

Crestwood Village BOT Meeting Minutes

November 24th, 2020

*These minutes are not officially approved by the Board.

REMINDER TO ALL HOMEOWNERS: The regular meeting of the Board of Trustees is the only time that the Board must conduct business. All motions and voting are done by the Board Members only. A three-minute time limit is allocated for each member's comments.

Attendance: Bill Rucker, Jeff Baggett, Paula Blundell, Doris Vierbuchen, Therese Oseneek, and Doug Dawson. Sandi Naham was not in attendance. Crestwood Office Staff in attendance: Julie Lancaster Property Manager, Shirley Davis Assistant Property Manager.

I. Call to Order

Bill Rucker called to order the regular meeting of the Crestwood Village BOT at 9:30 a.m. on November 24th, 2020, in the clubhouse.

II. Approval of Previous Minutes

Doris moved to approve the minutes from the previous meeting in October 2020 as amended. Therese seconded the motion and the motion carried.

III. Financial Report

- Doris reviewed the financial report.

IV. Delinquencies

- No new delinquencies at this time.

V. Old Business

- **Election Guidelines** – Linda Bell reviewed increased details to improve clarification. The updated Election Guidelines include a Proxy Form and Absentee Ballot Affidavit.

VI. New Business

- **New Carpet for Mountain Village condos** – Doug made a motion to accept Potomac Carpet and Tiles' proposal of \$4,590.88 to install new carpets in the mountain Village condos. Therese seconded the motion and the motion carried.
- **Painting for Mountain Village condos** – Doris made a motion to approve De Leons Painting proposal of \$4,960.00 to paint the Mountain Village condos Doug seconded the motion and the motion carried.

- **Replace soffit under portico** – Paula made a motion to accept Mountainside Builder’s proposal of \$1,201.00 to replace the soffit under the portico. Doug seconded the motion. The motion carried.
- **Clubhouse weekend Hours of operation** – Paula made a motion to close at 4pm on weekends effective November 28th. This will be in effect until March 14th, 2021 (daylight savings time). The new hours will be Saturdays from 9 am – 4 pm and Sundays from 1 pm – 4 pm. Jeff seconded the motion and the motion carried.
- **Formation of an Automation Committee** – Doug proposed to put together an Automation Committee to help Crestwood find software and come up with ideas to better track Clubhouse incoming traffic. Digital record keeping will be easier to document Doug will send out an email requesting volunteers. This was tabled until our next Board meeting in January.
- **Collection Attorney** – A Collection’s Attorney is still needed. Additional Attorneys need to be evaluated before the board can make their final decision. A decision was tabled until the next board meeting January.
- **D & O Coverage – Information** about D & O coverage needs to be clarified and pricing confirmed before the board can make a decision on insurance policy changes. A decision was tabled until the next board meeting January.
- **Payment Plan** – Paula made a motion to approve a payment plan for a delinquent account. Doug seconded the motion, the motion carried.

VII. BOT Comments:

- A new coke machine for \$500.00 to replace the old one is being looked into.
- Bill requested each Board members choose 5 items from the survey and 5 items from discussion at the offsite meeting, these will be compiled and 5 from each will be reviewed at the Board meeting in January for possible implementation.

VIII. Management Comments: None

IX. Homeowners Question & Comments None

President Bill Rucker adjourned the meeting at 11:12 a.m.

Respectfully submitted by *Paula Blundell*