



To: Crystal Bluffs Townhome Association Members  
From: Silver Mountain Properties  
Date: January 10<sup>th</sup> 2023  
Re: Notice for Special Owners Meeting

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Dear Crystal Bluffs Owner,

A meeting of the Members of The Crystal Bluffs Townhome Association will be held on **Monday February 13<sup>th</sup>** for the following purposes:

1. Finalize special assessment amount to be due on March 31<sup>st</sup>.

This meeting will be held in person at the River Valley Ranch House Conference Room, 444 River Valley Ranch Drive, Carbondale, CO. A Zoom Meeting link is included for owners who are not able to attend in person. **OWNERS WILL NOT BE ALLOWED TO VOTE OVER ZOOM.** If you plan to attend the meeting on zoom, please be sure to return your proxy for your vote to be counted.

Remember it is important that there be a quorum at the meeting, so please plan to attend. **If you cannot attend, please fill out a proxy form and send it to Silver Mountain Properties by no later than Friday February 10<sup>th</sup>.**

The Silver Mountain Properties Team  
*For and on behalf of the Crystal Bluffs Townhome Association*

Topic: Crystal Bluffs Loop Special Owners Meeting

Time: Feb 13, 2023 04:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83260609226?pwd=RWRJN0VVSDBDV1pNVDkwVGZSbzQ4Zz09>

Meeting ID: 832 6060 9226

Passcode: 466651

One tap mobile

+17193594580,,83260609226#,,,,\*466651# US

+16699006833,,83260609226#,,,,\*466651# US (San Jose)

Dial by your location

+1 719 359 4580 US

+1 669 900 6833 US (San Jose)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 444 9171 US

+1 646 931 3860 US

+1 689 278 1000 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US



January 11, 2023

Dear Loopers,

We hope this letter finds you well. We wanted to provide you all with an update on the process that has taken place since the annual owners meeting regarding the special assessment and the re-roofing project. Shortly after the annual meeting, a link to an online survey was sent out to gauge how the ownership felt about two different options for the impending special assessment. During that same timeframe the roofing committee, in conjunction with Silver Mountain Properties, has been soliciting bids, following up with contractors, and gathering all of the relevant data necessary in order to choose a roofing contractor that will best suit the needs of the neighborhood. At the special board of directors meeting which took place on Friday January 6<sup>th</sup>, the board of directors voted to engage S&S construction for the upcoming re-roofing project. S&S was recommended by a fellow Looper and impressed the roofing committee with their professionalism and communication. Silver Mountain Properties is continuing to work with S&S to finalize details such as shingle color and project start date. Updates will be provided to the rest of the ownership as things progress.

Now that a contractor has been selected, the details of the special assessment must be finalized in order to have the necessary funds available to begin the re-roofing project. This letter will serve as notice that a special owners meeting has been scheduled for **4:00 pm Monday February 13<sup>th</sup>** at the RVR Ranch House Conference Room. The sole purpose of this special owners meeting will be to formally vote on the assessment amount that will be due on March 31<sup>st</sup>. **It is imperative that a quorum of 60% of the entire ownership is achieved at this meeting, and since there is an issue to be voted on, anyone joining via zoom will need to provide a proxy to someone who will be present in person. Just to reiterate, you may attend the meeting via Zoom, but a vote must be submitted either in person or via proxy.** Please see the attached proxy form in this meeting pack and send all proxies to Silver Mountain Properties no later than the end of business hours on Friday February 10th. If you have any questions about the details of this meeting please feel free to reach out to us at (970)963-4900 or by email at [admin@smprop.com](mailto:admin@smprop.com).

Sincerely,

Silver Mountain Properties

**CRYSTAL BLUFFS TOWNHOME ASSOCIATION  
SPECIAL MEETING OF THE MEMBERS**

**Date: February 13<sup>th</sup> 2023, at 4:00pm**

**Location: River Valley Ranch House Conference Room  
444 River Valley Ranch Drive, Carbondale, CO**

*Notice is hereby given that a General Meeting of the Members of The Crystal Bluffs Townhome Association will be held on Monday February 13th, at 4:00pm for the following purposes:*

**AGENDA**

- 1. Call to Order / Roll Call and counting of proxies**
- 2. Verification of Quorum**
- 3. Special Assessment Vote**
- 4. Owner Q&A**
- 5. Adjournment**

## CRYSTAL BLUFFS TOWNHOME ASSOCIATION

### PROXY

The undersigned, a Member of the Crystal Bluffs Townhome Association, a Colorado non-profit corporation, does hereby constitute and appoint:

☐ Peggy Beeler

☐ Chris Coyle

☐ Gay Zanni

☐ Paula Cahill

☐ Sara Gilbertson

OR \_\_\_\_\_

as my proxy to attend the special meeting of the members on Monday February 13th, at 4:00pm at the River Valley Ranch House Conference Room, 444 River Valley Ranch Drive, Carbondale, CO., or at any continuation or adjournment thereof, with full power to vote and act for me to the same extent that I might, were I personally present.

Further, execution of this proxy is acknowledgment of the receipt of the Notice and Call of said meeting called by the President of the Association.

IN WITNESS WHEREOF, I have signed this proxy on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Owner / Member Printed Name

\_\_\_\_\_  
Owner / Member Signature

\_\_\_\_\_  
Owner / Member Unit Number

It is important that you return your proxy or attend the meeting as a quorum sixty percent (60%) of the members eligible to vote must be represented by proxy or in person for the meeting to be official.

Please return your proxy no later than Friday February 10<sup>th</sup> to:

Silver Mountain Properties, Inc,  
326 Hwy 133, Suite 290, Carbondale, CO 81623

Or email it to: [admin@smprop.com](mailto:admin@smprop.com)