

CROSSROADS PARK OWNER'S ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
January 18, 2021 – 6:30 pm
Via Zoom Online Meeting

Call to Order & Determination of Quorum

Board members in attendance were Debbie KahaneK, Tim Lund, Tony McCrackin and John Sorrell. Other members in attendance were Chris Brome, Cynthia and Don Holman, Beth Loesch, Kay Potter and Larry Zeman. Tracey Wolter, Association Manager, was present and hosted the Zoom meeting.

With 100% of the Board members in attendance, a quorum was deemed present, and the meeting was called to order at 6:35 pm by Tim Lund, President.

Approval of Minutes from October 6, 2020

Members waived reading the minutes at the meeting. Debbie KahaneK moved to approve the minutes of the October 6, 2020 meeting as presented. John Sorrell seconded. There was no discussion. The motion passed unanimously.

Financial Reports Through December 31, 2020

The financial reports were distributed to the Board members in advance of the meeting. Ms. Wolter read through the Balance Sheet and Profit & Loss Report. Ms. Wolter noted that she has not received all invoices from 2020 at this time. A motion was made by Tim Lund and seconded by Tony McCrackin to hold on approving the 2020 financials until all invoices are received and entered which may be done by email prior to the next Board meeting. The motion passed unanimously.

Infractions

No discussion.

Old Business

Gutter Work

Gutters were cleaned in December by Tony McCrackin.

Heat Tape

Heat tape replacement was completed in December by Tony McCrackin for three units, with one unit remaining. Tony McCrackin turned on the heat tapes the day after cleaning the gutters. He will notify Ms. Wolter when they are turned off. At that point, Ms. Wolter will prepare a refund for 2019/2020 and 2020/2021.

Reserve Funding & Buy-In Assessment

Members discussed the current "buy-in" assessment. Ms. Wolter pointed out that in the governing documents, this is described as a contribution to a "working fund". Prior Boards decided to continue to charge this amount for every time a townhouse transfers. Discussion included raising this amount to help fund the reserve fund and to rename it to a "transfer fee". The Board asked Ms. Wolter to contact local title companies to inquire about whether a transfer fee is typical and if so, the amount typically charged.

Bylaws – Amend Meeting Date Requirement

As requested, Ms. Wolter drafted a proposed amendment to the Bylaws to address the timing of the annual meeting. Debbie Kahanek made a motion to approve the amendment as presented. Tony McCrackin seconded. After brief discussion, the motion was approved, and the amendment was adopted.

Board Volunteers

Board members will be elected at the next Annual Meeting. Tim Lund and John Sorrell announced that they will not be running for reelection. Ms. Wolter will send an educational email blast and Nomination Form prior to the annual meeting.

Concrete Repair

Members expressed concerns about their driveways/walkways. This will be on hold until Spring/Summer. Tony McCrackin is starting to work with at least one contractor on pricing/scheduling, but they are busy with new construction.

Pond Clean Out

MMM emailed S&E Ward's to request pricing and scheduling. Tony McCrackin would like to know if Steve Ward intends to remove the pond liner. See discussion under "Community Workday".

Exterior Painting

MMM will prepare RFP and solicit bids to paint Units 200-208.

Doggie Pot Contract

Maintenance of the pet waste station included weekly monitoring of the pickup bags and replacing the trash bags when they get full (including the trash can at the pavilion). This is currently being done by Tony McCrackin, who is paid \$50.00 per month by the HOA. John Sorrell knows another member who would like to take over this job at the beginning of the second quarter.

Community Workday

Debbie Kahanek and Tony McCrackin described the work they did last year, and that Tony has started this winter to help better maintain the ponds. Once the water is released by UVWUA, the ponds will fill up, so it is important to get work done before this. Tracey Wolter has asked S&E Ward's for a bid to perform major work to remove the cattails. Mr. McCrackin would like to see if this expense can be avoided and would like help from other community members. A community workday will be discussed at the annual meeting. In the meantime, owners were encouraged to contact Tony McCrackin.

New Business

2021 Budget Approval

Tracey Wolter reviewed the proposed expenses line by line. Board members discussed each line item and made appropriate adjustments. The operating expenses will be increased to \$79,115.00 and reserve funding to \$20,885.00, for an overall annual assessment of \$100,000.00, or \$500.00 per quarter per unit. Tim Lund made a motion to approve the 2021 Budget, with the operating portion set to \$79,115.00 and reserve funding at \$20,885.00 totaling \$100,000.00. Debbie Kahanek seconded the motion. There was discussion including comments from owners. The motion passed unanimously. Owners will

have the opportunity to discuss and potentially veto the approved budget at a Budget Ratification meeting held in February, prior to the Annual Meeting. MMM will send an invoice for the additional \$100.00 due for the first quarter with the Notice and meeting materials for the Budget Ratification meeting. The invoice will be due by March 31st.

Other

Snow Removal

Debbie Kahanek has researched the governing documents and reported that according to the plat map, driveways are not common area and are not the HOA's responsibility. She noted that in the Montrose City Code, sidewalks are to be cleared by homeowners. She discussed this with the other Board members. Because snow removal on driveways, walkways and sidewalks has historically been paid for by the HOA they think it should continue, but that the specifications for HOA funded removal should be modified and owners should be responsible for any additional snow removal they each require. It will be a Board member responsibility (currently Tony McCrackin) to contact S&E Ward's to perform snow removal as follows:

- 1" or less: Sidewalks and common area, but not driveways
- 2" or more: Sidewalks and driveways. S&E Ward's will spread ice melt on walkways if provided by homeowner.

Homeowners are encouraged to use ice melt products that specifically state that they are "safer/safe for concrete". The HOA will not be liable for concrete damage cause by using salt or other products not specifically rated for use on concrete.

Elevate Fiber

John Sorrell noted that Elevate Fiber has been in the neighborhood and damaged the sprinkler system. He would like to make sure that the repair is done by DMEA, not S&E Ward's because DMEA should make the repairs at no cost to the HOA.

Next Meeting Date

The Budget Ratification Meeting will be held on February 22, 2021 at 6:30 pm via Zoom. The Annual Meeting will be held on March 20, 2021 at 10:00 am via Zoom. A Board of Directors meeting will be held immediately following the Annual Meeting.

Adjourn

The meeting was adjourned by Tim Lund at 9:04 pm.

RESPECTFULLY SUBMITTED BY Tracey Wolter, Association Manager, Mountain Mansion Management.

I hereby certify that the foregoing are a true and correct copy of the minutes approved by the Board of Directors.

David Walstad
Secretary

Date: 8/11/2021