed out that it was billed on the monthly Toad invoice. Mike asked that other cleaning companies and hot tub companies be approached to compare service and cost. Joe said an inspection of the elevator had been

performed by TK Elevator (Thyssenkrupp). Mike expressed concern about the quality of the cleaning of the common areas and Joe agreed to research the scope of work and get back to the Board.

Joe explained Diamond Blue provided chemicals for the hot tub and performed any necessary repairs. Toad performed the regular maintenance and did not mark up the costs from Diamond Blue. Mike said seeing the actual invoices from the companies would give a good level of transparency and Joe agreed to look into that.

Mike expressed concern about the maintenance line items being approximately 50% over budget and Joe said there had been changes in rates during the year and some essential or requested maintenance projects had been completed which were not in the budget. During the budget review process attempts could be made to get the maintenance expenses closer to budget and allow funds to be moved to reserve for future expenses. Mike said the significant labor rate increase was a major concern and reviewing and renewing the management contract each year would help the owners understand costs. Joe agreed to speak to Rob Harper and get back to the Board.

Insurance policies renewing in June made it difficult to budget and Mike asked if the insurance policy could renew in September/October, closer to the budget cycle. Joe agreed to reach out to the insurance company and report back to the Board.

Joe explained a letter had been received from the Town of Mt. Crested Butte regarding noxious weed spraying or removal and said weed management was in the Budget. Other maintenance projects included replacing the flooring in the bike storage and interior trim painting.

Joe agreed to obtain a plan for dealing with the noxious weeds and report back to the Board. Marin said weeds had been pulled on the neighboring property, 4 guys for two days. Marin and Reggie supported leaving the floor at the present time and Joe agreed to obtain an estimate for the floor replacement for planning purposes.

Joe said a draft budget should be approved in early September in preparation for mailing annual meeting documents to owners for an October meeting. Reggie expressed concern regarding a dues increase and Mike was concerned about increasing the dues any more than the standard rate of inflation. Joe explained mortgage companies liked to see at least 10% of annual operating expenses going to reserve. Joe said the management fee would increase by 5%. Joe agreed to draft a budget and circulate to the Board for review and comment.

Reggie explained the software for tracking property management tasks which had been shared with the Board and Toad. Reggie said the software was very good for tracking maintenance tasks and collaborating with the Board. Reggie said when he submitted a work order in AppFolio the repair was completed but no update was received to explain the progress of the repair or the completion. Reggie and Joe agreed to get together to review both software options.

Joe said Complete Coverage had provided an estimate for exterior staining of parts of the building of \$10,630 and Complete Coverage would submit an estimate for the entire building. Joe agreed to follow up and obtain additional bids.

Marin said she had obtained bids for deep cleaning of the common areas. It was agreed to schedule the work in the next budget cycle and perform every two years after that. Marin agreed to reach out to Quickdraw for an updated bid.

It was agreed to discuss hot tub replacement and short term rental rule changes at the next meeting.

It was suggested the next Board meeting be scheduled for the first week in September and the annual meeting to be scheduled the first Tuesday of November at 5:30 p.m.

Joe agreed to research drafting of short term rental rule changes prior to the next meeting. Joe agreed to prepare monthly reports regarding short term rental income.

At 6:38 pm Reggie made a motion to adjourn the meeting. Chad seconded the motion and it was unanimously approved.

Prepared by Rob Harper,
Toad Property Management, Manager