

CT Condominium Association
August 8, 2022 5:00 PM

AGENDA:

1. **Call the meeting to order:** Meeting via Zoom called to order by Mickey at 5:07pm (delayed start due to tech issues with meeting link)
2. **July Meeting Attendance:** Mickey Smotherman, Jim Seneker, Jon Schmidt, LaDeen Arthun, Laura Nichols, Linda Breeden (owner), Bob Braaksmay (owner), Cindy Schmidt (owner), Charlotte Cleveland (owner, via email request), Felicia Freitas (Saddlepeak Property Management)
3. **Owner's forum:**
 - Linda Breeden: Thanked Cindy Schmidt for cleaning up the grounds near the mailboxes.
4. **Approval of July Meeting Minutes:**

Jon motioned to approve minutes as written; LaDeen seconded. All in favor. Motion passed
5. **July Meeting Action Items:**
 - a. **Landscaping:** LaDeen to follow up with Pam Gillette on status of "Landscape Handbook": **ONGOING**
Pam is in progress of creating handbook.
 - b. **2023 Bed Weeding:** LaDeen to provide additional costs to include in 2023 budget: **ONGOING:** Lindsay and Felicia working on gathering estimates from contractor. These must be submitted to Jim by August 31, 2022. Bed weeding frequency is TBD, but Board agrees that this should be hand weeding vs. spray weeding (as is currently done in irrigated areas of CT). Once estimates for assumption of weed pulling by the Association are collected, this topic will be addressed at Annual Meeting on October 2, 2022.
 - c. **Mowing:** Lindsay to discuss mowing concerns with vendor: **COMPLETED**
 - d. **Painting:** Lindsay to follow up with contractor on status: **COMPLETED**, see **Architecture Committee report** below for more
 - e. **NW Energy posts:** Lindsay to contact NW Energy for follow up: **TBD**-Posts are still present in owner's yard; LaDeen to follow up with owner on status of removal/cutting them flush with grass or if NW Energy indicated that these could not be modified
 - f. **Increased Insurance Coverage:** Mickey to coordinate content regarding insurance coverage for the annual CT Condo owner's meeting. **COMPLETED**-content will be available at October 2, 2022 Annual Meeting
 - g. **Mailbox News Items:** LaDeen to retrieve the box keys and start posting as needed: **ONGOING**-LaDeen has received one of two sets of keys for the box; she will follow up with Joe Hupka regarding his set.
6. **Committee Reports:**
 - a. **Finance and Capital Improvements: Jim**
 - i. **2023 Budget Planning:** Jim to schedule time to meet with Lindsay to create an initial 2023 budget. This will then be distributed to Committee members/leads to review/edit. Once all items are captured, a draft will be submitted to the Board for review and discussion.

REMINDER: Unit Owner Budget Input: Jim encourages unit owners with comments, concerns or questions related to the budget (current 2022 or 2023) to contact CT Board Treasurer, Jim Seneker, directly via email to jseneker3@gmail.com

b. Architectural: Jon

i. **Siding Replacement as part of CertainTeed Siding Claim:**

- 308/316 Hanley: \$36,295 was spent to replace siding on these units as part of the CertainTeed siding claim.
- Recommend replacing CertainTeed siding for 246/268 Stillwater in 2023, followed by 253/275 S. Hanley in 2024, and the final unit being 215/231 S. Hanley in 2025.
- Once remaining units that are subject to this claim are completed, no more siding will be replaced, unless a determination is made that siding has failed.
- Jon recommended that all slated units be reassessed in the spring to determine proper scheduling and scope of project(s). He also recommended that the 2023 budget be increased to ~\$40K to account for possible cost increases to complete re-siding next year. Lastly, he suggested seeking bids earlier for both siding and painting may be worthwhile in locking in prices and schedules.

ii. **Painting:**

- Painting Contractor Floodlight Paint Co. contracts signed and prep work to start week of August 15th and painting to start week of August 28th, weather permitting.
- Painting of units 323/341 Stillwater and 307/303 Stillwater were \$9750 and \$9850 respectively. Both cost significantly more than 2022.
- 2023 Painting: Units 251/277 Stillwater (from Phase 5a) and either 284/292 Stillwater OR 205/223 Stillwater (both from Phase 5b), unless we want to do 3 buildings in 2023? Board to decide this TBD.
- Reserve Study clarification: 224 Stillwater was listed as both needing re-siding and repainting. Jon and Jim will meet to review the pertinent tracking documents to ensure clarity for these projects.

ACTION: Jon and Jim will meet TBD to propose a future painting scheduled

- iii. **Sewage Piping at 475 Stillwater:** Owner contacted SPP with concerns that sewage piping was not properly repaired in 2021; however, after several contract plumbers assessed this for the owner, they indicated that the work was done properly. They suggested, because of the nature of the piping within this specific unit, that to minimize any possible future issues, increased flushing frequency is required.

c. Landscape: LaDeen

- i. **Weeding:** There remain several units, primarily on Slough Creek, whose beds are still in need of weeding. **ACTION:** Lindsay to follow up with weeding contractor to address remaining weeds in beds of these units.
- ii. **Bozeman Arborcare:** Jim received an invoice received for trimming and asked for clarification on what the work was that was completed and billed. **ACTION:** LaDeen to follow up with Pam and Lindsay regarding the invoice and associated work.
- iii. **Ditch Pipe Screening:** The entrance of the ditch that runs through CT Condos has been capturing unusually high levels of debris causing ongoing clogging issues. Jim and Joe Hupka assessed the situation and also noted that the ditch is experiencing erosion on the banks. Joe Hupka spoke with ditch owners about the following options to reduce debris blockage and erosion. The ditch owner agreed to the suggestions:
- Clogging: Raise the front of the screen to just above the water surface to allow debris to continue flowing downstream. This could be accomplished with cinder

blocks under each corner of the screen. Doing so should allow the debris to continue downstream while still keeping kids from floating through the pipe. This work has been completed.

- Erosion: Place rock/riprap along the banks of the ditch. This would not be a large task. The work to complete this is fairly easily with a small cost for materials.
- **Volunteers are needed to complete both remedies. Please contact the CT Board if you are interested in helping at contactctboard@gmail.com.**
- **ACTION**: LaDeen to follow up with Joe Hupka on materials and ideas for installation. She may also ask Lindsay to secure estimates on materials and installation based on Joe's recommendations if no volunteers are available.

d. Welcome: LaDeen

- i. New occupants in two new units; one unit still for sale

e. Long Range Planning Committee: Mickey

- i. **Amendments to the Declaration and Bylaws**: See **New Business** below for more

f. Management Report: Lindsay

- i. **Financial**- Profit & Loss review of significant income or expense items:
 - \$116,038.46 DA Davidson
 - \$107,331.31 Checking
 - \$ 79,138.45 Reserve/Savings
- ii. **Past due accounts**: Eleven owners are past due on insurance assessment and/or dues. SPP called these owners again today. Late charges may apply and are incurred after 30 days past due.
- iii. **Vendor Report**: **ACTION**: Lindsay to post these to the Shared Drive
- iv. **Revenue and Expenses Reports**: **ACTION**: Lindsay to revised and repost to the Shared Drive

7. **Old Business:**

- a. Fencing status for 8 Slough Creek : **ACTION**: Mickey to follow up with unit owner on timeline for completion.

8. **New Business:**

- a. Depository of important CT hard copy documents (including Board records): Mickey and Jim discussed how hard copy CT documents should be stored. **ACTION**: Jim to meet with Lindsay to determine how many such documents exist. Once quantified, storage options can be discussed with the Board.
- b. New Content for CT Board meeting minutes: Jon shared an example of meeting minutes from Aspen Place for consideration of adding other items to future minutes. The Board will revisit what, if any, new items should be added during a future meeting (TBD). **ACTION**: SPP to share a 'Covenant Violation' report as an example of what could be added.
- c. CT Condominium's Private Property Signage: Jon noted that at Aspen Place has numerous, prominent 'private property' signs throughout their community. He asked the Board if there is a need to add more signage throughout CT Condos to attempt to minimize public use of CT private property. Charlotte Cleveland also expressed interest in seeing more 'private property' signage along the CT trail in anticipation of the Six Range West Condos being built. Due to meeting time constraints, and the fact that Six Range will not be completed until at least 2024, this topic was deferred to a future Board meeting (TBD).

- d. Amendments to the Declaration and Bylaws Process Discussion: Mickey reviewed a proposed meeting and voting schedule that needs to be finalized so that all pertinent documents are properly prepared and notices are properly communicated to CT Condo owners. The proposal is:
 - i. Hold a Town Hall, Informational Only, meeting, open to all CT Unit Owners, on Sunday, August 21, 2022, at 1:00 PM at Pilgrim UCC church, 2118 S. 3rd Avenue. This would be the forum in which both the Amendments Committee and CT Board of Directors will review the Amendment documents (sent to owners via two emails by Felicia Freitas on August 5 and 8, 2022).
 - ii. Subsequent to this meeting, the Committee and Board would meet immediately (or as soon after the Town Hall as possible) to discuss any changes that may be needed pursuant to the feedback and comments received from CT Condo owners.
 - iii. No later than August 29th, a formal ten (10) business days' notice would be mailed, along with a copy of the Final amended Declaration and Bylaws, proxies and ballots to all CT Condo Owners. The Notice will state that a Special Meeting of the CT Association is being held at the CT Condo Park Pavilion (date will be set at the time the 10-day notice is mailed). The Special Meeting will be to propose and vote on a resolution to consider and vote on the Amendments to the Declaration and Bylaws at the October 2, 2022 CT Condominium Annual Meeting. A quorum of 78 owners, either in person or by proxy must be attained for a vote to occur.
 - iv. If the resolution passes, a Notice of the October 2, 2022 CT Condominium Annual Meeting will be mailed. This mailing will include the annual meeting agenda on which the amended Declaration and Bylaws will be an agenda item. Ballots for the Amendments, election of Directors, budget information and proxies will also be included.
 - v. As discussed earlier in the Board meeting, all pertinent documents must be properly collected, collated and stored.
- e. Distribution of CT Board Meeting Minutes: **ACTION**: Laura to follow up with Lindsay to ensure that owners who do not have email receive Board meeting minutes in the US Mail.

9. August Meeting Action Items:

- a. Painting Schedule: Jon and Jim will meet TBD to propose a future painting scheduled
- b. Incomplete Weeding of Beds: Lindsay to follow up with weeding contractor to address remaining weeds in beds of these units
- c. Bozeman Arborcare Invoice: LaDeen to follow up with Pam and Lindsay regarding the invoice and associated work.
- d. Ditch repairs: LaDeen to follow up with Joe Hupka on materials and ideas for installation. She may also ask Lindsay to secure estimates on materials and installation based on Joe's recommendations if no volunteers are available.
- e. Vendor and Revenue/Expenses Reports: Lindsay to revise R&E report and post both reports to the Shared Drive
- f. Fencing status for 8 Slough Creek : Mickey to follow up with unit owner on timeline for completion
- g. Record Retention: Jim to meet with Lindsay to determine how many such documents exist.
- h. Mailing Board Meeting Minutes: Laura to follow up with Lindsay to ensure that owners who do not have email receive Board meeting minutes in the US Mail

10. Meeting Adjourned: 6:53pm

Next Board Meeting: Tuesday, September, 13, 2022, 5:00pm

GENERAL REMINDERS:

1. **REMINDER: CT Condominium's Annual Meeting Date:** Sunday, October 2, 2022, 1:00-3:00pm TBD

2. 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.

3. **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, p. 10 (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 overnight parking of boats, trailers or RVs is permitted in driveways or roadways.
- Violator's vehicles can be towed at the owner's expense.

4. **Unit Owner Budget Input:** Jim encourages unit owners with comments, concerns or questions related to the budget (current 2022 or 2023) to contact CT Board Treasurer, Jim Seneker, directly via email to jseneker3@gmail.com

5. 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:

- b. Request for exterior air conditioner
- c. Request for satellite dish Request for any type of exterior repair
- d. Request for tree or shrub planting or landscaping
- e. Report repeat violator of CT Condominium Covenants
- f. Information for Newsletter
- g. Nameplate or identification sign
- h. 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)