

# Crystal Bluffs Townhome Association

## RECORD OF PROCEEDINGS

CBHOA Annual Meeting, October 28th, 2014. RVR Ranch House

### ANNUAL MEETING OF MEMBERS

The meeting was called to order at 6:04 PM

Attendance: Lynn and Kirsten Carlisle, Len and Gay Zanni, Frank McSwain, Katie Marshall, Diane Agnello, Dick Hart, Lance and Minerva Bronk, Manager Edquist/EMRE LLC. Attending by proxy were owners Robin Cherry, Michael Ferry with proxy Katie Marshall, and owner William Byers, proxy Len Zanni.

President's Report: Katie Marshall introduced owners around the room, including new owners Lance and Minerva Bronk. Minutes from 2013 annual meeting were approved with no additions or corrections. She said that crack sealing and had just been completed on the townhome loop drive and gutter cleaning completed on all the buildings. Katie then introduced Manager Edquist.

Notice and Quorum: Keith said proper notice of the meeting had been mailed to all owners, and that between proxies and persons in attendance a quorum of owners was available to do the association's business. He said there were two major items to accomplish at the annual meeting: approval of the 2014-2015 budget and election of new Directors to the Board.

Budget Discussion and Review: Keith introduced the proposed budget and assumptions supporting the figures proposed in each line item, and asked for direction on how to proceed with reviewing these items. In response to a question from owner Len Carlisle, he noted that CBHOA did have established reserve funds and a previously completed reserve study. Mr. Carlisle made a recommendation to the Board to revisit the reserve study as it did not originally include the decks, and decks have been a big expense for the last couple of years.

President Marshall referred to the unit repairs line item, which increased from 7 thousand dollars to 20 thousand dollars this year due to the expense of correcting roof structure on 3 units which with winter ice dams can cause leaks into the interiors. This roof detail exists on buildings 1262-1264, 1270-1272, and 1274-1276. The Board determined to repair the 1270-1272 roof as it has resulted in a minor leak there, and to monitor the ice dam situation on the other two buildings. If necessary, funds will exist to repair all of these roofs.

There followed a discussion regarding staining of the buildings. The 1270-1272 staining this summer totaled \$8900, and the Board determined the roof repairs were more critical than staining another building in 2015. The line item for staining as proposed was \$2000, down from last year's \$12,000. This was intended to allow for touch up staining of the south and west sides of the 1266-1268 building.

Diane Agnello said that before her 1272 was stained this year she was embarrassed by its exterior condition, and would not want another owner to feel the same way. Mr. Carlisle noted that the representative for Sherwin Williams had been out and noted that the townhomes are sided in cedar, which is more durable than pine, and stands up to the weather better. Katie noted stain used this year is much heavier and the hope is that it will last longer. There was no decision regarding staining made at this meeting, but Mr. Edquist noted that funds not expended on roof repairs could be available at Board discretion for staining in the spring and summer of 2015.

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Mr. Carlisle inquired about balance sheet discrepancies (“undeposited funds”) relating to former accountant Voltmer’s records. Keith said that it was determined that there were no irregularities with the books, other than QuickBooks software requiring a two part process for recording funds deposited to the bank, and for which Voltmer had completed only the first step. This has since been resolved and the reference is no longer on the balance sheet. (Balance sheets as of August 31<sup>st</sup> were available at the meeting and several given out).

There followed general discussion on the deterioration of exterior weather stripping on the windows. The manufacturer has gone out of business, and while this is an owner’s problem and expense to correct, Mr. Edquist said because it is a common problem the HOA could search for vendors and solutions and make those known to owners.

This concluded discussion on the budget and there followed a motion and second to approve it as proposed. This passed unanimously, Mr. Zanni and Ms. Marshall voting their proxies as required.

Election of Board members: President Marshall then opened the floor for nominations for the Board, as Board member Gary Brown has moved, and Board member Frank McSwain is about to do the same. At length, and after some reservations expressed by Mr. Carlisle about necessary experience with the townhome history, new owner Minerva Bronk was elected to the Board by acclamation, Mr. Carlisle opposed.

New/Old Business: There is lots of thistle in the area, and it should be treated or removed so that it is not so bad next season. Keith said even now the seed heads can be cut and bagged to prevent spread. He will work with the landscape vendor and the golf course regarding this issue next spring and fall.

There being no further business to come before the Board or ownership, the meeting was adjourned at approximately 7:06 p.m.

Respectfully submitted,

Keith M. Edquist  
Edquist Management and Real Estate, LLC  
Secretary to the Meeting

Crystal Bluffs Townhome Association, Inc.

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Katie Marshall–President