

**DRAFT**  
**CRYSTAL AT THE VILLAGE HOMEOWNERS' ASSOCIATION**  
**MEMBERS ANNUAL MEETING**

**March 28, 2023, 3:00 P.M. (MDT)**

**Via Zoom**

**MINUTES**

1. Roll call, determination of quorum and certification of proxies.  
**Members present:**  
Thomas Thorpe – Unit 10, John Degenova – Unit 20, Brian and Claudie Brunner, Unit 22, and Barton Prideaux – Unit 24.  
Quorum: 50% of the votes of the members. Voting: One vote per Member/owner.  
**4 out of 8 members present, a quorum was deemed present.**  
**Barton Prideaux called the meeting to order at 3:05 P.M. (MDT)**
2. Motion to approve/waive notice of meeting.  
**Barton Prideaux made a motion to approve the notice and Thomas Thorpe seconded, all in favor and motion passes.**
3. Review and approval of the Minutes from the Special Members meeting on January 12, 2023  
**John Degenova made a motion to accept the Minutes as presented. The motion was seconded by Thomas Thorpe and the motion passes unanimously.**
4. Reports of Officers – N/A
5. Old Business:
  - a. Review of 2022 Financials  
**Thomas Thorpe made a motion to approve the 2022 Financials as presented. John Degenova seconded, all in favor and motion passes.**
  - b. Reminder: website: Jarmikproperties.com – **put in place**
  - c. Review common area vs owner responsibility. Homes are owned by the owners and common areas are the HOA's responsibility. If someone gets hurt where does the HOA liability start and end? A request was made to investigate a Workmen's compensation insurance policy. Check with the insurance agent for coverage. Where does our liability start – get a quote for coverage. Where does homeowners end, and owner's begin?  
1 million per occurrence - we have umbrella – exceeds the General Liability. The umbrella coverage extra payment 1 million as well. If board wants, raise umbrella or General Liability to 2 million.  
Limit of 1 million/premium is \$352.00 – Pennsylvania manufacturers.
6. New Business
  - a. Approval and Adoption of 2023 Budget/ Review dues and special assessments  
YTD Financials attached – Discussion ensued with need to increase budget or

special assessments. ***Thomas Thorpe made a motion to approve a special assessment for \$1,000.00/Unit/Qtr. beginning April 1, 2023. Barton Prideaux seconded the motion and motion passes.*** The financials will be reviewed at the end of the quarter.

b. Board of Directors:

Open seat and election of officers- Brian Brunner has expressed interest in open seat

***Barton Prideaux made a motion to nominate Brian Brunner for a board position. Motion was seconded by Thomas Thorpe.***

Neal Elinoff emailed a request to nominate himself for a board position.

A secret ballot was sent to the owners with Brian Brunner and Neal Elinoff for a board position. The owners voted by secret ballot; Judi Balkind tallied the votes. The majority of the owners voted for Brian Brunner for a board position.

c. Renewal of Jarmik Contract – Review scope of work by Jarmik. Judi Balkind informed the owners she was hired to perform accounting duties only. Mike Vasquez assumed the role as Manager, including hiring contractors for the different jobs for the association. Judi Balkind informed the members she has a Full-service HOA manager including accounting. Jarmik will provide a quote for the full service and will present it to the board for review.

d. Brunner deck application – request approval from HOA – Brian Brunner requests to install a deck that has a steels structure vs log and wood and wishes to use Trex decking for railings more durable and last longer.

Barton Prideaux noted the roofs and decks are 40 years old and asked if the owners wanted to consider some type of uniformity regarding the look of new roofs. Discussion ensued. Thomas Thorpe has hired an architect to pull together ideas in harmony with existing buildings. John Degenova would like to replace his decking and proposed plexiglass instead of boards. Thomas Thorpe, Brian Brenned and John Degenova will exchange their ideas and pitch them back to the board.

e. Elinoff bond resolution tabled to this meeting to waive the fees. Discussion ensued. ***Thomas Thorpe made a motion to waiver the dog fines charged to Neal Elinoff in 2021. In return the HOA will assess the actual costs for the repairs to the landscaping and administration fee by reviewing the invoices and calculating the costs to come to terms with a settlement which will be applied to his 5K bond. John Degenova seconded the motion, and the motion has passed.***

f. Spring stair project tabled to this meeting.

- Tabled the dog issues.
- Glaze on stairs is chipping away and the rebar is rusting. The stairs will need to be rescaped and refinished. The previous contractor is no longer in business. This will need to be revisited and a bid provided.

g. IRS – Motion for excess funds (per IRS rules).

**Motion. Thomas Thorpe made a motion that any excess of membership income over membership expenses for the year ended December 31, 2022, shall be applied against the subsequent tax year member assessments as**

provided by Internal Revenue Service Revenue Ruling 70-604. John Degenova seconded: Motion carried.

**Thomas Thorpe made a motion that any amounts collected by or paid to the association for major repairs or replacement, or remaining in the Replacement Reserve, at the end of the year ended December 31, 2022, in excess of the amounts originally scheduled for Replacement Reserves, shall be set aside for future major repairs and replacement, and allocated to capital components as provided by the guidelines established by the Internal Revenue Service Section 118 and Revenue Ruling 75-370 and 75-371. John Degenova seconded the motion. Motion carried.**

- h. Governor Polis - New bill signed on April 22 – adopt the governance policies. *Thomas Thorpe made a motion to adopt the governance policies. John Degenova seconded and motion passes.*
- i. Other. John Degenova asked if there is anything with this Four-Season development plan. Thomas Thorpe thought the deal was completed but would reach out to Scott Bennett for information for induration.

7. Next meeting date: *Tuesday, May 9<sup>th</sup>, 2023, at 3:00 P.M. (MDT).*

- 8. Adjournment:  
*Barton Prideaux made a motion to adjourn the meeting. Motion was seconded by Thomas Thorpe.*

Respectfully submitted,

By: \_\_\_\_\_  
Jarmik Property Management, Inc.  
Judi Balkind