

**CT Condominium Board of Directors' Meeting
July 12, 2023 9:00 a.m.**

AGENDA:

1. **Call the meeting to order:** Meeting via Zoom called to order by Mickey at 9:02 a.m.
2. **Meeting Attendance:** Mickey Smotherman, Joe Bateson, Linda Breeden, Laura Nichols, Jon Schmidt, Lindsay Freitas (Saddlepeak Property Management, SPP), Pat Simmons (owner)
3. **Owner's Forum:** Pat Simmons asked the BOD how frequently they'd like her to continue visiting the county courthouse for documents to update the CT Condo owner list. BOD agreed that because the new leasing amendment will be in place shortly, that she continue this work monthly. This allows an accurate tracking of all newly purchased units and current rental units.
4. **Approval of April 2023 Board Meeting Minutes:**
Joe motioned to approve minutes as written; Linda seconded. All in favor. Motion passed
5. **April 2023 Meeting Action Items:**
 - **Heat tape:** Lindsay to send heat tape survey results to BOD by April 14, 2023. **Ongoing (see July Action Items below)**
 - **Heat tape:** BOD to reconvene to discuss survey results and next steps pertaining to possible heat tape installations. **Ongoing (see July Action Items below)**
 - **Siding:** SPP to send reminder email to vendor for estimate and then will be scheduled once BOD agrees to costs/terms. **Complete. Waiting on contractor to schedule.**
 - **Landscaping Activities:** Linda to follow up with Pam and report as needed. **Complete**
 - **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. **Complete**
 - **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. **Complete**
 - **Owner Snow Removal letter:** Mickey to revise a draft letter he and SPP wrote; SPP to email to owners upon receipt of final draft **Complete**
 - **Shearman service:** SPP to continue to notify Shearman about unacceptable snow removal, specifically sidewalks. If anyone observes such situations, owners should contact SPP directly **Complete**
 - **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. **Complete**
 - **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 **Complete**

6. Committee Reports:

a. Finance and Capital Improvements: Joe

- i. Snow/Ice Damage and Repairs: Currently, approximately \$48,000 has been spent on repairs and snow/ice removal related to the excessive snow this winter. This potentially may cause \$42,000 over in the budget by year end because nothing was budgeted for this unpredictable cost.
- ii. Snow removal: Due to the unusual snowfall this year, this line item will be at least \$5,000 over budget.
- iii. Admin Costs: Nearly \$5,000 in unbudgeted administrative costs has incurred due to the amendments processes. However, the \$3000 budgeted for legal costs may partially cover the unbudgeted administrative expenses.
- iv. Tree/Bush Trimming: Currently, \$26,095 has been spent on tree/bush trimming out of a budget of \$33,000. This line item will need monitoring; BOD will seek input from Lindsay and Pam on managing this through year end. **ACTION:** Lindsay/Pam to provide input on how best to manage this line item for the remainder of the year.

b. Architectural: Jon

- i. Painting: One unit is finished with painting and two more will start this week
- ii. Siding: Jon states that a contract is signed, so CT is ready for the work to start; however, this has yet to be scheduled. **ACTION:** Lindsay to contact Dobbs again regarding getting this work scheduled this summer.
- iii. Heat Tape: Joe is working with Lindsay to evaluate if and where the need(s) are for installing heat tape. Lindsay noted that the current estimated cost is \$800/unit to install tape. She also noted that in another complex SPP manages, many units with heat tape installed and operating, had similar damage to the ceilings due to the extraordinary snowfall last winter. BOD will discuss options that may include installing some, not installing any, or a combination of the two; decision will be based on the summary Joe and SPP provide. **ACTION:** Joe/SPP to complete the heat tape needs assessment by end of August, 2023.

c. Landscape: Linda:

- i. Dead Trees and Shrubs: 48 trees and 39 shrubs have been identified as needing to be removed (per Pam and Billy with ArborCare). The 2024 budget will need to account for their removal and stump-grinding. **ACTION:** SPP/Pam to obtain an estimate to complete this work in 2024. Estimate is due by mid-August 2023 so it can be factored into the 2024 budget.
- ii. Weeding: Hand-weeding is ongoing with a crew. This work will take time during this initial year of this work as many properties' flower beds are very overgrown.
- iii. Flower Bed Edging: Many units' flower beds have edging coming up from the ground. Currently, the expectation is that any repair or maintenance of the edging of flower beds is on the respective Unit Owner; however, many of these areas are General Common Areas. With that, the BOD will seek estimates to repair any edging and consider the maintenance of such as part of the Association's responsibility. BOD will decide during its upcoming 2024 budget meeting if this expense should be added. **ACTION:** SPP/Pam to obtain an estimate to for inclusion in the 2024 budget. Estimate is due by mid-August 2023 so it can be factored into the 2024 as a possible future expense.

- iv. Misc. Signage Issues:
 - a. Walking Trail Signs: Jon and Linda noted that the new walking trail signs are too small. **ACTION:** SPP to reorder larger, more visible ones for delivery within the next month. Jon/others to install once received.
 - b. Damaged parking sign: Jon noted that the red and white parking sign on Slough/ditch area has been knocked off its base (damaged from snow removal). **ACTION:** SPP to contact Shearman to repair/replace it
 - c. Dead-end Black and Red signs on Mill Creek: Laura noted that these are damaged and crooked and could use replacing. **ACTION:** SPP to get costs of replacing these signs

 - d. Welcome: Linda: No report

 - e. Long Range Planning Committee: Mickey
 - i. “Rules and Regulations” Revisions: Mickey and Laura have completed the revisions of these and now are in the process of standardizing their format (Laura). Because the timing to complete this task ran concurrently with that of the Amendments’ vote, the finished documents are slightly delayed. BOD will meet in an Executive Session to review and vote on each newly revised or written rule. Once these are approved, they will be communicated community-wide via email and each will be placed on the CT Condo Owner Portal site (located at <https://www.saddlepeakproperties.com/ct-condos.html>). Further, these will be used in updating the CT Condo Handbook.

 - f. Management Report: Lindsay
 - i. **Financial-** Profit & Loss review of significant income or expense items:
 - 1. \$116,500.00 DA Davidson
 - 2. \$98,311.99 Stockman Checking
 - 3. \$100,000.00 7-Month CD
 - 4. \$76,086.92 Reserve/Savings
 - 5. \$41,244.62 Money Market Checking
 - ii. **Dues and Insurance:** Lindsay reported that 24 Unit Owners still owe for either/both of these as of June 30, 2023
 - iii. **Tree work, weeding and painting expenses:** Lindsay concurred with Joe that these expenses are expected to come in at amounts larger than estimated.
7. **New Business:**
- a. Implementation of the Amended Declarations and Bylaws:
 - i. Next Steps: These are currently with the CT Condo attorney. Once returned to Mickey, they will need to be signed, notarized and then filed with Gallatin County. At that point, these become valid and active. As part of aligning these with those who are grandfathered in (for leasing) and any new owners that will not be, Pat Simmons offered to go to the courthouse to get the current owner roster so that it is aligned with the new Declarations. BOD/SPP will notify Unit Owners when these become active via email and that the new documents can be found on the CT Condo website at that time.

- ii. Realtors: SPP/BOD will reach out to the Gallatin Realtor Associations as well as have a link created on the CT Condo website for Realtor access to the new Declarations and Bylaws.
 - iii. Tracking new owners: BOD discussed how to track compliance of new owners subject to the new leasing requirements. The roster that Pat Simmons maintains will serve as one tool to do so.
- b. Handbook Revision: Laura will lead the revision of this with assistance by Linda and June Crouch. Once a draft is completed, BOD will review and approve. Mailing hard copies of the final version to Unit Owners will occur shortly thereafter as will posting the new version on the CT Condo website.
- c. Approval of the new and revised Rules and Regulations: BOD will hold Executive Session by mid-August to finalize and approve these. See also above, Long Range Planning report.
- d. Leasing Wait List: Pat suggested that a form be created for anyone interested in being added to the leasing wait list. **ACTION**: Mickey/SPP will create the form for those interested in renting of their unit
- e. Workers' Comp Addition to CT Insurance Coverage: Joe, Lindsay and Mickey proposed the addition of adding Worker's Compensation insurance coverage for contractors/employees of CT Condominium who are on site working. After discussing the risks of not having this, BOD approved the suggestion to add "ghost policy" coverage to the Association's insurance policy to protect the Association from claims for injuries by employees of Saddle Peak or contractors hired by Saddle Peak (in the event they are not covered by Workers Comp insurance by their employers), for the nominal cost of \$571 per year.
- f. Removal of street lights: In managing the budget, Joe discovered a street light bill that may be for lights that CT does not own or may not be on our property; cost is \$393 per month. CT is being billed for six lights, but only four exist (one on Fallon, one on corner of Fallon/Resort, one on corner of Resort/Palisades and one on corner of Hanley/Baxter). None are providing any light directly to or for our residents; therefore, Joe has been working with the city and NW Energy on assessing whether they can be removed physically. Joe will continue to lead this initiative on behalf of the BOD and CT and provide recommendations when available.
- g. Unit Exterior Inspections of Fencing: Recent walk-through audits by Linda and some volunteer owners, have identified numerous (at least 18) fences that need to be painted this year. These include patio and air conditioning fences. SPP will send out a notification to those Unit Owners that states that their fence(s) need painting and by when the work needs to be done. If any Unit Owner does not complete the work by the deadline, SPP will arrange for the painting to be done, and subsequently will bill the Unit Owner(s) for the work along with an administrative fee of ~\$50. This is in line with the Rules and Regulations regarding owner responsibility. BOD did discuss having the Association assume the maintenance and subsequent cost to manage fence painting, but due to the high cost in doing so and the fact a rule exists making this a Unit Owner's responsibility, BOD decided to make better efforts in enforcing this requirement, rather than assuming responsibility for maintenance and painting.

REMINDER: As residents of CT Condos, please be courteous to any contractor OR Board member OR volunteer who is on your property conducting pertinent work on behalf of the entire community. Such work may entail walking between units, documenting and photographing items that may need attention. Your patience, understanding and politeness is appreciated and expected.

- h. Bird Feeders: Some owners recently have complained that some neighboring units with bird feeders placed inside patios or on patio fences are creating unpleasant staining of fence paint and personal outdoor items as well as drawing in unwelcome birds or other animals (i.e., gophers). BOD will consider adding a rule on restricting bird feeder locations as part of revising the Exterior/Landscaping Rule. Until then, please be mindful of where bird feeders are located, ideally located outside fenced areas and away from painted exterior surfaces.
- i. Community Garage Sale: BOD heard that this past one was poorly advertised, lacked signage and drew little to no guests. **Therefore, the BOD is seeking CT Condo volunteers to lead and organize its annual garage sale in 2024.** Please contact the BOD via email at contactctboard@gmail.com if you are interested.
- j. 2023 Annual Meeting: In preparation for this meeting and in line with the amended Bylaws, Article VIII K, the 2024 proposed budget needs to be sent out to Unit Owners 30 days in advance of the scheduled meeting. Joe and Lindsay will meet to complete and present the proposed budget at the upcoming (TBD) BOD Executive Session. As part of this process, BOD will seek competing bids for snow removal work. **ACTION**: Lindsay to contact Maintenance Pro (who does yard work currently) and Shearman to get estimates for snow removal. Additionally, painting and siding estimates are needed for 2024. **ACTION**: Jon/Lindsay to obtain and send estimates to Joe by early August. Lastly, **ACTION**: Mickey will research locations including last year's location at Pilgrim Church for Sunday, October 1st, with October 8th as backup date for meeting.

8. July Meeting Action Items:

- a. Tree/Bush Trimming: Lindsay/Pam to provide input on how best to manage this line item for the remainder of the year.
- b. Heat tape: Joe/SPP to complete the heat tape needs assessment by end of August, 2023.
- c. Siding work: Lindsay to contact Dobbs again regarding getting this work scheduled this summer.
- d. Dead Trees and Shrubs: SPP/Pam to obtain an estimate to complete this work in 2024. Estimate is due by mid-August 2023 so it can be factored into the 2024 budget.
- e. Flower Bed Edging: SPP/Pam to obtain an estimate for inclusion in the 2024 budget. Estimate is due by mid-August 2023 so it can be factored into the 2024 as a possible future expense.
- f. Additional BOD meetings: Mickey to schedule Executive Session for Rules and Regulations
- g. Walking Trail Signs: SPP to reorder larger, more visible ones for delivery within the next month. Jon/others to install once received.
- h. Damaged parking signs: SPP to contact Shearman to repair/replace it. In addition, Jon has asked that Lindsay follow up on the status of all other signs that need replacing within CT.
- i. Dead-end Black and Red signs on Mill Creek: SPP to get costs of replacing these signs
- j. Tree/Bush Trimming: Lindsay/Pam to provide input on how best to manage this line item for the remainder of the year.
- k. Leasing Wait List: Mickey/SPP will create the form for those interested in renting of their unit
- l. Snow Removal Contractor Estimate (as part of 2024 budget planning): Lindsay to contact Maintenance Pro/Shearman to get estimate for snow removal.
- m. 2024 Painting and Siding Estimates: Jon/Lindsay to obtain and send estimates to Joe by early August.
- n. 2024 Annual Meeting Location Secured: Mickey will research locations including last year's location at Pilgrim Church for Sunday, October 1st, with October 8th as backup date for meeting.

9. Meeting Adjourned: 10:05 a.m.

Next Board Meeting: TBD; Executive Session(s) for Proposed 2024 Budget and Rules and Regulations

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:** As residents of CT Condos, please be courteous to any contractor OR Board member OR volunteer who is on your property conducting pertinent work on behalf of the entire community. Such work may entail walking between units, documenting and photographing items that may need attention. Your patience, understanding and politeness is appreciated and expected.
4. **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
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:
 - 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)