

**GREEN DRAKE CONDOMINIUMS ASSOCIATION
AUGUST 6, 2019 4:00 PM
OFFICE OF TOAD PROPERTY MANAGEMENT
318 ELK AVENUE, SUITE 24, CRESTED BUTTE**

Present: Andrew and Suzanne Hadley
Rob Harper, Toad Property Management

By Phone: Joe Carr
Sam – representing Chuck Schiavo

Rob called the meeting to order at 4:00 pm, explained Jim Ruthven was no longer working for Toad Property Management and said the service provided by Toad would improve in the future.

Joe gave a short update on tenancy agreements in the building and the dues structure. Joe said expenses were higher than the Budget and a revised Budget was necessary to reduce the need for special assessments and provide a working capital. Joe explained Units 3, 4 and 5 would be operated as a boutique hotel and Sam gave an update on progress. Sam explained a check-in counter, with set office hours would be on the third floor with parking in the rear of the building. Sam said guests would use the entrance in the rear of the building and if they arrived out of office hours the guests would use lock boxes and codes to gain access to the unit. Andrew said additional architectural work was required for the hotel and the hotel operation would reduce the value of his unit as one parking space would be lost. Andrew said electrical charges would also need to be recalculated to correctly assess charges for his unit, the common space and Units 3, 4 and 5 and the charges for the elevator also needed to be calculated. Sam and Andrew agreed to discuss details in September.

It was agreed there could be better efficiency in removing snow on the roof. Rob said additional supervision was required for the roof snow removal to protect the membrane and Stirling should continue to perform the work to protect that roof warranty. Andrew requested Stirling be asked to provide an estimate for roof snow removal and recommendations for when the work be completed to streamline the process for the future.

Rob said weekly checks for water in the crawl space had been conducted but water had entered the building away from the sump pump and an additional sump pump would prevent the problem occurring again. Andrew said he would ask Alpha to give a proposal for a second sump pump prior to Spring 2020 runoff. Rob said additional work to repair the water damage was necessary in the crawl space and it was agreed the crawl space was not a good location to store items. Rob said it was necessary to hire KW Construction to assist in the drying out process to avoid mold in the future and the cost was approximately \$4,000.

Rob said the April/May bill from Gunnison County Electric was \$245 and there was a need to correctly allocate those expenses to the units and common areas. Rob agreed to ask Gunnison County Electric to conduct an audit to confirm the areas using the electricity. It was agreed the Town bills for water and Sewer, approximately \$216 per month, could continue to be allocated based on square footage of each unit. Rob explained the common area cleaning was \$30 every two weeks and included vacuuming the staircase and some sweeping.

Rob said he had been the person plowing the parking area and the alley with a skidsteer and in the future the snow maintenance at the rear of the building would be an expense for Units 3, 4 and 5 as the hotel would be the only unit utilizing the rear parking area. Rob explained it had been necessary to hire Lacy Construction to remove snow piles due to the significant snowfall during the winter. Andrew said shared snow removal costs with neighboring buildings needed to be discussed once the plans for the hotel were finalized in September.

Rob questioned insurance coverage if the hotel plan progressed and it was agreed that needed to be reviewed.

Andrew asked Rob to contact the gas company to confirm the costs for the front heated sidewalk were adequately allocated. Andrew said the sensor had to be manually shut off as it was located in the wrong location and perhaps moving the sensor would reduce operating costs. Rob agreed to check the cost of relocating the sensor.

Andrew said the parapet was not sloped to the rear so snow was melting in front of the doors. Rob agreed to contact Stirling for a price to rectify the situation.

Rob agreed to check weather stripping and closure options for the front and back doors.

Rob agreed to work on the Budget and make savings where possible. Joe Carr confirmed dues would be sent promptly which would help the cash flow of the Association.

Rob explained the insurance deductible was \$2,500 and a claim could be filed for the balance of the water damage. Rob cautioned against filing a claim for a reasonably small amount as it might result in the insurance company refusing to renew coverage. It was agreed an insurance claim would not be filed.

The meeting adjourned at 5:02 pm.

Prepared by Rob Harper,
Toad Property Management