

CRESTED BUTTE SOUTH PROPERTY OWNERS ASSOCIATION

61 TEOCALLI ROAD, CRESTED BUTTE, CO 81224
PHONE (970) 349-1162, WEBSITE: www.cbsouth.net, FAX (970) 349-1163

Board Meeting Minutes October 6, 2021, 6pm In person and virtually by Dial Pad Conference Call

Board Members in Attendance: Allison Butcher, Mary Haskell, Liz Jordan, Matt McCombs, Andrew Sandstrom, Scott Thomes

Staff Attending: Dom Eymere, Benita Bellamy, Tee Pleak

Public in Attendance or on Call: Sean Caffrey, CEO, Crested Butte Fire Protection District (CBFPD)

Call to Order - Andrew called the meeting to order at 6:05 pm.

Public Comment - Discussion

Sean Caffrey was present to discuss the upcoming ballot initiative 6A for the CBFPD and EMS services this November. Sean gave an overview of the operations, facilities, fleet, leadership, and staffing. He noted that CB South amounts for approximately to 6% of their call volume. The Fire District is funded by property taxes that maintain the District; the current Mill Rate is 7.68 mils or ~\$55 per \$100,000. The relocation of the current Crested Butte firehouse will add several improvements such as improving staff levels and consolidating staffing, providing adequate sleep quarters, and a more centralized location outside of downtown.

The Emergency Services campus is proposed to sit on 3.5 acres with sleeping quarters for seven people, a four plex for employee housing and will be designed for 50 years plus longevity. The cost is estimated at \$550 per square foot or \$29 million dollars. The Board thanked Sean for attending and sharing the presentation.

At the end of the discussion, Andrew asked Sean if the District would be open to collaborating on the installation of a cell tower at the CB South fire station. Sean stated that the cell company's criteria dictate the location but if it were possible, they would be willing to discuss with the P.O.A.

Consent Agenda Items

- Approval of September 8, 2021, Board Meeting Minutes
- Monthly Financial Report
- Association Manager's Report
- Correspondences

A Motion was made to amend the agenda to include discussion of the September 27, 2021, Special Meeting Minutes, and the Resolution of Banking Authorization for opening a bank account to stay within the FDIC limit. Mary made a Motion to move these items to the meeting agenda and Allison seconded. The Motion carried.

Andrew opened for discussion any of the Consent Agenda items. None were identified. Matt

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made a Motion to Approve the Consent Agenda. Allison seconded the Motion and the Motion carried. Andrew opened for discussion any comments on the September 27, 2021, Special Meeting Minutes. None were identified. Liz motioned to Approve the September 27, 2021, Special Meeting minutes and Scott seconded the Motion. The Motion carried.

Andrew requested Dom to provide an overview of the Resolution of the Banking Authorization up for approval. To maximize FDIC insurance coverage and interest income, it is being recommended to open three new money market accounts at Valley National Bank. Their current interest rates of 0.3% APY are one of the highest available. Uniquely, they also have a HOA Property Manager Concierge department that purportedly offers customized services, advice, and support to associations like ours. The three money market accounts proposed to be opened include an operating account to hold commercial development funds, a performance deposit account, and a reserve fund account. A Banking Resolution identifying current Board Members and Association Manager, along with signing authorities and recorded meeting approval of the Board is required. Mary made a Motion to approve the Banking Resolution and Matt seconded the Motion. The Motion carried.

Andrew asked Dom for the guidelines regarding an annual reserve fund contribution. The Board briefly discussed the topic and decided to postpone for a more in-depth conversation during the budget discussion agenda item.

Mailbox Delivery in CB South - Discussion

Dom provided a recap of the status of mailboxes and delivery within the subdivision. The core issue is we are no longer able to reassign a mailbox address. The address associated with the current CB South box number will remain with that box until a full resequencing with further expansion takes place. This leaves current homeowners on a request list without a mailbox until more boxes are added and re-sequenced. New owners moving into the subdivision are eligible to open a box while existing owners remain on a request list. Andrew also noted that it is important to expand the amount of parcel lockers. A discussion ensued regarding the mailroom being used as an inclement weather drop off station for UPS and Fed Ex; their vehicles are not able to deliver the higher areas during winter weather systems. Dom shared several ideas of other areas to expand for additional mailboxes and parcel lockers and an estimate on the total number of boxes required. The Board requested a complete project scope of work be developed to include a thorough analysis of total number of boxes and parcel lockers needed, costs of materials as well as construction, either new or expansion of the existing facility. Dom will meet with USPS and David to include research that David has already gathered. Allison noted that as we review the expenses, we should look into a possible special assessment. General belief is that the community would embrace having mail delivery to CB South versus town. Andrew requested an update at the November board meeting and a project scope of work document available by December.

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Staffing Budget and Organizational Chart Review – Discussion

The Board reviewed the current and proposed organizational charts. The proposed chart includes additional job responsibilities for the full-time administrative assistant position, a proposed Design Review Coordinator and review of each existing position's responsibilities. The Board requested more detailed breakout of the cost of each position, both currently and proposed. They requested the information be available week prior to the October 27th budget meeting session.

Budget Work Session - Discussion

The Board reviewed the proposed 2022 Budget worksheet. Requested for further detailed discussion was Expense line 212 Legal; Dom will provide the Board with a report detail of the 2021 expenditures. Andrew noted the worksheet does not leave much room for contingency which prompted his earlier question regarding reserves. Allison suggested the Board give Dom guidance on the expectations of a net income that the Board is looking to meet. It was noted that line item 820 Depreciation is the amount earmarked for the year's reserve contribution. Andrew asked if we realistically have funding to take on a mailbox expansion project in 2022. Matt asked if the Association should consider carrying some debt during this time. Dom noted that a letter has been submitted to Adagio Properties as the next step of the tri-party agreement with CB Dental and P.O.A. The Board brainstormed several ideas on how to be on the forefront and network with key stakeholders within the commercial area, the County and the Metro District. Andrew would like to continue discussions as part of the new strategic plan work sessions and outline a plan on how to move forward. Outreach to community organizations and government entities was strongly agreed upon by the Board. An annual meeting between the Metro District Board and the P.O.A. Board was suggested along with quarterly meetings between the two managers. Matt asked if now the time is to formalize a request to meet with the County and/or BOCC. As a start, Scott will reach out to the Metro District to open dialogue regarding discussions of CB South's future vision and growth.

Dom familiarized the Board with several updates to the budget worksheet. Line 130.2 Application Fees: Commercial was a new addition to separate out the fees received for commercial projects versus residential. The Board would like to review the current Fee Schedule. As we have grown, additional staffing is needed to administer the programs associated with building growth, Short Term Rentals and possible Camper licensing, based on the covenant vote outcome. Dom will research fees associated in other municipalities and present the findings at the budget work session. The Board does not want to make a blanket increase to all members and prefers to see the increases applied to those parties that are building or using these programs. The proposed 2022 dues increase is 6.5% for a single residential unit and 9% for vacant land. Dom asked for the Board to weigh in on the move to bring vacant land equal to the single residential unit. The Board agreed. It was noted that line item 238 Consulting will likely require adjustment for the Strategic Planning Consultant and the Met Rec grant should cover the consultant for the Park Master Plan. The Bus Service fee from past years has been zeroed out. Andrew suggested that when discussing the Capital Improvements, a discussion should include borrowing funds in contrast to depleting reserves.

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Covenant Amendment Steering Committee Update - Discussion

Mary reported the updates. To date, 26% have voted using electronic ballot voting; there was nothing to report on the paper ballot numbers. The Open Vote event at Sunset Hall is scheduled for tomorrow, the 7th, from 4p to 7p. The Block leaders will only be contacting folks that have not voted. Mary and Sue thanked Andrew and Stephanie for their help with marketing the vote on the website and social media.

Mary complimented Dom and the Committee on the successful Southside Skatepark fundraiser. Dom reported the event raised ~\$22,000. Positive comments were shared to others in attendance, and everyone thought it was a very successful fun event. Allison noted that an area should be fenced for the food and beverages. She would also like to review the need for a special event permit. Dom will research. He had the understanding that we operate under the vendor's license.

Confirm November 10, 2021, Board Meeting Date

Allison shared she will not be in attendance. The meeting was confirmed for 6pm on Wednesday, November 10th.

Identify November 10, 2021, Board Meeting Agenda Items

1. Traffic Study
2. Budget Planning
3. Update on Mailbox discussion with Postmaster and David Neben
4. Recap on Metro District outreach by Scott Thomes

Andrew entertained a Motion to Amend the Agenda to record an Executive Session for discussion on Legal and Personnel matters. Liz motioned to record an Executive Session at 8:27 pm and Allison seconded the Motion.

Adjourn Executive Session – 9:20 pm