

**ELCHO PLACE ASSOCIATION
ANNUAL MEETING OF THE OWNERS
WEDNESDAY, OCTOBER 23, 2024
5:00 PM
VIA ZOOM**

Present via Zoom: Chris Zacher Unit B
 Adam Reymann Unit C
 Adam Cholewin Unit D
 Brandon Cvilikas, Toad Property Management

The meeting was called to order at 5:09 pm and a quorum confirmed. Notice of the meeting was mailed on October 12, 2024.

Adam Cholewin made a motion to approve the minutes of the October 4, 2023 meeting. Adam Reymann seconded the motion and it was unanimously approved.

Brandon explained a bid had been obtained to seal the parking lot in 2025. Brandon said some maintenance items would continue to be dealt with by Toad but owners would be volunteering to perform some of the regular tasks to reduce expenses.

The Board had approved a 2025 Budget and that had been sent to all owners. Adam Cholewin explained the insurance premiums had increased by approximately 50%. Adam said he had reached out to other insurance carriers but had not been able to find a policy at a better rate. Adam explained the Board had attempted to keep expenses low and following a request to Toad the Management Fee would remain the same as 2024. Building Maintenance had been significantly reduced as owners would be performing many tasks.

Brandon explained irrigation expenses had been included in the Landscaping Charges. The irrigation system had required attention during the Summer and attempts had been made to have dead trees removed or replaced under warranty but that had been unsuccessful. Building Maintenance and Landscaping tasks performed by owners would result in savings. Adam Cholewin said flyers could be distributed to owners so that as many owners as possible could participate in the tasks.

Brandon confirmed the irrigation system had been blown out by Toad. Those expenses would continue to be an Association expense at this time. Owners would need to coordinate the turning on of the irrigation and regulating irrigation during 2025.

Adam Cholewin said attempts would be made to time roof snow removal so only one clearing of the roof was necessary. The cost for the roof snow removal was approximately \$4,500 each time.

Adam Cholewin said there was approximately \$4,600 in the Reserve Account and \$5,235 was anticipated for 2025 into the Reserve Account.

Adam Reymann made a motion to ratify the 2025 Budget as presented. Adam Cholewin seconded that motion and it was unanimously approved.

Brandon explained there was a vacancy on the Board and Chris Zacher volunteered to join the Board. Adam Cholewin made a motion to appoint Chris Zacher to the Board for a three year term. Adam Reymann seconded the motion and it was unanimously approved.

Brandon said a unit had reported an issue with a rodent inside the unit and it appeared the rodent could have gone into any unit. Penguin Pest Control had set a trap and it was necessary to monitor the trap on a daily basis. Toad had performed the daily monitoring. The Board recommended the \$600 charge be an owner expense. Adam Cholewin said the rodent had entered through the outside wall but the rodent had only been in one unit which was why the Board reached the decision to have it as an owner expense. When the rodent entered the unit or how was unclear. Chris Zacher expressed concern about owners not promptly responding to pest issues and the pest issue spreading to other units. Brandon explained the governing documents did reference common walls as well as exterior walls as common expenses. The owner would be notified of the remaining expenses for pest control.

Adam Cholewin agreed to draft an email to owners to inform them of the need to participate in building maintenance and landscaping.

Adam Cholewin said the Board reviewing all expenses in the AppFolio software made it easier to track expenses and having more detail by the Toad accounting team for specific expenses would be useful. Adam Cholewin agreed the Board could reach out to the Toad accounting team when more detail was required.

Adam Cholewin explained there was a 10 year warranty on the roof and Pinnacle would continue to perform snow removal to protect the warranty.

The next meeting was scheduled for October 23, 2025 at 5:00 p.m.

At 5:51 p.m. Adam Cholewin made a motion to adjourn. Chris Zacher seconded the motion and it was unanimously approved.

Prepared by Rob Harper, Toad Property Management