

**CROSS CREEK CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
February 11, 2022**

I. CALL TO ORDER

The Board of Directors meeting was called to order at 4:00 p.m.

Board members Don Morrissey, Rob Luhrs, Van Stenzler, Gerry Dziedzina and Amanda Seidler attended via Zoom.

Representing Summit Resort Group was Kevin Lovett.

II. APPROVE PREVIOUS MEETING MINUTES

The minutes of the February 12, 2021, Board meeting and the September 9, 2021, Budget Ratification meeting were reviewed. Gerry made a motion to approve the minutes as written. Rob seconds and the motion carried.

III. FINANCIAL REVIEW

SRG reported on Financials as follows:

2020-21 Fiscal year end (September 30, 2021) Financials

September 30, 2021, close financials report \$5,764 in the Alpine Operating acct., \$87,872 in the Alpine 100 Bldg. Reserve Acct., \$123,762 in the Alpine 200/300 Building reserve and \$21,094 in the Alpine Ctr. Bldg. Reserve acct. The Operating Painting funds report \$101 in 100 Bldg. painting fund, \$1,564 in 200/300 painting fund and \$489 in the Center Bldg. painting fund.

Overall operating expenses 4.5% over budget at year end.

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 “underage’s” and debiting for expense “overages”.

September close financials report:

100 Bldg. operating account \$3907 under budget in operating expenses for the year

200/300 Bldg. operating account \$3528 over budget in operating expenses for the year

This results in operating account “true ups” of:

\$3907 owed from the general operating account to 100 Bldg. (typically we have made payment from the general operating account to the 100 Bldg. reserve account, which will increase the 100 Bldg. reserve balance)

\$3528.92 owed from the 200/300 bldg. to the operating account (typically we have assessed the owners for the payback. Special assessment amount per unit ranges from \$134 to \$161. Assess after the 2022 annual meeting.

Plans to complete the true ups will be discussed amongst the Board and Owners at the 2022 annual owner meeting.

2020-21 Year End Tax Return

The 2020-21 yearend tax return has been submitted.

December 31, 2021, Financials

December 31, 2022, close financials report \$7,699 in the Alpine Operating acct., \$92,133 in the Alpine 100 Bldg. Reserve Acct., \$98,080 in the Alpine 200/300 Building reserve and \$22,345 in the Alpine Ctr. Bldg. Reserve acct. The Operating Painting funds report \$101 in 100 Bldg. painting fund, \$1,564 in 200/300 painting fund and \$489 in the Center Bldg. painting fund.

The Profit and Loss reports \$59,689 of total operating expense year to date vs. \$58,279 of budgeted expense (2% over budget).

IV. RATIFY BOARD ACTIONS VIA EMAIL

Gerry moved to ratify the following actions discussed via email:

- 1-24-2022 2020-21 Tax return, approved
- 9-31-2022 2021-22 Winter snowplow contractor, approved
- 9-9-21 300 Bldg. stair treads, approved
- 8-17-21 2021-22 Budget, approved

Rob seconds and the motion passed.

V. MANAGING AGENTS REPORT

The following managing agents report was reviewed.

-Completed items; The following items were reported on as complete:

- Annual fire systems inspections and repairs
- Quarterly Center Building boiler / mechanical system inspections
- Unit boiler inspections
- Dryer vent/ fireplace clean and inspections
- Gutter cleaning
- 300 Building stair tread install
- 200/300 Building deck inspection and repairs (209/ 307 rebuild)
- Signage additions/ address signage replacement
- Sto inspection and maintenance
- Fire mitigation
- Pool boiler heat exchanger replacement and hot tub heater repair
- Roof maintenance

-Legislative required items; The following legislative items were reported on:

- 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 online at the HOA's website.

-Pending items; The following pending items were discussed:

- Insurance renewal; The 2022-23 Insurance renewal proposals are pending. SRG will send to the Board as soon as they are received. SRG noted that Farmers Insurance (the current carrier) has reported that they plan to continue to provide insurance for HOA's in Summit County. SRG stated that the replacement building value will likely need to be increased with the April 1 renewal. Building Ordinance Coverage will also be reviewed. Farmers is recommending addition of Work Comp coverage this year to provide protection for Owner volunteer work on site as well as added protection for sub-contractors working on site. Board members were thanked for their review of insurance coverages this past year.

VI. OLD BUSINESS

The following Old Business items were discussed.

A. Clubhouse door/ gate locks; Proposals were received to install punch code locks on the clubhouse doors and pool entry gate. At this time the addition is cost prohibitive. SRG will continue to shop the project in efforts to obtain a cost effective solution.

B. Camera system; Camera system options remain under investigation.

C. Roof Snow Removal; SRG will coordinate removal of existing roof snow build up on the 200/300 buildings.

D. Tree trimming and Pest Treatments; The property will be inspected for additional tree trimming to include the tree branches near the center building that are in the path of the trash truck. SRG will investigate to see if we can "skip a year" on the tree pest treatments.

E. Fire mitigation; The property will be inspected for fire mitigation needs to include additional tree trimming, thinning of ground scrub and removal of pine needles from the building roofs.

F. Flowers; Amanda volunteered to investigate the possibility of her and other volunteers taking care of flower planting and regular deadheading this year. Amanda will work to obtain flower purchase pricing information.

VII. NEW BUSINESS

The following New Business item was discussed;

A. 2022 Annual Owner meeting; The 2022 Annual Owner Meeting will be held May 27, 2022, at 6:00 pm via zoom. The official notice will be sent April 27. The possibility of holding a social event such as a BBQ or Owner Work Session was discussed.

B. 2022 Projects; The Board reviewed the Capital Reserve Plans discussed planned projects for 2022.

-Projects; Projects slated for 2022 include:

100 Building;

- Roof Replacement; roof replacement is slated to take place in 2022. Updated proposals have been requested from Turner Morris, Northwest Roofing and Empire Works. The Board will review the updated proposals to ensure adequate funding available.
- Exterior Painting/ caulking; Exterior touch up painting and caulking is also desired to be completed in 2022. The scope will be determined based upon available funds.

Center Building;

- Sto inspection and maintenance; There is an allocation for Sto maintenance.
- Asphalt Maintenance; Asphalt patching, crack sealing and seal coating is scheduled to take place this summer.
- Hot tub cover; There is an allocation for replacement of the hot tub cover.
- Boiler repair/ replacement; There is an allocation for center building boiler repair/ replacement. As historically discussed, the boiler is old, but a stock of repair parts is on hand. There has been issue this past week with the boiler. Denver Boiler has come out to service. The goal will be to continue to use the existing boiler for as long as possible. SRG will obtain a plan and updated cost estimate to replace for budget and planning purposes.

200/ 300 Building;

- Heat tape replacement; There is an allocation for heat tape replacement.
- Sto inspection and maintenance; There is an allocation for Sto maintenance.
- Windows; There is an allocation for window replacement
- Deck repairs; There is an allocation for deck repairs.

-Funding; Funding of the capital plans was discussed.

100 Building; It was noted that the special assessments collected these past three years should fund the upcoming roof replacement. However, after roof replacement is completed the fund balance will likely be low. \$9996 annually is contributed to the 100 Building reserve fund.

200/300 Building; It was noted that roof replacement may be necessary within the next 5 years. If roof replacement is completed within the next 5 years, it is likely additional funding will be required. Discussion of additional funding options will take place at the 2022 Annual Owner Meeting to include exploration of options such as phased in special assessments over a 3 to 5 year period.

Center Building; SRG will obtain cost estimates for center building boiler replacement for budget planning. SRG will also obtain cost estimates for roof replacement; this project is scheduled for replacement at the same time as the 200/300 building roofs. Dependent upon timing and cost, additional funding may be needed.

C. Sign light; It was reported that the front entry sign light may not be working. SRG will investigate and if not functioning, complete repair.

D. Property Management Agreement, Fee Increase; Due to labor shortage and tightening of the job market, SRG proposed a midterm management fee increase of 10%. Upon discussion the Board approved the increase.

VIII. NEXT MEETING

The next meeting will be the 2022 Annual Owner Meeting scheduled for Friday May 27, 2022, at 6:00 pm.

IX. ADJOURNMENT

With no further business the meeting adjourned at 6:28 pm.

Approved: _____