

CRIPPLE CREEK MOUNTAIN ESTATES PROPERTY OWNERS' ASSOCIATION

ZOOM AND IN-PERSON ANNUAL MEETING MINUTES

Saturday, September 11, at 9:30 A.M.

I) CALL TO ORDER & RULES OF CONDUCT

A) ROLL CALL OF DIRECTORS

The meeting was called to order at 9:36 a.m.

Board Members present: Mark Richwine, Ray Zittlosen, Paul Schaiberger, Jim Butler and Lara Loewenheim. Bob Wooley is absent and excused.

B) Quorum

A quorum of the Board was present.

C) Approval of August 2021 Meeting Minutes.

A motion was made by Ray Zittlosen, seconded by Paul Schaiberger, to approve the August 2021 Meeting Minutes. **The motion was passed by the Board Members, with one proxy vote of Yes.**

II) BOARD OF DIRECTORS REPORT – VICE PRESIDENT – MARK RICHWINE

A) Executive Session Report of September 11, 2021.

Budget review will start today for 2022 budget. The budget will be discussed at the October meeting and be ready in November for the final December vote.

III) FINANCIAL REPORT – TREASURER – RAY ZITTOSEN

A) Approval of August 2021 Financial Statements

A motion was made by Ray Zittlosen, seconded by Paul Schaiberger to approve the August 2021 Financial Statements. **The motion was passed by the Board Members, with no proxy vote.**

B) Ray Zittlosen said the accounts are looking good and the board has reduced some waste of the budget by discontinuing heating the shed the Kubota is stored in. Other cost reductions include discontinuing Dorman Management managing the staff payroll. Payroll is now processed inhouse by office staff, utilizing ADP software. The cost has been reduced to \$1300 per month being paid to Dorman.

IV) OPERATIONS REPORT – BRENDA PELAEZ

A) New part-time employee Karen Garcia. She started working on September 2nd and will be helping with office tasks. Stop by the office and introduce yourself.

B) Volunteer - Barb Blohowiak, Brenda Pelaez acknowledged Barb for her volunteer work this past month. She covered the office for two days and it was much appreciated.

V) ARCHITECTURAL CONTROL COMMITTEE – VICE PRESIDENT – MARK RICHWINE

A) Homeowner in the process of building a home requesting a legal easement. A motion was made by Ray Zittlosen and seconded by Paul Schaiberger. **The motion was passed by the five Board Members, with no proxy vote. Mark Richwine will notify the owner.**

B) ACC Submissions

23-210	Adam Wilson	Clear trees for leech field	652 Derby Drive	Approved
19/3-020	Williams	Fire mitigation	1450 Yorktown	Approved
18-009	Chris Pugnetti	Addition to existing home	1308 Bennett	Approved
19/3-012	Archer Noell	Driveway & septic	138 Yorktown	Hold
06-094	Givens	Outbuilding	1207 Golden Cycle Cr.	Approved

C) Variance Requests

D) Complaints/Covenant Violations

23-187	Cutting live trees	Cease and desist sign posted/letter
17-121	Junk vehicles, lawn sign	2ft signs allowed
11-042	Rubbish, trash	Letter mailed
08-014	Building, trash vehicles	

VI) MAINTENANCE REPORT – VICE PRESIDENT – MARK RICHWINE

- A) Projects. The pool chemicals have been balanced.
- B) Jeff Wernz, Maintenance Manager, has been keeping the cows out property.

VII) COMMON GROUNDS & SECURITY REPORT – JIM BUTLER

- A) The drain line has been extended so when it rains it does not go into the playground.
- B) Ray Zittlosen and Jeff Wernz have completed the driving range on Gold King to Gold Quartz. The course is a self shagging course that is 230 feet until it meets the creek. The sign was ordered on September 10, 2021.
- C) Looking into upgrading security system and getting off site access via phones to monitor security. Also looking at getting better cameras with higher resolution. No security problems have occurred, this is a preventative measure.

VIII) MEMBERSHIP & AMENITIES REPORT – PRESIDENT – BOB WOOLEY

- A) Discuss office services. There was some confusion with a member who brought their own paper to make copies, they thought there was no cost if they brought their own paper. It was discussed and decided that copying fees will be changed to 10 cents per page for black and white copies and limited to 50 copies. Color copies cost will remain \$1.00 per page, limited to 50 copies. If members bring their own paper they will be charged for copies.
- B) Discuss trash services. Air Bed and Breakfast tenants are allowed to throw the trash away. Some do not know the process for trash services. Some have been driving off without paying. If we catch them, we tell them to pay. Security measures help to prevent those who drive off without paying or filling out a trash account slip, as cameras are in those areas, capturing those who drive off and do not pay.

IX) COMMUNICATIONS – SECRETARY – PAUL SCHAIBERGER

- A) Altitude Community Law Newsletter – see attached.

X) OLD BUSINESS

- A) Update on moving the warming shed. It is contingent on getting a front-end loader. The warming shed will be moved by an individual who is trading his work for the concrete blocks that were previously used to block driveways, that we no longer use.
- B) Problems with the Zoom meetings. Mark Richwine said that last month users were not able to get in on the Zoom link. There were some upset people. This issue has been researched and we are aware of the problem, and it has been fixed. The meetings are recorded and put on CD and available if anyone would like a copy.
- C) Changing all the Board Meetings to the 2nd Saturday of the month – resolution. A motion was made by Bob Wooley and seconded by Ray Zittlosen. **The motion was passed by the Board Members.** All meetings going forward will be the second Saturday of the month. There will be a Christmas party this year, after the December board meeting.
- D) Ratify email vote to approve bid from PPS Electric for basement panel fee repair. A motion was made by Bob Wooley and seconded by Mark Richwine. **The motion was passed by the Board Members.**
- E) Ratify email vote to approve bid from Iron Mountain for concrete work. A motion was made by Bob Wooley and seconded by Ray Zittlosen. **The motion was passed by the Board Members.**
- F) Selling the 20-foot equipment trailer for the Kubota for \$2000.00 and selling the plywood, that was used for the pool, and it has been stored outside, for \$650.00. A motion was made by Bob Wooley and seconded by Ray Zittlosen. **The motion was passed by the Board Members.**

XI) NEW BUSINESS

- A) New board member appointed for At-Large-Position-Lara Loewenheim. Lara will be handling all complaints. Mark Richwine will still be handling the Architectural Control Committee (ACC) stuff.
- B) Ray Zittlosen mentioned that Four-Mile Fire Department will be draining Wilson Pond to try to see where the water source is coming from. They will try to reestablish the pond after it is drained. He said the Fire Chief is working to save the water sources. He is working with the sheriff and senators to save them.
- C) Four Mile Fire Department will be holding a mock training exercise in clubhouse and pool after office hours. An email will be sent to notify members of the pool closure.

XII) PUBLIC COMMENT (3 Minute Time Limit)

Members were upset about complaints they submit and the time it takes the board to act.

- The Board acts when they receive the complaint and contacts the owner and tries rectifying the situation. If it is not fixed, a letter is sent, fines can be imposed, and legal action can be taken. It is costly to take legal action.

Members said they would like the fines to be increased to \$500 and then \$100 a day.

-The current fine schedule is \$50 a day. 51% of the membership vote would be needed to change the fee schedule.

Several association members discussed specific complaints they submitted and wanted and update.

- Board members said they were going up to the properties that they received complaints on after the board meeting to investigate and take pictures. Letters will be sent to address issues. They are not allowed to trespass, so they will stay outside of the property lines.

Another member asked about violations of bon fires.

-The Board said if someone sees a bon fire they should call 911 to report it.

A member asked what is needed if someone is putting in a new driveway.

-The Board said they need to submit an ACC request and plot plan to us and get a permit from Teller County.

A question was asked about if members needed to get approval for soil samples.

-The Board said that a property owner can clear trees to get access to get samples. No approval is needed to get soil samples.

-When an owner wants to put a septic system or build a house or example, the ACC request needs to be submitted and plans need to be submitted with it.

XIII) ADJOURN

The meeting was adjourned at 11:14 am.

Respectfully submitted this _____ day of _____, 2021

Brenda Pelaez, Office Manager

Reviewed and approved this _____ day of _____, 2021

by Mark Richwine, Board Vice President