

**CT Condominium Board of Directors Meeting
April 10, 2023 11:00 A.M.**

AGENDA:

1. **Call the meeting to order:** Meeting via Zoom called to order by Mickey at 11:03 a.m.
2. **Meeting Attendance:** Mickey Smotherman, , Joe Bateson, , Linda Breeden, Laura Nichols, Jon Schmidt, Lindsay Freitas (Saddlepeak Property Management, SPP), Toni Bradley (owner), Alfred Poirier (owner), Toby Rieder (owner)
3. **Owner's Forum:** No comments
4. **Approval of January 2023 Board Meeting Minutes:**
Jon motioned to approve minutes as written; Linda seconded. All in favor. Motion passed
5. **January 2023 Meeting Action Items:**
 - a. Year-end financial review: Joe/SPP to provide final year-end financial review report by March 1, 2023: Completed
 - b. Bank account signatures: Joe to follow up on processes and requirements with both banks: Completed
 - c. No Parking Signs: Mickey to work with Jon on future installation of new 'no parking' signs; timing is weather dependent
 - d. Tax Returns: Joe and Lindsay to meet to create suggestion, including have SPP do at no charge for BoD approval: Completed
 - e. Executive Sessions: Completed
 - i. BoD to meet in Executive Session to discuss voting process options for amendments; meeting is Monday, January 16, 2023, 4-5pm MDT
 - ii. BoD to meet in Executive Session to discuss Mickey's drafts of proposed changes to regulations/rules; meeting date/time, TBD
 - f. Sidewalk Signs: Linda to draft verbiage for BoD consideration/approval: Completed, but signs may need to be repositioned when weather improves
 - g. Sewage Backup: BoD agreed to pay for another plumber to confirm situation (at an owner's unit) and provide a written report to the BoD containing next steps, if any. Completed
6. **Committee Reports:**
 - a. Finance and Capital Improvements: Joe
In lieu of cutting and pasting key points from Joe's quarterly report here, please read attached document from Joe, "CT CONDOMINIUMS NOTES TO OPERATING STATEMENT, FIRST QUARTER, 2023". This was also sent to owner's by SPP in a separate quarterly email this week.
 - b. Architectural: Jon
 - i. Heat tape installation:
 - Lindsay shared the estimate for installing Heat Tape Pro--\$700-\$750 per unit cost. Jon suggested that this should be considered over residential grade tape based on multiple recommendations he's received about heat tape.
 - Prior to committing to any installation of heat tape, the BoD asked SPP to share its survey results, which is essentially the list of which units should

have this installed as well as how much area should be covered by the tape. **ACTION:** Lindsay to send results to BoD by April 14, 2023.

- BOD Follow-up on installation plans will be required once the data from the survey is received from SPP. At this meeting (or email exchange), the BOD can request estimates for installation and then make decisions based on this information. **ACTION:** BoD to reconvene to discuss survey results and next steps.
- ii. Siding: Jon stated that a new bid is needed for units that are slated for new siding in 2023 **ACTION:** SPP to send reminder email to vendor for estimate and the be scheduled once BoD agrees to costs/terms.
- c. Landscape: Linda:
 - i. Tree/Shrub Trimming: ArborCare has been in the community doing some tree trimming. Linda has contacted Pam Gillette about any landscape updates so that they can be shared as needed. **ACTION:** Linda to follow up with Pam and report as needed
 - ii. Ditch Flooding: With high temps, sunshine and rain forecast, water levels in the ditch will need to be monitored. **ACTION:** SPP will arrange to have it assessed for debris clearing to try to mitigate flooding issues once water begins flowing, post-thaw
- d. Welcome: Linda:
 - i. The three units that are for sale are “pending” status. Once new owners/tenants move in, Linda will contact them with CT welcome information.
- e. Long Range Planning Committee: Mickey
 - i. Amendments to the Declaration and Bylaws: BoD continues to plan the process for conducting a new vote on the proposed Amendments slated for June, 2023. This includes drafting new summaries of the Amendments, fine-tuning the process for communicating and distributing information to owners, and steps for encouraging more owners to vote. The BOD’s current plans and draft documents are being reviewed by CT Condo’s attorney, Alanah Griffith.
 - ii. “Rules and Regulations” Revisions: Mickey is leading the initiative of modifying several rules and regulations (often referred to as policies). These were primarily adopted by previous Boards. The modifications include reformatting, reworking and/or reorganizing several to make them clearer to understand. In addition, the BoD is considering new rules to govern situations where there is no clear rule or requirement.

Additionally, improving accessibility of these by owners is part of the work. The overall purpose of this effort is to improve awareness and knowledge of these “Rules and Regulations” among all owners, tenants and guests.

The BoD anticipates these new “Rules and Regulations” to be complete and ready for distribution to owners no later than the next quarterly Board meeting, July 12, 2023. After these Rules are approved, and the amendments to the Declaration and/or Bylaws are approved, the Handbook will be updated to be consistent with all these changes.

- f. Management Report: Lindsay
 - i. **Financial-** Profit & Loss review of significant income or expense items:
 - 1. \$116,215.00 DA Davidson
 - 2. \$109,928.91 Stockman Checking; Lindsay proposed considering moving some funds to an annual CD at Stockman in order to capitalize on current favorable interest rates
 - 3. \$105,718.50 Reserve/Savings
 - ii. **Ice Dams:** SPP continues to receive lots of emergency calls about ice dams and subsequent damage, resulting in larger than expected expenses for removal and repair. SPP suggests doing heat tape in an ad hoc manner versus an all-at-once installation. BoD agreed that any decision about heat tape installation requires more data and discussion (see Architecture report for related discussion and Finance report for current related expenditures)
 - iii. **Tax Returns:** Because the current firm notified CT Treasurer that they will no longer do CT Condo taxes, SPP will now complete these for CT Condo, with review, approval and signature by Joe prior to its submission to the IRS. Laura moved to approve this new tax return plan; Mickey seconded; motion passes.

7. **New Business:**

- a. Sidewalk Signs: Linda has received feedback that the new sidewalk signs are not very noticeable. **ACTION:** Once the weather improves, their location will be reevaluated for possible repositioning.
- b. CT Condo letter draft regarding snow removal: Mickey and SPP drafted a CT owner letter regarding snow removal reminders. After BoD discussion about the draft, the letter will go out shortly after the meeting and again at the beginning of the snow season in fall/winter 2023. **ACTION:** Mickey to revise letter; SPP to email to owners upon receipt of final draft
- c. Snow removal damage: (Discussion here was not about units' damages; it is community area damage)
 - i. Fire hydrant was hit by Shearman equipment; it is being repaired by the City. SPP has notified Shearman of the damage.
 - ii. Pedestrian crossing sign damaged; it has been fixed per SPP with photo confirmation.
 - iii. Stop sign bent; SPP has photo and has forwarded to Shearman to fix.
 - iv. Lawn damage: SPP clarified that sod will experience unpreventable damage to lawns, but that it should recover easily.
 - v. Shearman overall service: **ACTION:** SPP to continue to notify Shearman about unacceptable snow removal, specifically sidewalks. If anyone observes such situations, owners can contact SPP directly via email to Info@saddlepeakproperties.com
- d. Amendments to the Declaration and Bylaws Vote: BoD has been working continuously on the processes for this vote. Summaries of the amendments (three separate documents that support the three separate votes to be taken: 1) Article IV (rentals) will be a separate vote, 2) all other remaining Articles and 3)the Bylaws). BoD approved the summaries. A series of emails pertaining to these votes and documents for packet inclusion (that SPP will mail via USPS mail) will be sent to owners. BoD agreed to break the voting information into a series of emails rather than a large, voluminous, overwhelming email 'dump' to owners. This will allow owners to time to review, digest and ask questions prior to the votes.

CT OWNERS: Please ensure that Saddlepeak Properties has your accurate email (for receipt of emails starting in May 2023 through June 2023).

As a step in moving forward with the voting process, the amended documents need a BoD vote of approval. Laura moved to approve the Amendments of the Declaration and Bylaw documents as written as of March 30, 2023 and currently in review by CT attorney, Alannah Griffin. Jon seconded; motion passed

- e. CT Condos - Poll on Amendments Processes and Preferences: Laura shared the current results of the email/Google poll that was emailed to owners by SPP on March 29, 2023 : Currently, there are only 25 respondents: Of these, 100% were aware of the past vote and all but one voted because they did not know about the vote. Email and electronic options to vote or receive materials was favored by 75% of respondents, followed by USPS mail and pickup at either a BoD member's home or from SPP office. It was 50/50 on the value of live meetings (townhall or small group). As an initial trial poll, the low respondent rate may indicate less interest or savviness in using electronic and email tools by CT owners. Another few polls may be needed to determine if this tool should be shelved for future use. **ACTION**: Laura to have Felicia at SPP send a reminder email to owners that the poll is still open for those interested in responding; it closes Friday, April 14, 2023.
- f. Revised "Rules and Regulations": **ACTION**: Mickey will send a summary of the recent revisions the BoD has been working on for several months. BoD will communicate via email with comments, questions, etc., in lieu of calling a special meeting. The rollout for these revisions will be after the Amendments vote, i.e., mid-late summer. (See Long Range Planning Report for more on this work)

8. April Meeting Action Items:

- a. Heat tape: Lindsay to send heat tape survey results to BOD by April 14, 2023.
- b. Heat tape: BOD to reconvene to discuss survey results and next steps pertaining to possible heat tape installations.
- c. Siding: SPP to send reminder email to vendor for estimate and then will be scheduled once BOD agrees to costs/terms.
- d. Landscaping Activities: Linda to follow up with Pam and report as needed
- e. Ditch flooding monitoring: SPP will arrange to have it assessed for debris clearing to try to mitigate flooding issues once water begins flowing, post-thaw
- f. Sidewalk Signs: Once the weather improves, Linda, along with other BoD members, will assess their current location and decide if these need to be relocated.
- g. Owner Snow Removal letter: Mickey to revise a draft letter he and SPP wrote; SPP to email to owners upon receipt of final draft
- h. Shearman service: SPP to continue to notify Shearman about unacceptable snow removal, specifically sidewalks. If anyone observes such situations, owners should contact SPP directly
- i. Poll on Voting: Laura to have Felicia with SPP send a reminder email to owners that the poll is still open for those interested in responding.
- j. Revised "Rules and Regulations": Mickey will send a summary of the recent revisions the BoD has been working on for several months. BoD will communicate on these via email

9. Meeting Adjourned: 12:50 p.m.

Next Board Meeting: Wednesday, July 12, 2023, 9:00 a.m.-10:30 a.m.

CT CONDOMINIUMS
 NOTES TO OPERATING STATEMENT
 FIRST QUARTER, 2023

1. REPAIRS – Virtually all the repair costs were for damage caused by the ice dams created by the unusual snow fall. In addition to the amounts, we spent so far, there is an additional \$3,200 in expense incurred since the end of March, and there will probably be more to come. Be sure to check your attics and ceilings for water damage. The board will be discussing and considering mitigation of this problem in the future at our meeting on April 10.
2. SNOW REMOVAL - In addition to the ice dam issues, the inordinate amount of snow this winter has cost us some additional, out of contract, snow removal costs. Essentially, we had to pay extra to get some of the larger snow piles removed from our yards. That cost was an extra \$4,000, which will bring our total snow removal cost to \$40,000 for the six-month season ending April 30. That amounts to \$258 per household for the season, or \$43 per month, per unit.
3. OPERATING SURPLUS – Don't be fooled by the operating surplus. Normally we should have an operating surplus of about \$27,000. Which in my mind means we are about \$24,000 over budget for expenses at this point. Most of our big expenses come later in the year. But please don't panic. Over the years, we have built up an operating funds' surplus of about \$40,000. That's not much money (\$258 per household), but I'm hopeful that it will be enough to get us through our present predicament. We'll keep watching things and see how we are later in the year.
4. CURRENT OPERATING CASH POSITION:
 - a. Operating checking account \$72,571.58
 - b. Operating money market account \$51,063.28
5. CAPITAL RESERVES - Total \$262,336.64 (\$1,692 per household):
 - a. DA Davidson CDs and money market \$116,215.00
 - b. Stockman Bank Money Market \$ 46,121.64
 - c. Stockman Bank CDs \$100,000.00

It looks like spring my finally be here. Go out, enjoy some sunshine and we'll talk in early July. Let me know if you have questions.

Joe

FINAL

CT CONDOS FIRST QUARTER 2023 FINANCIAL REPORT	
	PER SPP
ASSESSMENTS COLLECTED	\$ 111,955.00
LATE FEE INCOME	\$ 962.00
VIOLATIONS	\$ 50.00
INSURANCE CLAIMS	\$ -
INTEREST INCOME	\$ 241.00
TOTAL INCOME	\$ 113,208.00
OPERATING EXPENSES:	
SIGNAGE	\$ 763.00
REPAIRS (NOTE 1)	\$ 21,190.00
ELECTRICAL	\$ 378.00
ROOFING	\$ 750.00
POSTAGE	\$ 262.00
UTILITIES	\$ 1,271.00
WATER & SEWER	\$ 18,623.00
LANDSCAPING	
GARBAGE	\$ 6,329.00
TREE TRIMMING	\$ 2,055.00
SNOW REMOVAL (NOTE 2)	\$ 22,000.00
LEGAL	\$ -
TECHNOLOGY	\$ 200.00
MANAGEMENT FEES	\$ 6,045.00
LATE FEE CHARGE	\$ -
TRANSFER TO RESERVES	\$ 30,225.00
TOTAL EXPENSES	\$ 110,191.00
OPERATING SURPLUS (NOTE 3)	\$ 3,117.00

GENERAL REMINDERS:

1. Unit Owners can access the ***“CT Owners Secure Site” page of the CT Condominium website*** via this link: <https://www.saddlepeakproperties.com/ct-condos.html>
Once here, scroll to the bottom of the home page and click on the “CT Owners Secure Site” box. Here, the current CT 2022 Approved Budget, the CT Insurance Policy, current and past Board and Amendment Committee meeting minutes, and relevant documents related to the Six Range Condo development are posted. To access this information, use *Stillwater2022* for the password. **Please do not share this password with anyone who is not a CT Unit Owner.** To navigate between posted items, use the back arrow to avoid closing the site accidentally. I have written down SloughCreek2023 as the NEW PW as of a few weeks ago; however, I tried it (as well as Stillwater2022) and neither one works. CHECK THIS OUT WITH FELICIA, please.
2. **Parking:** While many CT unit owners (and tenants) have guests visit throughout the year...allowing for outdoor time together (i.e., camping, fishing, boating, RVing, snowmobiling, etc.)..., it’s important to remember that CT Condominiums has restrictions on street parking and recreational vehicle parking. *Per the Declaration, Article IV, Use, e.,) and the 2016 Violation Policy adopted by the Board:*
 - Due to our narrow streets, no parking is allowed on the street from midnight to 6:00 AM (so that emergency vehicles have adequate space to operate).
 - No parking of boats, trailers or RVs is permitted in driveways or roadways (except for loading/unloading)
 - Violator’s vehicles can be towed at the owner’s expense.
3. **REMINDER: Unit Owner Budget Input:** Owners are encouraged unit to send comments, concerns or questions related to the budget to the CT Board Treasurer, using the CT Board of Directors email at contactctboard@gmail.com
4. The ***“CT Condominium Request/Report Form” (attached below)*** should be used by a unit owner to request or report any of the following items or issues to the HOA Board. It can be mailed or emailed to Saddle Peak Properties LLC:
 - a. Request for exterior air conditioner
 - b. Request for satellite dish Request for any type of exterior repair
 - c. Request for tree or shrub planting or landscaping
 - d. Report repeat violator of CT Condominium Covenants
 - e. Information for Newsletter
 - f. Nameplate or identification sign
 - g. Other

CT Condominium Request/Report Form

This form should be used by a unit owner to request or report any of the following items or issues to the HOA Board. It can be mailed or emailed to Saddle Peak Properties LLC:

CT Condominium
PO Box 4240
Bozeman, MT 59772
info@saddlepeakproperties.com

- Request for exterior air conditioner
- Request for satellite dish
- Request for any type of exterior repair
- Request for tree or shrub planting or landscaping
- Report repeat violator of CT Condominium Covenants
- Information for Newsletter
- Nameplate or identification sign
- Other

Owner Signature _____ Date _____

Owner Address & Phone _____

Board/Agent Signature _____

(Revised 11/19)