

CRAIL CREEK CLUB (CCC)

Board of Directors Meeting

Tuesday, November 14th, 2023 at 4:00 p.m. MDT

Open Meeting Minutes

Attendance

Board members in attendance were Chuck Buker (CB), Bruce Pallante (BP), Max Scheder-Bieschin (MS-B), and Kirk Weber (KW). Also in attendance were owners Charon Warwick-Canning (CW-C), Irena Sniecinski, Larry Karban, Roger Warr, Gabe Lapito, James Isaacson, and Janet Lampe. For Hammond Property Management (HPM) in attendance were Scott Hammond (SH), Ryan Welch (RW), and Maria Locker (ML).

Approval of Minutes

A motion was made to approve the minutes from October 12th, 2023 as presented. All were in favor and the minutes were approved unanimously.

Treasury Report

The financial reports were shared with the Board prior to the meeting. Doug Shanley will be able to provide financial reports in a timely manner to be available for 2024 scheduled Board meetings. MS-B said the P&L is on track with the budget. Some numbers seem slightly off but this is only a timing issue. Work continues between our Treasury and CPA to insure clarity. The HOA has currently three loans. One for \$20,000 will be paid off in 2024, another one for \$100,000 will be paid off in 2026. These two loans are related to the roof project. The third loan is a bridge loan to fund the deck and stair project. This loan will be paid off with the special assessments that are being collected from owners until the end of 2024. An owner asked about financials being sent to owners prior to meetings. The board agreed to discuss this along with a suggestion to post monthly financials and communicate the decisions.

Ryan McDonald made the first payment as per his agreed upon payment schedule, his next payment will be due in December. At last year's annual meeting, the HOA changed the fiscal year to run Aug 1-July 31 pursuant to our approved Declaration. Books will be kept on the FY basis and compared to the Aug 1-July 31 FY budget. Tax filings from a calendar year to FY are also being reviewed by our CPA and Treasury.

HPM Management Report

- Gutters were cleaned throughout the campus
- Landscape Rock beds completed. Two surface water drainage beds were also rebuilt.
- Soffit work is finished
- Crack by front stoop on unit 38 (voluntary trial unit) was repaired per a concrete engineering specialist's recommendation. The commercial specialty product has not fully dried but repair seems to be successful. Other steps in need of repair will be addressed as weather permits.
- Replacing glass in light fixtures is cost prohibitive. Campus wide fixture replacement will need to be considered and funded along with other deferred maintenance and capital reserve needs.
- Private Parking signs were installed at both entrances.
- Plowing delineators were installed
- RW offered taking out trash cans for owners on Monday mornings if they are out of town to not have trash cans sitting out and attracting bears and other wildlife
- RW will remove an old, abandoned TV cable discovered when rock drainage beds were rebuilt.

Deck and Stair Project update

CB reported that the project is 99% done, only a few punch list items remain. He estimated that the deck and stair project this summer cost about \$1.5 million. This includes \$200,000 in extra spending for repairing some structural issues (too large span in 2-bedroom decks, some beams holding up the 3-bedroom decks needed to be repaired as they were decaying) and redoing some work from the previous contractor. In addition all expenses associated with the previous contractor resulted in unplanned costs against the project. All total, cost is estimated to be about \$1.9 million, which totals the special assessments. Originally, this assessment was to pay for decks, stairs and garage doors, with safety related items being the priority. However. With the extra expenses for the deck and stair project, garage doors will need to be addressed in the future along with other deferred maintenance backlog projects.

Stone walls below the 3-bedroom decks on facing Curley Bear Rd are in bad shape and will be a high priority once weather permits. (Rock walls along the golf course were rebuilt a few years ago.)

CB said that the Board is working on engaging a company to conduct a professional reserve study to plan for future needs like garage doors, lighting, stone walls, asphalt, siding, and roofs. SH stated that these services are very reasonably priced and will give a comprehensive picture of future needs and estimated costs. SH added that more and more States are requiring 30 year reserve plans and that these are a best practice for HOAs.

Roof Update

KW and MS-B met with Jack Pearson, a roofing specialist who provided a detailed proposal to evaluate our roof systems and winter leaks. This proposal included placing sensors on the roofs to collect data. This winter's data along with previous engineering proposals will be used to evaluate options to reduce or eliminate leaks. Costs for his services will not exceed \$20,000.

CB scheduled a meeting with a Counsel to discuss a potential claim against the prior roofer.

The meeting was adjourned at 4:50 p.m.

Executive Session

Ian and Lesley Cartwright asked permission to replace the front door with frosted instead of transparent glass. It was decided that frosted glass would look no different than owners having shades or window coverings in compliance with our R&Rs, and the request was granted.

Assessment Collection Policy

A motion was made to approve the assessment collection policy as shared with the Board prior to the meeting (see attached). The motion was seconded, all were in favor and the motion passed unanimously.

ML will send the policy to owners and post it on the website. The policy will go into full effect Feb 1, 2024

Deck and Stair Project

- The deck replacement on unit 38 was not done correctly, a portion of the deck boards will need to be replaced with proper spacing to meet the building wall per specifications. Funds have been withheld until this is corrected at the contractor's expense.
- Units 49 and 85 (3-bedroom units): balcony posts were replaced but not attached according to the engineer's specifications. Lapka will either need to provide an engineering report stating that the installation is satisfactory or redo according to specifications.

- 3-bedroom privacy screens: walls are attached on one side to the building wall and supported by a concrete pier on the other end. One of the concrete piers cracked due to not letting the concrete cure long enough, Lapka will need to redo the concrete pier in the spring.
- Privacy screens: To replace screens with 10 ft privacy screens, additional support in the middle of the screens would have been required at considerable expense. By installing 8 ft screens, this expense was avoided. However, the contractor did not follow specs on all units and some screens fall short. One solution is to add a metal strip to the end of the wall to meet the 8 foot specifications. Final resolution has not been reached
- \$73,000 is held in retention until all issues, including the above, are resolved satisfactorily.

Reserve Study Proposal

BP shared a proposal from Reserve Advisors for a Level 1 (National standard) reserve study. Total proposed cost is \$4,650.00, half will be due before travel arrangements for the inspection are made (approximately April 2024).

Stonewalls on Curley Bear

A motion was made to move forward with redoing the stone walls on the Curley Bear side starting with unit 85 next spring. All were in favor and the motion passed unanimously. Alternate designs and options will be explored. This will involve costs, uniform appearance throughout our campus, BSAC review and approval of any proposed changes, condition of the posts within the rock walls... among other considerations. An architectural specification will be developed regardless of which option is chosen.

Financials

While not historically done, it was decided try posting of financials (balance sheet and profit & loss) on the website as soon as practical after monthly Board meetings.

Campus Beautification

CB suggested engaging architect Deb Kane to provide suggestions on how to beautify and modernize Crail Creek Club. All agreed as we address backlogged projects and the capital reserve study to insure a cohesive well thought out plan.

The meeting was adjourned at 6:20 p.m.