

**Ponderosa Condominiums Association**  
**Board of Directors Meeting**  
November 10, 2020 1:00 p.m. MST  
Zoom Video Conference Call

**Call to Order**

President Beverly Ross called the meeting to order at 1:04 p.m.

**Roll Call**

Board members present by Zoom:

Bart Boatright  
Dan Key  
Kay Hutchings  
Jim Peay  
Beverly Ross

Management present by Zoom:

Donna Oros

A quorum was established with 5 of 5 Board members present.

**Proof of Notice**

Official notice was provided via email on November 9, 2020.

**Old Business**

None

**New Business**

Ponderosa Condominiums Association Management

The purpose of the Board meeting was to discuss Mountain Homes Management's proposal. Bart and Beverly met with Billy Laird and Annalise Smith of MHM on November 4 to present some changes desired by Ponderosa to the MHM proposal. A list of those modifications and clarifications mutually agreed upon was presented to the full Board (see attached).

Bart Boatright made the following:

**Motion:** To enter into an association management contract with Mountain Home Management.  
**Second:** Jim Peay  
**Vote:** Unanimous approval

**Unscheduled Business**

None

**Adjournment**

Jim Peay the following:

**Motion:** To adjourn the meeting.  
**Second:** Kay Hutchings  
**Vote:** Unanimous approval

The meeting adjourned at 1:27 p.m.

**Modifications to Mountain Home Management Proposal  
For Ponderosa Condominiums Association Management**

1. Monthly management fee shall be \$3,200 for the first year of the agreement.
2. The following services will be included in the monthly management fee (rather than billed on an hourly basis):
  - Weekly lawn mowing
  - Applications of fertilizers and weed control
  - Daily watering hanging flower baskets
  - Irrigation system maintenance
  - Tree maintenance
  - Daily hot tub maintenance and nightly lockup (Memorial Day weekend through September and late November to early April)
  - Common area cleaning
  - Parking lot patrol
  - Snow shoveling of walkways, hot tub deck, stairs, etc.
3. MHM will not mark up services provided by the following:
  - Alpha Mechanical Solutions (annual inspection of backflow preventers)
  - Altitude Painting
  - B.Ash CWC, Fort Collins, CO (noxious weed control)
  - Charles A. Peterson, SRA (insurance appraisals)
  - Crested Butte Electrical (biennial inspection of electric service connections and components in cabinets at each building)
  - Farmers Insurance (Kinser Insurance Agency, Steamboat Springs, CO)
  - HVM Security Services (fire alarm system monitoring fee)
  - JCI/John Councilman (snow plowing)
  - McNurlin, Hitchcock & Associates, CPA (audit and tax preparation)
  - Stove Depot/Duct Doctor & Chimney Works, Grand Junction, CO (chimney inspections and cleaning)
4. The markup for contractor coordination and oversight for those not listed above is 10%.
5. The markup for supplies is 10%.
6. MHM does not mark up utility invoices (Spectrum Cable TV and Internet, CenturyLink Telephone, Gunnison County Electric, Waste Management, Mt. Crested Butte Water and Sanitation, and Atmos Energy).
7. For capital projects whose cost exceeds \$20,000, manager shall, if appointed as project manager, receive an additional fee to be determined on a case-by-case basis, but shall not exceed 10% of the cost of the project.