

**MINUTES OF EXECUTIVE BOARD  
PIONEER PLAZA COMMERCIAL TOWNHOMES  
ASSOCIATION, INC.  
SEPTEMBER 9, 2022 – VIA ZOOM**

**Board Members:** Eric Roemer  
Rich Saperstein

**Others Present:** Rob Harper, Toad Property Management  
Alex Summerfelt, Toad Property Management

Rob of Toad Property Management called the meeting to order at 10:01 a.m. and confirmed a quorum. Rob explained the purpose of the meeting was to discuss the Budget prior to the annual meeting and also some other topics.

Rob explained \$6,000 had been used for driveway and parking maintenance. Lacy Construction had installed some large rocks, which accounted for most of the \$6,000, and the balance was smaller maintenance items, including signage. Rich suggested increasing legal expenses in the 2023 Budget as changes in CB South might result in some advancement of changes to the governing documents for Pioneer Plaza. Rob explained snow removal had been reduced in the Budget and that figure was based on an average of actual expenses for the past three years. Rob said management fees had been increased significantly in September, 2021 and there was an additional 5% increase proposed for 2023.

Eric explained developed and undeveloped lots had been charged the same dues rate in the past and the Covenants allowed the Association to charge twice the amount for common expenses as the undeveloped lots were paying. After discussion it was agreed with three lots now developed the change would be implemented over four years. Eric made a motion, in accordance with Section 3.22.1 of the Covenants, to increase the dues for developed lots by 25% each year for the next four years and by year five developed lots would be paying twice the dues of undeveloped lots. Rich seconded the motion and it was unanimously approved. Rob agreed to write to all owners notifying them of the change to future billing. The additional funds would go to the Reserve.

Rob said a Contractor had requested parking for two modules to be no longer than one week. It was agreed to keep the charge at the original \$250 per day, per module and a \$250 clean-up deposit. Rob agreed to prepare a Contract, using the format used for the last parking request, and email it to the Board for review if the Contractor was happy with the terms.

Rob said Spectrum had removed utilities from the road/alley but GCEA and CenturyLink still needed to do that. Rob explained Jacob With, Law of the Rockies, had recommended not taking any action until construction was due to start on the impacted lot. At that time it was generally agreed GCEA and CenturyLink would make it a priority to relocate the utilities.

Rob said plans had not been received for any new construction projects.

Rich made a motion to approve the 2022/2023 Budget as discussed. Eric seconded the motion and it was unanimously approved. Rob agreed to finalize the documents for the September 23, 2022 annual meeting via Zoom starting at 2:00 p.m.

The meeting adjourned at 10:36 am.

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Prepared by Rob Harper  
Toad Property Management

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