BOARD MEETING MINUTES

CRYSTAL VILLAGE TOWNHOME ASSOCIATION

Wednesday, April 16th, 2025, at 2pm
By Zoom

MINUTES

I. **Call to Order** Meeting called to order at 3pm by Bob Johnson of Integrated Mountain Management.

II. **Verification of Quorum** Quorum was verified with the following Board members were present: Susan Korber, Cindy Maestas and Fred Annes. Also present was Bob Johnson, Lindsay Rosenfeld, and Danielle Smith of Integrated Mountain Management.

III. **Owner Forum (Owners wishing to address the Board)** Comments from the membership included questions about details of the roof proposals, siding concerns, and the Board review process.

IV. **Approval of Board Meeting Minutes 10/7/24 and 3/3/25** Susan motioned to approve the meeting minutes, Cindy seconded, all in favor.

V. **Financial Review** As of end of Feb 2025, the Operating Account has $40,458.23 and the Reserve Account has a balance of $244,654.70. The Budget Comparison matches the 2025 Budget so far. $56,000 will be going into Reserves in 2025.

VI. **Discussion and Action Items:**

   a. **Appointment of Officers** The Board appointed the officers and unanimously approved by acclamation: Fred Annes: President, Susan Korber: Vice President, and Cindy Maestas: Secretary/Treasurer.

   b. **Sample Code of Conduct Policy Review** Guidelines for Code of Conduct were provided for Board review and will be posted on the website.

   c. **Collection Policy Approval** Bob explained the recent changes to the Collections Policy and the Phone & Email Policy required by the state. Susan made a motion to approve the policy, Cindy seconded, all in favor.

   d. **Governing Documents Rewrite Status** Some revisions were done based on community comments. Bob Johnson recommends getting the final draft ready to send to the membership. Cindy will send final notes to the attorney for the final draft of the Document rewrite, including the ballots.

BOARD MEETING MINUTES

e. **Review Roof Proposals/Approval** Six roof estimates were shared and reviewed. Cindy discussed the bids provided by the contractors.

VII. **Additional Business**

a. The next Board Meeting is scheduled for May 21st via Zoom. Meeting to approve Governing Documents final draft and select a roof bid with contract. A member meeting will need to be scheduled to approve a Special Assessment for the roof project and to Approve the Governing Documents final draft.

VIII. **Executive Session (If Needed - Management and Board members only)**

a. **Open Covenant Enforcement Matter** Susan motioned to enter Executive Session at 4pm to discuss a specific unit in covenant enforcement.

IX. **VIV. Actions from Executive Session (if applicable)** The Board exited Executive Session at 4:05 pm and resumed Open Session. The Board agreed to proceed with the next step in the enforcement process.

X. **Adjournment** Meeting adjourned at 4:07pm.