

**WILDWOOD TOWNHOMES HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, FEBRUARY 21, 2024**  
**9:00 A.M. VIA ZOOM**

**Present:**

- Kitty Hasche
- Tracy Schwartz
- Matt Swatek
- John Hasche
- Erin Welfelt
- Kat Loughan, Toad Property Management
- Brandon Cvilikas, Toad Property Management
- Nick Sledge, Toad Property Management

**Agenda:**

- Call to Order
- Roll Call
- Establish Quorum
- Approve Previous Meeting Minutes 01/31/24
- Insurance Updates & Rebuild Cost Appraisal
- Checklist
- Chip Seal/Cold Patch (John)
- Cabinette Committee Updates & Assessment
- Painting
- Financials
  - Cash Flow Report
  - Corrected 2023 Financials
- MMA Review (Matt)
- Tomichi Parking
- 109 Wildriver Discussion
- Adjourn

The meeting was called to order at 9:03 a.m. and Kat confirmed a quorum.

Kitty made a motion to approve the January 31, 2024 meeting minutes with two small changes previously submitted. Tracy seconded the motion and it was unanimously approved.

Kat explained a colleague was on an extended leave of absence which made it difficult to respond as quickly as she wanted to. Brandon confirmed he would be available to respond if Kat was not able to.

Kat said she had reached out to eight vendors for an insurance rebuild cost appraisal and had failed to find somebody able to do the work at a reasonable price. John suggested the focus needed to be on the hazard insurance and a number, per square foot, could be estimated by the Board. Kat said she would follow up with Mountain West Insurance and stress renewal figures needed to be available by the March meeting. Only one company would be available to provide flood insurance to the Association.

Kat said one owner who had received a Modification approval did plan to move ahead with the fence subject to weather conditions. An extension would be provided to that owner. Kat had not been able to reach the other owner. Wording regarding a completion date for a project had been proposed for the Modification Form (paragraph 4). Matt made a motion to approve the amended language for paragraph 4. John seconded the motion and it was unanimously approved. Kat said the amendment would be made and the document added to the website.

John made a motion to approve the modification proposal for 105 Wildriver. Tracy seconded the motion and it was unanimously approved.

Prior to the meeting a Property Manager Checklist had been circulated to the Board. Kat confirmed the Checklist would be completed by Kat and Brandon. The Checklist would be shared with the maintenance staff so all staff would understand the items which needed to be monitored on a regular basis. John suggested some amendments to the Checklist and Kat included those changes. After each inspection the completed Property Manager's Checklist would be circulated to the Board. Kat reminded owners that Work Orders could be completed via the AppFolio software.

John said he had spoken with United Companies to discuss a one inch asphalt cover on the driveway. United did not think the chip seal option would be suitable for the driveway. A meeting with United would determine the scope of work and it was agreed Nick and Matt would set up a meeting with Greg of United. John agreed to provide a map with his ideas for the scope of work.

John explained the Cabinette Committee required an additional \$13,000 to complete the crawl space work on the remaining 10 units. After discussion Nick agreed to meet with the contractor to review the crawl spaces and select the 5 spaces most in need of attention.

It was agreed to postpone discussion of exterior painting until the March meeting when Kitty would have an updated painting spreadsheet.

Prior to the meeting Matt circulated information about Money Market bank accounts. Business account rates offered lower rates than personal accounts. Matt said Bellco and BMO appeared to be good options but it would be necessary to determine cash flow and availability of funds prior to changing the bank accounts. The upfront payment of flood insurance prior to owners reimbursing those funds and exterior painting would be the large ticket items. Kat agreed to provide a 12 month report for the accounts so that Matt could track expenses and report back to the Board on the feasibility of a change to higher interest rate accounts.

Kat said corrected 2023 financials would be available by the end of the month.

Kat agreed to include a cash flow report with regular financial reporting. Kat said that information would be available in the AppFolio software in the future for Board members to review.

Several board members said the issues with Tomichi parking had returned and the ground was a muddy mess. The land was not owned by the Association, although it had been maintained by the Association, and was part of a road easement and bike lane. Kat agreed to draft a letter to the City and circulate to the Board for review. Kat also agreed to reach out to an owner who had complained about the parking.

John explained an owner had challenged the legal opinion provided by the Association's legal counsel regarding exterior maintenance financial responsibilities. John and Kitty agreed to reach out to the owner and attempt to provide information to clarify the situation. Kat agreed to reach out to Law of the Rockies and find out how much it might cost to prepare an amendment to the Covenants to make the current wording easier to understand.

Kat said changes and improvements would be made to the Toad website. Kitty suggested moving some documents to archives instead of displaying so many years of documents on the website.

The next meeting was scheduled for March 20, 2024 at 9:00 a.m.

Kat confirmed the Move In/Move Out information had been circulated to some rental companies. Kat agreed to send the document to all owners and post the document on the website.

At 10:50 a.m. Kitty made a motion to adjourn the meeting. John seconded the motion and it was unanimously approved.

Minutes respectfully submitted by:

**Rob Harper**

**Toad Property Management**