

**CRYSTAL RIVER COUNTRY ESTATES  
BOARD MEMBER MEETING  
Wednesday September 27, 2023 at 3:30 pm  
Zoom**

**CALL TO ORDER:**

The meeting was called to order by Angela Loughry at 3:44 pm.

**ROLL CALL:**

\*Board members present:

Crane, Jeff – 0600 Crystal Lane

Hamlin, Jim – 0548 Crystal Circle

Loughry, Angela – 0515 Crystal Circle

Pintar, Jennifer – 0269 Crystal Circle

\*Homeowners Present:

Morris, Andy – 0490 Crystal Circle

Perlman, Dan & Bryna – 0357 Crystal Lane

\*Others present:

Kim Clinco, Accountant

Rocky Mountain Accounting Services, Inc.

**FINANCIAL REPORT:**

The August financial reports were reviewed to include the Balance Sheet and Income Statement. The Association is in good shape with a total of \$34,388 in the bank accounts. The majority of the expenditures for the year have been paid for to include the insurance, package shed and road work. Monthly expenses will be incurred through the end of the year to include accounting and trash services.

Jim reported there is one homeowner that has not paid their annual assessment amount. Jeff noted he had received an email from this owner explaining their reasoning for not paying the assessment at this time, due to ongoing personal litigation and the next court appearance will be 10/18/23. The owner has requested additional time to pay the amount.

Jim suggested future correspondence by the homeowner be completed with Kim. The Board asked Jeff to contact the owner and instruct her to correspond directly with Kim. Jeff made a motion to reply to the owner's email, asking to contact Kim after the 10/18/23 court appearance and provide a payment update. The Board will take into consideration the update and make a decision at the next Board meeting on how to proceed. Angela seconded the motion and was unanimously passed.

The current Certificate of Deposit for the Association is held at Alpine Bank and matures 10/13/23. Jim asked the Board for permission to roll over the CD. The interest rate is currently 5%. Jeff moved to approve the roll over of the CD for 6-months. The motion was seconded by Jim and unanimously approved. The Board agreed to add Kim as a signature on the CD. Jim and Kim will organize a time to meet at Alpine Bank to renew the CD.

Discussion was held regarding the implementation of an online payment process for the annual assessment payment for the homeowners. Kim reported a bank ACH option can be set up with the QuickBooks accounting software. A link can be provided with the emailed invoice and an automatic payment can be established. The cost is relatively inexpensive at a cost of \$1.50 per deposit batch. The Board approved the QB ACH process and Kim will set it up for use in the 2024 year.

**PACKAGE BOX:**

The construction of the new package box is complete. The new handle has been installed. Jim expressed his concern about where the latch is located. He suggested having Andy adjust and reinforce the latch. Angela noted there is a small amount remaining in the package box budget. Andy explained he could reinforce the lock with angle iron.

Lighting at the package box was discussed and the Board agreed to improve the light source. Jim suggested a solar light with a chargeable battery that will have a sensor to turn on and automatically turn off. Jim will further research.

The Board also discussed the code access for the package box. There have been some owners that are entering the wrong code and have not been able to access. It was suggested that when a new code has been established for the box; several email blasts be sent to the homeowners with the new code.

**FALL WORK DAY:**

The Board agreed to schedule the fall work day for Saturday, October 21<sup>st</sup>. It was discussed that a chipper would need to be rented for help with removing the brush; this will be a benefit for fire mitigation. Angela will research a chipper. Additional painting will also need to be done on the package box. Angela will organize the notice to be sent to the homeowners.

**BRIDGE:**

Regarding the bridge, Jeff offered to perform a current visual assessment of the bridge. He will reference the detailed assessment report that was previously organized using data from 2020, 2021 and 2022. Once complete, the Board will review.

**TRASH CONTRACT:**

The current trash contract expires 12/31/23. The Board will need to make a decision as to whether to renew the current contract, update a different contract or use a different vendor.

The Board identified the current issues as related to the trash which include increased usage, not enough capacity, lawn clippings in trash bin and owners not properly using the recycling bin. Discussion was held as to eliminate the community dumpster and utilize individual home curbside service. The Board decided this was not a realistic option for several reasons. A suggestion of a 2<sup>nd</sup> trash dumpster or larger dumpster. Additional trash dumpster etiquette email reminders and signage was also suggested. The Board will research another vendor and pricing before the next Board meeting.

Installation of a monitoring camera system at the dumpster was discussed. If a camera system was used, a policy would need to be developed and approved by the membership. Cost of the equipment would need to be considered.

**HOA WEBSITE:**

Jennifer had organized a summary of research website options. The Board reviewed the email from 6/28/23. The Board also discussed housing documents on a Google Workspace. Establishing an individual HOA website was reviewed. The Board agreed to further research a website to include the following:

- Governing Documents
- Minutes
- Meeting Packets
- Water Documents
- Important Dates / Notices

Kim will research and organize details for the Board to review.

**ARCHITECTURAL  
COMMITTEE UPDATE:**

Jennifer reported the Berlinger submittal was circulated with the Architectural Committee and has been approved. Angela noted the next step is to provide an approval letter to the homeowner with any conditions.

**ADJOURNMENT:**

Jim moved to adjourn the meeting and was seconded by Angela. The meeting adjourned at 5:20 pm.