

**CT Condominium Board of Directors Meeting  
January 10, 2023 5:30 PM**

**AGENDA:**

1. **Call the meeting to order:** Meeting via Zoom called to order by Mickey at 5:38pm
2. **Meeting Attendance:** Mickey Smotherman, Jon Schmidt, Laura Nichols, Linda Breeden, Joe Bateson, Felicia Freitas (Saddlepeak Property Management, SPP), Kenneth Keyes (owner)
3. **Owner's Forum:** No comments
4. **Approval of December Board Meeting Minutes:**  
Laura motioned to approve minutes as written; Joe seconded. All in favor. Motion passed
5. **2023 Board Election and Committee Lead Assignments:**
  - a. Election of 2023 CT Board of Directors: Laura moves to accept slate of officers as proposed, Joe seconds, all in favor
    - i. President: Mickey Smolderman
    - ii. Vice-President: Jon Schmidt
    - iii. Treasurer: Joe Bateson
    - iv. Secretary: Laura Nichols
  - b. Board Committee Leads/Assignments:
    - i. Financial: Joe
    - ii. Architectural: Jon
    - iii. Landscaping: Linda
    - iv. Welcome: Linda to discuss with LaDeen
    - v. Long-Range Planning: Mickey
6. **December Meeting Action Items:**
  - a. Lindsay/SPP to send emails regarding dues increases at least twice by year end:  
Completed
  - b. Lindsay to revise the Bank transfer instructions to account for changes in the Reserve Contributions: Completed
  - c. Jim and Jon to meet to capture painting updates for the Reserve Study: TBD
  - d. Lindsay/SPP to continue follow up in getting payments from the four owners who are in arrears with dues: All paid but one
  - e. Joe and SPP to create a year-end review report summarizing financial activities for the year: In progress; Lindsay nearly done with draft. **ACTION:** Final report due March 1, 2023
  - f. Jim/Joe/SPP to arrange for appropriate BoD signature be obtained/removed from Stockman/DA Davidson accounts: In progress; **ACTION:** Joe to follow up on processes and requirements
  - g. Lindsay and Joe to determine when to discontinue Shared Drive access to Jim: TBD
  - 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: Completed **ACTION:** Mickey to work with Jon on future installation; timing TBD
  - 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: Completed
- j. Lindsay to ask snow removal vendor to add snow melt onto the mailbox area: Completed
  - 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: Raking completed; Heat tape is in progress
  - 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: Completed
  - m. Lindsay to send link to file location for 2023 invoices on the shared drive to the CT BoD: Completed

## 7. Committee Reports:

- a. Finance and Capital Improvements: Joe
  - i. **Committee Report:** Joe is working on a report that includes costs per unit and will create a version to distribute to unit owners. Timing TBD. Felicia added that a new SPP tool called “Constant Contact” could be used to distribute such reports/letters to owner as needed.
- b. Architectural: Jon: No report
- c. Landscape: Linda: No report
- d. Welcome: No report
- e. Long Range Planning Committee: Mickey : No report; Executive Session planned for mid-January to review outstanding issues regarding voting processes for new Amendments to the Declaration and Bylaws. Executive Session planned to discuss Mickey’s proposed changes to policies/rules; date TBD
- f. Management Report: Lindsay
  - i. **Financial-** Profit & Loss review of significant income or expense items:
    - \$116,216.20 DA Davidson
    - \$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
    - \$105,718.50 Reserve/Savings
  - ii. **Tax Returns-** Current firm notified CT BoD that they are no longer interested in doing our taxes, so a new firm or option must be considered.  
**ACTION:** Joe and Lindsay to meet to create a suggestion for BoD approval

## 8. New Business:

- a. Changes to policies and/or rules: **ACTION:** Schedule BoD discussion of new and modified policies/rules as follow up to the drafts Mickey sent to the BoD
- b. Signs on the walking path: suggested by Linda and Charlotte: BoD agreed to create and order signs with installation, TBD. **ACTION:** Linda to draft verbiage for BoD consideration/approval

- c. CT Records: Pat Simmons, Mickey and Lindsay have discussed the ongoing accuracy of the CT property records at the county office. Pat has been voluntarily tracking changes and reporting these to SPP. She has agreed to continue this work on behalf of CT and SPP. BoD Will let Pat know that it is pleased that she is willing to render this service, which saves a lot of time and expense for SPP.
- d. Renter Records: Accuracy of rentals within CT remains challenging despite requirements of owners to notify the BoD of rental status of units. SPP proposed the use of using a rental form that includes the option to list owner information, property management company and renter contact information. The information requested would not be mandatory; hopefully owners would be willing to provide upon receipt of form.
- e. Sewage Backup: A CT owner has asked that the BoD/SPP do additional assessments of past work on an sewage backup and determine if the situation has been fixed or is still in need of repair. **ACTION**: BoD agrees to pay for another plumber to confirm situation and provide a written report to the BoD containing next steps, if any.

**9. January Meeting Action Items:**

- a. Jon/SPP to provide final year-end financial review report by March 1, 2023
- b. Bank account signatures: Joe to follow up on processes and requirements with both banks
- c. No Parking Signs: Mickey to work with Jon on future installation of new 'no parking' signs; timing TBD
- d. Tax Returns: Joe and Lindsay to meet to create suggestion, including have SPP do at no charge for BoD approval
- e. Executive Sessions:
  - 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 proposed changes to policies/rules; meeting date/time, TBD
- f. Sidewalk Signs: Linda to draft verbiage for BoD consideration/approval
- g. Sewage Backup: BoD agrees to pay for another plumber to confirm situation and provide a written report to the BoD containing next steps, if any.

**10. Meeting Adjourned: 6:55pm**

**Next Board Meeting: Monday, April 10, 2023, 11:00am-12:00pm**

**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](mailto: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

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Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Address & Phone \_\_\_\_\_

Board/Agent Signature \_\_\_\_\_

(Revised 11/19)