Cardiff Glen II Homeowners Association
1512 Grand Ave, Suite 109
Glenwood Springs, CO 81601
(970) 945-7266 | Fax (970) 945-7281
crystalpropertymgmt@gmail.com
www.crystalproperty.com

Meeting Date:
March 13, 2013 @ 6:30 P.M.

Meeting Location:
Glenwood Springs Community Center
100 Wulfson Road
Glenwood Springs, CO 81601

Board Present:
Barbara Bleich
Susan Proctor
Donald Gillow
April Chiarell

Others Present:
Carolyn Gillow, Homeowner
Kelli Burbach, Homeowner
Bob Davis, Homeowner
Lori Weidman, Homeowner
Diane Crowdis, Homeowner
Justin Windholz, Crystal Property Management
Sarah Windholz, Crystal Property Management

Proxies:
On file at Property Management office

Roll Call or Check-In Procedure

- The meeting was called to order at 6:35 by Barbara Bleich
- A quorum of the membership was established

Proof of Notice of Meeting or Waiver of Notice

- The proof of notice was met

Previous Annual Meeting Minutes

- The membership reviewed the March 14, 2012 Annual Meeting Minutes. A motion to approve the minutes was made by Susan Proctor. The motion was seconded by Barbara Bleich. The motion passed unanimously.

Report of Officers/Committees

- Summary of 2012 Projects

    - Various landscaping improvements were made throughout the community.
    - The Board implemented new collection processes.
    - The Board revised the contracts associated with the fire sprinkler system.

New Business

- 2013 Budget
    - Justin Windholz explained that in 2013 the Board has agreed to change the Association's budget reporting year back to January – December. The intent of switching is so that the Grand River park budget items will align closer with the Cardiff II budget. The Board had previously approved the budget and the majority of the votes were in favor of ratifying the proposed budget therefore it was adopted.
- 2013 Projects
    - The Board reported that they recently bid out the landscaping services for the Association. The result is that a new vendor will be used in 2013.
    - In 2013 the Association will not be using a pet waste removal service. Owners and tenants will be expected to pick up pet waste themselves.
    - The Townhome Association is expected to begin the painting of one building.
- Election of Executive Board Members
    - A quorum of the membership was established. The membership elected Don Gillow and April Chiarell for 2 year terms.
    - The 2013 Board of Directors is as follows:
        - Barbara Bleich – 1 Year Term
        - Susan Proctor – 1 Year Term
        - Donald Gillow – 2 Year Term
        - April Chiarell – 2 Year Term
- Homeowner Forum (2 minutes maximum per homeowner)
    - Townhome Heat Tape
        - Several owners had concerns that additional heat tape was needed to prevent ice dams. The Board agreed to investigate the issue this year.
    - Owners recommended that sprinkler heads be marked with flags in the fall to prevent damage by snow removal service.
    - Residents asked that the snow plow push snow further down the alleyways.

Adjourn Meeting

- With no further business to discuss, the meeting was adjourned at 7:15 P.M.

Respectfully Submitted,

Justin Windholz
Crystal Property Management