

**CT Condominium Board of Directors' Meeting
November 3, 2023 9:00 a.m.**

AGENDA:

1. **Call the meeting to order:** Meeting via Zoom called to order by Mickey at 10:07 a.m.
2. **Meeting Attendance:** Mickey Smotherman, Joe Bateson, Linda Breeden, Laura Nichols, Jon Schmidt, Lindsay Freitas (Saddlepeak Property Management, SPP), Tricia Augeri (owner), Marty Bakken (owner), Bob Braaksma (owner), Peggy Kimmett (owner)
3. **Owner's Forum:**
 - Bob Braaksma thanked the retiring Board members for their service to CT Condos.
 - Marty Bakken: Can CT Condos consider creating a "Capital Improvement Fund" that is funded by new buyers? He has experience from other HOA/COAs and this type of fund creates and supports. Also, can any deterrent be installed to keep people from walking through CT owner properties off Mill Creek to access the trail on the east end (adjacent to Ferguson)?
CT Owners are reminded that if they use this area to enter/re-enter the trail, they should be conscientious as to how close they are walking onto unit lawns, flower beds, driveways, etc. Please avoid walking on driveways, near garages or in close proximity to the unit itself.

Also, ALL dogs must be leashed in all CT Condo areas including this section and ALL animal waste and trash MUST be picked up, including in the snow and ice.
4. **Approval of July 2023 Board Meeting Minutes:**

Jon motioned to approve minutes as written; Linda seconded. All in favor. Motion passed
5. **July 2023 Meeting Action Items:**
 - Tree/Bush Trimming: Lindsay/Pam to provide input on how best to manage this line item for the remainder of the year. **Completed for 2023 budget.** Final 2024 budget that includes this will be shared with the Landscaping Committee for their consideration and discretion in use.
 - Heat tape: Joe/SPP to complete the heat tape needs assessment by end of August, 2023.
Ongoing; North-facing units would be considered first for installing heat tape; however, there are concerns of installing tape on all units at one time. Plan is to monitor how units fare this winter. Additionally, the cost to do widespread installation becomes a significant capital improvement expense which the current CT Condo budget cannot currently support. One option in lieu of large-scale heat tape installation, is to consider having one of the service providers CT Condo/SPP employs to come out and remove ice jams proactively, thus, getting ahead of these before they become a major issue. **Action:** Jon will serve as the 'trigger' to make these proactive requests. He will contact SPP for ice and snow jam removal and they will arrange for service, usually on the same day.
 - Siding work: Lindsay to contact Dobbs again regarding getting this work scheduled this summer.
Completed
 - 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. **See Budget section for status**

- 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. **Pending** Landscape Committee audit of where these are needing work.
- Additional BOD meetings: Mickey to schedule Executive Session for Rules and Regulations **Completed**
- Walking Trail Signs: SPP to reorder larger, more visible ones for delivery within the next month. Jon/others to install once received. **Ongoing**, awaiting delivery of new signs-some to be installed lower nearer trail for better visibility.
- 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. **Ongoing**, SPP to order any not currently on order.
- Dead-end Black and Red signs on Mill Creek: SPP to get costs of replacing these signs **Ongoing, on order, pending arrival**. Since these signs get extensively damaged BOD to consider concrete barricades for future installation
- Tree/Bush Trimming: Lindsay/Pam to provide input on how best to manage this line item for the remainder of the year. **Completed**
- Leasing Wait List: Mickey/SPP will create the form for those interested in renting of their unit. **Completed** using a different mechanism (not a form) to capture data--SPP created a folder on the Shared Drive for rental requests; Board/SPP to monitor percentage of units currently rented; number below 15% will trigger notice to owner(s) on top of the waiting list
- Snow Removal Contractor Estimate (as part of 2024 budget planning): Lindsay to contact Maintenance Pro/Shearman to get estimate for snow removal. **Completed**
- 2024 Painting and Siding Estimates: Jon/Lindsay to obtain and send estimates to Joe by early August. **Completed**
- 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. **Completed**

6. Committee Reports:

- Finance and Capital Improvements: See 2024 Budget Section
- Architectural: Jon
 - i. Siding: Received an estimate for siding replacement; **Action**: Jon will forward to SPP
 - ii. Paint: Received an estimate from new vendor; it is less than prior quotes. **Action**: Need to have contract drafted and signed to secure services for 2024. Vendor offered exterior painting discounts to CT Condo if a promotional email to CT Condo Unit Owners was distributed on painter's behalf; interested owners would then contact the painting contractor directly.
- Landscape: Linda
 - i. Dead tree removal: \$15,100 estimate from ArborCare has been received along with a list of all trees that need to be removed. **Action**: Linda to send to Joe. **Action**: Joe to meet with another vendor to solicit another quote. **Action**: Joe will use the ArborCare estimate for 2024 budgeting purposes.
- Welcome: Renewing the Welcoming Committee for 2024 was suggested.
- Long Range Planning Committee: Mickey: No report

- Management Report: Lindsay
 - i. Financial- Profit & Loss review of significant income or expense items:
 1. \$116,500.00 DA Davidson
 2. \$41,280.96 Stockman Checking
 3. \$100,000.00 7-Month CD
 4. \$48,171.45 Reserve/Savings
 5. \$41,487.82 Money Market Checking

7. **Old Business:**

- Handbook Revision: Final version will be ready by late-November. It will be available primarily as an electronic pdf file for personal printing and downloading, accessible via a link on the CT Condo Owner Portal and will be sent out in December. A few hard copies will be made available to owners who are unable to access online and electronic versions.

NOTE to all Owners who leave their units during the winters: The revised Handbook (due out in December) reflects a new requirement in the Absentee Owner Rule for thermostats to be set at a NEW minimum of **60 degrees** (rather than 55, as the late fall 2023 newsletter stated since this change has not been formally announced).

- Removal of street lights: Joe continues to work with the city and NW Energy on attempting to remove at three streetlights which should no longer be paid for by CT Condo. NW Energy unsure if they can be removed physically. Joe will continue to lead this initiative on behalf of the BOD and CT and provide recommendations when available.
- Unit Exterior Inspections of Fencing: Summer walk-through audits by Linda and some volunteer owners, identified numerous (at least 18) fences that needed to be painted. These include patio and air conditioning fences. SPP sent out a notifications to those Unit Owners stating that their fence(s) need painting and by when the work was to be done.

While several Unit Owner completed this work by the stated deadline, several have not; therefore, they are in violation of the “Exterior and Landscaping Rules” and subject to a fine, a \$50 administrative fee as well as the costs to complete the work (which is billed to the Unit Owner by SPP). This is in line with the Rules and Regulations regarding owner responsibility. maintenance and painting.

Second and final notices will be sent to delinquent owners. Proof of completion will be required. Noncompliance is subject to an additional \$100 fine.

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.

8. New Business:

- 2024 Board meeting: First Quarterly Board meeting is scheduled for Monday, January 22, 2024, 3:00pm MST, via Zoom. New business will include election of officers for 2024 and the appointment of Tricia Augeri as a new Board member for a one-year term.

- 2024 Budget:
 - i. Dead Tree/Shrub Removal: The largest pending issue is dead tree and bush removal. BOD agreed to have ArborCare complete this work this year (estimated at \$15,000~\$10/month/unit) vs. waiting for 2024. Having it done this winter, may provide a discount vs. peak season work in 2024. **Action:** SPP to arrange work by ArborCare before year-end.
 - ii. Tree/shrub Replacement: No monies will be budgeted for replacements in 2024. The Landscape Committee(LC) will need time to properly assess ‘gaps’ in lawns and exterior unit beds once the dead trees/shrubs are gone. At that time, the LC can create a long-range plan to plant shrubs/trees where they are most needed and work with Finance Committee to determine how to pay for this work.
 - iii. BOD voted to adopt the 2024 budget as proposed and amended per Joe with the addition of \$15,000 for dead tree removal/replacement. Jon motioned, Linda seconded, motion passed and 2024 budget is adopted by the BOD. Dues will increase from \$242 to \$310 in 2024.
 - iv. Ice jam insurance claims: Claim has been denied a second time for multi-unit damages for a two reasons:
 - a. Claim submission was delayed as more information about each unit’s situation was collected; therefore, the insurance company denied the claim because it could not come to assess the damage at the time(s) it occurred and because remediation work was already completed prior to the claim being submitted.
 - b. Insurance carrier questioned if these were one or several snow events.

NOTE: Owners need to notify immediately the BOD and SPP when damage occurs so that an insurance claim could be considered and filed, if appropriate, PRIOR to having the damage fixed. Action: Action: Joe to create new form to help owners submit requests for an insurance claim is being developed by the BOD, TBD on completion.

9. November Meeting Action Items:

- Flower Bed Edging: Landscape Committee (LC) to audit property and identify where these need work.
- Proactive Ice/Snow Jam Removals: Jon will serve as the ‘trigger’ to make these proactive requests.
- CT Condo Misc. Signs: SPP to follow up on all pending orders for signs (parking, trail, Shearman damaged ones, etc.) Jon/LC/SPP to arrange for installation
- Architectural: Jon to forward estimates for siding replacement and painting to SPP for scheduling and/or generating contract(s) for service.
- Dead Tree Removal:
 - Linda to send \$15,100 ArborCare estimate to Joe for budgeting purposes.
 - Joe to meet with another tree removal vendor to solicit another quote.
 - SPP to arrange work to be completed by ArborCare before year-end 2023.
- Handbook Revision: Laura to complete final version, including electronic (pdf version and link on CT Owner Portal) and a few hard copies by mid-December

FINAL

- Delinquent Owners with Fences Needing Paint: SPP to mail second notices for fence paint to delinquent owners, including possible fines, admin fees and costs to complete the work, if appropriate.
- Form to Request an Insurance Claim for Property Damage: Joe to create a new form to help owners submit requests for an insurance claim is being developed by the BOD, TBD on completion. Joe to lead with BOD and Finance Committee input.

10. **Meeting Adjourned:** 11:05 a.m.

Next Board Meeting: First Quarter 2024 Board meeting is Monday, January 22, 2024, 3:00pm MST, via Zoom

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:
 - 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

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)