



**Cross Creek  
Board Meeting  
February 8, 2024 – 4:00 pm mtn  
Zoom**

**Minutes**

- I. Call to Order
  - A. The meeting was called to order at 4:10
  - B. Meeting attendees included:
    - i. Rob Luhrs, President
    - ii. Amanda Seidler, Member
    - iii. Don Morrissey, Member
    - iv. Lindee Sebald, Member
    - v. Van Stenzler, Member
    - vi. Steve Wahl, SRG
  - C. Quorum was achieved.
  
- II. Approve minutes from 2-10-23 Board meeting and 8-25-23 Budget Ratification meeting.
  - A. Minutes for 2/10/23 and 8/25/23 were distributed to the Board in the meeting packet ahead of the meeting.
  - B. No revisions were requested to the minutes.
  - C. A motion to approve the 2/10/23 and 8/25/23 minutes by Van Stenzler, seconded by Rob Luhrs and approved unanimously.
  
- III. Actions via email
  - 2/15/23 Approval of 2/10/23 BOD Meeting Minutes
  - 3/17/23 Insurance Renewal Approval
  - 4/5/23 Ascent Tree Service Approval
  - 4/11/23 Energy Audit Approval
  - 5/4/23 Paint Proposal Approval
  - 5/9/23 Pre-Annual BOD Meeting Date Approval
  - 5/19/23 Fire Mitigation Agreement Approval
  - 7/5/23 Renter Trailer Parking Approval
  - 7/11/23 Boiler BOD Meeting Date Approval
  - 8/7/23 204 Window Replacement Approval
  - 8/22/23 Budget Meeting date Approval
  - 9/6/23 Concrete Stair Repair Request
  - 10/5/23 2023-24 Plowing Contract Approval
  - 10/5/23 Cener building Window Replacement Approval
  - 10/9/23 Pool Cover Bid Approval
  - 11/21/23 204 Hose Spigot Removal Approval

A motion to ratify the above actions approved via email by Van Stenzler, seconded by Amanda Seidler and approved unanimously.
  
- IV. Financial update

2022-23 Fiscal Year End (September 30, 2023) Financials  
September 2023 close financials report \$27,315 in operating, \$7,502 in Alpine 100 building reserve account, \$79,278 in Alpine 200/300 Building Reserve account, \$98,545

in Alpine Ctr. Bldg. Reserve account, \$103 in 100 Building Painting account, \$1,574 in 200/300 Painting account and \$493 in the Ctr Painting account.

Overall operating expenses were .2% under budget at year end. This is compared to a 14.2% total operating expense overage last year.

- A. Operating account “true up”, 100 building vs. 200/300 building.  
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 association with 100 bldg. and 200/300 buildings are allocated equitably. This results in crediting for expenses “underage’s” and debiting for expense “overages”.

September close financials report:

100 building operating account \$3,416 under budget in operating expenses for the year,  
200/300 building operating account \$3,944 over budget in operating expense for the year.

This results in operating account “true ups” of:

\$3,416 owed from the general operating account to 100 building (typically we have made payment from the general operating account to the 100 building reserve account, which will increase the 100 building reserve balance)

\$3,944 owed from the 200/300 building to the operating account (typically we have assessed the owners for the payback. Special assessment amount per unit ranges from \$147.51 to \$182.21. Assess after the 2023 annual meeting.

- B. 2021-22 Year End Tax Return

The 2021-22 yearend tax return has been submitted

#### December 31, 2022 Financials

September 2022 close financials report \$1,375 in operating, \$8,364 in Alpine 100 building reserve account, \$83,893 in Alpine 200/300 Building Reserve account, \$23,191 in Alpine Ctr. Bldg. Reserve account, \$102 in 100 Building Painting account, \$1,567 in 200/300 Painting account and \$490 in the Ctr Painting account.

Overall operating expenses were 8.8% under budget Year to Date. There is \$9,765 in the Accounts Payable account which will affect this budget figure. Cross Creek collects dues on a quarterly basis and December is the end of a quarter so a new stream of income will be collected in January.

#### Capital Reserve Plans/ Projects

##### Center Building

\$47,893 total reserve spending 2022-23 including replacement of the boiler

\$120,000 special assessment for 2022-23 in anticipation of large projects

2023-24 budgeted projects

Center building roof

Sto repairs

Pool mechanical components

Asphalt

##### 200/300 Buildings

\$17,333 total reserve spending for 2022-23 including windows/siding/roof snow removal

2023-24 budgeted projects

Sto repairs

Deck replacement

Stone work

##### 100 Buildings

\$6,000 total reserve spending for 2022-23  
2023-24 budgeted projects  
Sto  
Fire sprinkler repairs

V. Managing Agents Report

Completed Items

- Annual fire extinguisher inspections
- Fire system test at clubhouse
- Brush Clearing
- Gutter cleaning
- Replaced pool cover
- Stair painting
- Backflow testing
- Boiler inspections of all units
- Deck rebuild 200/300 buildings
- 305 Window replacements
- 206 Window replacements
- Dryer vent cleanings
- Punch code lock installation for firewood pool
- The HOA was awarded an \$800 boiler replacement rebate from Xcel Energy

New Business

*Major projects 2023-24*

- Additional fire mitigation
- Center building roof replacement
- Asphalt crack seal/seal coat
- 100 building Sto repairs
- Spring property walk for additional review

Old Business

Window Replacement Program Update

- SRG previously did a proposed RFP for the four 200/300 building floorplans
- The costs were deemed too high
- Dan Winter discussed looking at all complex windows sine some have been replaced already
- Steve Wahl to discuss this with Dan again since Steve has concerns about whether a contractor will agree to go into this much detail
- Steve is still suggesting doing a more detailed proposal per the four floorplans and modifying the estimate for completed windows once units are identified.
- The local Renewal by Andresen representative is willing to assist with providing estimates for the window replacement project. The Board
- The Board would also like a follow up on the center building windows. One upper level window fell out last year and a review of these windows should be conducted for safety reasons.

Conference Center Cleanup

- This was started, Steve Wahl needs to follow up and complete this project.

Energy Audit Results

Mark Andreson had previously put together an energy audit proposal for Cross Creek. The board would like to follow up on this proposal and have Mark conduct this on the center building.

Paint Color Selection

There has previously been discussion about changing the building colors when the next major painting project is conducted. The urgency will

improve as the HOA gets closer to a major paint project. Board members are encouraged to watch local color trends and make notes for this future paint project.

VI. Board Discussion

- A. Unit 204 had requested a modification to plumbing in their unit. There was plumbing in the living space which supplied an exterior hose spigot. The interior plumbing was covered by a wood cover. The owners wanted to remove the interior plumbing and the hose spigot. The BOD approved removal of the interior pipe with the requirement that the owners keep the hose spigot and install a freeze proof spigot in the crawl space below.
- B. There was discussion about 2024 wildfire mitigation plans. There is an official mitigation evaluation available to the community. 50% matching grants may be available. Amand will develop the evaluation. Steve Wahl will provide any backup and assistance Amanda may require.
- C. Is the center building roof replacement necessary in 2024? Steve Wahl asked if the Board would like to get an independent engineer to review the roof. This would be a fee-based inspection but would be a neutral opinion. The Board also asked that the engineer inspect all decks and railings and paint condition as well.
- D. Lindee Sebald has already reviewed the 2022-23 tax return.
- E. Fire sprinkler inspections, Steve Wahl will arrange to get these completed. Question about whether these are only in 100 building units or if they are also in the center building. The cover to the fire panel in the center building is open at this time. It should always be locked.

VII. Next Meeting Date

2024 Annual Owner Meeting 5/17/24 @ 6:00  
Spring Walkthrough 5/17/24 @ 4:00  
Spring Fire Mitigation - TBD

VIII. Adjournment

The meeting adjourned at 5:43