

Crail Creek Board Meeting
Tue, Nov 2, 2021 2:00 PM - 3:30 PM (MDT)

Meeting Minutes

Attendance

Board members present included Ann Scheder-Bieschin, Charon Canning-Warwick, Bryan Dige, Leif Johnson, and Chuck Buker, as well as Scott Hammond, Ryan Welch and Seanna Farrow of Hammond Property Management (HPM).

Call to order

The meet was called to order at 2:05 pm.

Review of Meeting Minutes

Bryan motioned to approve the draft meeting minutes of the October 12 board meeting; Ann seconded the motion, and the minutes were approved.

The group review the draft annual meeting minutes, and several corrections were made. Seanna will circulate an updated draft of the minutes to the board for final review. Once approved, the special assessment will be addressed with Lindell's office. Charon informed everyone that she will be putting together a newsletter for Crail Creek, and hopes to circulate one every two months, or as close to monthly as time allows. She will highlight the special assessment in the newsletter.

Board Member Elections

Ann nominated each board member for the following positions:

- President – Ann Scheder-Bieschin
- Treasurer – Chuck Buker
- Secretary – Charon Canning-Warwick
- Member at Large – Bryan Dige
- Member at Large – Leif Johnson

All board members agreed on the positions.

Property Management Report

Ryan gave a brief management report. The campus has been winterized, and fire suppression testing was recently completed.

Kyle with Clearcreek Construction completed the reconstruction of one stairwell, paying great attention to detail and ensuring a clean construction site from start to finish. The total cost of one stairwell was \$33k, a bit higher than initially estimated, including the insulation of the stairwell and under the deck area. HPM spoke with Kyle about doing the remainder of the stairwells, and he agreed that he could do each stairwell for \$31k if the BOD chose to hire him. With the collection of the first assessment, the HOA should be able to afford paying for another stairwell reconstruction, around February or March. The BOD asked HPM to obtain estimates from other potential contractors with a request for proposal, to the best of their ability. HPM also advised that any contractor hired for the job will be required to excavate the area by hand, rather than machinery, to save the trees and landscaping as much as possible. It was noted that the order of stairwell demolition and reconstruction will take place in order of original construction.

HPM has obtained two solid estimates on the construction of two- and three-bedroom decks, both very close in cost.

Financials

Rich Lindell provided the BOD with financial reports as of Oct 30, including a balance sheet. It was noted that Lindell's office is raising their fees by \$2k to accommodate the additional financial guidance provided for the previous board of directors, and for future financial needs. Ann will communicate with Rich Lindell on Chuck's new role as Treasurer; Chuck plans to meet with Rich Lindell in the future and welcomed Scott to join those meetings as needed. Lindell has also been preparing new contracts for their accounts and will ask for the BOD's review soon.

Governing Document Revisions

A resolution of the proposed revisions to the governing documents was not met at the annual meeting. Several owners expressed that they did not receive the revised documents that were to be put to a vote. Updated documents will be recirculated, perhaps by both email and Dropbox, to ensure owners the opportunity to review and provide comments. Comments will be accepted up until

Friday, December 3. The BOD scheduled a meeting for Tuesday, December 7 at 1:00 pm, where these comments will be reviewed, and any changes will be incorporated into the documents.

The first special meeting, for review of the final draft of revisions, will be scheduled at the board meeting and shared with the ownership. At this special meeting, a second special meeting will be arranged to vote on the revisions.

Goals for the Upcoming Year

The board met offline to discuss some upcoming goals for the HOA, and further discussed at the meeting. Items included:

1. 25-year Capital Improvements Plan – Chuck and Leif agreed to work on this topic together and ask Bruce Pallante if he is interested in providing his thoughts on the subject as well.
2. Contract Reviews – Charon expressed her interest in heading a committee to review HOA contracts. Ann thought Kathy Schauer may be interested in helping with this matter.
3. Insurance Review – Leif volunteered to communicate with Ty Moline's office about getting an itemized policy that shows insurance cost increases for short term rentals. This analysis will provide the group with the information they need to assess owners appropriately.
4. Good Neighborhood Policy – Bryan and Ann plan to work together on various things to contribute to a healthy HOA community, including the topics of parking, noise ordinance, annual meetings, the fine structure, summer social events, and more.
5. Newsletter – Charon will be putting together a newsletter for owners and will include a "letter to the editor" section for owner feedback.

Adjourn

The meeting was adjourned at 3:39 pm.