

**CRYSTAL BLUFFS TOWNHOME ASSOCIATION  
MINUTES OF THE BOARD OF DIRECTORS QUARTERLY MEETING  
FEBRUARY 13, 2023, at 3:00 PM MST**

**RECORD OF PROCEEDINGS**

*A meeting of the Board of Directors of the Crystal Bluffs Townhome Association was held on Monday, February 13, 2023, at 3:00 PM MST at the Ranch House at RVR Board Room, Carbondale, Colorado, County of Garfield.*

- 1) **CALL TO ORDER:** The meeting was called to order by President, Peggy Beeler at 3:03pm. Board members present included Peggy Beeler, Gay Zanni, Sara Gilbertson, and Chris Coyle. Ginny Rutkowski was the only other homeowner present. Also present were Bill Crowley, Kari Crowley, and Nick Cova from Silver Mountain Properties. Nick assumed the role of secretary to prepare a recording of the meeting.
  
- 2) **APPROVAL OF THE PREVIOUS MEETING MINUTES: October 24, 2022 & January 6, 2023**  
Both sets of minutes were reviewed by the Board and no changes were requested. A motion was made by Gay Zanni to approve the minutes from the October 24, 2022 Quarterly Board Meeting. The motion was seconded by Peggy Beeler and approved by all. Gay Zanni then made a motion to approve the minutes from the January 6, 2023 Special Board Meeting. The motion was seconded by Peggy Beeler and approved by all. Thus, both sets of minutes were approved.
  
- 3) **MANAGER'S REPORT:**
  - a. **Year End 2022 Financial Report:** Kari Crowley from SMP provided a summary of the year end financials for 2022 by going through all pertinent line items. The Association finished the year in good shape from an operating standpoint and there is a plan in place to boost the reserves with an impending special assessment. A motion was made by Sara Gilbertson to approve the financials, the motion was seconded by Gay Zanni and approved by all.
  
- 4) **OLD BUSINESS:**
  - a. **Discuss bids for Landscape and Irrigation Services for 2023:** The Board discussed the upcoming landscape contracts for the 2023 season. Peggy had previously requested that Chad from TLC provide a bid to take care of the mowing and trimming again. The Board discussed that they thought he had done a good job the year before and would only improve now that he has more familiarity with the neighborhood. A motion was made by Peggy Beeler to retain TLC as the landscape contractor for another year. The motion was seconded by Sara Gilbertson and approved by all.

The Board then discussed having a separate contractor for irrigation repairs as that is not something that is offered by TLC. It was discussed that Magdiel Vega, who is currently doing the snow removal for Crystal Bluffs, has provided a price and would be a good person to hire for irrigation as he does a lot of work in RVR and is typically close by in the event that the irrigation system needs to be repaired. Magdiel's price would be \$250 to start up the system and then any irrigation repairs would be billed on a Time and Materials basis at \$65 per man hour. A motion was made by Peggy Beeler to accept Magdiel's proposal to take care of irrigation. The motion was seconded by Chris Coyle and approved by all.

**5) NEW BUSINESS:**

a. **Vote on roof color shingles:** Sara and Gay then presented the two options for shingle colors that are being proposed by the roofing committee. The Board was in agreement that these two color options would look nice on all buildings. The roofing committee then proposed their recommended shingle selection for each building. Both colors are an Owens Corning Duration shingle. The shingle color selections are as follows:

- 1250/1252: Teak.
- 1254/1256: Teak.
- 1258/1260: Estate Gray.
- 1262/1264: Estate Gray.
- 1266/1268: Teak.
- 1270/1272: Teak.
- 1278/1280: Estate Gray.

A motion was made by Gay Zanni to accept the above listed shingle selections for the 2023 re-roofing project. The motion was seconded by Sara Gilbertson and approved by all.

b. **Open Board Position:** On Monday February 6<sup>th</sup>, Board member Paula Cahill sent in her official resignation from the Board of Directors. The Board expressed how much they would miss Paula on the Board and thanked her for her contributions to the neighborhood. Paula had recommended that fellow Looper, Ginny Rutkowski take her seat on the Board. A motion was made by Sara Gilbertson to officially appoint Ginny to fill Paula's vacant seat. The motion was seconded by Peggy Beeler and approved by all.

c. **Board Tenures and Positions:** The Board then discussed the tenures and positions of all members and they were established as follows:

- Peggy Beeler: President; 3 years left.
- Gay Zanni: Secretary/Treasurer; 2 years left.
- Sara Gilbertson: Member at large; 3 years left.
- Chris Coyle: Vice President; 3 years left.
- Ginny Rutkowski: Member at large; 1 year left.

6) **OPEN FORUM:** No open forum was necessary.

7) **NEXT MEETING DATE:** The next meeting date was set for Wednesday April 12<sup>th</sup> at 3:00pm at the Silver Mountain Properties office.

8) **EXECUTIVE SESSION (IF NECESSARY):** No executive session was necessary.

9) **ADJOURNMENT:** With nothing further to discuss, the meeting was adjourned by Chris Coyle at 3:48pm.

Respectfully submitted,

/s/ Nick Cova

Secretary to the Meeting

/s/ Peggy Beeler

President