

**CRYSTAL CREEK CONDOMINIUM ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
TUESDAY, MAY 31, 2022 – 3:00 P.M.
VIA ZOOM**

Those present:

Jim Dean

Dave Daumit

Jack Smith

Joe Robinson, Toad Property Management

Joe called the meeting to order at 3:01 p.m. and confirmed a quorum.

Jim made a motion to approve the minutes of the August 6, 2021 meeting. Dave seconded the motion and it was unanimously approved.

Joe said a quarterly financial report had been circulated to the Board prior to the meeting. Joe explained water and sewer expenses had increased and would be over Budget. Joe said he was working with Waste Management to correct a double billing for trash collection. Joe explained the reserve account was at \$10,800 and it might be necessary to move money from the reserve account to the checking account to cover any expenses prior to dues income being received in July. After discussion, Jim made a motion to move \$1,200 from the reserve account to the checking account. Dave seconded the motion, and it was unanimously approved.

Joe agreed to research the fireplace cleaning invoice and report back to the Board as the invoice for \$1,500 was high as several units did not have operating stoves.

Joe explained two owners were delinquent on dues. Joe said one owner had not increased their quarterly payments earlier in the year, and late fees had been applied. Joe confirmed the owners had been emailed, and Joe agreed to follow up with phone calls to both owners.

Jim said the trees required trimming and suckers removed and suggested obtaining an estimate for the work. Dave suggested Paul Merck be asked to give an assessment of the trees. Joe agreed to reach out to Paul and report back to the Board.

Dave said the tenants at Unit 8 were moving out and the owner would be completing a remodel during the Summer. Joe agreed to reach out to the owners to discuss the remodel and the metal storm windows. Dave said replacing windows would require Town approval and a permit.

Dave explained the gravel had been pushed back into the walkways and only routine maintenance would be necessary for the Summer.

It was agreed the annual meeting would be Wednesday, September 7, 2022 at 4 p.m. Joe agreed to reach out to the owners of Unit 2 who would be selling their unit in September.

Joe agreed to prepare a draft Budget and circulate to the Board for approval.

At 3:49 p.m. Jim made a motion to adjourn the meeting. Dave seconded the motion and it was unanimously approved.

Prepared by Rob Harper
Toad Property Management

DRAFT