

Red Cliffs Condominium Owner Association
1512 Grand Ave Suite 109
Glenwood Springs, CO 81601
(970) 945-7266 | Fax (970) 945-7281
(Email) crystalpropertymgmt@gmail.com
(Website) <http://www.crystalproperty.com>

BOARD OF MANAGERS MEETING

Meeting Date:

January 18, 2010 7:00 P.M.

Meeting Location:

3900 Old Lodge Rd B-5
Glenwood Springs, CO 81601

Board Present:

Jean McCorkle – Board
Ruth Edmonds – Board
Al Scholz – Board
Rebecca Rosenberg - Board

Others Present:

Harry Presley – Homeowner
Julia Lang - Homeowner
Sarah Windholz – Crystal Property Management (CPM)
Justin Windholz – Crystal Property Management (CPM)

A Red Cliff Board of Managers Meeting was held January 18, 2010 at 3900 Old Lodge Road Unit B-5, Glenwood Springs, CO 81601. The President, Jean McCorkle, called the meeting to order at 7:05 P.M. A quorum of the Board was established.

Review and Approve Meeting Minutes

- The Board reviewed the November 16, 2009 Board of Manager Meeting Minutes. A motion was made to approve the minutes. The motion was seconded and passed unanimously.

Review and Approve Current Financial Reports

- The Board reviewed the December 2009 Financial Reports. The Board discussed several line items of the reports and agreed that the pool restroom cleaning should be increased in 2010. Crystal Property agreed to inspect the bathrooms on their weekly inspections and notify the Board if they need attention. Jean McCorkle had questions about the tree spraying and if the work was completed in 2009. Crystal Property agreed to contact Hi-Rise Tree care to see what they did and what still needs to be done.

Fines and Warnings / Inspection Report

- The Board reviewed the inspection report that Crystal Property is using to track violations. Jean McCorkle made several revisions to the sheet. Crystal Property agreed to forward the report to the Board as it is updated so the Board is aware of all the violations.
- The Board also reviewed the chimney inspection/ cleaning policy. At the most recent cleaning, there were several units which were not given access to and therefore not cleaned or inspected. Crystal Property agreed to comprise a list of these units and inform those owners of their liability.

Maintenance Issues

- Ice and snow removal
 - Jean McCorkle explained to everyone present that an on-site meeting was held with Al Scholz, Becvarik Brothers, Sanctuary Landscaping and Crystal Property to go over the snow removal. At that meeting both vendors were advised of areas that needed attention. Since that meeting the areas of attention have been addressed. Crystal Property advised that they will follow up with Sanctuary Landscaping to ensure that each building has a shovel, a bucket of salt/sand is placed near all buildings and a ladder on the property is put away.
- Lighting
 - Al Scholz presented a proposal to the Board of some light fixtures that he would like the Association to use in place of the existing fixtures. He explained that the property is dark and new fixtures would help mitigate potential safety hazards. After discussion, Crystal Property agreed to show Al's proposal to an electrician they use to get their opinion and pricing.
- Decks
 - Jean McCorkle asked that discussion on decks be tabled for a future meeting.
- Stairwells
 - The Board reviewed a bid to repair minor items around the stairwells (tightening boards, replacing / refastening boards). Crystal Property agreed to seek additional bids for this project.
- Root-X
 - Jean McCorkle explained to everyone her research on ways to mitigate root problems in the sewer lines. She recommended Root-X be put in all the drains once per year. It was recommended that Crystal Property asks a professional as to whether or not the product works. Crystal Property agreed to do the necessary follow up.
- 2 year Maintenance Calendar
 - Jean McCorkle asked that the Board consider creating a 2-year calendar of on-going maintenance items to ensure they get done timely. Crystal Property agreed to help work on the creation of this report.

New Business

- Email Discussion
 - Jean McCorkle asked the Board to reply directly to her on email so that she could forward the Board's response directly to Crystal Property.
- Web Password

- Jean McCorkle asked Crystal Property to consider making the HOA information password protected. Justin Windholz explained that Crystal Property is working to update their website making this a feature.
- Collections Protocol
 - Jean McCorkle asked the Board to review another HOA's collection policy which would be adopted by the Board. This will ensure that the Association's decisions are all standard and gives owners a complete set of expectations in regards to payment policies.

Owner Concerns

- Julie Shuey was present to discuss a recent plumbing break in her storage unit. Jean McCorkle explained that the individual owners are responsible for the contents of the storage unit and the HOA is responsible for repairing the plumbing leak in this case.

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

Respectfully,

Justin Windholz
Crystal Property Management