

PITCHFORK ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
JUNE 3, 2021
VIA ZOOM

Present: John Segal
Jess Legere
Roman Kolodziej
Kathryn Keller
Don Wiseman
Jordan Brandenburg, Toad Property Management

Roman called the meeting to order at 5:15 pm and confirmed there was a quorum.

Jordan explained Trapper had repaired the perimeter fence and identified an area of fence by the new Coburn construction which had been taken down and earthwork performed, some of the work on the Meredith property. Jordan said Bill Coburn had asked JCI to perform the dirtwork and replace the fence prior to the cows arriving on the neighboring property. Jordan explained additional work would be required by Trapper as the temporary fence had been placed on the Meredith property. Roman expressed concern about the reflective galvanized roof on the new home and said he would check the plan submittal and the governing documents.

Roman said parking continued to be a problem and if vehicles were not moved during the winter months the problem was worse as the vehicles took up two spaces. Jordan said one of the vehicles would be towed as it had not been moved for months and the vehicle had expired plates. Concern was expressed about occupancy levels at short term rental properties as that had an impact on parking and the governing documents specifically addressed occupancy levels in homes. Jordan agreed to research the short term rental websites and follow up with owners not in compliance with the governing documents. Roman encouraged owners to reach out to Toad, to the Town or the Housing Association to make a complaint when short term rentals caused disruption in the neighborhood or if rentals were not in compliance with regulations.

Mt. Crested Butte Water & Sanitation District would be announcing irrigation water restrictions and it was generally agreed changes to landscaping and/or frequency of watering would be discussed at future meetings.

Jordan said he would review the way expenses were divided and allocated for maintenance of common areas shared by the Townhomes and the master association and report back to the Board.

Jordan said he was working on quarterly reporting and would have those distributed to the Board as soon as possible. Roman asked for detailed reporting to assist with the Budget preparation. Don said in November, 2020 he had started to review the master association and townhome association financial records and Toad had been

helpful providing additional information and answers to his questions. Don said he had identified the use of funds for exterior maintenance on townhome units which had been funded by money set aside for exterior painting and roofing. As the restricted funds from those accounts had been drawn down exterior painting projects were once again being delayed. Don said a list of capital projects with projected costs needed to be in place and suggested an audit, by an outside company, be performed every five or ten years. Don recommended the board members for the master association and the townhome association work together to prepare a document outlining the association's requirements and expectations of Toad and making detailed financial information of expenses and future expenses available to all owners.

Don expressed concern about the high cost of insurance for the Townhomes as the governing documents made the Association insurance responsible for most of the unit. Changes would need to be made to the governing documents to move some of the insurance responsible to owners instead of the Association.

It was agreed by the date of the annual meeting (July 29, 2021) a plan would be available to move forward with reporting, management and operation of the Association. The Board agreed to discuss via email with Roman and Don taking the lead.

Prior to the meeting a draft 2022 Budget had been circulated to the Board. Jordan explained adjustments made to line items in the Budget. Actual expenses were discussed and it was agreed it would be beneficial to also present the 2020 actual versus budget figures. Including notations and detail for larger expenses would also be useful for owners to see and a separate document explaining specific costs within each line item would allow more detail. Jordan agreed to make adjustments to the spreadsheet to include 2020 actual versus budget and work on a separate sheet explaining specific expenses.

Jordan agreed to circulate an amended Budget by email and a Board meeting would be held on June 28, 2021 at 5:30 pm to approve the Budget.

At 6:38 pm the meeting adjourned.

Prepared by Rob Harper,
Toad Property Management