

**THE PLAZA AT WOOD CREEK
MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 27, 2024
10:00 A.M.
CRESTED BUTTE & VIA ZOOM**

Present: Allen David
Scott Richards
Linda Englehard
Shay Williams
Alex Summerfelt, Toad Property Management

Scott called the meeting to order at 10:02 a.m. and Alex confirmed there was a quorum. Notice of the meeting had been sent on September 16, 2024.

Allen made a motion to approve the August 16, 2024 meeting minutes. Linda seconded the motion and it was unanimously approved.

Alex said Toad expected to complete some delayed projects in the next couple of weeks. Alex confirmed overflow firewood could be stored in the existing shed at the bottom of the fire lane on the west side and firewood reordered as required. Firewood currently stored in the garage would be moved to individual balconies. Insurance had confirmed the storage location would make no difference to insurance premiums. Owners would be notified of the need to pay for the moving of future firewood and details would be provided in the next newsletter.

Work on line painting in the garage would be completed once vehicles were moved. Owners would be notified by email when vehicles had to be moved.

Alex explained concrete contractors had not yet provided bids and those would probably be received prior to the end of November.

Alex stressed no metal shovels would be used on balconies and walkways and mention of that would be added to the newsletter.

Alex said Axtel Mountain Construction would not be able to complete work on the flashing but another contractor (Brad) had stressed they would be able to complete the work prior to November 15th. The same contractor would be providing a bid for the chimney caps and Alex would provide that to the Board as soon as possible. The flashing or chimney caps were not part of warranty work but Alex would continue to research. Bids for the work would be obtained shortly.

Linda expressed concern about spending money on landscaping in 2025 if the concrete work was going to be scheduled. Alex confirmed the lawns would be aerated in the next couple of weeks. Bids and designs for landscaping would be obtained by February 1st but it would be necessary for the Board to provide suggestions and priorities by mid-November. Alex agreed to provide the Board with maps/photographs to help with planning. Some concrete work would be necessary on the banks of the Creek and bids would be obtained. The project would be expensive and work might have to be performed in stages, based on priority.

Alex said a photographer would be at the building in the next few days to take exterior photographs.

Controlled Hydronics would install meters in the laundry room as soon as their schedule permitted. They did not anticipate it being a big project.

Alex confirmed the sign company from Gunnison (Offcenter) had not yet provided some potential designs and he would continue to reach out to Offcenter or research other options.

Alex explained Peak Communication needed to remove their equipment as part of the cancellation plan. Alex would continue to follow up but did not yet have a date for the removal of equipment.

CB Electric would be adjusting the timers for the bar lights on the outside of the building. It was anticipated the work would be completed by mid-November.

Toad had worked with Bart Laemmel to prepare a plan to address the cinder block wall by the Creek. Some stabilization concrete would be necessary as well as rocks.

Alex explained two bids had been obtained for the replacement of the heat exchanger in Boiler D (the third floor atrium). Controlled Hydronics and Home Comfort had both provided similar bids of approximately \$9,500. Regular maintenance in the future would extend the life of heat exchangers. Allen made a motion to accept the Home Comfort bid for \$9,523. Linda seconded the motion and it was unanimously approved.

Alex said work continued on the downstairs hot tub room and it was anticipated the work would be completed by mid-October.

Concern was expressed about the quality of the Oaks Brothers crew working on the balcony floors. Alex explained the main crew member who had been performing oversight of the entire project was not on site for this part of the project. Clean-up was underway and it was anticipated the clean-up work would be finished in a few days. Not all projects had been finished due to the weather. Linda stressed a crew similar to the original Oaks Brothers exterior remodel crew was necessary when work resumed in the Spring. Alex confirmed no work had been completed in the North elevator stack and heat mats would be ordered. Methods to address standing water would be in place prior to the start of the winter. Materials had been ordered for the entire project and the materials would be stored in a dry, warm location within the building until work could recommence.

Alex stressed Toad personnel would be more attentive and proactive so that any items were promptly addressed. Alex said a Checklist had been drafted and the Toad crew would be aware of their surroundings and conscientious so repair or tidy-up would happen promptly.

Alex said an inventory would be made of all materials/equipment owned by the Association.

Midway between meeting dates Alex would provide an email update to the Board.

Alex said he would have insurance renewal information as soon as possible.

Alex said the tenant in Unit 2 would be leaving the employee unit at the end of October. Toad would be able to provide a new tenant if Board members did not have any other recommendations.

Allen suggested a video board in the lobby to act as a virtual concierge and asked Alex to research. Shay said she would be able to provide some vendor information.

Alex confirmed an estimate had been obtained to perform plumbing/sewer line inspections. The estimate had been loaded in the Board portal. Allen made a motion to accept the Unrivalled Plumbing bid of \$2,958 and schedule the work as soon as possible. Scott seconded the motion and it was unanimously approved.

Scott suggested an owner directory be compiled for interested owners. Alex said owners would need to complete a specific privacy document to release contact information for the directory. Suggestions had been made for social events and gym equipment in one of the vacant rooms.

At 11:31 a.m. Allen made a motion to enter Executive Session to discuss legal matters. Scott seconded the motion and it was unanimously approved.

At 11:44 a.m. Linda made a motion to leave Executive Session. Allen seconded the motion and it was unanimously approved.

The next meeting was scheduled for October 18, 2024.

At 11:45 a.m. Linda made a motion to adjourn the meeting. Allen seconded the motion and it was unanimously approved.

Rob Harper, Toad Property Management