

Red Cliffs Condominium Owner Association
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BOARD OF MANAGERS MEETING

Meeting Date:

March 16, 2009 @ 7:00 P.M.

Meeting Location:

Red Cliff Condos
3900 Old Lodge Road B5
Glenwood Springs, CO 81601

Present:

Jean McCorkle – Board
Rebecca Rosenberg – Board
Nathan Tower – Board
Ruth Edmonds – Board

Others Present:

Stephanie Tower – Homeowner
Margie Phelan – Homeowner
Eric Foerster – Homeowner
Sarah Windholz – Crystal Property Management (CPM)

The Red Cliffs Board of Managers Meeting was held March 16, 2009 @ 7:00 P.M. at 3900 Old Lodge Road Unit B5 in Glenwood Springs, CO 81601. The meeting was called to order by the President, Jean McCorkle at 7:10 P.M. A quorum was not established.

Role of the Board vs. Crystal Property Management

- Crystal Property Management (CPM) provided a draft document that provides an overview of the role and responsibilities of individual homeowners, members of the Board of Managers, as well as Crystal Property Management.
- The Board asked that CPM send this document out to the Board to approve. This information will then be placed on the website (<http://www.crystalproperty.com>) for future reference.

Homeowner Presentation – Construction Request

- Margie Phelan & Eric Foerster presented additional information regarding their request to install hardwood floors in the kitchen, bar area, and hall way of her unit.
- The new information provided to the Board of Managers included additional research regarding Uniform Building Codes. The Board asked the homeowners to follow up and ensure that this project meets the City of Glenwood Springs building codes as well.
- As there was additional research provided by the homeowner, the decision by the Board was not finalized by those present. The Board asked that CPM send the additional information provided by the homeowners' out to the entire Board. CPM will follow up with the homeowner once the Board has reached a decision by a majority of the Board.

Review and Approve Previous Meeting Minutes

- The Board reviewed the February 23, 2009 meeting minutes. CPM will send out these minutes to the Board of Managers to obtain a majority approval vote.
- Upon Board approval, this information will be posted on the HOA website (<http://www.crystalproperty.com>).

Review and Approve Current Financials

- The Board reviewed the March 2009 financials (Profit & Loss and Balance Sheets). CPM will send out the current financials to obtain a majority vote to approve the financials.
- This information will be posted on a quarterly basis on the HOA website (<http://www.crystalproperty.com>).

Past Due Homeowner Assessments

- The Board discussed 3900 Old Lodge Road A8. Currently, this homeowner is past due \$4,378.78.
- CPM followed up with the previous manager, Larry Mincer, to understand if a lien had been placed on this unit. There is currently no lien filed or recorded.
- The Board asked CPM to contact this owner and then refer to attorney for collection if no response from the homeowner. If there is no response to the collection letter, the Board will move forward with placing a lien on this property.

2nd Quarter Packet

- The Board asked that CPM send out the final version of the assessment letter and the newsletter to all Board members to approve.

Maintenance Items

- Pool & Hot Tub Maintenance

- Bids were obtained and provided to the Board for review and consideration.
- Surveillance signs for the pool & hot tub area
 - Bids were obtained and provided to the Board for review and consideration.
- Pool & Hot Tub Security System Upgrade
 - Bids were obtained and provided to the Board for review and consideration.
- Gutters
 - Bids were obtained and provided to the Board for review and consideration.
- Common Area Maintenance
 - CPM obtained a detailed job description from Larry Metzger. This information was provided to the Board.

Additional Business

- CPM provided the American Family Insurance Group Estimate for the Board's review. The Board needs vote to determine if they would like to switch insurance companies to reduce the amount spent annually. This will be discussed in more detail at a future Board meeting.
- CPM provided a notice received from Neil-Garing Insurance – RE: Pool and Spa Legislation. This information recommended that Red Cliff HOA ensure that they are aware and up to date.

With no other business, the meeting was adjourned at 8:35 P.M.

Respectfully,

Sarah Windholz
Crystal Property Management