

**CRYSTAL RIVER COUNTRY ESTATES  
BOARD MEMBER MEETING  
Wednesday July 2, 2025 at 5:00 pm  
Zoom**

**CALL TO ORDER:** The meeting was called to order by Angela Loughry at 5:05 pm.

**ROLL CALL:**

\*Board members present:

Hamlin, Jim – 0548 Crystal Circle  
Loughry, Angela – 0515 Crystal Circle  
Morris, Andy – 0490 Crystal Circle  
Pintar, Jennifer – 0269 Crystal Circle

\*Homeowners Present:

Markham, Gary – 0432 Crystal Circle  
McGill, Bob & Evelyn – 0535 Crystal Circle  
Shepard, Bridget – 2 Crystal Lane

\*Others present:

Kim Clinco, Accountant  
Rocky Mountain Accounting Services, Inc.

**NEW BUSINESS:**

**Financial Reports.** The June 30<sup>th</sup> financial reports were reviewed. Angela reported the budget is on track for the first 6 months of the year. Jim noted a savings account was open in addition to the checking account and CD. The 2024 surplus was transferred into the new savings account, as well as \$1,100.00 for the bridge report approved at the 2025 annual meeting. The total bank balance is \$41,859. The total expenses through June were \$22,753 as compared to the budget of \$40,928. 56% of the annual budget has been spent.

The accounts receivable aging report was received. There are 14 homeowners with an outstanding balance, and one account past due. Kim noted the original invoice was emailed and mailed on May 15<sup>th</sup>. A follow up payment request was emailed on June 17<sup>th</sup> and again on July 2<sup>nd</sup>. Kim asked the Board for guidance in the collection process of the outstanding homeowners. The Board asked for a hard copy of the invoice to be mailed to those homeowners with an outstanding balance. A demand letter to be mailed to the past due owner. Kim will follow up with the Board at the end of July.

**Roadwork.** Angela reported the roadwork is complete and the services have been paid. Gary noted there is a survey stake and post near his driveway. It seems someone has started to dig up or remove the post. His concern is the post is an electrical connection that runs to his main water. Angela will send an email to Gary's neighbors to inquire about the digging.

**Trash Containers.** The Board has received several emails regarding the excess dumping and the possibility of individuals outside of the neighborhood using the trash container. Andy noted his concern for owners using the containers for landscaping debris, such as lawn clippings. Trash construction is also an issue. Andy suggested the possibility of a larger trash container, which would increase the cost. Andy moved to add a second trash container. Due to the lack of a second, the motion was withdrawn. Suggestions were made to install a camera or add a lock to the container. Another suggestion was made to change to an individual container system, which would need to be

researched and discussed at the annual meeting. Jennifer noted her concern about the increased road traffic by the trash trucks and their ability to accommodate winter conditions. After further discussion, Angela moved to draft an email for the homeowners; noting no construction trash, no large pieces of trash or lawn clippings. Andy seconded the motion and was unanimously passed. Angela will draft the email and distribute to the Board to review.

**Collection Policy.** The association attorney, Orten Cavanagh Holmes and Hunt notified, the Board legislation HB25-1043 is now a law and will go into effect October 1, 2025. The new law requires the association to update the collection policy and notices of delinquency. The attorney will complete the update for a cost of \$295. After further discussion, Angela moved to have the attorney draft the revised policies and was seconded by Andy. The motion unanimously passed. Angela will instruct the attorney to begin the process.

**Insurance.** Insurance is up for renewal. Angela reported the quoted amount is \$3,632 for the year; this is less than the \$5,800 budgeted amount. The insurance company has declined any additional coverage above the \$200,000 limit for the bridge. Discussion was held regarding establishing a reserve for the bridge and possibly a fund for self-insuring the structure. A suggestion was made to contact Pitkin County for inquire for help and or assistance; Jennifer offered to start a conversation with the County. Angela moved to approve the current insurance policy, Andy seconded the motion. The motion unanimously passed.

**Bridge Guardrail Repair.** The Board noted the guardrail needs to be repaired. Andy and Gary offered to make the repair; the association will reimburse any materials purchased.

**Mailbox Repair.** The Board thanked Andy for repairing the mailbox. He noted the mailbox will eventually need to be replaced.

**Package Box Repair.** Angela noted the light does not seem to be working. Discussion was held that it works at times, Jim will troubleshoot the issue. Angela noted the inside handle needs to be replaced. It was also suggested to clean the keypad.

**Fire Mitigation.** \$1,000 has been included in the budget for fire mitigation. Discuss was held regarding the use of the 2025 budget, as well as an overall fire wise plan for the community. Angela suggested to sending an email to the homeowner's, inquiring if there is interest in hosting a community meeting at the end of the summer to further discuss and obtain suggestions.

**ADJOURNMENT:** Angela moved to adjourn the meeting and was seconded by Andy. The meeting adjourned at 6:19 pm.