

REDCLIFF TWO CONDOMINIUM OWNERS ASSOCIATION

2nd QUARTER BOARD OF DIRECTORS MEETING MINUTES

May 29, 2025, at 4:00 PM MDT

Via Zoom

Call to Order & Determination of Quorum

Board members present were Mark Dollard, Mike Wiggins, Jeanette Hackney. RaeAnne Hadley from Design HOA was also present. With all Board members present the quorum requirement was met. Mark Dollard, President, called the meeting to order at 4:03 PM.

Approval of Minutes from July

The minutes of the prior meeting were distributed to Board members in advance of the meeting. Reading the minutes aloud was waived. Mark apologized for missing holding the 1st quarter meeting. He explained that the Board did a good job communicating through emails, but that the HOA is required to meet quarterly. Jeanette moved to approve the minutes as presented. Mike Wiggins seconded. With all in agreement, the motion passed unanimously.

Financial Reports

Mark explained they were staying consistent with the operating and reserve accounts. He explained they did not transfer anything into the reserves last year, as it has not been a priority at this time. Mark asked RaeAnne about the delinquent owner. RaeAnne explained there had been a miscommunication with the owner but it had been fixed and the owner was sending in his payment. Mark discussed the P&L and the budget vs actual. RaeAnne explained that she was working with Pay HOA's IT team to try and breakdown the assessments into the A,B,C,D & Commercial, as they had not experienced this before, so there were no fund allocations to those line items in the current reports. Mark thanked RaeAnne and asked to capture the explanation in the minutes. Mark explained that the HOA did well on snow removal due to the non-existent winter. Mark explained the landscaping budget has always been at \$2,000 and allows the HOA a bit of a cushion. Mark asked if there were any other questions. Hearing none, he asked for a motion to approve the financials as presented. Mike motioned, Jeanette seconded, and all was the motion passed unanimously.

Old Business

- Landscaping: Mark discussed Christine's landscaping work and asked Jeanette and Mike what they thought of the work being done. Jeanette explained there were some new strawberry plants on the east side. Mark explained he liked her work, and she was knowledgeable with plants. Mark explained they could discuss planning for 2025 at the 3rd quarter meeting.
- Trees: Mark explained he was going to come by and trim the lower branches of the trees if the other members of the board were agreeable. Mike explained he did not have an issue with that, and Jeanette agreed. Mike explained he has not heard any complaints from neighbors or seen any come out to trim the lower branches. He explained the trees will need a good pruning over the winter and should be discussed under new business planning for 2026. Mark explained you are supposed to trim trees in early spring or late fall, but it would be fine if he trimmed them this coming weekend. He explained he was just going to get the lower branches along the sidewalk so the HOA would avoid getting a call from the Town of Ridgway. Mark suggested they talk about more thorough pruning under new business at the next meeting.
- Irrigation: Mark explained the irrigation system is up and running. He explained with the new process, it is a straightforward and basic system. Mark explained the valve needs to be turned on and off when the time is right and thanked Jeanette and Dave for taking care of that. Mark explained Christine is good about letting the HOA know of any issues with the plants, and if anyone on the Board sees any issues, they can bring attention to the matter. Jeanette explained that the soil around the sprinkler heads are

moist and that the plants look okay. Mark explained he would send a note to Christine to make sure everything is getting adequately watered.

- **Backflow Test & Furnace:** Mark explained the HOA budgeted for a furnace inspection. He explained the common furnace takes care of the commercial spaces. Mark explained he has been changing the filters and that the system whistles a little, but it does not seem to be impacting or bothering anyone. He explained the furnace vendor will come in and look over the system to make sure it's running optimally.
- **Heat Tape:** Mark explained that the heat tape is put on a calendar schedule for the property manager, and it's the President's role to put the schedule on the calendar. The schedule is Late October and mid to late April for tuning them on and off. Mark explained he will flip the double breakers to turn them on. Jeanette discussed that the valve was not turned off last winter and it froze and broke. Mark agreed that was the cause of the break. Jeanette asked if moving forward, the valve should be turned off when the HOA quits watering for the season. Mark agreed and suggested keeping a bucket down there.

New Business

- **Maintenance & Repairs:** Mark clarified that it was not the irrigation lines that had frozen last winter but the inside at the interface that had to be repaired. Harold, the handyman came by and tightened up the stops and confirmed the steps are fine. Mark will be scheduling the furnace inspection, cleaning and backflow test before the 3rd quarter meeting. Mark discussed that Nick Kroger had done the window cleaning in the past but had not been paid for several months by the previous management company. Nick was reluctant to take on the HOA again this year, but Mark was able to convince him to clean the windows again and that the HOA had a new management company. Mark explained Nick will be out the morning of July 23rd to clean the windows. Mark explained the HOA tries to get the exterior windows washed in June, but Nick was unable to schedule sooner.
- **2023 Capital Planning:** Mark explained that Tonya pointed out the paint on the south side of the building is fading due to the exposure of the sun. Mike asked if just the south side of the building would need to be painted. Mark confirmed that it was that side that had faded, and another homeowner mentioned the trim and railings are showing signs of noticeable peeling. Mark suggested getting bids from vendors and then presenting it to the members. Mark asked if the other Board members had any changes, they were wanting to make outside of the building. Mark explained that the trees are too close to the building and suggested possibly cutting them down. Mark explained they were planted too close to the building. Mike agreed that they were planted too close, but he was reluctant to remove them as they offered some shade and nice aesthetics. Mike suggested a significant pruning and trimming by a specialist. Jeanette explained that she was in favor of keeping the trees and agreed that a tree specialist could provide beneficial advice. Jeanette explained she wasn't aware of how big the roots were. Mark verified that there were no foundation issues that anyone had seen, or any clogged-up drain lines. He discussed that he did not feel there were any problems being caused by the roots at this time. Mark suggested contacting Jonathon at Climb! to look at the trees. Mark explained that they were underbudget for snow and to possibly allocate some of those funds to having the trees pruned up this fall. Mike agreed that they should reach out to Jonathon and get a proposal. Mark suggested that if the Board wants to make any changes to the landscaping to have some ideas to discuss at the 3rd quarter board meeting for the 2026 budget preparation.
- **Fraudulent Bank Charges:** Mark asked RaeAnne to discuss what she had found with the fraudulent bank charges. RaeAnne explained she had been back and forth with Alpine Bank and their fraud department and did not have a good resolution. RaeAnne explained another charge showed up and she immediately contacted the fraud department again to comply with the bank's 24-hour notice. RaeAnne explained that the fraud department verified that the charges would show up on the customer's end, but then be returned by the next day. RaeAnne asked for clarification that the person stealing from the account would not be receiving any funds and the fraud department verified they would not. RaeAnne explained she reached out to several banks to get information on changing banks. Wells Fargo did not respond to her but Community Banks of Colorado responded. RaeAnne discussed their fraud policy is that a customer has 60 days to report a fraudulent charge. RaeAnne explained she does bank reconciliations every month and

any discrepancies would be caught at that time. RaeAnne explained that Alpine Bank charges to put a stop payment on fraudulent charges, but that Community Banks of Colorado does not. RaeAnne discussed that their regular checking account earns an interest of 0.01% and their money market account is 1.26% which would be good for the reserve account. Mark asked for the other Board members opinions and whether the HOA should switch bank accounts. Mike explained he was shocked that Alpine Bank would not reimburse the \$1,200 that was stolen from the operating account. Mike explained he was appalled with Alpine's business model and the HOA should move its accounts. Jeanette explained she went through the bank statements Design HOA provided, and the first fraudulent charge was back in October, which was the first month the HOA was with Alpine Bank. Jeanette explained that the total amount was \$1,357.61. Jeanette agreed fraudulent charges would be difficult to catch within 24 hours. Jeanette explained that 60 days that Community Banks of Colorado makes sense. Mark explained that the Community Banks of Colorado has an office in Telluride, and they are a state-chartered bank and recommended changing to them. Jeanette and Mike agreed. Mike made a motion to close both accounts at Alpine Bank and open them at Community Banks of Colorado. Jeanette seconded the motion. The motion passed unanimously. Mark asked RaeAnne if she could assist in the transition. RaeAnne agreed to get in contact with Community Banks and get the transfer done within the next week.

Next Meeting Date

The next meeting will be the 3rd quarter meeting on Thursday, August 14, 2025, at 4:00 pm via Zoom.

Adjourn

The meeting was adjourned at 4:44 pm by Mark Dollard.

RESPECTFULLY SUBMITTED by RaeAnne Hadley, Design HOA.