

CRYSTAL BLUFFS TOWNHOME ASSOCIATION
MINUTES OF THE SPECIAL MEETING OF THE MEMBERS
Date: February 13th, 2023, at 4:00pm MST
Location: River Valley Ranch House Conference Room
444 River Valley Ranch Drive, Carbondale, CO

RECORD OF PROCEEDINGS

A special meeting of the members of the Crystal Bluffs Townhome Association was held on Monday, February 13, 2023, at 4:00 PM MST at the Ranch House at RVR Board Room and via Zoom Conferencing, Carbondale, Colorado, County of Garfield.

- 1. Call to Order / Roll Call and counting of proxies:** The meeting was called to order at 4:03 by President, Peggy Beeler. Nick checked in all owners who were present in person and counted all proxies that had been received.
Board members present included Peggy Beeler, Chris Coyle, Sara Gilbertson, Gay Zanni, and Ginny Rutkowski. Other owners present included Rob Benedetti, Katie Marshall, and Penny Ridley. The following owners were represented via Proxy: Barbara and William Byers (Gay), Craig Bjorkman (Sara), Dan & Susan Blake (Sara), Robin Cherry (Gay), Joan & Scott Barker (Peggy), John & Paula Cahill (Sara), Karen Miller (Gay). 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. Verification of Quorum:** With seven units represented in person and another seven represented via proxy. Nick confirmed that quorum of 60% had been achieved and the meeting continued as scheduled.
- 3. Special Assessment Vote:** Ballots were passed out to all that were present, and a brief explanation was given for what was to be voted on. Nick Cova from SMP explained that owners were voting either “for” or “against” the proposed \$25,000 special assessment that will be due in full on March 31st, 2023. Once everyone had been given an opportunity to fill out their ballot, Bill Crowley from SMP counted all votes received and confirmed that the appropriate number of ballots had been returned. Bill then reported that all fourteen votes that had been submitted were “for” the \$25,000 special assessment. Thus, the special assessment was officially approved and will be due in full on March 31st, 2023.
- 4. Owner Q&A:** There were a few questions from homeowners regarding the process that had taken place to select a contractor for the re-roofing project. Owners were directed to review the minutes from the previous meetings for more information on that process. Owners also had questions about how to pay their portion of the special assessment. Kari Crowley from SMP explained that they would be invoiced by SMP and that checks were payable to Crystal Bluffs Townhome Association. Owners may pay in installments if they would prefer, as long as the full assessment was paid by March 31st, 2023.
- 5. Adjournment:** With nothing further to discuss, the meeting was adjourned by Peggy Beeler at 4:22pm.

Respectfully submitted,

/s/ Nick Cova

Secretary

/s/ Peggy Beeler

President