FINAL

CT Condominium Association
April 11, 2022 5:00 PM

AGENDA:

1. **Call the meeting to order:** Meeting via Zoom called to order by Mickey at 5:02pm

2. **April Meeting Attendance:** Mickey Smotherman, Jim Seneker, Jon Schmidt, LaDeen Arthun, Laura Nichols, Lindsay Freitas (Saddlepeak Property Management), Carol Becker (owner), Linda Breeden (owner), Cindy Schmidt (owner)

3. **Owner's forum:** NA

4. **Approval of March Meeting Minutes:**
   Laura motions to approve minutes as written; Jon seconds. All in favor. Motion passes

5. **Action Items from March Meeting:**
   a. Stockman Bank signature cards: Mickey and Laura completed
   b. Jim and Joe Hupka completed draft fence gate standards for Board review

6. **Committee Reports:**
   a. Finance and Capital Improvements: Jim
      i. Joe Hupka removed as past president from Stockman Bank account. Now only Mickey, Jim and Lindsay have account access.
      ii. 2021 Tax Return: AZ CPAs have requested backup from Lindsay's accounting system; Lindsay will address this with AZ and provide electronic backup

   b. Architectural: Jon
      i. Painting: Two bids were sent out to Board prior to April meeting. Floodlight Paint Co. has best bid. Some funding will come out of Reserve due to increased costs in 2022 compared to forecast in 2022 budget. Contract is needed in order to get on 2022 schedule. Jon will contact Floodlight to secure a contract; Mickey will sign once received. Scheduling can happen shortly thereafter.
      ii. Siding: Dobson and Dehn siding contractor estimate received. Mickey to sign estimate, send to Lindsay who will then ensure a deposit is paid to cover materials. Also, Jon will research options for colors. These are needed so orders can be placed.

   c. Landscape: LaDeen
      i. LaDeen met with Pam about an owner's request to replace a tree that was previously removed. Questions arose about where the list of approved trees is located. Mickey and LaDeen will research further. LaDeen to get back with owner on options. This replacement tree is owner's responsibility.
      ii. Carol Becker (owner) had three different landscape questions:
         1. Tree stress from yard equipment: ArborCare told Carol that CT Condo trees are suffering from stress caused by lawn equipment. Lindsay said she would follow up with the yard services provider to discuss.

2. Remaining landscape elements post-tree removal: Carol shared that some owners whose trees were removed recently still had edging or gravel at base. Owners want to know who is responsible for the remaining elements left. Lindsay indicated that owners are responsible and will either need to remove the elements themselves or have the tree replaced, so these elements can then remain in place. The rationale for this being owner responsibility is that because these types of features were installed by owners, then the owner is also responsible for their removal.
3. Utility box landscaping upkeep**:** Carol asked about who is responsible for the upkeep (trimming mostly) for the utility box landscape areas throughout CT Condos. Lindsay and Jim indicated that CT Condo's yard service provider manages the upkeep in these areas; however, there is an option for owners to opt out of this service, thus putting the responsibility for maintenance of these areas on them. Lindsay and LaDeen will include information about this in the upcoming spring newsletter. LaDeen will also follow up with Pam Gillett, who is serving as CT Condo's landscape consultant, to determine if other communications are needed to ensure owner understanding.

iii. Lindsay reminded attendees that any tree replacements must be approved by the Board. To do so, the CT Condominium Request/Report Form (attached below) must be submitted to the CT Board prior to installing any new tree. This form can also be found on page 7 of the Owner Handbook housed online, https://www.saddlepeakproperties.com/uploads/1/1/5/3/11537801/ct_condo_hndbk_rev_12_2020.docx.pdf

iv. Jon asked who is responsible for damage to fence posts by lawn crews. Lindsay confirmed that the crew is. To report an issue, contact Lindsay. She will also add a note about this in the upcoming spring newsletter. Included will be information about options to wrap fence posts with a metal barrier.

d. Welcome: LaDeen reported that three units are under contract; one more is newly listed. Once new owners are in, she will reach out with the current Handbook, website links to Covenants, Governing Documents, etc. and the Board's email information.

e. Long Range Planning Committee: Mickey

i. Amendment's Committee overview: Mickey highlighted the latest meeting:
   - Rentals discussion near completion. Draft language will be sent to owners to allow questions/comments for consideration into final version
   - Adoption of the Budget discussion started

f. Management Report: Lindsay

i. Financial- Profit & Loss review of significant income or expense items:
   - $116,034.50 DA Davidson
   - $101,302.09 Checking
   - $81324.31 Money Market Savings

ii. Two owners late with dues for March

iii. No significant expenses in April

7. **Old Business:**
    a. Patio gate issue: Jim Seneker and Joe Hupka drafted a proposed approach to address new and existing fence gate installments and sent to the Board for feedback. Jim suggested that prior to Board finalization of the draft proposal, the Board should determine if a standard is needed rather than ad hoc approvals of installations proposed by owners. Board members agreed that a standard is needed. Jim and Jon will work on revising the standards' draft and send to Board for comment once completed.
    b. Update on satellite dish on Slough Creek: $250 fine paid. Issue resolved

8. **New Business:**
    a. New tree requests by two owners: Two owners have requested replacement trees. Board agreed to delegate the decision to approve or counter the requests with optional tree choices as submitted to LaDeen/Landscape Committee.
    b. Fence touch up paint: Owner, Steven Eagle, requested that HOA secure a painter to conduct touch up paint on as needed basis rather than continue placing the onus to do touch up paint on owners. Topic will be resumed at next Board meeting due to time constraints of the Board meeting.
    c. Recycling: Owners have asked if available recycling options could be provided by the HOA Board to owners. Lindsay will provide options with contact information in the newsletter
    d. Garage Sale Date: Lindsay to provide date of Saturday, June 18, 2022 for inclusion in spring newsletter.
    e. Newsletter: June Crouch drafting Spring newsletter; will send to Board for approval.

9. **Action Items from April Meeting:**
    a. 2021 Tax Return: Lindsay to contact AZ and provide electronic backup
    b. Exterior Paint for Select Units: Jon will contact Floodlight to secure a bid; Mickey will sign once received so scheduling can occur asap.
    c. Replacement Siding: Mickey to sign estimate and send to Lindsay. Jon to research color selection options.
    d. Fence Gates: Jon to work with Jim on revisions to the draft document for fence installation/design standards.
    e. New tree requests (by two owners): LaDeen to ask Pam about existing list of approved trees for planting and respond to requests
    f. Recycling: Lindsay to provide recycling service providers' contact details in the newsletter
    g. Garage Sale: Lindsay to get ad placed

10. **Meeting Adjourned:** 6:52pm

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

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Owner Signature_____ Date_____

Owner Address & Phone_____

Board/Agent Signature_____

(Revised 11/19)