

RED CLIFF CONDOMINIUMS HOMEOWNER ASSOCIATION

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BOARD OF MANAGERS MEETING

Meeting Date:
January 12, 2009 @ 7:00 P.M.

Meeting Location:
3900 Old Lodge Road B5
Glenwood Springs, CO 81601

PRESENT:	Jean McCorkle – Board	Arnold Davis - Homeowner
	Janice Barker – Board	Justin Windholz – CPM
	Ruth Edmonds – Board	Sarah Windholz – CPM
	Rebecca Rosenberg – Board	

A Board of Managers meeting for Red Cliff Condominium Homeowner Association (HOA) was held at 3900 Old Lodge Road B5, Glenwood Springs, CO 81601 on January 12, 2009. The meeting was called to order at 7:12 P.M. by the President, Jean McCorkle. A quorum was not established.

1. Introduction of Crystal Property Management (CPM)
 - The President of the HOA, Jean McCorkle introduced Justin and Sarah Windholz from Crystal Property Management.
 - CPM provided the Board of Managers (BOM) a copy of the signed property management agreement. This agreement is available for review at the office of CPM.
 - CPM answered a question from the Board regarding the process in which assessments are deposited and checks are written. Crystal Property outlined that all assessments received are deposited into the current Red Cliff Condo checking account. CPM is not a signer on the account, so all checks will be reviewed and signed by a member of the Board.
 - CPM walked the Board through a draft version of an introduction letter which they would like to send out to the general membership. The Board approved the letter with a few additions. The letter and information sheet will be included with the January or February statements.
2. Reviewed Previous Board Meeting Minutes (November 24, 2008)
 - The minutes from the last Board Meeting, November 24, 2008, were reviewed and accepted with one correction. The correction will be to the

name of Crystal Property Management as the minutes incorrectly reference the new property management company as Crystal River Property Management.

3. Reviewed Current Financial Reports

- Dalby Wendland has not completed the end of year financial reports. The representative at Dalby Wendland as well as Larry Mincer have committed to having the books and financials to Crystal Property Management within the month of January. Once the records are provided to Crystal Property they can send out statements for January. The end of year financial reports will be reviewed at the February Board of Directors meeting. The end of year financial reports will be provided by Larry Mincer.

4. Discuss Fines & Warnings

- No additional information was made available to be discussed.

5. Discuss Maintenance

- Lawn
 - i. Currently the BOD has withheld \$500 from the contracted landscaper as the sod installed died.
 - ii. The BOD directed CPM to seek bids for the landscaping for 2009.
- Snow Removal
 - i. The Board discussed the current vendor – Becvarik Brothers. The Board agreed that the current vendor had a rough start but the community currently is in good shape. The Board and CPM will continue to monitor the quality of the vendor's snow removal.
 - ii. The Board asked CPM to follow up with Larry Metzger regarding placing gravel down from the sidewalks to the mailbox and trash.

6. Discuss Pool & Hot Tub Maintenance

- The Board directed CPM to bid out the necessary repairs to the pool to ensure that the pool filtering system is up to par with federal guidelines as well as refinishing of the hot tub.
- The Board directed CPM to bid out the summer maintenance of the pool and hot tub with a focus on reducing cost if possible.
- The Board informed CPM that determining and researching the options to maintaining the pool and hot tub is a focus area for 2009.
- Arnold Davis communicated that three years ago, Al Scholz and himself researched vendors to decrease the expense of the hot tub and pool maintenance. This information was presented to a previous Board of Managers three years ago. Arnold encouraged the Board and CPM to reach out to Al and leverage his knowledge specifically in ensuring the pool is up to federal standards and pool maintenance. In addition, Arnold will resend the research to Crystal Property Management who will provide the information to the Board.

7. Set Board Meeting Calendar for 2009

- The Board set the monthly meeting to be the 2nd Monday @ 7 P.M. each month. The location will continue to be 3900 Old Lodge Road B5, Glenwood Springs, CO.

8. Process and Communication Modifications

- Crystal Property will send out an information letter with the welcome letter asking all homeowners to contact Crystal Property Management with any questions or concerns. There will no longer be building liaisons. Once received by CPM, all complaints or issues will be communicated to the Red Cliff Board of Managers so that they can direct Crystal Property Management. Crystal Property can be contacted either by phone (970) 945-7266, Fax (970) 945-7281, or email (crystalpropertymgmt@gmail.com).
- The Board of Managers directed Crystal Property to include a friendly reminder to all residents in the quarterly newsletter regarding flat screen TV's. Due to the construction of the buildings the noise travels to neighboring units if the TV is set directly on the floor or hung on the wall above the fire place.
- The P.O. Box will be eliminated to save costs. All correspondence will be sent to the Office of Crystal Property Management. The Board directed Crystal Property to not renew the P.O. Box once it expires.

With no further business the meeting was adjourned at 8:30 P.M.

Respectfully,
Sarah Windholz