

**CROSS CREEK CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
March 7, 2014**

I. CALL TO ORDER

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

Board member Bryce Hunt attended in person. Rob Luhrs, Carol Horn and Daryl Craft attended by telephone.

Representing Summit Resort Group were Kevin Lovett, Deb Borel, Peter Schutz and site manager, Jocelyn Banks.

II. OWNERS FORUM

No owners other than Board members were present.

III. APPROVE PREVIOUS MEETING MINUTES

The minutes of the August 30, 2013 meeting were reviewed. Carol made a motion to approve the minutes as written. Bryce seconded and the motion carried.

IV. FINANCIAL REVIEW

SRG reported on Financials as follows:

Year to Date, January 31, 2014 Financials

January 31, 2014 close financials report:

- \$5,929.36 in the Alpine Operating account
- \$21,629.62 in the Alpine 100 building Reserve Account
- \$52,548.17 in the Alpine 200/300 Building Reserve Account
- \$30,377.94 in the Alpine Center Building Reserve Account
- \$97.46 in 100 building painting fund
- \$1,495.91 in 200/300 painting fund
- \$468.28 in the Center building painting fund

SRG reported that the “Due To / Due From’s” have been cleared.

2012-2013 Tax return is complete and nothing was owed.

The P & L vs budget as of January 31, 2014 was reviewed and reports that the association is \$727.95 over budget (1.1%)

General Operating account Areas of Major variance discussed to include:

- 677 General Building Maintenance is \$1,018 under budget
- 678 Center Building Utilities is \$1,165 over budget

The Operating surplus transfers completed at the end of the 2021-13 fiscal year were as follows:

- \$2,416.06 to building 100 building reserve account
- \$322.40 to building 200/300 building reserve account

A/R – All owners are current with dues.

V. **MANAGING AGENTS REPORT**

SRG presented the following managers reports:

Complete Items

- Jocelyn was thanked for her work at Cross Creek
- Telephone service dropped line
- Annual boiler inspections completed this past Fall
- Exterior window washing completed after exterior building painting
- Pool table re-felted
- Pool and hot tub re-surface warranty work complete
- Touch up painting in pool and hot tub area complete
- Digital TV conversion complete
- New bromine feeders were installed for the hot tub
- Annual fire systems and backflow testing and inspections complete
- Stone repairs to the 100 building and clubhouse building complete
- Floor resurface in the interior hot tub area repaired and cleaned

Report Items

- Sauna repair – Kaupas Water is working on a full overhaul plan as the sauna is currently out of order
- Roof inspections – All building roofs were inspected in the fall; three different roofing companies completed inspection of roofs. The Board reviewed the roof inspections report packet that was provided. Roof maintenance will be needed this summer on the 200 / 300 Building and Clubhouse buildings. All three roofing inspectors reported that the 100 Building roof has lived its expected life and planning for the replacement of the 100 building roof should begin. SRG reported that the 100 building reserve plan calls for replacement of the 100 building roof in 2020. This summer the roofs will be re-inspected and necessary maintenance done. Turner Morris will charge \$250 for inspection, but if they preform the suggested maintenance, they will apply that amount to the cost of the repairs. Professional Roofing will be asked to give a bid to replace roof on the 100 building.
- New outdoor hot tub cover is on order. The existing one is getting water logged. The new one will be placed after spring break.
- Snow removal – the 200/300 roof has been shoveled twice
- Ice removal – ongoing ice removal is taking place
- 100 building deck shoveling continues
- Only one snow haul off has been done this year.
- There are some cornices on Bryce's roof. SRG will look at that and remove it if necessary.
- Insurance renewal
 - April 1, 2014 – Farmers proposal 4.3% increase (\$549 increase)
 - Additional bids pending
 - Kevin will keep the Board updated on other bids via email.

- The gutter PVC split on the 200 building will be repaired and a bad section of heat tape will be repaired.
- Window pane broken in the clubhouse and will be repaired

Pending / Discussion Items

- Unit door locks – a new owner put a punch code lock on the front door. SRG has no key access to this unit. The governing documents state that exterior changes may not be done to the building without prior Board approval. SRG will talk to the owner and inform them that the exterior of the buildings must be uniform, including the doors. Additionally, SRG must have the lock placed on the master key for access. If the owners would like to discuss this issue with the Board, they are invited to attend the annual meeting in May.
 - Spring items will take place as soon as weather allows to include:
 - Clean up
 - Touch up paint in entry landings and outdoor hot tub coating
- A. Policies – SRG and attorney Mark Richmond have reviewed the Cross Creek Governing Documents spurred by new “House Bill 1237”. The Board reviewed a summary letter from the attorney, as well as proposed policies for the Cross Creek HOA to adopt. The Board may adopt these policies and do not need owner approval. The new HB 1237 called for some updates to the “Collection Policy”. Attorney Wilton Anderson prepared this policy as well as reviewed all of the association’s Documents for \$150. In his summary letter, he noted that the policies that Cross Creek has in place are outdated. SRG has taken templates from other HOA’s policies and customized for Cross Creek. In addition, the attorney speaks of having an “Insurance Claim Deductible” policy. The Board reviewed that policy as well.

The required policies attached include:

1. Collection policy – (drafted by Wilton Anderson) – this policy sets the plan for collecting receivables (monthly dues/ special assessments) from our owners
2. Adoption and Amendment Procedure – this policy sets the procedure for adopting and amending Governing Documents, rules, etc.
3. Conduct of meetings procedure – this policy sets the procedure for conducting meetings
4. Conflict of interest policy – this policy sets the stage for any “conflicts of interest”.
5. Covenant and Rule Enforcement Policy – This policy sets the procedures for enforcing the rules
6. Investment of Reserve’s Policy – this policy sets the guidelines for investing reserve monies
7. Dispute and Resolution Policy – this policy sets the guidelines for handling disputes
8. Records Inspection Policy – this policy sets the procedure for record retention and allowance for owners to inspect
9. Reserve fund policy – this policy sets the basis for the reserve funding plan

10. Insurance Claims and Payment of Deductibles and Damages Policy – this policy sets the basis for who pays for the deductible if there should be an insurance claim by the association.

Bryce made a motion to approve the above policies as presented. Carol seconded and the motion carried.

VI. RATIFY BOARD ACTIONS VIA EMAIL

Carol made a motion to ratify the following Board actions via email.

- 09/05/13 – remove welcome screen from Internet
- 10/11/13 – snow plow contractor selection – Aichholz
- 10/11/13 – stone work project on the 100 and center buildings
- 10/11/13 – telephone service drop one line
- 10/22/13 – operating surplus transfer

Bryce seconded and the motion carried.

VII. OLD BUSINESS

VIII. NEW BUSINESS

- A. 2014 Annual Meeting will be held on May 23, 2014 at 6:00 pm. Official notice will be sent to owners on April 23, 2014. The Board reviewed a draft of the notice. It will be included in the letter that if enough owners attend, there will be a BBQ.

An RSVP will be included on the Proxy.

- B. Projects 2014 – The Board discussed the projects scheduled for 2014 as follows:
- a. All Buildings
 - i. Roof Inspections
 - ii. Sto Inspection and Maintenance
 - b. 100 Building
 - i. Allocation for sto repairs - \$7,500
 - ii. Stone Repairs are complete - \$1,500
 - iii. Allocation for roof repairs - \$2,000
 - c. 200 / 300 Building
 - i. 200 / 300 decks – first floor replacement (\$25,000 in the budget). The bids are in process for composite vs. redwood
 - ii. 200 / 300 wood window frame painting – bids are coming in for around \$10,000. Board will think about whether or not to pursue this project. Bryce is in favor of replacing windows as needed with vinyl than to re-paint the interior wood frame.
 - iii. Window replace allocation - \$1,500
 - iv. Allocation for sto repairs - \$1,000
 - v. Allocation for siding repairs - \$1,500
 - vi. Allocation for roof repairs - \$1,500
 - d. Center Building
 - i. Allocation for roof repairs - \$2,000
 - ii. Allocation for sto inspection and repairs - \$500
 - iii. Deck railing replace above the pool - \$1,500 (a sign will be placed not to sit or play on railing)

- iv. Outdoor hot tub cover - \$750
- C. A get well card was sent Bob Rappold from SRG and Cross Creek BOD when he got sick. The Board will donate \$100 to an organization in his memory.

IX. NEXT MEETING

The next Board meeting will take place before the annual meeting on May 23, 2014 at 5:00 pm. An informal walk through will take place before the Board meeting.

X. ADJOURNMENT

With no further business the meeting adjourned at 7:15 pm.

Approved By: _____
Board Member Signature

Date: _____