

West Elk Townhouses Owners Association

Annual HOA Meeting Agenda

March 24, 2022 4 p.m. MT
Conference Call

Call to Order

C Caulkin called to order at 4:02pm

Proof of Notice

Proof of notice was mailed and emailed to all owners on March 11th, 2022.

Roll Call/Establish Quorum

In attendance-

Unit	Owner
1	Paul & Kimberly Nixon
3	John Quigley
4	Jim Withey
5	Reynold Scott
6	Suzie Dexter
8	James & Carol Williamson
10	The William H. Henderson Trust
11	Craig Caukin

A quorum was established with 72.72% of the ownership in attendance.

Also in attendance, Wanda Bearth, Lee Friedman, Matthew Hart and Sierra Bearth, Crested Butte Lodging & Property Management staff (CBL).

Reading/Approval of Past Meeting Minutes

March 25, 2021

C Caulkin made the following-

- Motion: Waive the formal reading of the March 25, 2021 annual meeting minutes and approve as drafted by CBL
- 2nd: J Williamson
- Discussion: None
- Vote: Unanimous approval

Reports

Manager's Report

W Bearth presented the following manager's report –

1. Tree care-Snow Team CB, which is CBL's sister company, removed the branch that was scraping #12's roof and we also found caterpillars to be a problem this summer. Eight tents were removed from West Elk's trees.
2. Painting-We came in under budget on the paint project for the railroad ties at the base of the stairs and were able to scrape and paint the hot tub deck and railing and also the bathroom ceiling.
3. Retaining walls-Our crew repaired the retaining wall to the south of unit 12 last spring and will be inspecting all the retaining walls soon with the hopes that much of the work can be done in-house.
4. Snow removal-Our main driver was injured during the long snow cycle in December, leaving the back up drivers struggling to keep up with the demand. Lacy Construction was able to add West Elk to their schedule, but we are plowing in front of the garage doors, as Lacy does not have the smaller equipment needed available.
5. Roof project-We visited the property with roofing contractors. Centennial Roofing was selected following last year's HOA meeting, but we were not able to get under contract, their schedule was already tight for this summer. CBL did find another contractor as you are aware. Axtell Mountain Construction has been vetted by other local contractors and HOAs. Work is scheduled to begin in April; we have more information to share later in the agenda.
6. Insurance-We found better rates with Farmers Insurance and your coverage was switched in July. The policy includes the standard general liability, directors & officers liability and crime as well as 'all-in' property coverage that includes not only the structure but all of your betterments. The savings was \$1,719.83 annually.
7. Hot tub lock-At the Board's direction, we installed a lock that can be controlled remotely, sparing the HOA the cost for someone closing that up each night. Since we no longer stop by to close down the tub, we recommend that bathers take a moment to close the tub cover. The humidity is causing serious damage to the hall and bathroom.
8. Neighboring lot-The lot just to the south has sold. The Board rejected the new neighbor's request to access their property by way of the West Elk drive.
9. CBL renewed the website domain, filed the annual report with the Secretary of State, registered the West Elk HOA with the State of Colorado through DORA and filed the state and federal taxes.
10. CBL completed the annual fire extinguisher, fireplace inspections, and back flow preventer inspections last fall. The individual owners are responsible for the cost of the fireplace inspections since not every unit has an operable fireplace.
 - a. The fire extinguishers will be inspected again in September 2022
 - b. We are continuing to complete the fireplace inspection in spring to allow plenty of time for any necessary repairs before winter
11. CBL will be inspecting the retaining walls, putting out parking stops this spring, and inspecting the siding and building for any necessary repairs.

12. CBL swept the entire parking lot last spring using the tool cat to protect it from damage that can be caused by loose gravel and will complete this service this coming spring.
13. We'd like to offer some HOA reminders, especially since real estate has been busy in Crested Butte!
 - a. CBL requires a key or code for every unit to gain access in the event of an emergency (ie. A leak)
 - b. Any remodeling done inside a unit requires written approval from the Board of Directors or Management Company. Please feel free to reach out to Sierra@CrestedButteLodging.com to inquire about gaining written approval.
 - c. If you are signing up for your STR license, please email Sierra@CrestedButteLodging.com for the HOA Approval to Rent letter
 - d. Spectrum cable is paid by the HOA, but each owner has to call Spectrum to obtain their own cable box. If you sell your unit, you will need to return your cable box and the new owner will need to order theirs through Spectrum. You can also contact Spectrum for any issues with the cable service.
 - i. Call Spectrum at 1-833-697-7328
 - ii. Tell them you "own a unit that is apart of a bulk account"
 - iii. Account number: 8448 62 005 0000668
 - iv. Service address: 21 Castle Rd, Crested Butte, CO 81224
 - e. Please feel free to reach out to CBL with any questions, 970-349-2400

For governing documents and other items please visit the West Elk website:
www.westelkcb.org

Financial Report

Fiscal Year Ending December 2021

L Friedman reported that the association had \$31,272 in available cash at the end of the 2021 year. He explained that \$3,200 was transferred from the capital account to the operating account to pay operating expenses when the operating account was short on funds. This transfer is represented on the balance sheet until it is paid back. The 2021 fiscal year ended \$3,460 over budget with the majority of line items coming in slightly over budget.

Current Fiscal Year through February 28, 2022

L Friedman reported that for the current fiscal year through February 28, 2022 the association had \$30,294 in available cash. So far, the association had collected \$13,156 in operating income and had spent \$16,628 in operating expenses, for a net negative income of \$3,473. W Bearth reminded the membership that it's fairly common to spend more in the winter months than the rest of the year.

Old/Unfinished Business

Roof Replacement Timeline & Expectations

M Hart updated the membership on his meeting with Axtell Mountain Construction regarding the roof project. He mentioned that Jim Averill will be rolling his sheet metal on site, likely closing off the section of driveway behind units 7-11. There will not be any heavy machinery on the parking lot, with the heaviest equipment on the lot being the contractor's F250. Jim will

have a trailer stored next to unit 6 and a second trailer stored behind units 7-11. The project is scheduled to start the week of April 11th, and should be completed in roughly 8 weeks, depending on weather. W Bearth informed the membership that some of the wood under the metal may need to be replaced. Any repairs to the decking will be billed through a change order. M Hart reported that the chimney's will be wrapped in 24 gauge steel with corner pieces. W Bearth stated that every unit will be getting a new chimney cap too. She shared that CBL has not charged West Elk for any of the services so far related to administrating the project. This summer, CBL will be charging by the hour for site inspections and time spent communicating with owners and the contractor.

New Business

Approved Operating Budget – 2022

S Bearth presented the net \$0 operating budget with no dues increase. She explained the few line item increases and that the Board worked to avoid a dues increase this year.

C Caulkin made the following-

- Motion: Levy a special assessment of \$300 per unit due June 30th, 2022
2nd: P Nixon
Discussion: The funds will be used to repay the \$3,200 loan from the capital account
Vote: 1 opposed, majority in favor

Major Expense Management

S Bearth reported some other service proposals have been received for the HOA for the Board to consider. CBL received a bid for hot tub maintenance and plowing on the association. The Board will review these bids at the following meeting. The ownership discussed the snow removal expectations, noting some ice issues on the lot and expressed a desire to have the lot detailed more frequently to prevent ice build up.

Proposed 10 Year Plan

W Bearth reported that the roof is the main capital project scheduled for 2022. She pointed out that there is \$11,000 proposed for staining and repairing trim, and \$3,000 for stucco touch up and siding repairs. There is not currently an assessment to complete the additional \$14,000 of work on the capital plan.

J Williamson made the following-

- Motion: Amend the earlier assessment motion to increase the assessment to \$1,000 per unit to repay the \$3,200 to capital, have a cushion on the roof project and complete some of the siding paint and repairs around the complex with any remaining funds. The assessment will be due June 30th, 2022
2nd: C Caulkin
Discussion: The \$1,000 assessment will be added to the already approved roof assessment due June 30th, but will be represented on a separate line on the invoice. The total assessment including the second half of the roof assessment will be \$10,000 per unit
Vote: Unanimous approval

Community Landscaping Project Consideration

The ownership discussed having a fire pit and some landscaping on the land west of unit 6. S Dexter expressed concern about noise. C Caulkin inquired about the cost of the proposed improvements. R Scott mentioned there are utility easements on the property, and the Town of Mt. CB should be contacted prior to the project commencing. J Quigley inquired about having a budget of \$1,500 for landscaping materials. The ownership was generally in favor of the landscaping plan and will revisit at a later time.

Unscheduled Business

J Whitey informed the membership that some of the steps are not to code on the decks and suggested having the code requirement repair be added to the 10-year plan. CBL will investigate to see how many units are affected by this to prepare a repair plan. P Nixon asked about the foundation settlement study results. W Bearth informed the membership there are markers placed on the property to be read again this spring. J Quigley asked about the possibility of reducing the light pollution from the street light on Castle rd. W Bearth shared that the town manager at the time said it was a safety issue if the light was reduced. C Caulkin suggested J Quigley reach out to town about reducing the light onto the property.

Election of Board of Directors – 1 Term Expiring

W Bearth explained that S Dexter was appointed to the remainder of a term and is up for re-election.

J Whitey nominated J Quigley to the Board

2nd: A Leer

J Williamson nominated S Dexter to the Board

2nd: C Caulkin

The vote by secret ballot will be held via email to be tallied Friday, March 25th, 2022.

Establish Date of Next Meeting

C Caulkin made the following –

Motion: Hold the next annual West Elk Homeowners' Association meeting on Thursday, March 23rd 2023 at 3:30pm MT.

2nd: J Williamson

Vote: Unanimous approval

Adjourn

J Willison made the following –

Motion: Adjourn the meeting

2nd: S Dexter

Vote: Unanimous approval

The meeting was adjourned at 6:54pm.