

Red Cliffs Condominium Owner Association  
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## BOARD OF MANAGERS EXECUTIVE MEETING

### **Meeting Date:**

September 20, 2011 7:00 P.M.

### **Meeting Location:**

3900 Old Lodge Road B8

### **Board Present:**

Jean McCorkle – Board  
Katie Schmidt – Board  
Ruth Edmonds – Board  
Rebecca Rosenberg – Board  
Julia Lang – Board

### **Others Present:**

Justin Windholz – Crystal Property Management (CPM)

A Red Cliff Board of Managers Executive Meeting was held on September 20, 2011 at 3900 Old Lodge Rd B5. The President, Jean McCorkle, called the meeting to order at 7:03 P.M. A quorum of the Board was established.

### **New Business**

- Meeting Minutes
  - The Board reviewed the meeting minutes of the August 18, 2011 and September 1, 2011 Board Meetings. A motion was made to approve the meeting minutes. The motion was seconded and approved unanimously.
- Financial Reports
  - The Board reviewed the financial reports from August 2011. Ruth Edmonds requested a cash flow projections for the year to help determine how much money the Association will spend. Justin Windholz agreed to work on a report showing those figures. A motion was made to approve the financial reports. The motion was seconded and approved.
- Old Business
  - The Board agreed to meet on October 11, 2011 at 6:00pm to review the covenants. This meeting will be an executive Board meeting.
  - The Board discussed the deck painting / inspection project. It was noted that decks are currently being painted and should be completed within the next week. Jean McCorkle asked that the painters paint the decks in the proper color scheme. Justin Windholz agreed to communicate the request. Justin also advised the Board that several decks were determined to need substantial repairs due to improperly installed joists. The joists were added so the decks could be extended but the improper installation has caused the

joists to rot in areas. Crystal Property will work to obtain bids for the repairs and provide them to the Board for review.

- The Board discussed the heat tape bids. Crystal Property agreed to provide the bids before the next meeting for review
- New Business
  - The Board discussed the 2012 budget. Ruth Edmonds volunteered to meet with Crystal Property to create a preliminary budget for the Board to review.
  - The Board reviewed a submittal from two homeowners to install new windows at their unit. The owners brought samples for the Board to review including a color sample. After review and discussion a motion was made to approve the windows which will be a 50/50 split style of window in a “chocolate color” as presented. The motion was seconded and approved. The owners expected to have the windows installed by the end of October, but will advise the Board if additional time is needed.
  - The Board agreed to hold the next regular meeting on October 18, 2011 at 7:00pm.

With no other business, the meeting was adjourned at 9:15 P.M.

Respectfully,

Justin Windholz  
Crystal Property Management