

## **Catamount Board of Directors Meeting Minutes**

**December 14, 2021 @ 1pm via Zoom**

Present: Todd Cooper, Bruce Allbright

Others Present: Andrea Wilhelm (Commercial Property Group), Peggy Martin (Proposed DRB Administrator)

Andrea called the meeting to order at 1:03 and the first item for discussion was the DRB/management transition. Andrea provided a summary of her recent meeting with Peggy Martin as well as some of the association management features of the current AppFolio web-based software vs. Quickbooks accounting. The Board agreed it would be preferable to maintain AppFolio if possible and Andrea was asked to investigate pricing to convert the Catamount owners into their own database, separate from the rest of Commercial Property Group. In the meantime, Andrea said for the upcoming year she could provide Peggy with permission to access only the Catamount association within CPG's database. The Board asked that Peggy be trained throughout the 2022 fiscal year on the functions that CPG is covering including billing, document management, communication, DRB tracking, etc. The decision about a final transition date will be evaluated as the year progresses and Andrea said she could hand off DRB responsibilities at the next meeting scheduled for January 4, 2022 and be available after that point in time for questions. She shared a list of pending DRB projects which included three homes, one landscape submittal, and two items for Guideline Revisions.

Andrea was asked to touch base with Paul Sachs regarding a legal agreement to outline Peggy's duties as an independent contractor/DRB Administrator. Once a draft is finalized, the Board can make a motion/resolution to engage her services. Andrea also suggested that the association and/or Peggy might want to explore professional liability insurance coverage. She said she would check with the current broker of the association policy to see if any coverage for Peggy was currently in place as an "uninsured contractor."

The next order of business was a review of the draft 2022 budget. After some discussion, adjustments were made to the DRB revenue and expense lines to account for an increase in Axial Arts' hourly rate as well as Peggy's time and potential Design Guideline revisions. Management fees were also adjusted as well as software expenses to account for a potential database migration. Bruce inquired about the annual entrance gate lighting in the amount of \$2500 and suggested the owners should provide feedback about this ongoing expense at the Annual Meeting. With no further questions, Bruce made a motion to approve the 2022 budget as revised in the meeting to reflect a \$100 NOI and Todd approved the motion.

The next topic was a discussion of the Annual Meeting format. For those who couldn't attend in person, it was decided that a conference phone/polycom system would be more effective than Zoom given the number of presenters. Andrea reviewed the previous year's agenda and asked if there should be any changes to the format. Bruce asked Andrea to see if either Carolina Manriquez with the CO State Forest Service or Sally Ross with CCALT could provide an update on the fire mitigation grant application efforts. Andrea asked who she should reach out to about for the report from the Catamount Club and Nick Schoewe was the suggested contact. She also said she would confirm the catering order for a light breakfast buffet and the annual meeting packet would be emailed to owners by Friday. Todd confirmed

he would be willing to serve another Board term as the representative for the Cabins/Cottages but said he wished to step down as President. Andrea said she would also open the floor for other volunteers and/or nominations at the meeting.

Wrapping up the meeting, Andrea asked whether anyone had received any follow up from CCALT after the November 4<sup>th</sup> meeting. Bruce said he had not but would check with Megan Knott and report back. Todd Cooper said he could be available the afternoon before the annual meeting in case any last minute planning was necessary. Andrea said she would follow up with Todd about a suggested list of items for the President's Report including the management transition.

With no further business, Andrea thanked Todd, Bruce and Peggy for their time, wished everyone a Happy Holidays and said she would be in touch with the minutes and follow up items.

The meeting adjourned at 2:15pm.

Recorded by,

Andrea Wilhelm

Commercial Property Group