

Red Cliffs Condominium Owner Association  
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## BOARD OF MANAGERS MEETING

### **Meeting Date:**

June 17, 2012 7:00 P.M.

### **Meeting Location:**

Red Cliffs Picnic Tables

### **Present:**

Jean McCorkle – Board  
Kevan Brady – Board  
Ruth Edmonds - Board  
Justin Windholz – Crystal Property Management

A Red Cliff Board of Managers Meeting was held on June 17, 2012 at the Red Cliffs picnic tables. The President, Jean McCorkle, called the meeting to order at 7:05 P.M. A quorum of the Board was established.

- Meeting Minutes
  - The Board reviewed the meeting minutes of the May 2012 Board Meeting. A motion was made to approve the minutes with several typographical corrections. The motion was seconded and approved.
- Financial Reports
  - The Board reviewed the financial reports from May 2012. A motion was made to approve the reports. The motion was seconded and approved.
  - The Board discussed the formatting of the reports and came to an agreement on how they should be differently formatted for future reporting.
- Covenant Violations
  - The Board reviewed the covenant violation report given by Crystal Property.
  - The Board asked for a revised owners list showing accurate tenant/ owner statuses.
  - The Board discussed some hanging flower pots at one of the units. It was agreed that the pots need to hang on the inside of the deck.
- Old Business
  - The Board discussed the deck engineering bids. The Board has agreed to contract with SK Peightal to have the decks re-engineered. The Board instructed CPM to meet with the engineer and discuss the next phases of the project.
  - The Board discussed the parking issues at the complex. The new signs are being installed and towing is to begin in the next week. It was noted that less than half of the unit owners have returned their signed parking

acknowledgment form. Jean McCorkle and Kevan Brady agreed to go door to door to collect the remaining signatures.

- The Board reviewed the bids for increased recycling service. After discussion, a motion was made to approve a bid which would add one additional toter to the south trash area. The motion was seconded and approved.
  - The Board discussed the newsletter. It was agreed that Katie has been too busy and they instructed CPM to complete the project.
  - The Board agreed to meet on July 12, 2012 to discuss the covenant re-write project. The meeting will be held on July 12, 2012 at 6pm at the picnic tables. If the weather is bad, the meeting will be moved to Kevan Brady's unit (1300 A-7).
  - The Board discussed the baluster replacement project. After discussion, it was agreed that one side of each building would be done each year. The 3900 A building will be first on the list.
  - Jean McCorkle advised that she is going to re-paint her door for Board members to look at. The color the door was painted wasn't correct and she will try again.
  - The Board discussed the dryer vent cleaning bid. After discussion, it was agreed that the project would proceed and would be coordinated and billed similarly to how the chimney cleaning is handled. If owners have previously replaced their dryer vent ducts, they will have to provide a receipt or paid invoice from that vendor stating that it has been done.
- New Business
    - The Board asked that the weeds in the tennis court be eliminated and more closely watched. CPM will discuss the issue with the landscaping vendor.
    - Kevan Brady advised that a small fire started on his deck recently. The Board discussed the issue and agreed that all owners need to be aware of proper protocol when a fire starts. Kevan used the fire extinguisher located at the building which CPM will have recharged. CPM agreed to add the fire issue to the upcoming newsletter where a procedure will be explained for a fire caused by a barbeque grill.
    - The Board asked that the irrigation vendor replace sprinkler heads which were incorrectly installed earlier in the year. CPM will coordinate this project.
    - Jean McCorkle asked that CPM contact the Association insurance company to discuss liability at the swimming pool and whether or not the Association had to do anything differently to avoid a loss due to horseplay at the pool.
    - Scott Pace was present at the meeting to discuss some of the landscaping issues at the property. Scott advised that he will look at the spray pattern of several heads to ensure they are not spraying the building. He will also adjust the timing and pattern of a head near the tennis court so that water doesn't drain onto the court.
    - The Board discussed switching the billing process to a monthly bill instead of a quarterly bill so that the financial reports were more accurate. The Association will also switch to a coupon book system to help save money on postage expenses.

With no other business, the meeting was adjourned at 8:45 P.M.

Respectfully,

Justin Windholz