

# Crail Creek Club Annual Meeting

Tuesday, July 17<sup>th</sup>, 2023 at 10:00 a.m.

## Meeting Minutes

### Call to Order

Chuck Buker, President, called the meeting to order at 10:01 a.m.

### Attendance

Owners in attendance in person were Chuck Buker, Bruce and Kaye Pallante, Steve and Ellen Atkins, Charon Warwick-Canning, Kathy Schauer, Max Scheder-Bieschin, Bryan Dige, and Allen Brokaw, owners attending virtually were Larry Karban, Roger Warr, James Isaacson, Joe Cahalan, Monica Hauk, Joanna and Graeme Ingham, and John Warwick-Canning; Doug Shanley, CPA, attended virtually; in attendance for Hammond Property Management were Scott Hammond (virtually), Ryan Welch, and Maria Locker.

### Quorum

Doug Shanley, CPA confirmed quorum was met by owners attending personally and by proxy.

### Approval of Meeting Minutes

***A motion was made to approve the 2022 Annual Meeting Minutes as presented, the motion was seconded, all were in favor and the motion passed unanimously.***

### Manager's Report

Ryan presented the manager's report as circulated prior to the meeting (see attached). Scott spoke of the need to improve the gutter system and drainage on campus. He also explained that the management price increase is due to the elevated cost of living in Big Sky as well as an increased scope of work for the HPM team.

### Financial Report

Doug Shanley presented the financial report as included in the meeting packet (attached). The proposed budget shows an increase of 8.6%, which is in line with inflation. The HOA took out a line of credit as a cash flow vehicle. This loan will be paid off with the special assessments collected through 2024. Kathy Schauer, Treasurer, presented a slide show explaining financials (posted as a separate document on the website). Bruce Pallante said that the Board is working on a reserve plan to be prepared for future capital improvement projects.

***A motion was made to approve the budget as presented. The motion was seconded, all were in favor and the motion passed unanimously.***

### Project Update

Chuck Buker gave an update on the deck and stair project. It was discovered that some two (2) bedroom decks were not supported adequately, an engineering firm was contracted to provide plans on how to mitigate the problem. He stated that out of scope work will add to the final cost. The project is slated to be complete by the end of August.

### **Results of Board Member Elections**

Two board positions were up for elections. Doug Shanley announced that Chuck Bucker and Kirk Webber were both voted in for a two-year term. Chuck thanked Charon Warwick-Canning for her hard work on the board the last two years.

Board members and terms are as follows:

Chuck Bucker – 2023 – 2025

Kirk Webber – 2023 – 2025

Kathy Schauer – 2022 – 2024

Max Scheder-Bieschin – 2022 – 2024

Bruce Pallante – 2022 – 2024

### **Adjournment**

The meeting was adjourned at 11:46 a.m.

CRAIL CREEK CLUB CONDOMINIUM ASSOCIATION

Balance Sheet - no assurance given

As of June 30, 2023

	Jun 30, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1st Security xx5716	1,859.26
1st Security MM xx4270	268,044.00
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Total Checking/Savings	269,903.26
Accounts Receivable	
Accounts Receivable - Owners	55,356.75
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Total Accounts Receivable	55,356.75
Other Current Assets	
High Country Restoration	138,711.64
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Total Other Current Assets	138,711.64
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Total Current Assets	463,971.65
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<b>TOTAL ASSETS</b>	<b>463,971.65</b>
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<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Long Term Liabilities	
1st Security Note xx1996	34,272.89
1st Security Note xx8316	125,296.41
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Total Long Term Liabilities	159,569.30
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Total Liabilities	159,569.30
Equity	
Association Equity	313,362.28
Net Income	(8,959.93)
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Total Equity	304,402.35
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>463,971.65</b>
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CRAIL CREEK CLUB CONDOMINIUM ASSOCIATION

Profit & Loss Budget vs. Actual

January through June 2023

	Jan - Jun 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Common Operating Assessment	132,740	132,000	740
Total Income	132,740	132,000	740
Expense			
Insurance Expense	0	27,000	(27,000)
Sec of State MT annual fee	35	20	15
Office Expenses	581	534	47
Accounting Fees	2,067	2,925	(858)
Professional Fees - Legal	0	1,500	(1,500)
Property Management Fees	22,388	22,388	0
Chimney Cleaning	3,520	0	3,520
Fire Sprinkler Inspection	0	0	0
Landscaping and Groundskeeping	6,506	10,000	(3,494)
Repairs and Maintenance	1,159	15,500	(14,341)
Roof Maintenance & Repairs	0	2,500	(2,500)
Roof Snow Removal	41,911	7,000	34,911
Interior Damage Repairs	0	1,300	(1,300)
Paint & Stain	0	0	0
Snow Plowing	8,174	10,783	(2,610)
Supplies	69	108	(39)
Tree & Bush Replacement	0	0	0
Window Replacement	0	4,000	(4,000)
Window Washing	0	0	0
Electricity - Lights	0	1,010	(1,010)
Electric - Bylin	31,203	10,000	21,203
Sanitation	3,114	3,650	(536)
Water Irrigation	0	4,250	(4,250)
Contingency	0	0	0
Total Expense	120,725	124,468	(3,743)
Net Ordinary Income	12,015	7,532	4,483
Other Income/Expense			

	Jan - Jun 23	Budget	\$ Over Budget
Other Income			
Operating Income Reserve	0	0	0
Parking Income	100	0	100
Interest Income	3	0	3
SA 1 Roof Project	72,465	81,000	(8,535)
SA 2 Deck Stairs & Rails	281,358	314,496	(33,138)
Total Other Income	353,925	395,496	(41,571)
Other Expense			
SA 1 Loan Interest Roof	17,759	81,000	(63,241)
SA 2 Deck Stairs Rails Expense	408,274	314,496	93,778
Total Other Expense	426,032	395,496	30,536
Net Other Income	(72,107)	0	(72,107)
Net Income	(60,093)	7,532	(67,625)

**Crail Creek Club Condominium Association**  
**2023 Budget and 2024 Proposed Budget**

<b>EXPENSES</b>	<b>2023</b>	<b>2024</b>	<b>Variance</b>	<b>% Variance</b>
		<b>Proposed</b>		
<b>ADMINISTRATIVE</b>				
Insurance	\$ 54,000	\$ 60,480	\$ (6,480)	
Incorporation Fee	\$ 20	\$ 50	\$ (30)	
Office Expense	\$ 1,000	\$ 1,000	\$ -	
<b>TOTAL</b>	<b>\$ 55,020</b>	<b>\$ 61,530</b>	<b>\$ (6,510)</b>	<b>11.83%</b>
<b>PROFESSIONAL FEES</b>				
Accounting	\$ 5,850	\$ 7,500	\$ (1,650)	
Legal	\$ 3,000	\$ 3,000	\$ -	
Property Management	\$ 44,775	\$ 53,000	\$ (8,225)	
Rules and Regulations Management	\$ -	\$ 5,000	\$ (5,000)	
<b>TOTAL</b>	<b>\$ 53,625</b>	<b>\$ 68,500</b>	<b>\$ (14,875)</b>	<b>27.74%</b>
<b>PROPERTY MANAGEMNT</b>				
Chimney Cleaning	\$ 3,360	\$ 4,000	\$ (640)	
Fire Sprinkler Inspections	\$ 3,500	\$ 4,000	\$ (500)	
Grounds	\$ 29,950	\$ 35,000	\$ (5,050)	
General Maintenance	\$ 31,000	\$ 35,000	\$ (4,000)	
Roof Maintenance	\$ 5,000	\$ 7,000	\$ (2,000)	
Roof Snow Services	\$ 9,000	\$ 35,000	\$ (26,000)	
Roof Interior Repairs	\$ 2,500	\$ 3,000	\$ (500)	
Exterior Paint/Stain	\$ 8,000	\$ 8,000	\$ -	
Snow Plowing	\$ 16,175	\$ 18,000	\$ (1,825)	
Maintenance Supplies	\$ 200	\$ 200	\$ -	
Landscaping (Tree/Bush Replacement	\$ 500	\$ 5,000	\$ (4,500)	
Window Replacement	\$ 4,000	\$ 2,000	\$ 2,000	
Window Washing	\$ 4,370	\$ 6,000	\$ (1,630)	
<b>TOTAL</b>	<b>\$ 117,555</b>	<b>\$ 162,200</b>	<b>\$ (44,645)</b>	<b>37.98%</b>
<b>UTILITIES</b>				
Electricity - Exterior Lighting	\$ 2,000	\$ 2,000	\$ -	
Electricity - Bylin	\$ 20,000	\$ 25,000	\$ (5,000)	
Trash Removal	\$ 7,300	\$ 7,000	\$ 300	
Water/Server	\$ 8,500	\$ 11,550	\$ (3,050)	
<b>TOTAL</b>	<b>\$ 37,800</b>	<b>\$ 45,550</b>	<b>\$ (7,750)</b>	<b>20.50%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>\$ 264,000</b>	<b>\$ 337,780</b>		
<b>OTHER EXPENSE</b>				
SA1 Loan Principal & Interest - Roof	\$ 100,000	\$ 83,167	\$ (16,833)	
SA2 Deck, Stairs ,Rails, Expenses	\$ 628,992	\$ 631,616	\$ 2,624	
Capital Reserve	\$ 62,000	\$ 62,000	\$ -	
Operating Reserve Income	\$ -	\$ 33,780	\$ 33,780	
<b>TOTAL</b>	<b>\$ 790,992</b>	<b>\$ 810,563</b>	<b>\$ 19,571</b>	
<b>TOTAL BUDGET</b>	<b>\$ 1,054,992</b>	<b>\$ 1,148,343</b>	<b>\$ (93,351)</b>	<b>8.85%</b>



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## Crail Creek Club Manager's Report 2022-2023

### Fall 2022

- United Tree Service removed dead aspen behind #38
- Precision Lawn performed fall weed and feed and pruned around campus
- Mountain Scapes spread four yards of washed rock around campus where needed most
- Moved sprinkler head spraying deck at 154
- Winterize irrigations system around complex
- #80 - added board to box under fireplace per owner's requests.
- Closed foundation vents
- Installed hose bib protectors
- Replace burned out lightbulbs around campus
- Perform fire suppression annual inspections 12-30 and 37-55
- Put up plowing delineators

### Winter 2022/2023

- Replaced burned out light bulbs
- Talked with contractor about moving materials
- Turned on heat tape around campus
- Checked heat tape breakers
- Provided access for dryer vent cleans with Buffalo Restoration. 16 units signed up.
- Met with shovelers about concerns around campus
- Shoveled out fire hydrants, chipped ice around campus (3x)
- Moved High Country's material piles from entry. Stored at our lot in the Canyon
- Performed light check, exchanged burned out lightbulbs
- Roof leak at 129 great room above deck. Shoveled roof. Discovered heat tape panel not working. Had roof shoveled to stop the active leak. Removed ice dams
- Roof leak at 129 great room
- Check heat tape breakers around campus
- Shovel roof to remove snow and ice at 24 and 49 to be proactive
- Chip ice around campus, pout down snow melt (2x)
- DVK Electric looked at heat tape at 129
- Roof leak at 85, shoveled to remove ice
- Heat tape not working at panel NW corner 129
- Check heat tape breakers
- Roof leak at #104, shoveled roof to remove ice
- Chip ice around campus put down salt (2x)
- Roof leaks at 85, 148, 104, 123, 129, 110, 154, 18 shovel roof remove ice. Plow removed snow from garage area and parking
- Chip ice/roof rake end unit entries

o: 406.995.7220  
f: 406.995.3030

Mailing: PO Box 161242, Big Sky, MT 59716  
Shipping: 50 Meadow Village Drive Suite 211, Big Sky, MT 59716

- Take measurements of 3-bedroom privacy walls
- Proactive roof shoveling around 3-bedroom North side dormers all units
- Meet with Big Sky Fire Department to find location for Knox Box
- Remove snowpack with road grader
- Roof lead 110, shovel roof remove ice
- Roof leak 55 shovel area of concern around chimney, remove ice
- Roof leak 68 shovel area of concern, remove ice
- Roof leak 38, shovel roof, remove ice, set up drying equipment inside
- Install Knox box on each building per the BSFD

### Spring 2023

- Check requested units for water damage
- Meet with contractors about summer lawn maintenance bids
- Chip ice around campus
- Anderson Enterprises cleaned water damaged carpet at #38
- Turn off heat tape around campus
- Check units for water damage
- Pick up plowing delineators
- Started dry wall repairs from roof leaks
- NWE changed out streetlights to LED dark sky complaint units
- Finished drywall repairs from winter roof leaks
- MT Property Maintenance performed spring clean up
- Canyon Chimney performed annual clean/inspections in all units
- Open foundation vents
- Fire up irrigation system

### Summer 2023

- Helped go through irrigation system with MT Property Maintenance
- Met with Brian Lapka to show where the materials were stored for deck project
- Moved materials from winter storage back to campus
- Met L&L for dumpster deliveries for project
- Irrigation mainline break 117 - isolate and facilitate repair
- MT Property Maintenance planted flowers in wagon
- Clean gutters above entries on two bedroom end units
- Adjust irrigation for areas being over watered
- Met Expert Finishes for bid on exterior painting