

**CRYSTAL BLUFFS LOOP ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**October 24, 2022, 3:00 PM @ SMP OFFICE AND VIA ZOOM**  
**Silver Mountain Properties, 326 Hwy 133, Ste 290, Carbondale CO**

*Minutes of the Board of Directors Meeting of Crystal Bluffs Loop Association, held at the office of Silver Mountain Properties at 3:00pm on October 24<sup>th</sup>, 2022.*

**1. CALL TO ORDER:**

- a. **Roll Call:** The meeting was called to order by the President, Peggy Beeler, at 3:05 pm. In attendance were Peggy Beeler, Chris Coyle, Paula Cahill (via zoom), Maria Yurasek and Gay Zanni. Also in attendance were Bill Crowley and Kari Crowley from SMP. Bill assumed role of secretary for the meeting. With all board members present, quorum was achieved, and the meeting proceeded.

2. **Approval of the previous Meeting Minutes - July 27, 2022:** With no changes requested, Peggy Beeler motioned to approve the minutes from 7/27/22, Chris Coyle seconded, and all approved.

**3. MANAGER'S REPORT:**

- a. **3rd quarter Financial Report:** Kari Crowley from SMP provided a summary of the year-to-date financials which showed that the association is tracking well towards the end of the year. One expense that was not budgeted for was the reserve study update. This was not originally budgeted for but was approved in early 2022 as a necessary cost to make sure the Association had all the data needed to draft upcoming budgets and plan for future reserve items.

**Motion to approve the financials:** Maria Yurasek motioned to approve the financials, Gay Zanni seconded, and all approved.

**4. OLD BUSINESS:**

- a. **Billy Easton can replace exterior window weather stripping. We determined it would be at owner's expense:** Peggy updated the group on the work completed by Billy Easton. All work to be completed is to be the responsibility of the owner. Billy Easton will provide SMP with invoices for each owner and SMP will invoice each owner accordingly on Billy Easton's behalf.

**5. NEW BUSINESS:**

- a. **Reserve Study / 2023 budget** – Kari presented the new budget that was completed by Peggy and SMP. The budget calls to increase the monthly dues from \$565.00 to \$575.00. The new budget also calls for a special assessment from each owner to finance the roof replacement to be completed in 2023. After much discussion, it was decided that a \$16,500.00 assessment per owner (unit) was approved. Chris Coyle motioned to accept the dues increase and the special assessment of \$16,500.00 and it was seconded by Maria Yurasek and all approved.
- b. **Gutter cleaning** – The cleaning is underway and was to be completed by Tuesday Oct. 25th, 2022.
- c. **Deer fencing** – Peggy explained that TLC would be completing this task, she would reach out to them to confirm.
- d. **Snowplow bids** – SMP solicited bids from contractors and will be sending those via email to the board for approval.
- e. **Gardner needed** – It was decided for Paula to reach out to her gardener and see if they would be willing to work throughout the neighborhood.

6. **OPEN FORUM:** No open forum was requested.
7. **SCHEDULE NEXT MEETING:** The annual meeting is scheduled for December 8, at 4:00pm at the RVR Ranch House conference room.
8. **EXECUTIVE SESSION:** The Board went into executive session at 4:41pm to discuss a potential matter of unwarranted invasion of individual privacy. The Board emerged from executive session at 4:51pm.
9. **ADJOURNMENT:** With nothing further to discuss on the agenda, it was motioned by Chris Coyle to adjourn the meeting at 4:51pm. Seconded by Peggy Beeler.