

**CRYSTAL BLUFFS HOMEOWNER'S ASSOCIATION**  
**MINUTES OF THE QUARTERLY MEETING OF THE BOARD OF DIRECTORS**  
**MAY 21, 2025, at 3:00 PM MT**

*A meeting of the Board of Directors of the Crystal Bluffs Townhome Association was held on Wednesday, May 21, 2025, at 3:00pm at the RVR Ranch House Boardroom and Zoom Conferencing, Carbondale, Colorado, County of Garfield.*

**RECORD OF PROCEEDINGS**

- 1) Call to Order:** The meeting was called to order by President, Robert Benedetti at 2:59 p.m. Board members present included Peggy Beeler, Sara Gilbertson, Ginny Rutkowski, Susan Blake and Rob Benedetti. Also present were Kari Crowley, Bill Crowley and Nick Cova from Silver Mountain Properties. Kari Crowley assumed the role of secretary to prepare a recording of the meeting. With verification of quorum, the meeting proceeded.
- 2) Open Forum:** Lance Bronk was in attendance and asked about the progress of removing the tree roots in his crawl space. Bill Crowley from SMP responded that the project should be complete in the next couple days. Mr. Bronk requested a letter explaining what the problem was and how it was remedied. SMP will provide Mr. Brock with said letter.
- 3) Approval of Prior Meeting Minutes (2/26/2025):** With one small change on an incomplete sentence in the financial review section, Peggy Beeler motioned to approve, the motion was seconded by Ginny Rutkowski, all approved.
- 4) Financial Review:** Kari Crowley from SMP provided a brief review of the Association as of April 30, 2025. Kari reported that the HOA had an ending balance on 4/30/25 of approximately \$12,000.00 for operating account, \$46,000 in a money market account, and \$80,000 in a CD, totaling \$139,949.64. Kari went through all line items and provided context where necessary and informed the Board that the 2<sup>nd</sup> quarter reserve assessments will not be transferred to the reserve account until the operating funds can support that. Kari also reminded the Board of the upcoming reserve expenses, including tree removal and health maintenance, as well as potential future projects like gutter guards and painting. She advised the Board to consider their reserve funds carefully, particularly when the CD matures in June. With no further questions, the Board found the Association in good financial standing and no immediate concerns.
- 5) Old Business:**
  - a) Siding Replacement/Painting Schedule:** Painting is scheduled for the last week in June and will be completed on units 1250 & 1252. Nick updated the group on his efforts to find a contractor to replace the siding prior to painting. The board discussed the potential cost to replace the shake-siding sections of the building to be painted. Ultimately, the board decided to table this decision until a final price and material decision could be made.

- b) **1274 Cottonwood Trees:** Removal and cleanup of the trees was completed on 5/21 and 5/22.
- c) **Gutter Guard completion:** This was scheduled for 5/20 and Nick from SMP will follow up to ensure the full inspection was completed.
- d) **Lattice Replacement:** The group discussed replacing lattice on buildings, with labor costs estimated at \$3,500 and material costs at \$65 per 4x8 strip, requiring at least 12 strips. They decided to proceed with replacement but leave the lattice black unless it's scheduled for building painting, at which point it would be spray-painted. Rob Benedetti motioned to approve of Peggy Beeler purchasing the materials and Billy Eason will do the installation. Ginny Rutkowski seconded the motion, and all approved.

**6) New Business:**

- a) **Homeowner reimbursement for fire mitigation:** Rob Benedetti motioned to reimburse homeowners for the cost of supplies only for replacing their mulch with rock. Peggy Beeler seconded the motion and all approved.
- b) **Inspection Reports:** The group discussed SMP's monthly inspection reports, which Ginny Rutkowski compiled into a Google document accessible to all, highlighting maintenance issues and responsibilities. SMP noted ongoing work on touch-up paint and stone repairs, and the inspection report will now be a regular topic at board meetings.
- c) **Font Porch Concrete Crack Repairs:** The Board discussed the issue of concrete cracks on front porches, particularly at units 1260 and 1256, where the cracks are noticeable and may require repair. The group agreed that while cosmetic matching might be challenging, the primary focus should be on safety and water intrusion prevention. The Board delegated the decision-making authority to SMP to evaluate all units and determine which cracks need immediate attention, with the understanding that some repairs might not achieve perfect cosmetic results but are necessary for property protection and liability reduction.
- d) **Schedule Next Meeting:** The next meeting is scheduled for July 29, 2025 at 3:00pm at the RVR Boardroom pending availability of the room.

**7) Executive Session:** N/A

- 8) Adjourn:** With nothing further to discuss, Peggy Beeler motioned to adjourn the meeting at 3:50 p.m, followed by a second motion from Rob Bendetti.

Respectfully submitted,

/s/ Kari Crowley

Secretary to the Meeting

/s/ Robert Bendetti

President