

CRAIL CREEK CLUB (CCC)

Board of Directors Meeting

Thursday, May 18th, 2023 at 9:30 a.m. MST

Meeting Minutes

Attendance

Board members in attendance were Chuck Buker (CB), Charon Warwick-Canning (CW-C), Bruce Pallante (BP), and Max Scheder-Bieschin (MS-B). Kathy Schauer (KS) had previously excused herself. Owners in attendance during the open session were Rex Dollinger, Graeme Ingham, Monica Hauk, Roger Warr, Rick Derrer, and Joe Cahalan. For Hammond Property Management (HPM) in attendance during the Open Session were Scott Hammond (SH) Maria Locker (ML) and, for HPM's update, Ryan Welch (RW)

OPEN SESSION

HPM Report

RW reported that new lights were now in place (through NorthWestern Energy), campus clean-up was ongoing, one 3-bedroom deck was temporarily secured while the HOA awaits the continuation of the deck project, physical keys for three Knox Boxes have been made available, and all dry wall and painting work from leaks have been completed but for one unit.

Treasurer's Report (CB)

CB reviewed the A/R aging, balance sheet and budget to actual. The two items where the HOA is over budget on an annualized basis relates to extra roof shoveling and extra electricity from the Bylin panels. All in all, this represents about \$15-20K over budget on an annualized basis. CB also highlighted that almost all the \$473K in cash on the HOA's balance sheet is capital and special assessment related.

Deck and Stair Project

CB reported that we are under contract with our new contractor, Lapka & Sons. They will begin in-house work in mid-June and be on campus starting latest early July. They will start with items on our punch list from last summer's work before beginning replacement of the remaining decks and stairs.

Reserve Plan

BP shared that good work has been accomplished in developing a more methodical 30-year Capital Reserve Forecast. Next steps are (i) for the Board to discuss how this might be funded, (ii) to engage an outside professional to refine and validate the Board's assumptions and (iii) then to share such Forecast with the owners for their input and discussion.

Parking Rules

MS-B reviewed the previously circulated materials to the Board, including an updated Parking Rules and Enforcement. Next steps are to set up a Town Hall to review and discuss the proposed rules with Owners. Timing would be in the next four-six weeks, with materials distributed in advance and a request by the Board for input ahead of that Town Hall.

New Business

The annual meeting of the HOA is set for July 18th at [time?].

Approval of the April 20th Minutes

The minutes were approved by a vote of 3-0-1 (for–against–abstention).

Other Business

BP shared with the Board and the owners on the call that one unit has been leased on a long-term basis to a tenant with therapy dogs. BP noted that such lessee has met all the requirements to have such dogs on campus.

Adjournment

The Open Session was adjourned at 10:03

Subsequently, a CLOSED SESSION was held among the Board members.

Topic(s) discussed and reviewed were:

1. The concept of posting Closed session minutes
 - Action Taken: It was approved to post all Board minutes – open or closed – by a vote of 3-1-0. Closed Session notes would be kept purposefully brief to allow for open discussion among the Board members.
2. The final documentation for a proposed First Security Loan
 - Action Taken: The Board unanimously voted to approve the \$1.3M loan with First Security Bank
3. Status of the dispute with the HOA's prior deck and stair project contractor
 - CB provided an update to the Board on the status of finalizing all the paperwork with Alannah Griffith.
4. Status of the warranty claim against the roofer given a good one-third of the new roofs are leaking
 - CB provided an update to the Board
5. The framework for a possible engagement with MCM or similar entity to oversee the deck and stair project
 - MS-B solicited input from the Board members. Now that the contract with Lapka & Sons is completed, the Board will look to put in place an appropriate with MCM or other similar group
6. The intent to engage an architect to have on call
 - Action Taken: The Board unanimously voted to formally retain Melissa Steiner, the architect who has been working with the HOA
7. The nature of the materials to be used for the deck benches
 - Action Taken: The Board unanimously voted to Azek materials for the two-bedroom bench seats
8. Next steps to bring the Rules and Regulations forward with the Owners
 - A Town Hall will be set within the next 4-6 weeks to review and solicit input from owners. The focus will be on the parking rules, with materials and a short survey sent out in advance
9. BP further reviewed the work on the Capital Reserve Forecast
10. The concept of having a separate reserve account
 - Action Taken: CB suggested, and the Board unanimously approved opening a separate account for any Capital Reserve or Special Assessment amounts at a firm like Schwab or Fidelity
11. The minutes from the Closed Session on April 20th and the Special Board meeting on May 12th
 - Action Taken: These were both unanimously approved
12. Certain additional updates from HPM
 - CB shared that HPM is seeking proposals for a possible Bylin Panel upgrade, for upgrading the gutter systems and for snow shoveling for the '23-24 winter season

Adjournment

The Closed Session was adjourned at 11:37

Next Board Meeting

Monday, June 26 @ 9:00 am