

**CRYSTAL CREEK CONDOMINIUM ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
FRIDAY, AUGUST 6, 2021 – 10:00 A.M.
VIA ZOOM**

Those present:

Jim Dean
Dave Daumit
Jack Smith
Rob Harper, Toad Property Management
Nick Sledge, Toad Property Management

Rob called the meeting to order at 10:01 a.m.

Jim made a motion to approve the minutes of the August 20, 2020 meeting. Dave seconded the motion and it was unanimously approved.

Rob explained the purpose of the meeting was to discuss and approve a draft 2022 Budget. Rob said some expenses had been increased in the draft 2022 Budget and dues increased by approximately 7%. Rob explained the \$100 per quarter, per unit, exterior painting payments had not yet been transferred from operating to reserve.

Rob explained serious staff shortages throughout the valley made it very difficult to hire and retain staff. Rob said it was necessary to increase the management fee significantly in an attempt to recruit and retain qualified staff. Concern was expressed about the 40% increase over the past three years in management fee and service charges and it was suggested dues increases needed to be larger and spread over several years. Rob explained insurance rates were increasing significantly every year and some associations had their insurance cancelled due to deferred maintenance or the age of the buildings and it made it very difficult to obtain insurance coverage at a reasonable rate.

Jim said the buildings looked good but it would be necessary to paint the exterior of the buildings in a few years. Rob agreed to obtain estimates for the painting of the exterior of the buildings to assist with financial planning. It was generally agreed small and regular dues increases would be better than having a large special assessment when it was necessary to paint the exterior of the building.

Rob explained \$100 per quarter, per unit was collected for exterior painting. Once the painting estimate for 2025 was received a decision would be made on adjusting the \$100 per quarter, per unit, exterior painting assessment.

Nick said the insurance agent expected insurance coverage rates to increase between 5% and 20%. Rob said current rebuild costs were at \$325 per square foot.

Rob said another glue and screw would be performed on the roof and chimneys would once again be swept in November.

Jim suggested having the September 1 annual meeting at the office and give owners who were out of town an opportunity to participate via Zoom.

Rob explained one owner was delinquent on dues and the owner was refusing to pay dues until five window screens were replaced which the owner claimed went missing when the painting was performed two years ago. Nick said the five window screens would cost \$450 to replace. Dave said there were two screens on the upstairs porch and Nick agreed to search around for the missing and damaged screens. Screens would be installed and if any screens were still missing the owner would receive a credit for those missing screens. A lien would be filed against the owner's unit next month if the screen disagreement could not be resolved and the delinquent dues were not received.

Jim made a motion to approve the 2022 Operating Budget. Jack seconded the motion and it was unanimously approved.

At 10:40 a.m. the meeting adjourned.

Prepared by Rob Harper
Toad Property Management