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Meeting Date:
January 11, 2012 @ 6:30 P.M.

Meeting Location:
Office of Crystal Property Management
1512 Grand Ave, Suite 109
Glenwood Springs, CO 81601

Board Present:
Barbara Bleich
Susan Proctor
Rene Sandbach

Others Present:
Sarah Windholz, Crystal Property Management

Bring to Order/Establish Quorum

- The meeting was called to order at 6:32 P.M. by Barbara Bleich.
- A quorum was established.

Review/Approval of Financials/Delinquencies

- The Board reviewed the December 2011 Financials. A motion to approve the financials was made by Rene Sandbach. Barbara Bleich seconded the motion. The motion passed unanimously.
- The Board discussed modifying the minimum amount due prior to turning a delinquent homeowner to the attorney for collections. The Board will review collection agency options and investigate adding this step in the collection policy.

Review/Approval of Previous Meeting Minutes

- The Board reviewed the September 14, 2011 Board of Director Meeting Minutes. The meeting minutes had been previously approved thru email by a quorum. The September 14, 2011 Meeting Minutes are available online.

Open Board Discussion

- 2012 Budget
    - The Board reviewed the April 2011-March 2012 Budget vs. Actual to use as framework for the proposed April 2012-March 2013 Budget.
        - The proposed budget will be finalized at the February 8, 2012 Board of Directors Meeting.

- 2012 Annual Meeting
  - The Annual Meeting is scheduled for March 14, 2012 @ 6:30 P.M. at the office of Crystal Property Management.
- Trash Vendor
  - The Board directed Crystal Property Management to review our trash contact and bid out if applicable as well as obtain a bid(s) on recycling.
- Annual Sprinkler & Fire Room Inspection
  - The Board requested Crystal Property Management to obtain expected costs to the 2012 inspection to include in the budget.
- Landscaping Start Up Cost
  - The Board requested that Crystal Property Management obtain bids from different vendors for the start up/shut down cost of the irrigation system.
- Booting in the Alleyways
  - The Board agreed to suspend booting in the alleyway's to decrease the drive by expense.
- Volunteer – Thank You
  - The Board discussed providing a volunteer homeowner a $50 gift card for all of her assistance in placing in dog bags. A motion was made by Barbara Bleich. Rene Sandbach seconded the motion. The motion passed unanimously.
- Landscaping Expectations
  - In order to ensure that the landscaping company understands the difference between an HOA irrigation repair vs. an individual homeowner requested repair, the Board asked Crystal Property Management draft an expectation letter to be provided to landscapers. This letter will be reviewed at the February 8th, 2012 Board of Directors Meeting.
- Budget vs. Actual Monthly Reported
  - The Board requested that the budget vs. actual be provided on a monthly basis to accompany the monthly financial reports that are currently provided.
- Recruitment of Additional Board of Director Volunteers
  - The Board discussed the need to recruit additional homeowners to volunteer on the Board of Directors. Barbara Bleich agreed to work with Crystal Property Management to draft a letter to homeowners prior to the February 8th 2012 Board of Directors Meeting.

- Tracking Sheets – The current tracking sheet was provided for the Board's review.
  - Highlighted Updates
    - Fanning Place Playground
      - Capital Improvement Bids
        - The Board requested that the square footage of the Summerville Park be obtained to help in bidding out the park maintenance improvements needed.
    - Security Cameras
      - The Board inspected the security cameras that had arrived and approved the installation to proceed as previously approved thru email.
    - Heat Tape & Timers
      - The Board requested that Crystal Property Management work with the current landscaping company, Sanctuary Landscaping, to add the responsibility of turning on and off the heat tape.

- The Board determined that the long term goal will be to install timers however at this time they will be turned on and off manually.

Review Homeowner Concerns

- None provided

Open Homeowner Discussion

- None provided

Adjourn Meeting

- With no further business to discuss, the meeting was adjourned at 9:04 P.M.

Respectfully Submitted,

Sarah Windholz
Crystal Property Management