

**CROSSROADS PARK OWNERS ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES**

August 7, 2020 – 6:00 PM
270 Crossroads Circle, Montrose CO 81401

Call to Order

The meeting was called to order at 6:08 pm by Tim Lund.

Determination of Quorum

Board members present were Debbie Kahanek, Tim Lund, Tony McCrackin and John Sorrell. With four of four Board members present in person the quorum requirement was met. Also present was Tracey Wolter from Mountain Mansion Management ("MMM").

Approval of minutes from March 19, 2020

The minutes of the prior Executive Board meeting were distributed to the Board members in advance of the meeting. There were no corrections. Debbie Kahanek moved to approve the minutes of the March 19, 2020 meeting as presented, and Tony McCrackin seconded the motion. All voted in favor to approve the minutes.

Financial Reports through July 31, 2019

The members reviewed the financial reports with Ms. Wolter. Tim Lund made a motion to accept the financials as presented and Debbie Kahanek seconded the motion. The motion passed unanimously. The Board directed MMM to collect any delinquent dues assessments per the HOA's policy.

Infractions

The Board would like to have MMM drive through the neighborhood once or twice a month to check for infractions. There were no infractions to discuss at this meeting.

Old Business

Gutter Work

Gutter cleaning and repair was done in early 2020 and the Board discussed having this work done before the winter starts this year. MMM was directed to find a company that will clean the gutters after the leaves have fallen.

Heat Tape - Update

There was a discussion regarding the heat tapes and the problems with the tapes wearing out, how they are turned on/off (by John Sorrell) and two units that have plugs that may not be working. John Sorrell was able to get a bid from Jesse McCants Home Maintenance & Repair for his heat tape replacement. Board members discussed that they charge a high hourly rate and that they should look for other estimates. John Sorrell agreed to try to get two more bids and to get a per unit cost and a cost for all twelve units. Tony McCrackin is also available to do this work and will submit an estimate.

DMEA Reimbursements

Tracey Wolter reported that the reimbursements were not paid to DMEA directly this year because there were too many missing DMEA account numbers. Reimbursements will be made to the owners and that she will try to track down the missing account numbers for tenants.

New Business

Bank Signors

Tracey Wolter explained that it is necessary to remove Sylvia Pennings from the Alpine Bank signature card. A motion was made by Debbie Kahanek to remove Sylvia Pennings and John Sorrell and to add Tracey Wolter and Tony McCrackin. Tim Lund seconded the motion which passed unanimously.

Workers Compensation Insurance

Tracey Wolter presented information from Pinnacol Assurance and Ashley Holden from Insurance of the San Juans regarding the benefits of purchasing a Workers' Compensation Insurance policy for the HOA. This will provide coverage for an owner who is selected to perform paid work within the HOA and is injured performing the work. It will also provide coverage for outside vendors if they do not carry their own coverage. It will not cover liability associated to the work performed. Ashley Holden provided a quote for coverage for a total annual cost of \$348.00 which can be bound immediately. The Board discussed the benefit of having this policy which will help protect the HOA if Tony McCrackin or other owners can perform maintenance jobs for the HOA rather than outsourcing to a vendor. Tim Lund made a motion to approve purchasing the Workers' Compensation Policy through Pinnacol Assurance as provided by Insurance of the San Juans. John Sorrell seconded, and the motion passed unanimously.

2020 and 2021 Budgets

The Board, in a previously held meeting, had approved a budget for 2020 that included an increase in dues. Because of the postponement of the 2020 Annual Meeting due to the Covid-19 pandemic, the Board and Ms. Wolter discussed that the members had not had a chance to review and ratify (or veto) this budget. Tim Lund made a motion to rescind the previously adopted 2020 budget and to adopt the 2019 budget as the 2020 budget resulting in no dues increase for 2020. Tony McCrackin seconded the motion which passed unanimously.

There was further discussion regarding the 2021 budget. The Board would like confirmation of whether there is a cap on an annual dues increase without owner approval. Ms. Wolter will check the governing documents and also reminded the Board of the budget ratification process dictated by the Colorado Common Interest Ownership Act that allows owners to veto an approved budget.

The Board asked MMM to send out an RFP to the owners regarding Doggie Pot servicing which is currently done by Paul Forbes, a former owner in the association. They would like this to be done in advance of the termination of Mr. Forbes' contract. The contract ends on December 31, 2020.

Reserve Funding

The Board would also like to address the current reserve funding and the possibility of increasing the Reserve Buy-In amount that is collected with each property sale. Tracey Wolter will review the current reserve study and provide feedback at the next meeting.

S&E Ward's Invoices

Tracey Wolter had emailed invoices for May and June to the Board for approval prior to payment as some of the charges were not anticipated and seemed to be related to the newly installed pump. The invoices were read in detail and it was determined that most of the extra work that was done was necessary. The Board does question one repair in May for \$509.81 as it seems to be directly related to the new pump. Tim Lund made a motion to pay both invoices except the \$509.81 from May until there is clarification from Steve Ward on the scope of the work. They request that all work outside the scope of the contract be clearly communicated prior to execution to get approval from MMM. Debbie Kahanek seconded, and the motion passed unanimously. Tracey Wolter will facilitate a conversation with Steve Ward and Board members to get more clarification about the work/amount in question.

General Maintenance Items

There was discussion regarding: a gate repair at 218; brick work, gutter repair & cleaning at 268 and roof work at 224. Based on the discussion regarding purchasing a Workers' Comp policy, the Board would like Tony McCrackin to do these maintenance jobs for 218 (Schneider) and 268 (Leimgruber) and to submit an invoice for payment. The Board asked for a copy of the home inspection for 224 (Kurtz).

Pet Waste

Debbie Kahanek brought up for discussion that there is at least one person who does not pick up their pet waste and that it is a nuisance. She asked Tracey Wolter to send out an email blast to the owners reminding them to pick up after their dogs and to make note that owners should talk to their tenants about this because the owners will be fined if the responsible parties are identified.

Action Item List

Tim Lund asked Tracey Wolter to provide the Board with an Action Item List from the meeting. Ms. Wolter agreed to get this to the Board promptly.

Ditch Between 270 & 272 Crossroads Circle

Debbie Kahanek cleaned the small ditch between her unit and Tony McCrackin's unit. She suggested that this should be done annually and that it can be done by Mr. McCrackin and paid for by the HOA.

Pond Work Day

The idea of having a community "work day" to help maintain the ponds was discussed. No decision was made at this meeting.

Next Meeting Date

The next Board meeting is tentatively scheduled for October 6 , 2020 at 6:00 pm with a location or online meeting TBD.

Meeting Adjourned

The meeting was adjourned at 8:40 pm.

Respectfully Submitted by Tracey Wolter, Mountain Mansion Management