Red Cliffs Condominium Owner Association
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# BOARD OF MANAGERS MEETING

**Meeting Date:**
July 19, 2010 7:00 P.M.

**Meeting Location:**
3900 Old Lodge Rd B5

**Board Present:**
Jean McCorkle – Board
Al Scholz – Board
Ruth Edmonds – Board
Rebecca Rosenberg – Board

**Others Present:**
Julia Lang – Homeowner
Kevan and Sharon Brady – Homeowners
Janice Barker – Homeowner
Jeff Sansone – Homeowner Representative
Justin Windholz – Crystal Property Management (CPM)

A Red Cliff Board of Managers Meeting was held July 19, 2010 at the Red Cliff Condos unit 3900 B5. The President, Jean McCorkle, called the meeting to order at 7:00 P.M. A quorum of the Board was established.

**Review and Approve Meeting Minutes**

- The Board reviewed the June 14, 2010 Board of Manager Meeting Minutes. A motion was made to approve the minutes. The motion was seconded and approved.

**Review and Approve Current Financial Reports**

- The Board reviewed the June 2010 Financial Reports. A motion was made to approve the financials. The motion was seconded and approved.

**Fines and Warnings**

- Justin Windholz presented the violation report which was reviewed and discussed. It was noted that there are still violations with dogs off leash and pet waste not being picked up. Crystal Property will continue to follow up on these complaints.

**Old Business**

- Stairwell Painting
    - Justin Windholz advised that the vendor will be repainting the stairwell landings. It was noted that the original bid was for touch up and the repainting

of some areas has made other areas of need more apparent. The entire project should be finished within the next week depending on weather.

- Hot Tub
  - Justin Windholz reported that the new hot tub has been installed and the new decking will be installed later in the week. It is expected to be completely operational by the end of the week.
- Enforcement Policy
  - The Board agreed to review the proposed policy and discuss the policy at the August 2010 meeting.
- Comcast Service
  - Jean McCorkle reported that she had spoken with the Comcast vendors about the installation of the new wiring. This project will continue to be worked on.
- Misc Maintenance Updates
  - Justin Windholz updated the Board on several pending and completed projects.
    - The RV yard fence has been repaired. Kevan Brady noted that there are lots of weeds inside the lot which he volunteered to cut down and spray.
    - Heat tape and gutter bids are still being collected and will be distributed at next month's meeting.
    - The rock areas at the property are in need of being cleaned. Jean McCorkle suggested that a day laborer be hired who could do the work for cheaper than the bids received.
    - There are several areas in the lawn which are dry and in need of water. Crystal Property will follow up and see why the areas are dry.
    - Jean McCorkle asked that the drywall in the ceiling of 3900 B building carport be repaired. Justin Windholz advised the owner has been sent notice to repair the damage which was from a leak in their unit but the damage has yet to be replaced. If the owner fails to repair the issue by August 1, 2010, the Association will make the repair and add the charges to the owners account.
    - The Board discussed hiring a gardener to maintain the pool area landscaping. The area needs attention and appears to be outside the scope of the current landscaper and pool cleaner. Several Board members offered to help maintain the area for the remainder of the year.

**New Business**

- Air Conditioners
  - Kevan and Sharon Brady were present to discuss a request to install a window air conditioner in their unit. The Board reviewed and discussed their request. After discussion, a motion was made approve their air conditioner provided they install the unit with steel brackets which are painted to match the siding and that the brackets cover ¾ of the size of the air conditioning unit or they use a self installation kit. It was noted that this approval should be the standard at which all air conditioning units be installed.
- Deck Replacement
  - Jeff Sansone, a local contractor, who represents the owner of 3900 Old Lodge Rd B8, was present to ask for approval to install a new deck at 3900 B8. The new deck will consist of a composite decking material as opposed to natural wood. The Board had concerns about the color tint of the product as well as the additional weight the product may add to the deck (as opposed to

the weight of natural wood). After discussion a motion was made to approve the color of the product. The motion was seconded and approved. However, the deck cannot be installed until the Board has reviewed the concern about the additional weight. The Board asked Crystal Property to contact Daybreak Construction about the concern and give a report concerning the issue. The Board will further review the request after the report is provided.

- Board Member Responsibilities
    - Janice Barker was present to discuss several things that have happened with the tenants in her unit. In short, there is a Board member who has acted outside the scope of the Board members role. Jean McCorkle offered to discuss the issue with the Board member.
    - Justin Windholz reiterated the need for all complaints to be handled via Crystal Property Management so that they are enforced uniformly and in an unbiased manner. Justin also explained the Enforcement Policy would help in this regard. Janice Barker noted that because this process had not been followed it has created tension between her tenants and several other residents.
    - The Board discussed the current make-up of the Board. Presently there are five Board members. Melissa Goodman has been unable to attend most of the Board meetings because of schedule conflicts. After discussion, the Board voted to remove Melissa from her position. Julia Lang was asked to be on the Board. Julia agreed to do so. A motion was made to appoint Julia to the Board in Melissa's place. The motion was seconded and approved unanimously.
- Covenant Re-Write
    - The Board discussed the need to re-write the covenants. After the passing of the special assessment, several owners had concerns about the discrepancy between what the upper units have to pay for Association dues vs. what the lower units have to pay. There is also a concern that several of the units at the complex are larger than both the upper and lower units but their dues aren't calculated proportionately. Jean McCorkle added that the insurance obligations of the Association could be better addressed if the covenants were re-written. These are also in addition to previous discrepancies about who is responsible to maintain the limited common element decks as well as concerns about tenants being allowed to have pets. After discussion, the Board instructed Crystal Property to seek bids for the possible re-write of the Association's covenants. The Board also agreed to read through the covenants and identify other areas (in addition to those already mentioned) that may need to be addressed.

With no other business, the meeting was adjourned at 9:45 P.M.

Respectfully,

Justin Windholz
Crystal Property Management