

CRESTVIEW BI-ANNUAL BOARD MEETING AGENDA

September, 15th, 2023 3PM MST

Zoom Link: <https://us06web.zoom.us/j/87988835191>

In-Person: Summit County Library Room 133 (downstairs)

**ASHM**

Jim Simmons

Brandon Hintz

Kathy Shappart

Cait Kroemer

**Board of Directors**

Larry Dicus

Lee Schaeffer

Kathy Williamse

**Homeowners**

*(in person)*

E305

A303

B205

A101

A304

D204

D103

B302

B107

*(via Zoom)*

D205 D306

E204 D202

B107 D101

C206 C101

E105 E103

B304 D307

C201 B203

D107 C204

E107 A103

D101 C108

E302 B105

D103 D301

A203 E205

* **Call Meeting to Order – (3:04 PM MST – Jim Simmons, ASHM)**
* **Establishment of Quorum** 
  + A quorum was established.
* **Construction Project Update – Craig Munford, Clearcut** 
  + Construction is ongoing on buildings E, D and B
  + Delays have been caused by weather and preexisting conditions
  + Delay #1 – Gypsum board was more damaged than anticipated, preexisting condition caused by years of rain damage. Replacement caused unanticipated delay
  + Delay #2 – severe rainstorms caused damages to building D. Clearcut will handle remediation to impacted units
  + Building E – Scheduled to be complete by Thanksgiving Day
  + Building D – Scheduled to be complete before Christmas Day
  + Building B – Scheduled to be complete by January 19th
    - Interior work scheduled to be complete by December 15th. There will still be ongoing deck and siding work into January. Clearcut anticipates being able to have the plastic down before Christmas. The scaffolding will remain up until the decks are complete, scheduled to come down by January 19th
  + The project is still tracking to fall in budget
* **Owner Questions – Craig Munford, Felipe Quintana & Casey McKeren, Clearcut Utah**
* Representatives from Clearcut responded to homeowner questions. It is too early to predict what impacts tenants and renters in building B can expect. The installation of windows and doors will cause minor impacts, but it is still too early to schedule. Clearcut cannot prioritize occupied units, they have to follow a sequence for installation. Clearcut will communicate with homeowners as soon as they know more. The tentative start date for installation is October 18th
* A storm that brought over two inches of rain in 30 minutes heavily impacted Building D. any homeowner who was impacted can reach out to [info@clearcututah.com](mailto:info@clearcututah.com) for remediation
* Board member Kathy Williamse was on-site during the storm. She noted that Clearcut worked until 2 in the morning multiple nights to address the water damage. She communicated praise and approval of Clearcut for their work
* Construction materials are stored off-site and out of the elements
* **Additions to the Agenda – Larry Dicus**
* Quantum Fiber Internet – Some owners received communication via email that the current CenturyLink internet will be migrating to Quantum Fiber. ASHM will investigate the transition further and no action is needed from homeowners at this time
* **Meeting Minutes Approval**
* Motion to Approve – Lee Schafer
  + Second – Kathy Williamse
    - *The motion was passed unanimously.*
* **Financial Update – Kathy Shappart**
  + Revenue budgeted = $73,425
  + Revenue earned = $76,808
    - Variance due to interest income
  + Expenses budgeted = $86,272
  + Expenses spent = $90,689
    - Variance due to maintenance labor
  + Balance sheet review = Current year reserve expense total is $53,233
  + Delinquent accounts = 1 delinquient account as of 9.15.23
  + 2023 Starting Reserve replacement balance = $558,000
    - Current year reserve contributions = $116,000
    - Current year special assessment = $4,562,529
* **Maintenance Report – Brandon Hintz**
  + Completed Items
    - Patching and painting hallways, elevator lobbies and stairwells (all buildings)
    - Replaced two irrigation backflows
    - Installed new Dixon security system
    - Re-plastered and repaired pool and hot tub
    - Repaired noise emitting from building D elevator
    - Replaced electrical panel for pool and spa
    - Jetted storm drains in parking garages
    - Pest control (all buildings)
    - Fire suppression system repairs
    - Replaced garage door lift and opener (building c)
    - Dead tree removal
  + Ongoing Items
    - ASHM will be repairing the window gaps in all buildings.
* **Governance – Larry Dicus**
  + Kathy Williamses’ board seat is up for election at this year’s annual meeting
  + Owners have received nomination forms, due October 29th 2023

1. **Owner Comments** 
   * After owner feedback, the board considered triple-pane window options. Triple pane windows that have been recommended and tested by J2 are now being used.
   * There will be a rebate from the utility company for this upgrade.
   * The upgrade to triple-pane windows falls within budget.
   * The building D elevator was not impacted by the heavy rain storm
2. **Confirm Date and time for Annual Meeting** 
   * The annual meeting will be Friday, November 17th at 3pm, MST.
     + In-person and remote meeting details will be shared in October

## Meeting Adjourned

* + - Motion to Adjourn – Lee Schafer
      * Second – Kathy Williamse
      * *The meeting was adjourned at 4:08 PM, MST.*