

**CT Condominium Board of Directors Meeting
December 12, 2022 5:30 PM**

AGENDA:

1. **Call the meeting to order:** Meeting via Zoom called to order by Mickey at 5:30pm
2. **Meeting Attendance:** Mickey Smotherman, Jim Seneker, Jon Schmidt, LaDeen Arthun, Laura Nichols, Linda Breeden (owner), Joe Bateson (owner), Howard Heahike (owner), LuAnne Power (owner), Lindsay Freitas (Saddlepeak Property Management, SPP)
3. **Owner's Forum:** No comments
4. **Approval of September Board Meeting Minutes:**
Jim motioned to approve minutes as written; Jon seconded. All in favor. Motion passed
5. **September Meeting Action Items:**
 - a. Lindsay to follow up with sprinkler vendor to ask for adjustments on the system: Completed, noting to monitor again as 2023 season starts
 - b. Lindsay to send link to file location to the CT Board for the paperless invoices: Completed, noting that these will be separated by month
 - c. Board to determine how/if to include the "Concierge Plus" program in the 2023 budget: Completed, will be included in the 2023 budget. Launch is ready now
 - d. Schedule an executive work session between SPP and CT Board in fall 2022: Completed during October, 2022 Executive Session
 - e. SPP to send a sample violations report to the Board to see if a similar report is needed for access on the Shared Drive: Completed, will be part of Concierge Plus (CP+)
6. **Approval of October 6, 2022 and October 20, 2022 Executive Session Meeting Minutes:**
LaDeen motioned to approve both sets of October meeting minutes as written; Jim seconded. All in favor. Motion passed
7. **October 6, 2022 Meeting Action Items:**
 - a. LaDeen to work with Pam Gillette to get an estimate for adding a second trimming annually. Completed, noting two trimmings per year to start in 2023
 - b. Joe to request an estimate from another service provider for hand weeding: Completed, noting vendor is no longer in business
 - c. Jon to update the current schedule for painting of units in future years: Completed
 - d. Jim to work with Jon and Joe to ensure alignment between the Reserve Capital and the schedule: Completed
 - e. Mickey to contact Blaine at HUB International to confirm start date of November 1, 2022 for new policy: Completed
 - f. SPP to initiate the special assessment letter to all CT Condo unit owners when appropriate: Completed

8. October 20, 2022 Meeting Action Items:

- a. Mickey to send Lindsay new insurance policy information so she can enter the information to calculate per unit increases and subsequently notify CT owners of new insurance assessments: Completed
- b. Jim to revise the 2023 budget and new monthly dues amounts and send to BoD: Completed

9. Committee Reports:

a. Finance and Capital Improvements: Jim

i. **Committee Report:**

Jim sent the full Committee report to the BoD on December 12, 2022. It covers September 7 to December 12, 2022

- ii. **2023 Budget Approval:** Copy of this approved budget is on the shared drive. Reminder: With the approved 2023 budget, 2023 CT Owner dues will increase to \$242/mo./unit. While this has already been communicated to owner's already, Jim recommends at least two (2) more email reminders be sent by SPP, including one going out by the end of the year. **Action:** Lindsay/SPP to send emails per his suggestions

iii. **Capital Reserves:**

- Jim covered various transactions that occurred in October relating to the costs of Capital Reserve projects completed during 2022.
- Jim reminded the BoD where the Reserve accounts are and their respective amounts as of end of November:
 - Stockman Bank: \$105,650.62
 - DA Davidson: \$116,168.45
- For the benefit of incoming officers and owner guests of tonight's meeting Jim recapped the rationale for having the two accounts. Essentially, Stockman is wholly a cash account while the DA Davidson account includes investment monies (i.e., CDs) that helps fund the reserve account as well as a cash balance.
- Jim reminded the BoD that per the approved 2023 Budget, the Reserve Contribution portion of our dues will increase to \$65 per month per unit beginning Jan. 1, 2023. Therefore, the monthly transfer of funds from the Stockman Bank Checking Account to the Reserve Account should equal **\$10,075** (\$65 X 155 units). **Action:** Lindsay should revise the Bank transfer instructions accordingly.

- iv. **Reserve Study:** Jim still updating this. Action: Jim and Jon to meet to capture painting updates.

- v. **2022 Dues in Arrears:** Four owners are still in arrears with resolution needed by year end. **Action:** Lindsay/SPP to continue follow up in getting payments

vi. **Year-end Finance Activities:**

- **Year-end Report: Action:** New Treasurer (Joe Bateson) and SPP to create a year-end review report that summarizes the financial activities and actual expenditures for the year. Typically, this is done in January/February.
- **Bank signatures:** Per the Financial Committee Report, signatures need to be obtained or removed of appropriate BoD members and former BoD members as authorized persons on the respective bank accounts. **Action:** Jim/Joe/SPP to arrange for these to be obtained/removed
- **Shared Drive: Action:** Lindsay and Joe to determine when to discontinue Shared Access to Jim.

vii. **REMINDER: Unit Owner Budget Input:** Owners are encouraged 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

b. Architectural: Jon

- i. **Painting:** Currently, painting is slated for June, 2023
- ii. **Street parking signs: Action:** Twelve new signs to be ordered by Lindsay that outline specific information regarding towing and disallowed hours for street parking and delivered to Jon for installation.

c. Landscape: LaDeen:

- i. **2023 Trimming:** One spring and one fall trimming is now budgeted for 2023 and future years
- ii. **Snow removal:**
 - Question was raised if snow hauling is included in the budget. Contract states it is a service option but for an additional cost.
 - Sidewalk clearing: Bozeman city ordinances require snow and ice be removed from sidewalks.
 - a. **Action:** Lindsay to contact vendor to ensure all interior sidewalks are adequately cleared during each service visit. Lindsay to emphasize that if the clearing is incomplete per owner/BoD complaints received during the service day, the vendor will be required to return and correct at no additional charge.
 - b. **Action:** Lindsay to ask vendor to add snow melt onto the mailbox area.
 - c. **Reminder:** The CT BoD emphasizes that this is an unusual snowfall year. Owners need to use additional caution when walking on CT property, sidewalks and roads.
 - d. **Reminder:** Orange cones indicate an owner is asking that their driveway not be cleared. Snow sticks are not observed by the vendor. Snow must be stored wherever possible including yards, which is the responsibility of the COA as a general

common element.

- **Ice Dam Prevention:** Lindsay recommends that preemptive snow/ice removal be done on units on which it's evident that an ice dam is forming or potentially forming. **Action:** Lindsay to ask vendor to assess the need for heat tape on these units after completing the preemptive work. Additionally, LaDeen will investigate how/if heat tape is an option for some units that may warrant its use.
- d. Welcome: LaDeen
- i. New unit closed in November
 - ii. Hanley has a new unit for sale, already pending
- e. Long Range Planning Committee: Mickey
- i. Amendments to the Declaration and Bylaws Process Discussion: Mickey recapped the December 8, 2022 Amendments meeting during which the Committee reconvened to discuss revisiting processes to secure votes for the final draft amendments. Mickey also asked the BoD to start thinking of ideas for improving voter outcomes regardless of what they may be. To allow for proper vetting of ideas that stemmed from the Committee meeting and those from the BoD, the CT BoD will hold a separate Executive Session meeting on January 16, 2023. **Action:** Mickey to collate and prioritize the most viable ideas to share with the BoD so that at the January 16 meeting, the BoD can commence planning for a new Amendments vote.
- f. Management Report: Lindsay
- i. **Financial-** Profit & Loss review of significant income or expense items:
 - \$116,168.45 DA Davidson
 - \$105,650.62 Checking
 - \$ 97,125.62 Reserve/Savings
 - ii. **Notices of Lien:** Joe suggested to Lindsay that when she is faced with initiating this step on a CT owner, that all owners be copied on the notice. Lindsay will consider this when/if this step is forthcoming.
 - iii. **Paperless Project for Invoices by SPP:** SPP is creating a new filing system for invoices that will be rolled out. Invoices will be scanned and added to the Shared Drive for Board access. **ACTION:** Lindsay to send link to file location on the shared drive to the CT BoD

10. **Old Business:** NA

11. **New Business:**

- a. **2023 Board of Director Offices/Committees Discussion:** Mickey asked incoming 2023 BoD members if he/she wants to keep their current position and who may want to take over as LaDeen's replacement. LaDeen and Lindsay clarified the role with Linda and the BoD. New officers will be voted on in January, 2023.
- b. **2023 Board of Director meeting schedule:** Board to set quarterly meetings, starting January 10, 2023 at 5:30pm.
- c. **2023 Executive** Session regarding Amendments process for voting: January 16, 4:00pm

12. December Meeting Action Items:

- a. Lindsay/SPP to send emails regarding dues increases at least twice by year end
- b. Lindsay to revise the Bank transfer instructions to account for to account for changes in the Reserve Contributions.
- c. Jim and Jon to meet to capture painting updates for the Reserve Study
- d. Lindsay/SPP to continue follow up in getting payments from the four owners who are in arrears with dues
- e. Joe and SPP to create a year-end review report summarizing financial activities for the year
- f. Jim/Joe/SPP to arrange for appropriate BoD signature to be obtained/removed from Stockman/DA Davidson accounts
- g. Lindsay and Joe to determine when to discontinue Shared Drive access to Jim
- h. Twelve new signs to be ordered by Lindsay that outline specific information regarding towing and disallowed hours for street parking and delivered to Jon for installation
- i. Lindsay/SPP to contact snow removal vendor to ensure all interior sidewalks are adequately cleared during each service visit. Lindsay to emphasize that if the clearing is incomplete per owner/BoD complaints received during the service day, the vendor will be required to return and correct at no additional charge.
- j. Lindsay to ask snow removal vendor to add snow melt onto the mailbox area.
- k. Lindsay to ask vendor to assess the need for heat tape on units on which ice dams are forming as part of the preemptive work that will occur; LaDeen to investigate how/if heat tape is an option for some units that may warrant its use
- l. Mickey to collate and prioritize the most viable ideas related to voting on the final draft Amendments to the Declaration and share them with the BoD
- m. Lindsay to send link to file location for 2023 invoices on the shared drive to the CT BoD

13. Meeting Adjourned: 7:40pm

Next Board Meeting: January 10, 2023, 5:30-6:30pm

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.
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, 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.
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)