CROSSROADS PARK OWNERS ASSOCIATION, INC.

Board of Directors Meeting Minutes
January 14, 2026 | 6:30 PM (Mountain Time)
Via Zoom Online Meeting

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1. Call to Order & Determination of Quorum

The regular meeting of the Board of Directors of the Crossroads Park Owners Association, Inc. was called to order at **6:30 PM** via Zoom. A quorum was established.

Board Members Present:
Debbie Kahanek
Teri Watkins
Lorraine Desjardins

Management Present:
RaeAnne Hadley, Design HOA
M. Vaneza Alvarado, Design HOA

Also Present: Cyndi Holman & Bob Fuller

2. Approval of Prior Meeting Minutes

The Board reviewed the **October 29, 2025 Board Meeting Minutes**.

Motion: To approve the October 29, 2025 meeting minutes as presented.
Result: Approved.

3. Financial Reports Through December 31, 2025

Management reviewed the Association's financial position, including the Balance Sheet and Profit & Loss Statement through December 31, 2025.

Key points discussed:

- **Reserve balance:** $89,778.95
- **Prepaid expenses:** $3,517
- **Outstanding payables:** None

- **Special Roofing Assessment collected to date:** $121,914

- $300 per month is currently being transferred from the roofing assessment to the reserve account.

- Both the **painting project** and **roofing project** were completed **on budget** at approximately $17,000 each.

- Several delinquent accounts were identified, including one owner who has not paid the roofing special assessment.

- The Board discussed continued enforcement of violations and collections, including trash can storage issues.

Management clarified that for regular Board meetings, the Balance Sheet and Profit & Loss statements are typically reviewed, while Budget vs. Actual reports are primarily used for annual or budget ratification meetings.

4. Old Business

a. Trash Can Storage Enforcement

The Board discussed ongoing issues related to trash can compliance and the importance of consistent enforcement.

5. New Business

a. 2026 Budget Review & Adjustments

The Board discussed proposed revisions to the 2026 budget, including the following items:

- Increasing the **second pond cleaning** line item from $3,000 to **$10,000**.

- Funding gutter maintenance using a combination of unused funds from the prior year and the current year's allocation.

- Noted that insurance renewal is expected in March 2026.

The Board agreed that final budget changes would be incorporated prior to budget ratification.

b. Budget Ratification Meeting

The Board agreed to **reschedule the Budget Ratification Meeting**.

Action:

- Budget Ratification Meeting scheduled for **February 11, 2026 at 6:30 PM (MT)**.

c. Assessment & Dues Adjustments

The Board discussed assessment adjustments effective July 1, 2026.

Approved changes include:

- **Regular HOA dues:** Increased to **$250 per month** ($750 quarterly).
- **Special Roofing Assessment:** $100 per month for **10 months** ($1,000 per owner), beginning July 1, 2026.
- The roofing assessment will fund approximately $50,000 of a $52,000 roofing project, with the remaining balance paid from reserves or the operating budget.

Owners enrolled in auto-pay will have the special assessment processed automatically.

d. Roofing Project – Units 200–208

The Board discussed a roofing project estimated at **$52,000** for units 200–208, scheduled for September 2026. The increase in cost was attributed to an additional unit requiring replacement.

e. Landscaping Contract – Brookstone

The Board reviewed the 2026 Brookstone Landscaping contract.

Motion: To approve the Brookstone Landscaping contract for 2026 in the amount of **$25,428.75**, consistent with 2025 pricing.
Result: Approved.

f. Pond Maintenance – Second Pond

The Board discussed pond maintenance and approved increasing the second pond cleaning budget to **$10,000** for 2026.

g. Gutter Replacement

The Board discussed gutter conditions and agreed to prioritize replacement for units **262 through 274**, particularly where roofing work has already been completed. The Board agreed to defer spending until current roofing and painting projects are completed.

Action Items:

- Teri to contact **Prestige Gutters** for an estimate.

h. Mailing Costs & Late Fees

Management advised the Board that certified mailing rates have increased to **$40.48**. Late fees will continue to apply per policy; however, owners enrolled in auto-pay will not incur late fees provided sufficient funds are available.

i. Snow Removal

The Board discussed snow and ice accumulation on sidewalks. Management advised that sidewalk snow removal is the responsibility of the landscaping contractor under the existing contract and local requirements.

Action:

- Teri to contact Brookstone to address remaining snow and ice, particularly in shaded areas.

6. Owners Forum

Barbara asked clarifying questions regarding the roofing assessment and units affected. The Board provided clarification regarding timing and scope.

7. Executive Session

No Executive Session was convened.

8. Next Meeting Date

- **Budget Ratification Meeting:** February 11, 2026 at 6:30 PM (MT)

9. Adjournment

There being no further business, the meeting was adjourned.

Respectfully submitted,
Design HOA, Managing Agent
On behalf of the Crossroads Park Owners Association, Inc.