

**COBBLESTONE TOWNHOMES HOA**  
**BOARD MEETING**  
November 16, 2021

Minutes of the Board Meeting of the Cobblestone Townhomes HOA, Pagosa Springs, CO, held by Zoom at 4:06pm MST.

I. CALL TO ORDER

II. ROLL CALL

A) DIRECTORS: Kristin McCollam; Dick Roberts; Bruce Stewart

B) HOMEOWNERS: Kristin McCollam #1, Blake Gansborg #2, Dick and Cathy Roberts #5, Bill Phillips #6, Bruce Stuart #8, and Crystal Perry #15.

III. PROOF OF NOTICE OF MEETING

Kristin McCollam sent notice of the meeting by email on November 11, 2021, to all directors and owners.

IV. APPROVAL OF MINUTES

Kristin McCollam moved to approve the minutes of October 28, 2021, Dick Roberts seconded, and the motion was unanimously approved.

V. MANAGER'S REPORT

A) The repair work from the lightning damage is underway. The cost will be about the same as our deductible.

B) The manager still needs keys to all units. Please get her one as soon as possible. The key is for emergency use only.

C) The manager has sent out emails to the STR units for the information still needed.

D) The manager has received insurance information on all units. Owners will be contacted when insurance information is needed next year around the renewal date.

E) There was a leak in Unit 13 and 14. It was determined that the units did not have pressure release valves (PRV). All units should be checked for the PRV. The master shut off valve and shut off valves for each building were located. A machinist is needed to manufacture the instrument to turn off valves that are locked deep in the ground.

VI. OLD BUSINESS

A) There is no update on the flood insurance.

B) There is no update on the reserve study.

C) The cost for an attorney to update the CCRs is estimated to be between \$2,000 and \$4,000.

VII. NEW BUSINESS

- A) Kristin McCollam needs help with Word Press which is what the website uses.
- B) The 2022 owners' dues packet was thoroughly discussed.

VIII. FINANCE

- A) The monthly P&L was included in the email sent on November 16, 2021.
- B) Kristin McCollam discussed the option for online dues payments last month. The accounting firm charges the HOA a \$10 fee each time it is used. We discussed charging it back to the Unit using the service.

The next meeting will be held in January. The annual meeting will be held in February or March.

IX. ADJOURNMENT



Secretary