

CRYSTAL BLUFFS TOWNHOME ASSOCIATION  
MINUTES OF THE QUARTERLY MEETING OF THE BOARD OF DIRECTORS  
May 1, 2024 at 3:00 PM

A meeting of the Board of Directors of the Crystal Bluffs Townhome Association was held on Wednesday, May 1, 2024, 3:00 PM at the River Valley Ranch Boardroom, Carbondale, Colorado, County of Garfield.

RECORD OF PROCEEDINGS

- 1) **CALL TO ORDER:** The meeting was called to order by President, Peggy Beeler at 3:00pm. Board members present included Peggy Beeler, Sara Gilbertson, Ginny Rutkowski, Gay Zanni and Rob Benedetti. One other homeowner, Lance Bronk, was present. Also present were Bill Crowley, Kari Crowley, and Nick Cova from Silver Mountain Properties. Kari Crowley assumed the role secretary to prepare a recording of the meeting.
  - a) **Approval of the previous Meeting Minutes from February 7, 2024:** No changes were requested and a motion was made by Sara Gilbertson to approve the minutes from February 7, 2024, it was seconded by Gay Zanni and all approved.
  
- 2) **OPEN FORUM:** Lance Bronk wanted the Board to know that he was happy with the ice/snow situation and applauded the snow removal contractor. The Board reminded Lance that he can contact Silver Mountain with any issues regarding HOA appointed vendors. Lance is also happy with the improved civility of parking in the loop.
  
- 3) **MANAGER'S REPORT:**
  - a) **Financial Report:** Kari Crowley from SMP provided a summary of the Q1 2024 financials by going through all pertinent line items and providing context as necessary. The only item overbudget currently is snow removal. Kari explained how difficult it is to budget for snow removal. Despite that, the Association ended Q1 with a net income of \$3,796.91. Kari went over the balance sheet showing the operating fund at \$10,369.63, the reserve fund at \$69,990.59 as well as additional reserve funds in a CD at \$75,682.66.
  - b) **Motion to approve financials:** Ginny Rutkowski made a motion to approve the financials as presented, Sara Gilbertson seconded, and the motion carried.
  
- 4) **BOARD ACTION ITEMS APPROVED VIA EMAIL:** N/A
  
- 5) **OLD BUSINESS:**
  - a) **Paving –** Nick from SMP is still collecting bids and will present to the Board once received
  - b) **Painting in process –** It was announced that all painting is complete
  - c) **Landscape updates (removal of old bushes, adding tall grass, rocks).** There is \$3,000 budgeted for this project
  - d) **Revise bylaws and R&R:** The board discussed upcoming revisions to the bylaws and rules and regulations. A summary was distributed by Peggy that outlined the proposed changes and it was discussed that the Board had budgeted \$2,000 in legal fees for the changes that will require an attorney.

6) NEW BUSINESS:

a) Board Positions and Tenures: The board positions and tenures were discussed and set as follows:

Peggy Beeler: President; Term expires in 2025

Rob Benedetti: VP; Term expires in 2025

Gay Zanni: Sec/Treas; Term expires in 2026

Sara Gilbertson: Member at large; Term expires in 2025

Ginny Rutkowski: Member at large; Term expires in 2026

A motion was made by Sara to accept the above stated board positions and tenures. The motion was seconded by Rob and approved by the rest of the Board.

b) Tree Removal (Cottonwoods, tree behind 1262/64)

c) Refinish front doors 1252, 54, 58, 60: This work was discussed by the board as Billy Eason had provided a quote for \$225 per door. A motion was made by Sara to accept the proposal. The motion was seconded by Gay and approved by the rest of the board.

d) Contact person for 1280 to ensure renters know R&R: It was discussed that the contact person for the school district will be Ben Bohmfalk until a tenant is living in the unit.

e) Deer Fencing: The deer fencing has been taken down for the year and is being stored offsite by SMP.

f) Gutter Cleaning: Nick agreed to look at budget numbers and previous costs before scheduling.

g) Monthly newsletter – The Board discussed how best to communicate with the owners and it was decided to let SMP send a quarterly newsletter

7) EXECUTIVE SESSION: N/A

8) SCHEDULE OF NEXT MEETING: The next Board of Directors meeting will be held on July 31, 2024, at 3:00pm in the RVR Boardroom.

9) ADJOURNMENT: With nothing further to discuss, Peggy motioned to adjourn the meeting at 4:17pm, followed by a second motion from Sara Gilbertson.

Respectfully submitted,

/s/ Kari Crowley

Secretary to the Meeting

/s/ Peggy Beeler

President