

**CRYSTAL CREEK CONDOMINIUM ASSOCIATION
ANNUAL MEETING OF THE HOMEOWNERS
WEDNESDAY, SEPTEMBER 27, 2023 – 3:00 P.M.
318 ELK AVENUE, SUITE 10
VIA ZOOM**

Joe Robinson called the meeting to order at 3:13 p.m. and said there was not a quorum.

Those present:

Alison Fuchs, Unit 1
Marjie Locker, Unit 2
Don Horvath and Juli Crabtree, Unit 4
Jim and Barbara Dean, Unit 5
Jack Smith, Unit 7
Dave Daumit, Unit 10
Joe Robinson, Toad Property Management (Manager)

No changes were proposed to the September 7, 2022 minutes and those minutes would be approved at the next meeting.

Juli said there were some areas of siding and trim which required attention. Joe said Toad had inspected the damaged areas and replacing the damaged boards would be one option or another option would be to put metal wainscoting over that lower portion of the building. Joe confirmed the trim had been painted in 2018 and the siding in 2019 and bids could be obtained for the trim to be painted. Joe agreed to obtain some estimates and report back to the Board.

Marjie expressed concern about the condition of the grass in the courtyard and Joe said lack of irrigation did cause issues. Don suggested aeration of the grass and adding grass seed. Owners had been watering and weeding during the Summer and Don said there might now be a chance of grass seed being more successful than in the past. Joe said the work of owners had saved the Association funds and Joe said aeration and seeding would cost approximately \$200. Joe agreed to follow up and let the Board know if Fall or Spring was the better time to put down grass seed.

Joe said a draft 2024 Budget had been distributed prior to the meeting. Joe explained the Budget had been approved by the Board and the Budget increased dues to \$1,067 per quarter from \$975 per quarter. Expenses had increased including the management fee, utilities and insurance. The 300 + inch snow year had caused snow removal to be 120% of the 2023 Budget and the 2024 Budget line item for snow removal had been adjusted to reflect the increase in hourly labor rates for snow removal. Joe explained reserve funds would continue to be collected on a quarterly basis and there was approximately \$2,798 in the operating account. There were no questions or concerns expressed about the 2024 Budget as presented.

Joe said keeping parking spaces available had been challenging during the Winter due to the large amount of snow. Joe said trucking snow had been kept to a minimum to avoid additional costs. Jim asked that the plow driver leave some snow on the ground to minimize the amount of damage caused to the gravel areas. Dave asked that gravel be redistributed on the pathways promptly at the end of each Winter. Joe confirmed new parking passes would be distributed and there would be an email to owners asking for permission to release contact information as part of an Owner Directory.

Joe said a recycling dumpster would be added instead of the existing toters. Joe explained the change would not increase the cost to the Association.

Jim said chimney cleaning was underway and five units would be done if possible. Joe apologized for not giving advance notice of the chimney cleaning.

Joe explained Red Hawk Roofing from Denver had provided a bid of \$152,000 for a 24 gauge metal roof on all three buildings. Joe confirmed Blue Dog Home Improvements had performed a screw and glue in 2023 and Blue Dog had suggested the Association consider roof replacement on all three buildings in the future. Joe agreed to share the bid with the Board and any interested owners. No roof leaks had been reported and Blue Dog had not identified any areas of concern except for the ability to keep using the existing screw holes and the age of the roof. Jim asked if something could be added above the entry doors to reduce snow build up on steps and concern was expressed about preventing snow from sliding off the roof and causing potential leaks. Concern was expressed about problems collecting special assessments from some owners to cover the cost of some of the capital expenses. It was agreed the Association would be able to provide options for payment of a special assessment and Joe confirmed additional roof replacement bids would be obtained. The work would probably be scheduled in approximately three years and efforts would be made to prolong the life of the existing roof. Joe agreed to research options to reduce snow build up on the steps and report back to the Board.

Joe said there was not currently a Reserve Study in place for the Association. Joe explained the Reserve Account had approximately \$7,700 in the bank account with \$4,800 budgeted to go into the account each year.

Barbara said the dryer vents used to be cleaned and asked if the dryer vents could be cleaned. Joe agreed to research and obtain a bid for the work. Some units had condensing dryers and would not require the work.

Jack said he would be willing to continue on the Board for another year. Joe confirmed the Board would confirm Jack's appointment at the Board meeting immediately after the annual meeting.

At 4:15 p.m. Dave made a motion to adjourn the meeting. Marjie seconded the motion and it was unanimously approved.

Prepared by Rob Harper
Toad Property Management

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