

**CRYSTAL CREEK CONDOMINIUM ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, AUGUST 30, 2023 – 3:00 P.M.
VIA ZOOM**

Those present:

Jack Smith
Juli Crabtree
Dave Daumit
Joe Robinson, Toad Property Management
Erik Anderson, Toad Property Management

Joe called the meeting to order at 3:02 p.m. and confirmed a quorum.

Dave made a motion to approve the minutes of the September 7, 2022 meeting. Jack seconded the motion and it was unanimously approved.

Prior to the meeting Joe distributed a draft 2024 Budget for review by the Board. Joe said expenses were increasing and the snow removal had been high as the 2022/2023 Winter had been a big snow year. Joe explained the snow removal line item in the Budget had been based on average snow years and included current rate increases for labor. Joe said Toad would be increasing the management fee and the hourly rate for snow removal would also increase.

Joe explained insurance policies were in place for General Liability and Directors & Officers coverage.

Joe said most expenses in the Budget were in line with actual expenses. Legal expenses would be slightly higher due to revised policies, including a Collection Policy, in accordance with State requirements, thus the increase to a \$100 legal budget.

Joe explained there had been some essential repairs under Repairs & Maintenance during the year and the 2024 Budget kept those expenses at the same level as 2023. Less buildings had operational fireplaces, just four or five units, and the line item for Chimney Cleaning/Inspections had been reduced in the 2024 Budget.

Juli said several owners had been working on the flower beds and Joe said that work had kept landscaping expenses low and everything was looking good. Joe said Dave had done some work on the gravel walkways and that had also saved money for the Association.

Joe said the cost of water had increased significantly and would be \$422 per building, per month for water & sewer services. Joe explained the Town had reduced the base allowance for water usage as well as increasing the base costs for water/sewer.

Joe explained Waste Management had increased costs for the weekly pickup from the dumpster and the emptying of the two recycling totes. Joe agreed to reach out to Waste Management again and obtain a recycling dumpster to replace the two recycling totes.

Joe explained the increased expenses in the 2024 Budget would require an increase in dues of \$92 per quarter, per unit, resulting in quarterly dues of \$1,067. The \$100 per unit assessment would continue to build up Reserve funds for future building maintenance.

Dave made a motion to approve the 2024 Budget as presented. Juli seconded the motion and it was unanimously approved.

Dave said new roofs would be required in the future as the roofing contractor had expressed concern about the condition of the original roofs. Joe said Toad would be happy to gather some bids for roof replacement so the Board could discuss a future special assessment for the work. Juli asked if snow fencing above the unit entry doors could be included in the new roof bid process. Dave expressed concern about snow build up behind the snow fences and said that might increase ongoing maintenance expenses. Joe agreed to ask for bids with and without snow fences.

Joe explained the annual meeting documents would be sent to the Board for review and then sent to owners (approximately 27 days prior to the meeting). Topics for the Agenda were discussed.

Juli said the alley had markings on the ground and it was agreed the markings were part of the construction on the opposite side of the alley and permits had been applied for.

Joe said parking permits would be available for 2024.

Dave said gravel from the walkways had been moved into the parking spaces, as part of the snow removal, but the gravel had been left in the parking spaces instead of returned to the gravel walkways. Joe said he would talk to the maintenance crew to have the gravel moved back to the walkways each Spring.

Jack said he would be willing to continue on the Board if no other owner wanted to volunteer. Joe said he would send out an email to owners to ask for volunteers. Joe explained Erik Anderson was new to Toad and Erik would be participating in the annual meeting and then taking over the day-to-day management of the Association.

At 3:48 p.m. Dave made a motion to adjourn the meeting. Juli seconded the motion and it was unanimously approved.

Toad Property Management

DRAFT