

West Elk Townhouses Owners Association

Annual HOA Meeting Minutes

March 23, 2023 3:30 p.m. MT

Conference Call

Call to Order

C. Caukin called the meeting to order at 3:37p.m. MT.

Proof of Notice

Proof of notice was posted to the HOA website and emailed and mailed out to owners on March 13th, 2023.

Roll Call/Establish Quorum

Unit	Owner	In attendance	Proxy
1	Paul & Kimberly Nixon	Y	
2	Aisha & William Leer	Y	
3	John Quigley		Jim Withey
4	Jim Withey	Y	
5	Reynold Scott	Y	
6	Suzie Dexter		Jim Williamson
7	Kathy Drogos	Y	
8	James & Carol Williamson	Y	
9	Donald & Shirly Yeager		
10	AVDD Colorado South LLC		
11	Craig Caukin	Y	
	Total	63.63%	18.18%

A quorum was established with 81.81% of the membership in attendance or represented by proxy.

Reading/Approval of Past Meeting Minutes

-March 24, 2022

Prior to this, W. Leer (Unit 2) made it known that he was in attendance with A. Leer for the March 24th, 2022 meeting.

C. Caukin made the following-

Motion: Waive the reading of the March 24th, 2022 meeting minutes and add Will and Aisha Leer to the attendance sheet.
2nd: P. Nixon
Discussion: None
Vote: Unanimously

-May 10, 2022

C. Caukin made the following-

Motion: Waive the reading of the May 10th, 2022 meeting minutes.
2nd: P. Nixon
Discussion: None
Vote: Unanimously

Reports

-Manager's Report

M. Hart delivered the manager's report:

Along with our usual work such as snow removal, hot tub maintenance and cleaning here are some other items CBL has performed over the last year.

1. Hot Tub Building- CBL repaired the hot tub deck after it was found to have sustained some damage during the previous winter's heavy snow load. Several nails were found to be sticking up and were hammered back into place, and a section of railing was replaced. The HOA purchased and CBL installed a bench and towel rack just outside the shower in the hot tub room. New light fixtures were also purchased and installed. CBL repaired a few metal grip plates that had come loose on the stairs to the hot tub room entry door.
2. Moisture Control- CBL replaced the humidistat in the hot tub room, allowing the exhaust fan to properly vent excess moisture cause by having the hot tub lid off. CBL also painted a portion of the ceiling over the hot tub.
3. Stair Repair- Mick Holgate and Holgate Construction leveled out the entry stairs for units 3-6. The stairs were not up to code in terms of clearances, and Mick was able to make a quick and cheap fix, bringing them all up to code.
4. Backflow Preventer- Western Slope Fire & Safety diagnosed, and rebuilt the backflow preventer supplying unit 12. The tenant was without water for 8 days while the parts were sourced and the repair was made. Unit 12 also had the toilet replaced after reporting a crack in the water tank.
5. Retaining Walls- CBL repaired the timber retaining wall below the parking spaces next to unit 11, and noted that replacement parking stops would be needed soon due to the current parking stops degrading condition.
6. Tree Care- CBL again had to remove tent caterpillars from the large aspen tree. Rodney had to rent a lift to reach a couple of the caterpillar tents, as they were too high to reach even with ladders and pole-saws.
7. Snow Removal- CBL designed and installed "Caution: Falling Snow and Ice. Park at your own risk" signs above each garage door. With the installation of the new roof, the snow slides off the roof much easier now. CBL contracted Lacy to plow again this year with Rodney supplementing the plow in the Tool-Cat. Rodney has been focusing his snow removal efforts on the garage entries and keeping the berm at the end of the driveway plowed in by the county knocked down as often as budget would allow. The driveway has been graveled as needed.
8. Sewer Back-Up- The sewer line leading away from units 1-6 had a belly that became clogged with rocks and debris. Rodney and Al's Backhoe camera-ed and jetted the line, and cleared the blockage after plowing out and uncovering the cleanout. The sewer cap was broken allowing the materials to get into the line and has since been replaced with a new cap.
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 2023
 - 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. We are expecting siding repairs this summer and have allocated funds in the capital budget.
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 again this coming spring.
13. Yearly HOA reminders...
 - a. CBL requires a key or code for every unit to gain access in the event of an emergency (i.e. 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 part 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

Crested Butte Lodging & Property Management’s goal is to find ways & save the HOA money while continuing to retain the health *and* curb appeal of the complex.

*We understand that these are not just investments, but these are your homes.
Please share with the CBL staff your ideas and opinions!*

W. Leer brought up the fact that land-based cable is not used widely anymore in the complex or in the valley and the HOA may want to revisit the cable contract, possibly cancelling cable service in favor of a faster internet connection for the HOA. C. Caukin requested CBL get more information on a better internet contract for the HOA. S. Bearth mentioned that the current internet contract has expired, but the HOA must give at least 30 days’ notice before cancelling the current service. J. Withey mentioned Visioneer fiber optic as an option, but they haven’t currently run the fiber through Mt. CB yet. HOA discussed keeping the current service until Visioneer has finished running their lines, and make a decision at that point.

-Financial Report

-Fiscal Year Ending December 2022

Ended the year with in available cash. Of that amount was in capital. Ended the year \$1,749 over budget due to the backflow preventer and extinguisher inspections. Snow removal ended under budget by almost \$3500. Unforeseen expenses included legal fees, toilet replacement in the HOA owned unit, backflow preventer repair, and stair repair.

-Current Fiscal Year through February 28, 2023

The current balance sheet is showing the HOA transferred \$20k to cover snow removal for the first 2 months of the year, and it's looking like the HOA will be short on funds again for March and April. Almost all other HOA's are reporting exceeding snow removal budgets, so this is not exclusive to CBL or West Elk.

Old/Unfinished Business

-Roof Replacement Completion Update

L. Desposito reached back out and will be performing a roof inspection once everything has melted out, and they can properly walk around the building. No leaks have been reported since the new roof was installed. C. Caukin requested owners bring evidence of their issues with the roof together and send it over to Sierra, so CBL can contact Axtel Mtn. Construction for remediation. CBL is currently in possession of \$6k in unpaid funds from the roofing project, and has agreed to hold funds until all finish work has been completed this Spring/Summer.

New Business

-Approved Operating Budget – 2023

S. Bearth reminded the HOA that they don't carry a credit card for purchases due to the 3% annual transaction fee which can add up to thousands of dollars very quickly. CBL will not be raising administrative dues this year. Common area cleaning is on the low side, but if anything needs attention before the housekeepers arrive, CBL can send someone over to correct the issue. Insurance costs went up 6% this year, but the HOA was reminded that coverage is considered an 'all-in' policy. W. Bearth mentioned the need to reassess the cost per sq/ft to be sure any rebuild would be sufficiently covered should they keep that type of coverage. Waste Management will be working on a better recycling container solution for West Elk once the snows melted out. Snow removal budget has been increased by \$10,500 to cover any potential heavy snowfall in the future. The board voted to increase dues to \$600/month to support the proposed budget, and offset any possible increase in snow removal based on historical information.

-Proposed 10 Year Plan

M. Hart shared images of the future proposed capital projects for this year including paint, siding repair/replacement, retaining wall work, and sauna/hot tub room work. The board discussed the need to stripe some parking spots, and make it more obvious where people should park. There may be a need to install some new parking stops next to the hot tub building after a member complained that they don't stay put when you bump them with your tires. An issue was also raised about the need to keep egresses clear on the back of units 7-11. Especially in a heavy snow year. S. Bearth asked for confirmation on Lacy coming to remove the snow on the back of building #2 for egress concerns. C. Caukin requested a vote from the homeowners to approve the snow removal behind building 7-11. The HOA members agreed that clearing the snow from the egress windows should be prioritized, and voted unanimously to have that done as soon as possible. Discussion moved to ice mitigation, and the need to find a solid solution regarding the removal of ice in front of the garages. The biggest concern reported was the berm created by the county plow at the end of the driveway, and the need to get it removed as soon as possible due to the pitch of the driveway and transition to the road. W. Leer mentioned heated walkway mats to help mitigate the ice buildup in front of the unit along the roof drip edge. S. Bearth raised the possibility of installing a handrail on the retaining wall leading out of the driveway to help prevent pedestrian falls during icy conditions. C. Caukin made the following-

Motion: Assess owners \$5k to cover capital costs and rebuild the capital reserves as well as increasing dues to \$600/month.
2nd: J. Williamson
Discussion: C. Caukin mentioned adding the cost of repaying the \$20k from capital to the assessment for the capital plan for the 2023 fiscal year.
Vote: Unanimously

The HOA discussed the possibility of making the sauna available to owners only in order to protect the HOA's investment. M. Hart researched and reported a monthly average cost of around \$37/month to heat for an average of 1.5 hours a day. CBL agreed to provide more research and information regarding the cost to get the sauna up and running.

-Community Landscaping Project Consideration

J. Withey reported that they would like to do some landscaping on the East side of unit one, the East side of unit 7, and the area West of unit 6. C. Caukin mentioned the previous plan of sprucing up the hot tub area and adding a grill to the deck area. S. Bearth asked the HOA for confirmation on whether or not there were any objections to landscaping behind unit 7 and next to unit 1. S. Bearth mentioned the need to keep any planted trees far enough away from the sewer line to prevent possible penetration, and root damage. J. Withey and J. Quigley will begin work behind units 7 and next to unit 1 in the spring once everything melts out.

Unscheduled Business

C. Caukin is up for reelection, and W. Leer has expressed interest in joining the board. After discussion, the board agreed to keep W. Leer as a back-up to S. Dexter.

Election of Board of Directors – 1 Term Expiring

C. Caukin was uncontested in his bid for reelection. He will maintain the position of board President for another 3-year term (Expiring March 2026).

Establish Date of Next Meeting

C. Caukin made the following-

Motion: Agree to the date discussed for the next HOA meeting.
2nd: J. Williamson
Discussion: None
Vote: Unanimously

The date of the next HOA meeting is scheduled for Thursday, March 28th at 3:30p.m. MT.

Adjourn

The board agreed to schedule the BOD meeting for a later date.

The meeting was adjourned at 5:51p.m. MT.