

CROSSROADS PARK OWNERS ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
November 2nd, 2022 at 5:30 PM MDT
Via Zoom

Call to Order & Determination of Quorum

Board members present were Debbie Kahanek, Teri Watkins, Barbara Frare, Linda Ellerbeck and Mel Ott. With all Board members present the quorum requirement was met. RaeAnne Hadley and Janet Samples from Source HOA were also present. Debbie Kahanek, President, called the meeting to order at 5:34 PM.

Approval of Minutes from May 17, 2022

The minutes of the prior meeting were distributed to Board members in advance of the meeting. Reading the minutes aloud was waived. Debbie Kahanek moved to approve the minutes as presented. Teri Watkins seconded and there was no further discussion. With all in agreement, the motion passed unanimously.

Financial Reports Through October 31st, 2022

The financial reports, including the Balance Sheet and the YTD Budget vs Actual, were distributed to Board members in advance of the meeting. Debbie Kahanek waived reviewing the financial reports and motioned to accept the reports as presented. Teri Watkins seconded and there was no further discussion. With all in agreement, the motion passed unanimously.

Old Business

Funding Capital Projects – Roofing & Exterior Painting

Debbie Kahanek explained this information is in progress and will be reviewed during New Business.

French Doors

Debbie explained that over the summer, a member had requested to replace their sliding glass door with a French door. This request was approved, and Debbie reminded members that door and window replacement should be the same color as the previous door or window and all replacements are to be approved by the Board.

Feral Cats

Debbie explained that Second Chance Cat Rescue is currently accepting cats and can help members catch cats so that they can be fixed. If members see stray cats, they should contact Second Chance Rescue. Debbie discussed that members should stop feeding the feral cats.

New Business

Updates on Unit Repairs

A copy of the Unit Repairs schedule was sent via email to all members. Debbie reviewed the schedule for units that need repairs. Debbie explained that structural repairs will take precedence over cosmetic concerns. The townhomes in Crossroads Park are 20 years old, assessments and/or dues may need to increase in the future. She discussed the concerns about roofing, stucco, painting, and gutter issues which need to be addressed now and cosmetic expenses in the future.

Gutter Replacement

As discussed in the previous topic, several members are experiencing gutter issues due to heavy rainfall this summer. Debbie explained that the Board will discuss gutter issues in Executive Session with the possibility of replacing all gutters in the HOA in the future. Debbie will contact gutter installation vendors for bids and will keep HOA members informed. Gutter cleanout for this year is scheduled for November 15th, 2022. An email reminder will be sent to members before that date.

Paying Assessment Dues online (AppFolio)

HOA members are encouraged to pay their quarterly assessments, online, through AppFolio. To access AppFolio on your computer, go to: sanjuanassocmgmt.appfolio.com/connect/users/sign_in . Debbie explained that activating the portal also provides members information about meetings, HOA announcements, and upcoming assessments. Paying through the portal is free when members use their checking account **or** set up automatic payments. Effective March 1st, 2023, members will be charged a \$20 fee if paying by check and mailing it to Source.

The Board is aware that some members may struggle with setting up online payments. Should someone need help, RaeAnne Hadley, with Source, is available to answer questions and help owners get started using AppFolio. Debbie also stated that not all members have been paying the monthly \$50.00 special assessments and late fees will be added after 5 months of non-payment.

Driveways

Debbie discussed that additional members have approached the Board to have their driveway replaced. The driveways in question have cosmetic issues and will not be addressed at this time, due to lack of funds in the budget. Debbie explained that the Board will be open to discussing replacing driveways in the future, despite them not being the HOA's responsibility. If members choose to go in that directions, it will require a substantial special assessment to fund the replacement.

Homeowner Questions

Beth Loesch thanked RaeAnne Hadley for helping her set up her online payments. Carolyn Nielson asked if there was going to be a special assessment when the gutters are replaced. Debbie explained she didn't know at this time until bids are in from the contractors. Debbie did want to clarify that foundations and crawl spaces are the members responsibility, and it is recommended that they are inspected every 3-5 years. Debbie also discussed that laying down plastic sheeting in the crawl space helps prevent moisture and Radon gases from seeping into the units. She has contact information for an inspector who will give a 20% discount if more than 3 members schedule to have their crawl spaces inspected. Contact Source HOA or Debbie for contact information if interested.

Next Meeting Date

The next Board of Directors meeting will be scheduled in February.

Adjourn

The meeting was adjourned at 6:07 pm by Debbie Kahanek.

Executive Session

Capital projects, late fees, dues, and special assessments were discussed.

RESPECTFULLY SUBMITTED by RaeAnne Hadley, Source HOA.