

**CROSS CREEK CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 23, 2018**

Pre-Board Meeting “Center Building Phase 2 Remodel” Contractor discussion.  
At 4:00 pm, a Center Building “Phase 2” Remodel meeting discussion took place. Those present included Rob Luhrs, Jean Wells and Don Morrissey from Cross Creek; Representatives from Blu Sky and The Hot Tub Company were also present. Kevin Lovett and Hayes Walsh were present from SRG. Discussion took place with regard to planning and details of the exterior hot tub replacement, exterior center building fence replacement and bathroom/ locker room remodel.

**I. CALL TO ORDER**

The Board of Directors meeting was called to order at 6:00 p.m.

Board members Rob Luhrs and Don Morrissey attended in person. Julian Gelfand attended by telephone.

Representing Summit Resort Group was Kevin Lovett.

**II. OWNERS FORUM**

No owners other than Board members were present.

**III. APPROVE PREVIOUS MEETING MINUTES**

The minutes of the February 24, 2017 Board meeting were reviewed. Don made a motion to approve the minutes as written. Rob seconded and the motion carried.

**IV. FINANCIAL REVIEW**

SRG reported on Financials as follows:

**A. September 30, 2017 Financials:**

September 30, 2017 close financials report \$170 in the Alpine Operating acct., \$18,899 in the Alpine 100 Bldg. Reserve Acct., \$55,300 in the Alpine 200/300 Building reserve and \$20,497 in the Alpine Ctr. Bldg. Reserve acct. The Operating Painting funds report \$98 in 100 bldg painting fund, \$1,511 in 200/300 painting fund and \$473 in the Center Bldg painting fund.

Overall operating expenses 3.8% over budget at year end.

**B. Operating account “true up”, 100 Bldg./ 200/300 Bldg.:**

At the end of each fiscal year, the General Operating account is to be reconciled or “trued up” to ensure operating revenues and operating expenses associated with 100 Bldg. and 200/300 are allocated equitably. This results in crediting for expense “underages” and debiting for expense “overages”.

September close financials report:

- 100 Bldg. operating account closed the 2016-17 fiscal year \$1615 under budget in operating expenses for the year
- 200/300 Bldg. operating account closed the 2016-17 fiscal year \$424 over budget in operating expenses for the year

The above results in operating account “true ups” of:

\$1615 owed from the general operating account to 100 Bldg.

\$424 owed from 200/300 building to the general operating account.

Plans to complete the true ups will be discussed amongst the Board and Owners at the 2018 annual owner meeting.

C. 2016-17 year-end tax return:

The 2016-17 tax return is near completion, \$0 owed.

D. January 31, 2018 financials:

January 31, 2018 close financials report \$24,558 in the Alpine Operating acct., \$20,741 in the Alpine 100 Bldg. Reserve Acct., \$60,120 in the Alpine 200/300 Building reserve and \$76,790 in the Alpine Ctr. Bldg. Reserve acct. The Operating Painting funds report \$98 in 100 bldg painting fund, \$1,517 in 200/300 painting fund and \$475 in the Center Bldg painting fund.

P & L vs budget as of January 31, 2018 reports overall, \$8777 under budget in operating expenses. It was noted that many expense line items are under budget due to timing.

It was noted that the Special Assessment is due April 1, 2018 as previously presented.

## **V. MANAGING AGENTS REPORT**

SRG presented the following managers reports:

Completed items; in addition to the routine items, the following items were reported on as complete:

Operating items:

- Painting touch ups
- Landscape improvements
- Picnic table painting and wood replacement
- Gutter cleaning complete
- Dead/ Fallen tree removal (to include trees that fell from wind storm and repair of damaged entry wall)
- Annual fire systems and backflow inspection
- Center building 1/4rly boiler maintenance
- Dora and Sec of State annual registration
- Unit Boiler inspections
- Unit Fireplace inspections
- Unit Dryer vent cleaning

Capital projects items:

- Asphalt patching
- Sto inspections, maintenance and repairs
- Roof inspection and maintenance repairs
- Gutter and downspout cleaning
- Hot tub pump replacement
- Window replacements in units at the 200/ 300 building

Pending item; the pending item discussed included:

- Annual Insurance renewal; the Annual Association insurance policy is scheduled to renew April 1<sup>st</sup>. Discussion of coverages took place.

Report Items; the following report items were reviewed:

- Legislative required items;
  - HB 1254; SRG presented the annual required HB 1254 management fee disclosure.
  - Conflict of Interest Policy review; the Conflict of Interest policy was presented to the Board for “regular review”.
  - Annual Disclosure; it was noted that the “Annual Disclosure” of all HOA documents is completed multiple times per year. This is accomplished by way of multiple mailers to all Owners throughout the year (to include within 90 days of the fiscal year) stating that all HOA documents can be found on line at the HOA’s website.

**VI. RATIFY BOARD ACTIONS VIA EMAIL**

Don Morrissey moved to ratify the following actions discussed via email:

- 9-1-17 Unit window screen responsibility; confirmation that in accordance with the HOA Governing Documents, unit owners are responsible for their own screens; approved
- 8-22-17 2017-18 operating budget, approved
- 8-21-17 Exercise room upgrades; not approved
- 7-19-17 Roof and Sto repairs; approved
- 6-15-17 Unit 202 front door replacement request; approved
- 4-15-17 Unit 210 window and vent project request; approved

Rob seconds and the motion passed.

**VII. OLD BUSINESS**

A. Center Building Improvements; The Board discussed phase 2 of the center building improvement plan. Phase 2 consists of outdoor hot tub replacement, exterior fence replacement (around the pool / outdoor hot tub) and interior bathroom/ locker room improvements. It was noted that multiple proposals have been received based on the scope of work discussed. The team of Blu Sky and The Hot Tub Company have presented the most inclusive and cost-effective proposal to complete the work. The “pre-meeting” discussion session with Blu Sky and the Hot Tub was reviewed. Two “overall” hot tub / fencing scope options exists:

- 1- Similar size hot tub, located in the same area as the current outdoor hot tub

2- Larger hot tub, located in the same general vicinity as the current outdoor hot tub, however in order to accommodate the size of a larger hot tub, the fence line would be moved 2-3 feet out into the parking lot

Additional hot tub fence site items discussed included;

- the option to “sink” the hot tub so that the top of the tub sits only 18 inches above ground (this would help make compliance with ADA codes as well as railing requirements easier)
- the option to “sink” the hot tub equipment room below grade, resulting in less view obstruction while in the hot tub
- roll up hot tub cover system
- the fence is to be 6 foot tall and composed of 1 x 6 redwood

At this point, the Board approved expenses to be incurred to finalize engineering. SRG will give approval to Blu Sky and The Hot Tub Company to incur expense to create final plan options to include engineering / county planning costs.

The interior bathroom / locker room remodel specifics were also discussed. The Board and Committee will work to choose new tile. Wood work will be generally finished to match the wood stain color recently completed in the indoor pool area. The option to replace the bathroom shower pans will be included. Additionally, refinishing or re-coating of the stone floor will also be pursued.

## **VIII. NEW BUSINESS**

A. Major projects 2018; The Board discussed planned projects for 2018 as follows:

100 Bldg.

- Heat tape inspection and repairs as necessary
- Sto inspection and repairs as necessary
- Painting / staining of minor areas in need

200/300 Bldg.

- Sto inspection and repairs (and stone)
- Window replace allocation

Center Bldg.

- Sto inspection
- Carpet and stone floor refinishing / recoating
- Hot tub cover replacement allocation
- Pool cover allocation
- Asphalt patching, crack seal, seal coat and striping

The 100 Building reserve account was reviewed. It was noted that roof replacement is a future project in which additional funding will be necessary in order to complete. SRG will obtain an updated replacement cost estimate.

B. 2018 Annual Owner meeting; The Annual meeting will be held on Friday May 25<sup>th</sup>, 2018 at 6:00 pm.

## **IX. NEXT MEETING**

The next meeting will be the Annual Owner meeting scheduled for Friday May 25<sup>th</sup> at 6:00 pm. The Board may meet at 5:00 pm prior to the Annual Meeting.

**X. ADJOURNMENT**

With no further business the meeting adjourned at 7:40 pm.

Approved By: \_\_\_\_\_ Approved 11-9-18 \_\_\_\_\_