

**CROSSROADS PARK OWNERS ASSOCIATION**  
EXECUTIVE BOARD MEETING MINUTES  
February 8, 2022 at 5:30 PM MDT  
Via Zoom Online Meeting

**Call to Order & Determination of Quorum**

Board members present were Debbie Kahanek, David Walstad, Barbara Frare, and Teri Watkins. With four Board members present the quorum requirement was met. Owners present were Kay Potter, Stuart Hoshide, Sharon Scritchfield, Andrew Weaver and Beth Loesch. Michele Gallowich and Tracey Wolter from Source HOA were also present. Debbie Kahanek, President, called the meeting to order at 5:31 and asked Michele Gallowich to act as chairperson.

**Approval of Minutes from January 17, 2022**

The minutes of the last meeting were distributed to the Board members in advance of the meeting. Reading the minutes aloud was waived. Debbie Kahanek moved to approve the minutes of the January 17, 2022 Budget Ratification Meeting as presented. Teri Watkins seconded. There was no discussion and the motion passed unanimously.

**Financial Reports Through December 31, 2021**

The financial reports, including the Balance Sheet, Profit & Loss vs. Budget and Accounts Receivable, were distributed to the Board in advance of the meeting. Michele Gallowich presented the reports and answered questions. David Walstad moved to accept the financial reports as presented. Debbie Kahanek seconded and with no further discussion the motion passed unanimously.

**Old Business**

Concrete Repair

The concrete repair in the driveway between Units 230/232 (cutting out a section of concrete to provide drainage for the downspout) has been completed. Barbara Frare (Unit 230) brought to attention that there was a lot of splatter left behind on the concrete and garage doors. She requested Source contact the vendor to request they clean up the mess.

Exterior Painting

Michele Gallowich stated that painting is covered under old and new business and asked if the Board would like to address it during new business. Debbie Kahanek agreed that this should be covered in new business.

Unit 263 – Relocate Downspout

Stuart Hoshide reported that Tony McCrackin did not relocate the downspout before he moved. Relocation presents challenges due to drainage areas that could run into the foundation or the driveway. Debbie Kahanek stated she would call Tony regarding the placement of the downspout. Debbie asked Michele to contact a gutter company to get an estimate.

**New Business**

Pond Preparations

Michele Gallowich reported that S&E Ward's agreed to clean out the pond and before they put the pump in place in early March. Debbie Kahanek explained the need for having the bottom of the pond cleaned out to prevent the pump from sucking up sludge and debris. Clean-up is required to keep irrigation water flowing to water the grass in the common areas. Debbie suggested the Board wait to vote on this matter until the proposal from S&E Ward is received.

Resolution for 2022 Funding for Paint Project

Michele Gallowich reported that reserve funds may only be used for capital repair and replacement projects. Exterior painting is considered maintenance and reserve funds are not to be used for maintenance. Tracey Wolter explained that after talking with Bo Nerlin and explaining that the HOA

included exterior painting in the reserve study used to determine annual funding, the Board should pass a resolution to allocate funds for exterior painting in 2022 and establish a new savings account to be used for those funds. Board members discussed the amount of money to transfer. Debbie KahaneK estimates that based on the bid for Units 200-208 of \$25K, that Units 272/274 may cost \$12K. Units 272/274 are the model home units, which have not been painted since constructed and should be painted this year. It was suggested to allot \$40K for painting in 2022. After thorough discussion, Barbara Frare made a motion to allocate \$40K of the current reserve funds for painting Units 200-208 and 272-274 in 2022, and to keep any unused funds allocated for future exterior painting. Debbie KahaneK seconded, and the motion passed unanimously. Tracey then suggested that they should establish a separate savings account with Alpine Bank for these funds. Debbie KahaneK made a motion to set up the bank account with the same bank signers that are on the main accounts. Barbara Frare seconded the motion. The motion passed unanimously.

#### Board Member Changes

Debbie KahaneK made a motion to add Teri Watkins to the Board of Directors to serve out Tony McCrackin's remaining term until the next Annual Meeting. Barbara Frare seconded the motion. The motion passed unanimously.

#### Bank Signer Changes

Debbie KahaneK made a motion to delete Tony McCrackin as a bank signor and to add Teri Watkins, and Janet Samples (Source HOA) as new bank signors. Tracey Wolter (Source HOA) will remain as a bank signer. David Walstad seconded the motion. The motion passed unanimously.

#### Painting for 2023

Michele Gallowich stated the anticipated need to allocate more of the reserve funds for next year's painting project. Debbie KahaneK wants to wait until the next Board Meeting to address the 2023 budget.

#### Bids on Painting

Debbie KahaneK announced the Board accepted the bid from Efficiency Painting. Painting is scheduled to begin May 4<sup>th</sup>.

#### Cancellation of Workman's Comp Insurance

Debbie KahaneK requested that the workman's comp insurance be cancelled since Tony McCrackin is no longer an owner who is working on the property and new vendors must have their own insurance. Michele Gallowich will cancel the policy on behalf of the HOA.

#### Snow Maintenance on Driveways

Debbie KahaneK requested that an email blast be sent to the Homeowners reminding them that they are responsible for shoveling the snow on their walkways. If the snow is less than 2", they are also responsible for shoveling the snow in their driveways. Homeowners are to use ice melt only (not salt) that is concrete friendly. If there is snow more than 2", a Board member will contact S&E Ward's.

#### Rear Fence Falling Down

Michele reported that she received an email stating that the back fencing is falling. Debbie KahaneK wants to know at which Unit, if it's the owner or a renter reporting the issue, and to look at it in person to determine if it's an HOA responsibility or that of the homeowner.

#### Date for the Community Garage Sale

Due to the painting project happening in May, Teri suggested that the Board cancel the garage sale this year. Debbie KahaneK agreed.

#### Update on Roofing Repairs

Michele Gallowich has been talking to Ed Becker with Roofing Plus regarding inspections and repairs. Debbie KahaneK request that Units 272 and 274 to be inspected first. Michele is waiting for estimates from Ed.

### **Homeowner Questions**

Beth Loesch (Unit 224) asked about the possibility of a dues increase. Michele Gallowich explained that issue was tabled for now, due to the unknown costs of the painting and roofing projects. Debbie KahaneK verified that the dues would not increase at this time.

Sharon Scritchfield (Unit 248) reported that she was told her driveway would be repaired by the HOA. Debbie KahaneK explained that during her research of the governing documents, only common areas are the responsibility of the HOA and that the front of the unit (driveway and walkway) is the homeowner's responsibility. Also, currently cracks in the driveways are considered cosmetic and not a liability at this time. Debbie KahaneK will show Sharon what areas next to her home are considered common area. Debbie will also provide homeowners the name of a vendor who does concrete and foundation repair.

### **Executive Session**

With no further homeowner questions, Debbie KahaneK motioned to go into executive session. Teri Watkins second the motion. The Board went into executive session at 6:45 PM.

Topics Discussed: Violations

Upon a motion duly made, seconded and unanimously passed, the Executive Session was ended.

### **Next Meeting Date**

The next Board of Directors meeting is scheduled for May 17, 2022 at 5:30pm via Zoom.

### **Adjourn**

The meeting was adjourned at 7:00 pm by Debbie KahaneK.

RESPECTFULLY SUBMITTED by RaeAnne Hadley, Source HOA.