

# **VILLAS AT THE PEAKS HOA MEETING MINUTES**

**March 6, 2025 6:00 pm Zoom video conference.**

## **PRESENT**

Annie Jolley – Board Member

Julie Gordon – Board Member

Mark Kinghorn – Board Member

Justin Windholz – Crystal Property Management

- Meeting Minutes
  - The Board reviewed meeting minutes from the 2024 Annual Meeting. These minutes will be approved at the next year's Annual Meeting.
- Financial Reports
  - The Board reviewed financial reports through February 2025. All expenses so far in 2025 have been normal.
  - The reserve plan that was done several years ago will be sent to the Board for review. The roofing project is nearing completion where all buildings in the neighborhood will have been re-shingled by 2028. At that point monthly dues are expected to level off and reserves balances can be built up again.
  - Additional financial reports will also be sent to the Board for review.
- 2025 Projects
  - The Board discussed the fencing project in 2025. Costs are expected to remain the same this coming year with three additional buildings fences slated for replacement on East Capital. The vendor expressed concern with increasing costs of materials if they weren't purchased soon. It was agreed that the project should proceed, and a deposit paid. Julie Gordon asked that the contractor provide proof of insurance and a bill of sale for the product.
  - The Board discussed the roofing project in 2025. Three additional buildings on East Capital are scheduled for this year. The roofing project has typically started later in the summer and the vendor will be contacted about their schedule this season. Costs for roofing expect to remain similar to previous years.
  - The Board discussed the painting project for 2025. Four additional buildings are scheduled for the year. The buildings will mostly be on West Capital.
  - The Board discussed gutter repairs at the property. Over the past month, several leaking gutters were identified and repaired. A comprehensive analysis of gutters will be created to identify possible leaks throughout the property.
  - The Board discussed drainage issues at 238 E Capital. This unit has water that is not draining correctly in the back and side yard. A contractor looked at the issue in the fall and it was agreed a French drain would be installed in the area to help improve the drainage. This project is expected to begin in the early spring.
  - The Board reviewed and discussed landscaping at the property. It was agreed the landscapers will be asked to start their spring clean-up asap while the weather is unseasonably warm including garden bed and shrub trimming. The hope is that by doing this work now it will free up time for them to focus on irrigation and turf maintenance at the beginning of the season. Crystal Property will send the scope of work and contract to the Board.
  - Any other vendor contracts will also be sent to the Board as well.
  - The Board discussed the current insurance policy and coverage levels. The policy is currently with Farmers Insurance and renews in mid-May. 2025 – 2026 pricing should be available soon.
- Covenant Violations

- The Board discussed covenant violations at several units. Violations continue at 256 W Capital. This account will be referred to the Association legal counsel if violations continue. Other violations have been corrected recently.
- Owners will be reminded to keep trash cans in their garages except for trash day.
- The fire department will be contacted regarding parking at the end of the alleys. There are no parking signs, but the fire department will be contacted to ensure enforcement is done with the fire department's requirements in mind.

With no further business, the meeting was adjourned at 7:25pm. A property walk around will be scheduled for April 2025.

Justin Windholz  
Association Manager