

**Snowline Inn Condominium Association**  
Board Budget Meeting Minutes  
Wednesday, September 10, 2025 at 12:00 noon // ZOOM

**Roll call/ Quorum**

**Board Members present:** Troy Brown - President, Kyle Scott - Vice President, and Jeff Berkey – Treasurer.

**Absent:** Krisy Zeidner – Director at Large.

**INTEGRA Management:** Cindyrae Mehler and Kayla Hardenbrook

**Approval of Minutes:** 09-25-24 Board Budget Meeting Minutes  
10-26-24 Board Organizational Meeting Minutes  
03-19-25 No Minutes/ No quorum for meeting

Motion to approve the 09-25-25 Board Meeting Minutes by Jeff Berkey; 2<sup>nd</sup> by Troy Brown; and, passed.

Motion to approve the 10-26-25 Board Organizational Meeting Minutes by Troy Brown; 2<sup>nd</sup> by Jeff Berkey; and, passed.

<b><u>Financial Report:</u></b>	Financials through 08-31-25
Operating Account	\$ 92,256.83
Reserves	<u>\$ 181,935.83</u>
<b>Total Bank.....</b>	<b>\$ 277,192.66</b>

Cindyrae reports that through 08/31/25 we are running under Budget in expenses with minimum maintenance callouts, FSS annual testing went well and came in under budget with minimum repairs needed, snow removal expenses [no bills received for snow work this year], payroll expenses reduced [limited janitorial service for part of year]. Gutter cleaning is scheduled for November 2025 w/Merrill of All American Seamless Gutters. Painting of exterior of building is moved to be completed in 2027. Interior building carpet moved to 2026. Interior painting of common walls and den scheduled for 2026. Recommend general cleanup/lot pickup and disposal of discarded items left in the L-shaped anteroom in the basement – and to LOCK this door to avoid this occurring again. Basement common room – the kayaks need to be moved to provide a clear path to the FSS room for emergency access per Security Solutions. Snowline signage at front entry moved to 2026 for remediation/ replacement.

Reserve Account signors with Edward D. Jones remains as: Troy Brown, Kyle Scott and Kristi Zeidner.

**Old Business:**

1. Reserve Deposit: Vote of approval to move \$17,000 from Operating to Reserves as a 2025 Reserve Deposit. Motion made by Jeff Berkey; 2<sup>nd</sup> by Troy Brown; and, passed.
2. Carpet Cleaning: It was determined the carpeting throughout the building is still in great shape and just needs to be cleaned. Unanimous approval to have Professional Carpet Cleaners company complete carpet cleaning.
3. Parking Lot: Derek Welch, has been in communication with Troy Brown and is scheduled to re-grade the parking lot prior to winter.
4. Lighting: Integra will coordinate Lighting Electric to meet onsite with Troy Brown to go over various lighting issues in the den, the exterior of the building, the parking lot, and at the entrance sign.

5. Entrance sign: The Snowline Inn entrance sign is starting to deteriorate. Troy Brown will coordinate the sign to be re-painted to spruce it up until it will be replaced in 2026 with a more weather dependent material.
6. Laundry Room: Troy Brown mentioned the flooring in the laundry room should be epoxied. The Board unanimously approved of having this completed in 2026. Troy will look into different companies who provide this service.

**New Business:**

1. 2026 Budget discussion/review and finalize:

Following discussion on the needs of the association, review of 2025 budget numbers through 08-31-25, and review of capital project work – Motion was made by Jeff Berkey to approve the 2026 Budget reflecting a no dues increase for 2026; 2<sup>nd</sup> by Troy Brown; and, passed.

Troy Brown will provide Management with a President's Letter/Board Letter to be included in the owner's AGM packet.

2. The Owner's Annual General Meeting:

Scheduled to be held on Saturday, October 18, 2025, at 10:00 am in the Snowline Den.

Board Member Terms: Kyle Scott, Jeff Berkey and Kristy Zeidner terms are up this year 2025. These are 2-year terms. Stuart McNabb resigned as the unit was sold/ this is a 1-year vacancy term to fill also.

The AGM packet will be mailed on September 17, 2025, to all unit owners.

3. Adjournment. By unanimous decision of the Board with no further items for discussion the meeting was adjourned at 12:55 pm.

Minutes respectfully submitted,

Kayla Hardenbrook  
INTEGRA Management

[No owner Q&A was held/ there were no owners in attendance]