

# CROSSROADS TOWNHOMES ASSOCIATION

## Board of Directors Meeting Agenda

Thursday, January 27<sup>th</sup>, 2022 – 9:30 AM MST

*Virtual via GoToMeeting*

### Attendance:

#### Crossroads Board of Directors

- Lou Gilster
- Shawn Heisdorffer
- Jasper Garibaldi
- Laurel Wilkerson
- Lori Antolec

#### Alpine Edge Representatives

- Steven Frumess – General Manager
- Brett Gunhus – HOA Manager
- Jessica Martin – HOA Administrator
- Kimberlyn Bryant – HOA Administrator

#### GoToMeeting Access Instructions

Join the meeting from your smart device:

<https://www.gotomeet.me/AlpineEdgeHOAManagement/crossroads>

You can also dial in using your **phone**:

United States: [+1 \(571\) 317-3122](tel:+15713173122)

**Access Code:** 610-570-085

### 1. Roll Call; Determine Quorum

The meeting was attended by the Crossroads BODs, as well as the Alpine Edge management team. There was a motion to begin made by Laurel Wilkerson, which was seconded by Lou Gilster. All in favor.

### 2. Determination of 2022 Officer Positions

Brett went over the bylaws with the BOD that address the responsibilities of the Directors. The Board asked if Brett could go over who was in which positions last year. Jasper motioned to keep positions as is.

President: Lou Gilster

Vice President: Jasper

Secretary: Laurel

Treasurer: Shawn Heisdorffer

Jasper Garibaldi made a motion to approve these director positions, which was seconded by Laurel Wilkerson. All were in favor.

### 3. Old Business

- A. 2021 Annual Meeting Review

## B. Snow Removal Quality Assessment

The Board is confident about the quality of snow removal so far; however, the sidewalk that wraps around to the back to the duplexes needs attention. Bobby Cat is the new contractor for the Association as RKR is getting out of the business. Lou brought up the idea to shovel from the front door straight out to the road to the bike path (where the city clears) and not worry about the sidewalks. Jasper liked the idea, but Shawn had some concerns. Lori said the shoveling contractor is doing a great job but agreed that would be a good idea and would be considerably less effort. AE will look into whether there is a rule in Frisco stating that the sidewalk needs to be cleared. There is an extra liability if someone uses the sidewalk and it's not shoveled but the HOA has general liability insurance. Steven suggested meeting someone on-site to look at it. AE will set up a meeting with Bobby Cat to figure it out. Laurel was asked to be the point of contact for this, to which she agreed. All were in favor of not shoveling the sidewalk. Lou had a question about the sidewalk said the previous shovel company did not shovel the east side of circle homes and wants to know if getting done now. Kimberlyn assured him that it is being done. The driveways should be cleared by the plowers. A winter notice will be going out to all owners to remind them of these services.

## 4. New Business

### A. Management Drive-Through Process

#### i. Parking Enforcement

Steven went through the walk-through process, touching on the three teams that serve the HOA. Managers come in every other week to check that the service teams are doing their weekly walkthrough. Steven informed the Board of the new staff at AE and the training processes taking place. Lou asked if parking placards are being checked. Steven informed him that AE is checking for parking permits and asked the Board if they wanted to instill a no-tolerance policy. Lou thinks a no-tolerance policy is important for those illegally parked as well as for those owners parking outside of their garages. AE will send out communication saying everyone is subject to towing if illegally parked and begin towing a week later. For STRs using old placards or ones from a rental management company, AE will reach out to the management company directly. For the owners, we want to avoid tows but will be fined. It will be explained in the communication that no other pass is valid and all STR passes should be left in the unit for the next renters.

#### 1. Routine vs. Reactive

### B. Spring Walkthrough Prep

Steven would like to get landscapers out to join for the first spring walkthrough and then conduct a second walkthrough to discuss the CAPEX project taking place this year. The Association has limited reserves, so it is necessary to prioritize projects. A bigger project on the docket is the row homes decks; however, there needs to be enough time to get contractor bids. A piece of siding fell off Lori's unit and she has a leak above the front door. The leak has been addressed by AE and there was no water, and it wasn't damp. Lori is less concerned because the leak doesn't touch inside of the home, she is more concerned about the siding because it leaks into the house. AE will send a contractor to address this. Brett mentioned that homeowner Kimberlee Young requested maintenance on her deck that is being looked at also.

Last year, the Association focused on the maintenance of the circle homes during the summer. Lou reminded Brett to put garage door frames on the list for the circle homes. Brett recalls Kimberlee having issues with the bottom panels on her garage.

Laurel wants to know if the contractor ever came out and looked at the roofs. Steven said elevation roofing came out in the fall and made a lot of repairs. Steven forwarded the photos to the BOD for their review. Contractor is Petr Hanek. He also removed ice dams when he was there. Coming up with a proposal for some heat tape in the valleys of the row homes to prevent ice dams from forming there. Should be done the summer into winter of 2023.

#### C. Board & Management Communication

There was a discussion on the creation of a landscaping committee. Lou believes the BOD would be in favor of this committee forming and suggested they come up with ideas to present to the BOD. In the annual meeting, the topic of zero-scaping came up and Lou wants to see the numbers in the long term and short term. He reminded the Board that there are a lot of projects coming up and not a lot of funds. Jasper said we need to clearly state the areas we are looking at to landscape.

Steven went through steps and Brett asked if anyone was interested in taking point on this. Lou said he will work on Trish – his only concern is there is no money left for this year. Brett said will send minutes highlighting the ideas that were mentioned in the annual meeting.

Steven met with Lou recently and they discussed that the plower was not meeting the expectations of the BOD. Steven pushed to make them do a good job and they quit.

There was a discussion regarding the communication between Alpine Edge and the Board. AE agreed to be more responsive and communicate effectively with any emails and phone calls that come in.

#### **5. General Board Comments**

#### **6. Set Tentative Date & Time of Next Board Meeting & Annual Meeting**

AE would like to do walk through and then have the next BOD meeting shortly after. The Board will be contacted around April to set a date and time.

Lou said please emphasize to them that STRs are the owner's responsibility. Also mentioned is the dog in the unit next door.

## **7. Adjournment**

There was a motion to adjourn made by Lou Gilster, which was seconded by Shawn Heisdorffer.