

**CROSS CREEK CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
February 24, 2017**

I. CALL TO ORDER

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

Board members Rob Luhrs and Don Morrissey attended in person. Lindee Sebald attended by telephone. Tim Nimmer gave his proxy to Rob Luhrs.

Representing Summit Resort Group were Kevin Lovett and Ryan Eaton.

II. OWNERS FORUM

No owners other than Board members were present.

III. APPROVE PREVIOUS MEETING MINUTES

The minutes of the February 12, 2016 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, 2016 Financials:

September 30, 2016 (2015-16 fiscal year end) close financials report \$17,107 in the Alpine Operating acct., \$26,154 in the Alpine 100 Bldg. Reserve Acct., \$36,956 in the Alpine 200/300 Building reserve and \$16,588 in the Alpine Ctr. Bldg. Reserve acct. The Operating Painting funds report \$97 in 100 Bldg. painting fund, \$1,500 in 200/300 painting fund and \$469 in the Center Bldg. painting fund.

Overall actual operating expenses were 4% over budgeted operating expenses at year end. Expense variances were reviewed.

The Board discussed the 200/ 300 building window replacement expense incurred this past Fall and agreed that this expense is properly classified as a 200/300 building reserve expense.

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 2015-16 fiscal year \$3285.90 under budget in operating expenses for the year

-200/300 Bldg. operating account closed the 2015-16 fiscal year \$4893.75 over budget in operating expenses for the year

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

\$3285.90 owed from the general operating account to 100 Bldg.

\$4893.75 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 2017 annual owner meeting.

C. 2015-16 year-end tax return:

The 2015-16 tax return has been completed, \$0 owed.

D. January 31, 2017 financials:

Year to Date financials, January 31, 2017, close financials report \$21,392 in the Alpine Operating acct., \$23,772 in the Alpine 100 Bldg. Reserve Acct., \$53,468 in the Alpine 200/300 Building reserve and \$21,598 in the Alpine Ctr. Bldg. Reserve acct. The Operating Painting funds report \$97 in 100 Bldg. painting fund, \$1,502 in 200/300 painting fund and \$470 in the Center Bldg. painting fund.

The Profit and Loss vs. budget as of January 31, 2017 reports \$3412 over budget in operating expenses with the main expense area of overage being snow removal at \$3799 over budget.

E. Future budgeting, future operating dues:

The Board discussed increasing operating expenses. It was noted that last year, operating expenses exceeded operating revenues by 4% and through January 31 2017, expenses are also exceeding revenues by 4%. With inflation increase projections, an increase to operating dues of 6% is likely beginning in 2017-18 fiscal year.

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:

- Roof snow removal; due to the large amount of snow received this year, the roofs of the buildings have had snow removed.
- Annual fire systems and backflow inspections and testing
- Center building 1/4rly boiler maintenance
- Internet upgrade; it was reported that the internet is working at an improved level.
- Dora and Sec of State annual registration
- New foosball table
- Unit Boiler inspections
- Unit Fireplace inspections
- Unit Dryer vent cleaning
- Various new signs installed

Capital projects items:

General

- Pool and hot tub resurface
- Hot tub leak repair
- Indoor Hot tub area “remodel”
- Sto inspections and maintenance
100 bldg
- Concrete patio repairs
200 / 300 bldg
- Unit Deck replacement (1st floor)
- Unit Window replacements of failed windows

Pending items; pending items discussed include:

- Annual Insurance renewal; the Annual Association insurance policy is scheduled to renew April 1st. SRG presented the initial renewal figure which included a 4% premium increase.

Report Items; the following report items were reviewed:

- Roof leaks 2017; SRG reported on three roof leaks that occurred this past winter as well as roof snow removal efforts completed this year. This year we have received record snow fall. The roof leaks that occurred were very minor leaks that resulted from ice dams that had formed from the large amount of snow received and then subsequent unusually warm temperatures. Roof leaks have not been a common occurrence at Cross Creek and these three leaks are considered “one off” leak events. SRG will coordinate to ensure that all roofs are inspected in summer of 2017 and ensure that all roof areas (with extra attention to these three areas that experienced small leaks) are in proper condition and any maintenance needed will be taken care of.
- HB 1254; SRG presented the annual required HB 1254 fee disclosure.

VI. RATIFY BOARD ACTIONS VIA EMAIL

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

- 3-9-16 Insurance renewal, 2016 -17, approved Farmers
- 3-16-16 2014-15 fiscal tax return, approved
- 8-8-16 100 building deck concrete repairs, approved
- 8-10-16 Unit 304 deck extension request, approval pending legal counsel provides legal opinion stating the “right” and the process for the HOA to designate common element area to an individual unit as well as creation of license agreement
- 8-10-16 2016-17 Budget, approved
- 11-22-16 Neighborhood pool usage, denied neighbors access to clubhouse pool and hot tubs

Rob seconds and the motion passed.

VII. OLD BUSINESS

A. Center Building Improvements; The Board discussed the overall center building improvement plan. SRG presented an update of the Center Building improvement plan discussed at the 2016 Annual Owner Meeting. No major improvements are planned for 2017. The Board is interested in completing "Phase 2" of the improvement plan in 2018. Phase 2 consists of outdoor hot tub replacement, exterior fence replacement (around the pool / outdoor hot tub) and interior bathroom/ locker room improvements. SRG will prepare a job scope and work to obtain proposals.

VIII. NEW BUSINESS

A. Major projects 2017; The Board discussed planned projects for 2017 as follows:

100 Bldg.

- Roof inspect and maintenance
- Heat tape inspection and repairs
- Sto inspection and repairs

200/300 Bldg.

- Roof inspection and maintenance
- Heat tape inspection and repairs
- Sto inspection and repairs (and stone)
- Window replace allocation

Center Bldg.

- Sto inspection
- Stone repairs
- Wall and ceiling painting
- Hot tub cover replacement allocation
- Pool cover allocation
- Mechanical equipment allocation
- Asphalt patching, crack seal, seal coat and striping

B. Firewood, 200/300 building; The Board discussed the usage and respective expense to the 200/300 building unit Owners for the community firewood supply. This will be discussed further at the 2017 annual owner meeting.

C. 2017 Annual Owner meeting; The Annual meeting will be held on Friday May 26th, 2017 at 6:00 pm.

D. Future Major Expense Funding; The Board discussed future major expenses and the funding thereof. As discussed at previous Annual Owner Meetings, funding of "Phase 2" of the Center Building improvement project will be funded by a Special Assessment. The Board reviewed the Capital Plans for the Center Building, 100 Building and the 200/ 300 Building. It was noted that increasing funding to these Budgets to offset costs of future projects was prudent. SRG will work with the Board to investigate further; this will be presented to Owners and discussed further at the 2017 Annual Owner Meeting.

IX. NEXT MEETING

The next meeting will be the Annual Owner meeting scheduled for Friday May 26th at 6:00 pm.

X. ADJOURNMENT

With no further business the meeting adjourned at 8:25 pm.

Approved By: _____ Approved 2-24-17 _____ Date: _____
Board Member Signature