

1512 Grand Ave., Suite 109
Glenwood Springs, CO 81601
(970) 945-7266

PRESENT: Billy Bryant #316 Jim Neu #200
Robert Johnson #308 Anne and Dale Moore #304
Justin Windholz – Crystal Property Management
One proxy on file at property management office.

- 2010 Budget:
 - The 2010 budget was reviewed and discussed.
 - Several questions were asked in regards to the inside cleaning in relation to the cleaners scope of work and the charges associated with the work. Justin Windholz agreed to talk with the cleaners to ensure they are fulfilling their contract.
 - One owner had concerns about the amount of money being put into the reserve account. After discussion, it was decided that the Association would seek bids for a reserve study which will show how much money the Association should have for future capital projects.
 - After discussion, it was agreed that the 2010 budget was adequate and the Board adopted the 2010 budget.
- Owner Concerns:
 - The third floor owners had concerns about the snow removal on the third floor landing. Justin Windholz agreed to discuss the issue with the vendor hired to do that job to ensure it gets done promptly and correctly.
 - Billy Bryant agreed to work on the repair or possible replacement of the damage done to the North end stairwell on the 2nd floor landing. Billy agreed to report back to the Board with his recommendations.

- One owner had concerns with the condition of the ceiling tiles in the first floor ceiling. Over time, they have shown signs of leak spots and need to be replaced. Crystal Property agreed to have a vendor look above the ceiling tiles to ensure there is no further leaking and then replace the tiles if necessary.
- One owner had concerns about the gas charges for the Association. It was explained that the gas bills are sent to David Hicks who inputs the building charges and usage into a program which then breaks down the numbers based on each unit's usage. There were questions about the accuracy of the report for several units because they are second homes which are rarely used yet the gas usage and corresponding bill fluctuate. The Board asked Justin Windholz to send recent gas reports so they could be analyzed. The Board also asked that the dates of the gas charges be included on each statement. Justin agreed to do so.
- One owner noted that the trash compactor was not working properly. Justin Windholz advised that the trash vendor had been contacted and said that the machine's wiring was frozen due to the recent cold weather. The vendor advised the problem should be fixed by December 11, 2009. Robert Johnson recommended a cover for the switches be purchased to help prevent the freezing of the machinery. Justin agreed to look into the problem further.
- One owner advised that one of the neighboring buildings was using the trash compactor. Justin agreed to look into the matter and ensure the users were being billed for the charges.
- It was noted that the elevator inspection certificate was not placed in the elevator properly. Justin Windholz agreed to fix the problem.

With no further business, the meeting was adjourned at 7:05pm.

Respectfully,

Justin Windholz
Crystal Property Management