

MINUTES OF THE REDCLIFF CONDOMINIUMS H.O.A.  
BOARD OF MANAGERS MEETING  
February 25, 2008

The regular meeting of the Board of Managers of Red Cliff Condominiums H.O.A. was held Monday, February 25, 2008, at April Walker's residence. Present were:

Jean McCorkle	Al Scholz
Lloyd Manown	Janice Barker
Ruth Edmonds	April Walker

Also present were owners Harold Pressley, Arnold Davis and Jim Jenkins, Secretary Larry Mincer and Terry Knob and Justin Windhdz from Crystal Property Management.

President Jean McCorkle called the meeting to order at 7:05 P.M.

**MINUTES.** Jean asked for approval of the minutes of the meeting of January 28, 2008. The minutes should be corrected to reflect that Josh Goodman was also present. Janice said that the last two sentences in the first paragraph headed "Proposal for Crystal Property Management" should be amended to read as follows:

Real estate values in the area have been increasing and we live in a time where people pay closer attention to their investments. She thinks it is the Board's responsibility to consider professional management. She encouraged the Association to establish a plan to schedule and pay for major repair expenses. She also said that she believes Colorado statues require the Association to carry a reserve for future repairs and that special assessments are a sign of poorly managed budgets.

Lloyd moved that the minutes be approved as corrected. Ruth seconded the motion and it passed.

**FINES AND WARNINGS.** Jean said that the tenants in 3900 B3 appeared to have a cat but they may have moved out. She asked Larry to remind the owner that pets are not permitted in rental units. Arnold said that there was a Christmas tree on one of the decks in the 3800A building. Larry will also contact owners regarding their wooden screen door.

**PROPOSAL FOR CRYSTAL PROPERTY MANAGEMENT.** Jean introduced Terri Knob and Justin Windholz from Crystal Property Management. They had given the Board a proposal for property management which was reviewed by the Board at the last meeting. Terri presented several things for the Board to consider concerning their proposal including:

1. Her company acts as property managers for several homeowners associations in the area ranging from four units in size to the very large association for Castle Valley Ranch. She personally now does only homeowner association matters and has a large staff which deals with the day to day activities of the associations they manage.
2. Her company could assist the board of managers in several areas including receiving owner payments and paying association bills, preparing budgets, obtaining and reviewing bids for maintenance, repairs and other projects, and advising the board on new legislation affecting homeowners' associations. She or Justin would attend board meetings and keep minutes.
3. Justin was setting up a website for the association which they manage. This would provide the information needed by owners to comply with contract requirements for sales of their unit, including the covenants and declarations of the association, and other information for the board and owners.
4. She deals regularly with an attorney regarding homeowners association requirements. She also has Dave Reynolds, a local CPA, prepare association tax returns at an additional fee.
5. Her monthly reports would include a list of receipts and expenses and a comparison of the actual expenses to the budgeted expenses.
6. She sends documents to all board members. While she does communicate with other board members, she takes direction only from the board president, in order to avoid any misunderstandings.
7. Her company will negotiate with contractors for lawn maintenance, snow removal and repairs which are the association's responsibility. She deals with a number of such companies. Because she represents many associations, she believes she has an advantage negotiating contracts more favorable for the association. With the board's approval, she tries to implement contracts for routine maintenance on a flat monthly fee basis. This would lock in the annual cost of yard maintenance, snow removal and similar items. Expenses for these items are fixed for a full year and are renegotiated on an annual basis.

Ruth said that it looked like the Association was currently paying \$9,630.00 per year to the Secretary and Dalby, Wendland for services which would be performed by Crystal Property and that their charges would be \$9,015.00 including the cost of the website. This could be adjusted for any additional accounting and tax preparation fees. Arnold asked if we weren't also paying Larry Metzger for supervising the work

of the contractors. Larry Mincer said that because we have been using the same companies for lawn maintenance, snow removal, pool and other items, he is not required to supervise these contractors.

Arnold Davis recommended that the board proceed with Crystal Property. He said that he worked with three associations in Florida and all had gone to professional management. He said our pool maintenance costs were high and hoped that professional management could reduce these. Jim Jenkins also recommended use of the property management company. Harold Pressley said the association he belonged to did not have professional management.

The Board then decided to hold a special meeting on March 10, 2008 at 7:00 p.m. at April Walker's residence to take further action on the proposal.

**SNOW REMOVAL.** The City has not removed the piles of snow on the sides of the streets and the storm drain is still covered. Lloyd said that since the sidewalks have been cleared, drainage had improved. He also told Larry Metzger to look into the cost of a tractor with a blade for snow removal and other maintenance items.

**RV YARD CLEANUP.** Larry said that the RV yard should be cleaned before the middle of April so that trash could be removed in connection with the City's annual spring cleanup.

**RUDY FOWLER LIGHT.** Larry Mincer submitted a request from Rudy Fowler to install an outside light on his deck. Jean wanted to check with the City about outside lighting requirements. Janice was concerned that setting a precedent would allow any of the residents to do this, which could create more problems than just one such light.

**DUMPSTERS.** April asked if covers could be put on all of the dumpsters. Larry will see if he can get an estimate regarding the cost of this.

Lloyd Manown offered to host the next regular meeting scheduled for March 24<sup>th</sup>.

There being no further business, the meeting was adjourned at 8:55 P.M.

Respectfully submitted,

*Larry Mincer, Secretary*