

# OAKHURST SOUTH TOWNHOME HOMEOWNER ASSOCIATION

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

Held at CPM Offices  
1512 Grand Ave #109  
Glenwood Springs, CO 81601

September 14, 2011  
5:30 p.m.

PRESENT: Lori Nelson – Board of Directors  
Charmaine Boudreaux – Board of Directors  
Dorren Herriot – Board of Directors  
Alison Bret – Resident  
Pamela Jackson – Resident  
Justin Windholz – Crystal Property Management

A Board of Directors meeting was held September 14, 2011. The meeting was called to order at 5:30 pm. A quorum of the Board was established.

- Current Financials
  - The Board reviewed the August 2011 financials. After review, a motion was made to approve the financials pending one correction to the classification of an expense. The motion was seconded and approved unanimously.
- Old Business
  - The Board discussed two upcoming capital improvements at Oakhurst: the pavement project and the dumpster enclosure reconstruction.
    - i. The pavement project has been delayed due to a staffing issue with the vendor the Board is going to work with. The project should begin soon. The Board also approved a letter to be sent out to all owners on the west end of the property announcing the installation of the project.
    - ii. Crystal Property Management provided a bid for the dumpster enclosure. The Board questioned several aspects of the bid. Justin Windholz will speak to the vendor and clarify the questions.
- New Business
  - The Board discussed the new play area and agreed that it was done well and everyone liked it. The Board requested a fall event be coordinated where everyone could celebrate the installation of the play area and pick

- up trash around the community. The Board agreed to send a newsletter announcing the event as well as a reminder about rules of the community.
- Pamela Jackson advised that the gutter at #24 was not working correctly and asked that it be repaired. The Board agreed that the project was necessary and asked Crystal Property to coordinate the project.
  - Doreen Herriot asked that trash cans be placed near the play area and near the south area dog bag station. Dorren also asked that signs be placed at the recycling center noting what was and was not allowed in the bins as well as a sign at the play area noting the rules. Crystal Property Management will coordinate the project.
  - Lori Nelson advised that there were an abnormal amount of her bees near her property. Justin Windholz advised he would contact a pest company to have the issue investigated.
  - The Board discussed the landscaping at a neighboring property. The Board asked Crystal Property to ask the owner of the property to mow down the weeds.
  - The Board discussed several covenant violations at the property and how to create a more efficient process going forward. Crystal Property agreed to send tracking reports to the Board advising what actions have been taken and what stage in the violation process the Association is at. The Board agreed to meet on September 28, 2011 at 5:30pm to do a walk-through inspection of the property. Crystal Property proposed modifying the notification process so that tenants are also notified of violations to hopefully improve the time frame between when a violation is identified and when the problem is solved.
  - The Board asked that Crystal Property contact the fireplace vendor to see any problems or areas of concern need to be addressed before people start using their fireplaces.
  - The Board reviewed the 2012 Budget and agreed that the dues should remain at their present level and that the next project for the Association be the replacing of the existing trim pieces. Justin Windholz agreed to collect bids for the Association to review.

With no further business the meeting was adjourned at 8:00 pm

Respectfully,

Justin Windholz  
Crystal Property Management