

TNCA BOARD MEETING
JANUARY 21, 2025

PRESENT: Clay Garrity, Teri Cavanaugh, Haddi Lopez, Leigh Wright, Justin Windholz (Crystal Property Management)

Clay called meeting to order 5:05 p.m.

Clay asked Justin if we can keep our bank accounts and Quick Books accounting. Discussion about AppFolio. Teri made motion to continue using the merchant account set up through Alpine Bank and Justin will update quick books once per month. Clay second motion. All in favor.

Discussed contract with Crystal Property Management. Discussed working relationship/scope of work with on site facility manager. Will have meeting to get set up.

Discussed adding Crystal Property Management as additional insured to our insurance. Clay will look into it.

Answered questions from Justin about the property and on site facility manager. Will set up time to walk property.

Teri made motion to hire Crystal Property Management. Haddie second. All in favor.

Discussed Integra Audit.

Discussed Unit 47. Tenant storing bicycle in boiler room. Clay and Haddie will talk to Shawn and unit owner. .

Teri suggested meeting to get list of duties for on site facilities manager. Teri will call Gi and get list and meeting date set.

Haddie suggested cost comparison for onsite facilities manager compared to hiring contractors.

Teri discussed accounting and taxes. Discussed sending newsletter to owners.

Discussed quote from Ground Works. Clay is getting another bid from Aspen Foundation Repair on 2/25/2025.

Discussed pool pump.

Discussed rules and regulations.

Meeting adjourned 6:53 p.m.