

**CRYSTAL BLUFFS TOWNHOME ASSOCIATION
MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING
JANUARY 6, 2022 - 1:00 PM VIA ZOOM CONFERENCING**

RECORD OF PROCEEDINGS

1. Call to Order / Verification of Quorum: With all five board members present, quorum was verified, and the meeting proceeded as scheduled. President, Peggy Beeler called the meeting to order at 1:02pm. Board members present included Peggy Beeler, Sara Gilbertson, Grace Zanni, Paula Cahill, and Chris Coyle. Doug Leibinger was the only other homeowner present. Also Present was Bill Crowley and Nick Cova from Silver Mountain Properties. Nick assumed the role of secretary to prepare a recording of the meeting.

2. Membership Voting Results

Nick gave a summary of the voting results for the assessment survey. In total, 14 homeowners submitted a vote with 13 of them voting in favor of the \$25,000 special assessment in order to cover the roofs, with any extra funds being added to the reserve account for future reserve spending. *Note: After the meeting, it was subsequently confirmed that the assessment amount will need to be finalized at a special meeting of the owners with final approval requiring an affirmative vote from 60% of the owners. The special owners meeting is scheduled for Monday February 13th, 2023.*

3. Roof Replacement Bid Presentation

- a. Nick then gave a summary of the roof bid spreadsheet that had been distributed to all owners along with the notice for this special board meeting. Nick explained that the association had received six bids in total, with the top five being represented on the spreadsheet. Nick further explained that the roofing committee, along with Silver Mountain Properties had done extensive research to have all the relevant data necessary in order to make the best decision. Sara Gilbertson further explained that one of the key factors, other than price, was selecting a contractor who was going to work efficiently to prevent the neighborhood from being a construction site for the whole summer.
- b. After reviewing all bids and seeking follow up information from contractors as needed. The board decided it was time to vote on a contractor. A motion was made by Sara Gilbertson to engage S&S Construction as the selected roofing contractor for the 2023 re-roofing project. The motion was seconded by Grace Zanni and unanimously approved by the board of directors.
- c. With S&S selected as the contractor, it was discussed that the next step will be confirming the details of a material deposit and pinpointing a project start date. Nick agreed to coordinate with S&S about these details. Nick also agreed to begin drafting a letter that will be sent to the entire neighborhood. This letter will further explain the thought process behind choosing a contractor as well as information on how the project will be coordinated. It was discussed that Silver Mountain Properties, specifically Nick, will be the main contact point for both the contractor as well as any homeowners who may have questions or concerns that come up throughout the project. Nick also agreed to reach out to the folks in the neighborhood who have solar panels to give them enough advanced notice to make arrangements for the removal of their solar.

4. Open Forum: No homeowners requested to speak during the open forum.

5. Adjournment: With nothing further to discuss, the meeting was adjourned at 1:31pm.