

# Crystal Bluffs Townhome Association

## RECORD OF PROCEEDINGS

CBHOA Annual Meeting, October 27th, 2016- RVR Ranch House

### ANNUAL MEETING OF MEMBERS

**Call to Order:** The meeting was called to order at 6:08 PM

**Attendance:** Katie Marshall, John Sorensen, Katherine Grice, Dick Hart, Diane Agnello, Gay Zanni, Lawrence and Minerva Bronk, and Manager Edquist/EMRE LLC. Attending by proxy was owner Michael Ferry, this proxy held by President Marshall.

**Notice and Quorum:** Proper notice of the meeting had been mailed to all owners; between proxies and persons in attendance a quorum of owners was available to do the association's business.

**Consideration:** There was a motion and second to approve the annual meeting minutes of 2015 which was approved without dissent.

**Manager's Report:** Manager Edquist opened the meeting with a brief recap of projects undertaken in the last year. He recapped the work done to inspect and repair the roofs and masonry, tree pruning undertaken to clear the limbs away from the homes, and removal of a few poorly located trees to allow others to grow without interference. Trees in the island area had been pruned this spring, but the contractor is to be recalled for some further work prior to payment. Tree wrapping, gutter cleaning and leaf raking and removal are yet to come this fall.

He said the 2015-2016 winter had been unusual in regard to the amount of roof ice in late January and February. There were two instances of interior leaks related to ice dams, which are to be addressed via heat taping this fall. Owners should be aware that management may need access to homes during the winter, and will presumably be able to provide access if needed either through friends or individual property managers.

There was brief discussion regarding the flower beds adjacent to the homes and whether the association or individual owners should be responsible for their appearance. It was determined this would best be handled by making the landscaper's contact information available to owners, to contract for services if they wish to do so. At present the contract calls only for spring clean up and cut back of plantings in the late fall. Additionally, the ownership is to be made aware that management should be first contacted in regard to landscaping issues and other issues which may arise in the neighborhood, including leaks, roofs, siding, asphalt, masonry etc.

**Budget Discussion and Review:** The proposed budget did not propose any change in monthly assessments, so there was a brief review of the proposed figures followed by a motion and second to ratify the budget as proposed. This motion passed without dissent. Accompanying the budget handout was another prepared by Director Minerva Bronk, which noted some changes in expected expense items for the capital reserve. These funds will be used to address future capital expenses. This handout forecast a reserve of \$130,000 by the year 2026. Present reserves at the beginning of 2016 were \$52,340.

**Election of Board members:** No new Directors were either solicited or nominated at this meeting, but it was suggested new directors be solicited from the rest of the ownership over the course of normal communications next year. Also to be requested would be input regarding

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flower bed maintenance and access to townhomes by management should that be necessary in an emergency situation.

**New/Old Business:** There was discussion regarding driveways that are so configured that adjacent grassed areas are driven over. Gay Zanni said the snow removal last year had damaged the seal coating on the asphalt, perhaps worse in front of her townhome. This is to be called to the attention of the snow removal contractor for the coming winter. While not harmful to the underlying asphalt, this did present appearance problems with this and other driveways.

There being no further business to come before the Board or ownership, the meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Keith M. Edquist  
Edquist Management and Real Estate, LLC  
Secretary to the Meeting

Crystal Bluffs Townhome Association, Inc.

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Katie Marshall–President