Red Cliffs Condominium Owner Association
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BOARD OF MANAGERS MEETING

Meeting Date:
February 23, 2009 @ 7:00 P.M.

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

Present:
Jean McCorkle – Board
April Walker – Board
Janice Barker – Board
Rebecca Rosenberg – Board
Margie Phelan – Homeowner
Makala Dunn – Homeowner
Pat Sprick – Homeowner
Alane Locastro – Homeowner

Others Present:
Sarah Windholz – Crystal Property Management (CPM)
Justin Windholz – Crystal Property Management (CPM)

The Red Cliffs Board of Managers Meeting was held February 23, 2009 @ 7:00 P.M. at 3900 Old Lodge Road Unit B5 in Glenwood Springs, CO 81601. The meeting was called to order by the President, Jean McCorkle at 7:03 P.M. A quorum was not established.

Homeowner Presentation – Construction Request

- Margie Phelan, a homeowner, presented plans to the Board of Managers to install hardwood floors in the kitchen, bar area, and hall way of her unit.
- The Board expressed concerns regarding sound transfer to the unit below.
- The Homeowner agreed to conduct additional research on the sound issues that might affect the homeowner below their unit. Jean also said she had a contractor that she would contact.

- The Board also asked if Crystal Property Management (CPM) had a general contractor that could give their opinion on this issue.
- The homeowner is hoping to complete this construction by spring.

Homeowner Concerns

- A Homeowner expressed concerns regarding a particular unit that has parties and loud music on the weekends.
- The Board would encourage homeowners to contact CPM and notify them of any noise violations. Please be specific on the unit number involved in the violation, date and time of the infraction. CPM will then contact the Board via e-mail and proceed accordingly to the Board's recommendations.
- In addition, this homeowner indicated that there are cigarette butts and liquor bottles improperly discarded all around the Jacuzzi.
- The Board discussed approaches to try and mitigate damage and general upkeep at the Jacuzzi/Pool area.
- The Board asked CPM to price out signs that would indicate that there is a security monitoring system in place.
- In addition, the Board directed CPM to seek bids to upgrade the current monitoring security system.
- There is also a concern that there are too many vehicles being parked in some of the carports. It was the opinion of the homeowners present, as well as the Board, that the main offenders are tenants.
- The Board directed CPM to monitor this as well as encouraged those present to contact CPM if they notice additional cars. It would be helpful if homeowners calling could be specific on what unit has extra cars and the make, model and license plates of the cars that are parked in the unit's driveway.
- It was requested that CPM laminate a notice with property management information by the mail box to ensure that Homeowners are aware of this information.
- In December the trash company failed to pick up trash at least a couple of times because of the snow in front of the trash container. The Board asked CPM to contact the trash company and make sure the trash company contacts CPM if they are unable to pick up trash. CPM can then coordinate having the snow removed and will then be able to have the trash company come out the next day to pick up the trash.

Review and Approve Previous Meeting Minutes

- The Board reviewed and approved the previous meeting minutes with one correction; the meeting calendar was modified to be the 3rd Monday instead of the 2nd Monday. CPM will make this correction to the minutes.

Review and Approve Current Financial Reports

- The Board reviewed and approved the January 2009 financials (Profit & Loss and Balance Sheets). This information will be posted on a quarterly basis on the HOA website (http://www.crystalproperty.com).

Review and Discuss 2009 Budget

- The Board reviewed the actual expenses to date vs. the 2009 Budget.
- The 2009 capital project (seal coating of parking lot) was discussed.
- The HOA currently has money set aside in a money market fund. However, completing this capital funds project will exhaust this account.
- The Board agreed to have further discussions on how to implement a capital fund without resorting to special assessments.

Maintenance Items

- Gutters
    - Historically, it has been the responsibility of individual homeowners, to maintain their gutters. This has resulted in some units having gutters where other units do not.
    - The Board asked CPM to obtain bids for gutter installation, repair, and heat tapes. The Board will review these bids at the next Board meeting and also discuss if this will be an individual homeowner requirement/expense or an HOA expense.
- Common Area Maintenance
    - The Board reviewed Larry Metzger's December and January maintenance bills.
    - The Board asked CPM to obtain a detailed job description from Larry Metzger.
    - This job description will be discussed at the next Board meeting.
- Hot tub and Pool Maintenance
    - The Board reviewed the bills submitted in 2009.
    - The Board asked CPM to obtain bids on maintaining the pool and hot tub.
    - These bids will be reviewed at the next Board meeting.
- Snow plowing and Snow Shoveling
    - The Board discussed the new snow plow vendor and had no issues.
    - However, the Board asked that CPM bid out snow plowing for the 2009-2010 season.
    - The Board is also researching other options regarding snow shoveling. Currently the Board has been using a temporary service. However, this requires supervision as there is no guarantee that you will get the same snow shoveler.
    - This will be discussed at a future Board meeting.
- Lawn Maintenance Bid
    - The Board had previously requested that CPM obtain bids for year round common area maintenance.

  - The Board reviewed a bid received from Sanctuary Landscaping. The bid proposal was for $800/month which would include lawn maintenance, snow shoveling, and trash pick up.
  - The Board will review additional bids as received.
- Other Business
  - The Board discussed the advantages of changing the annual meeting to November/December.
  - Since a quorum was not established, this issue will be discussed at a future Board meeting.
  - It was noted by CPM that the January 2009 statements did not reflect the 2009 Budget increase.
  - The April statements will reflect this change.
- Discussed Newsletter Topics
  - The past newsletter was reviewed. Additional topics were proposed to be included. The Board directed CPM to create the draft for review at the next Board meeting.

With no other business, the meeting was adjourned at 8:45 pm.

Respectfully,

Sarah Windholz