

CT Condominium Association
September 6, 2022, 2022 5:00 PM

AGENDA:

1. **Call the meeting to order:** Meeting via Zoom called to order by LaDeen at 5:07pm
2. **July Meeting Attendance:** Mickey Smotherman, Jim Seneker, Jon Schmidt, LaDeen Arthun, Laura Nichols, Linda Breeden (owner), Joe Bateson (owner), Roger and Kay Schneider (owner), Carol Becker (owner), Cindy Schmidt (owner), Felicia Freitas (Saddlepeak Property Management)
3. **Owner's Forum:**
 - Weeding:**
 - Carol Becker: Is the weeding completed from the list of units which have been notified that their units are noncompliant. The crew SPP hired plans to come back to complete the remaining properties.
 - Linda Breeden: What is the follow up plan for ensuring the weeding is done? Per Lindsay, any unit not compliant is charged to have the weeding done. The weeding crew provides pictures to SPP once the work is done and subsequently, the Unit owner is billed for the service.
4. **Approval of August Meeting Minutes:**

Jon motioned to approve minutes as written; Jim seconded. All in favor. Motion passed
5. **August Meeting Action Items:**
 - a. Painting Schedule: Jon and Jim will meet to propose a future painting schedule: **Ongoing**
 - b. Incomplete Weeding of Beds: Lindsay to follow up with weeding contractor to address remaining weeds in beds of these units: **Complete**, see Owner's Forum above
 - c. Bozeman Arborcare Invoice: LaDeen to follow up with Pam and Lindsay regarding the invoice and associated work: **Complete**
 - 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. **Pending:** Product needed to complete the project is unavailable; issue will be reassessed spring 2023
 - e. Fencing status for 8 Slough Creek : Mickey to follow up with unit owner on timeline for completion: **Completed**
 - f. Record Retention: Jim to meet with Lindsay to determine how many such documents exist: **Completed:** The volume of documents identified at this time does should not warrant alternate storage options; although, SPP is going paperless with invoices. See Management report below
 - g. 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: **Completed:** Lindsay will send a draft agenda to Board members 10 days prior to an upcoming meeting. If any additions are needed, they need to be received by within 48 hours of the meeting for inclusion. Once the 48-hour window passes, the agenda will be emailed to owners. Minutes will only be mailed to owners who do not have an email address on file.

6. Committee Reports:

a. Finance and Capital Improvements: Jim

i. **2023 Budget Preparation**

Jim and Lindsay met to develop an initial draft 2023 budget. The resulting budget spreadsheet was sent to all Board member for their information and input. A deep-dive budget discussion followed this Board meeting in an Executive Session. A summary is noted below in New Business.

ii. **Reserve Study**

Jim created an updated spreadsheet that is the core of the CT Condominium Reserve Study that was completed last year. The primary changes made were to not only reflect actual costs incurred, but also to include estimates to account for anticipated inflationary rates for some expenses. Additionally, he revised Reserve Contributions for years 20-25 to a level to cover the additional cost increases noted here.

iii. **CertainTeed Claim Payment**

A check for \$2,861.17 from the CertainTeed Bankruptcy Fund for a claim submitted several years ago was received and deposited in the Stockman Bank Reserve Account. While this amount is only a small percentage of the actual cost to replace the siding, it at least helps. Thanks to Charlotte Cleveland for her efforts to assure we got this check and for her efforts in this regard over the past several years.

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. **Painting:**

Schedule painting is slower than expected due to staffing shortages, but the units are still planned for completion in 2022.

c. Landscape: LaDeen

i. **Handbook:** CT Landscape Handbook for reference for the Landscape Committee and Board members is complete. It will be posted to the shared drive for Board member access. Thanks to Pam Gillette for creating this.

ii. **Sprinkler System:**

- New rain sensors installed
- Final new controllers installed on the community system
- Sprinklers seem to be running too long. **ACTION:** Lindsay to follow up with vendor to ask for adjustments on the system

d. Welcome: LaDeen

- i. Eagle Creek unit is under contract
- ii. Hanley has new unit for sale

e. Long Range Planning Committee: Mickey

i. **Six Range Project:**

- No decisions have been made by the city at this time. Mickey continues to reach out for updates. Any new, pertinent information will be sent to CT Unit Owners.

f. Management Report: Lindsay

- i. **Financial-** Profit & Loss review of significant income or expense items:
 - \$116,060.30 DA Davidson
 - \$103,802.21 Checking
 - \$ 87,663.45 Reserve/Savings
- ii. **Past due accounts:** Two units owned by same owner have not paid insurance. Lindsay will continue to try to contact family (as owner recently deceased).
- iii. **CertainTeed:** See above Financial and Capital Improvement report
- iv. **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 to the CT Board
- v. **“Concierge Plus” Software:** SPP plans to move CT documents onto this customizable communication program that allows the Board to see various, pertinent CT documents such as owner/resident requests, complaints, finance records, meeting information, email distributions of owner documents like meeting agendas/minutes, etc. It organizes info. that is received by SPP and will consolidate most docs in the Shared Drive into one location. In order to implement this properly, a volunteer Program Manager or committee is needed to create a needs assessment and align that with the features of the software. **ACTION:** Board to determine how/if to include this in the 2023 budget due to the time, workload and manpower needed to get it up and running.
- vi. **SPP and CT Board of Directors Work Session on Best Practice Partnership: ACTION:** Schedule an executive work session between SPP and CT Board in fall 2022 to assess better ways of both entities can work together.
- vii. **Covenant Violation Report: Action:** SPP to send a sample to the Board to see if a similar report is needed for access on the Shared Drive

7. **Old Business:**

a. Amendments to the Declaration and Bylaws Process Discussion:

- i. The formal ten (10) business days’ notice was mailed the week of August 26, 2022 that included a copy of the Final amended Declaration and Bylaws, proxies and ballots to all CT Condo Owners. Proxy votes are being collected by Board members, so CT Owners are encouraged to complete theirs for collection. These may also be mailed or dropped by a Board members home.
- ii. A Special Meeting of the CT Association is being held at the CT Condo Park Pavilion on Tuesday, September 13, 2022. This Special Meeting is 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. See item c.ii. above regarding proxy returns.
- iii. After the 9/13/22 vote on the resolution, a Notice of the October 2, 2022 CT Condominium Annual Meeting will be distributed. The annual meeting agenda will include the amended Declaration and Bylaws as an agenda item, if the resolution passes.

8. New Business:

- a. Candidates for open CT Board positions:
Currently, Mickey, Jon and Laura will seek reelection to the CT Board of Directors for 2023. If any CT Unit owner is interested in seeking a position on the Board, please contact Lindsay Freitas of SPP directly at lindsay@saddlepeakproperties.com by Monday, September 12th (so that they can be added to the ballot in the Annual Meeting packet). A brief bio should be included when contacting Lindsay.
- b. 2022 Annual Meeting Materials Distribution: Board agreed to hand deliver the packets to all onsite owners/units in order to avoid recent USPS delivery delays. Offsite owners will still receive their packets in the mail.
- c. 2023 Budget Planning: After Jim's suggestion earlier in the meeting, Laura motioned that this agenda item be moved to Executive Session, Jon seconded.

Session Summary: The Board discussed the initial draft of a budget by Property Manager, Lindsay Freitas and Treasurer, Jim Seneker, and made several revisions based on Board input. The final proposed budget with an explanation of changes compared to the 2022 budget, will be included in the owners' Annual Meeting packet. At that meeting, the Board will entertain questions and discussions at the Annual Meeting.

9. September Meeting Action Items:

- a. Lindsay to follow up with sprinkler vendor to ask for adjustments on the system
Lindsay to send link to file location to the CT Board for the paperless invoices
- b. Board to determine how/if to include the "Concierge Plus" program should be included in the 2023 budget.
- c. Schedule an executive work session between SPP and CT Board in fall 2022
- d. SPP to send a sample to the Board to see if a similar report is needed for access on the Shared Drive

10. Meeting Adjourned: 7:45pm

Next Board Meeting: November 8, 2022 (No October meeting due to the October 2 Annual Meeting)

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:

- 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)