Cardiff Glen II Homeowners Association
1512 Grand Ave., Suite 109
Glenwood Springs, CO 81601
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http://www.crystalproperty.com

Board Meeting
February 8, 2011 @ 6:00 P.M.

Board Members Present
Brandon Beaudette (via tele-conference)
Cindy Sanborn
Renee Sandbach
Susan Proctor
Barbara Bleich

Others Present
Justin Windholz, Crystal Property Management

A Board meeting of the Cardiff Glen II Homeowners Association was held on February 8, 2011 at 6:00 P.M. at the office of Crystal Property Management, 1512 Grand Ave Suite 109, Glenwood Springs, CO 81601.

Bring to Order/Establish Quorum

- The meeting was called to order at 6:10 P.M. by Cindy Sanborn.
- A quorum of the Board was established.

Review/Approval of Financials/Delinquencies

- The Board reviewed the January 2011 financials. A motion was made to approve the financials. The motion was seconded and approved unanimously.

Review/Approval of Previous Minutes

- The Board reviewed the December 14, 2010 Meeting Minutes (there was not a meeting in January 2011). A motion was made to approve the minutes. The motion was seconded and approved unanimously.

Board Discussion

- The Board discussed the follow-up item sheet and pending items
    - The broken fence was recently repaired. Justin Windholz noted that a bill had not been received for the service but agreed to contact the company to finalize the project.

- It was noted that the Postmaster had not repaired the broken mailboxes on Clark St. Justin Windholz agreed to arrange a meeting with the Postmaster to discuss the delay in repairing the boxes.
- The Board advised that the cut-out parking areas were not being plowed as the City agreed to. Justin Windholz advised he would arrange a meeting to discuss the issue with the City maintenance staff.
- There were concerns about the timing of snow shoveling services. Justin Windholz agreed to discuss the concerns with the snow removal vendor.
- Justin Windholz suggested that the Board consider removing the snow from the roofs of the townhomes to help mitigate any damage caused from falling and damming ice. The Board agreed to proceed with the project and Crystal Property agreed to coordinate the project.
- The Board agreed to collect bids for property management services. Crystal Property agreed to forward their existing contract, a revised contract and a scope of services to the Board for review. Barbara Bleich agreed to facilitate this project.

- The Board discussed the current status on the application which is before City Council in regards to the Roundhouse removal from the PUD. Deb Sanderson, Cardiff Glen I Property Manager, will be sending a letter to the City (via the Worrell, Durrett and Jaynes law firm) outlining the stance of both Cardiff Glen I HOA and Cardiff Glen II HOA after it is reviewed and approved by both HOA Board's.

- Cindy Sanborn and Barbara Bleich updated the Board on the meeting that was held between the Cardiff Glen I and Cardiff Glen II Joint Cost Share Committee's. They advised that feeling of the groups was in favor of creating one entity which will be in charge of all the common areas in the neighborhood. There were several questions that arose concerning this including: How the document that outlines this will be created, what will the make-up be of the "Board" of this entity, does the Cardiff Glen II (CGII) Board have the authority to enter into this agreement, does the CGII Board have the authority to deed the common space to this entity, how will decisions be made for the future entity, among others. After discussion, it was agreed that a meeting would need to be held with Deb Sanderson so that these and any other questions could be discussed and answered.

- The Board reviewed the draft budget created by Crystal Property Management for the 2011 – 2012 budget year of Cardiff Glen II Master and Townhome HOA's in accordance with reserve studies for both. After discussion, the Board requested that the budget be formatted differently to provide more historical data. This issue will be discussed further at the next meeting so that it can be finalized and sent to all owners in advance of the upcoming Annual Meeting.

Adjourn Meeting

- With no further business to address, the meeting was adjourned at 8:04PM

Respectfully,

Justin Windholz
Crystal Property Management