

Crail Ranch Townhomes Board Workshop Meeting

Cold-Roof Project

Tuesday, February 16, 2021, 1:00 PM

Meeting Minutes

Call to Order

Josie Erickson called the meeting to order at 1:01 PM.

Attendance

Board members in attendance included Josie Erickson, Charlie Callander, Vince Meng, Jerry Hood and Jerry Mistretta. From Hammond Property Management (HPM) Mike Palmer, Ryan Welch, Seanna Farrow and Scott Hammond were present.

Contractor Selection

Mike Palmer sent the cold-roof project RFP to several contractors, including Cornerstone Management Services (CMS), Twilight Roofing, and Chad Mihelich Construction, and received bids from CMS and Twilight, both of which HPM has experience working with on other cold roof construction projects in Big Sky. After reviewing the estimates, the board unanimously agreed to hire CMS for the project.

CMS provided a hard estimate of \$160k per building, rate guaranteed for 2-years with no increase in time and materials if the project is completed during that time frame. CMS will schedule 5 buildings each summer, completing the work by summer 2022. HPM has an existing contract with CMS that can be altered to address the project at Townhomes at Crail Ranch. The contract will be reviewed by the Association's lawyer, Redmond Law Firm, along with Charlie Callander. It was noted that the contract will speak to project staging areas to minimize the impact of the project on the complex.

This estimate does not include project management fees, insulation costs or gutters costs. The process of determining the insulation needs of each building will vary across the complex due to building variances during the phases of original construction.

HPM requested a 6% project management fee for oversight of and involvement in the project and the group agreed. Ryan will provide the board and CMS with a list of buildings to begin with this summer based on the complex's history of roof leaks.

Charlie motioned to move forward with hiring Cornerstone Management Services, noting that the estimate will increase after incorporating the project management fee of 6%, gutter costs, and insulation costs that are to be determined. Vince seconded the motion, and all were in favor.

Loan Details

Jerry Hood and Vince Meng volunteered their involvement with the loan process. HPM, Lindell and Associates, and the board will work on the details of the loan with Tim Kent at First Security Bank. For the loan to be approved, the 2022 budgeted reserves need to be increased by at least \$41,050 to cover the debt service. This will bring the total budgeted reserves to \$174,825 for next year's budget.

Open Discussion

The board discussed the current rules and regulations and current short-term rentals on campus that are

often in violation of the rules. The board will be reviewing and revising the rules and regulations and fine structure for violations and putting the revised version to a vote. It is unclear yet whether the revision will apply to new owners only or to all owners.

Adjourn

Josie adjourned the meeting at 2:00 pm.