

# Crystal Bluffs Townhome Association

## RECORD OF PROCEEDINGS

CBHOA Annual Meeting, October 13th, 2015. RVR Ranch House

### ANNUAL MEETING OF MEMBERS

The meeting was called to order at 6:04 PM

Attendance: Lynn Carlisle, Gay Zanni, Katie Marshall, John Sorensen, Dick Hart, Diane Agnello, Rob Benedetti and Maria Yurasek, Manager Edquist/EMRE LLC. Attending by proxy were owners Joan and Scott Barker, and Bruce Wheeler for the estate of Ruth Horton, both proxies held by President Marshall.

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.

President's Report: Katie Marshall opened the meeting, saying she believed all owners in attendance knew each other and manager Edquist. Minutes from 2014 annual meeting were approved with no additions or corrections. President Marshall named the current directors as Dick Hart, Minerva Bronk, Diane Agnello and herself. None of the Director's terms are up this year. Katie then introduced Manager Edquist.

Budget Discussion and Review: Keith introduced the proposed budget and assumptions supporting the figures in each line item. He went through a number of the budget line items, noting that overall the assessments proposed therein will not result in increased assessments for the fiscal year 2015-2016, but that several line items reflect changes due to anticipated needs in the coming year. The largest changes relate to painting/staining expense and unit repairs. New state mandated insurance requirements also increased that line item in the proposed budget by \$1000.

He said that seal coating had just been completed on the townhome loop drive, and that masonry repairs on the entry stonework and chimneys was to be done this fall. Tree maintenance will be emphasized next year, and the budget for staining has been increased to address the next of the buildings to need staining. The newer stain used is lasting longer, and a rotation schedule has been developed. The Board will consult with painting contractors before a decision to stain is made next summer. Owner Lynn Carlisle pointed out that there are three sizes of buildings in Crystal Bluffs, and to some extent this drives staining expenses.

Keith said that unit repairs had been reduced for 2016, though enough is allowed to properly repair the roof design problems on the 1262/1264 and 1274/1276 buildings should either of those present leak issues over the winter. A similar problem on the 1270/1272 roof was corrected last fall.

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

Election of Board members: No new Directors were either solicited or nominated at this meeting.

New/Old Business: There was discussion regarding the Association's Responsible Governance Policies, which have been adopted in forms similar to those of the RVR Master Association.

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There being no further business to come before the Board or ownership, the meeting was adjourned at 7:01 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