

Crystal Lakes Road & Recreation Association
300 Tami Road
Red Feather Lakes CO 80545

ANNUAL MEETING NOTICE

May 1, 2018

Dear CLRRRA Property Owner:

The Board of Directors invites you to attend the CLRRRA Annual Meeting on Saturday, June 9, 2018, at 2:00 p.m. at the Community Center (300 Tami Road, Red Feather Lakes, CO 80545). The Annual Meeting will include a presentation of verbal and written reports, and official business of the Association will be conducted. Registration for the Annual Meeting will begin at 1:00 p.m. We encourage you to register prior to 2:00 p.m.; however, you may register at any time during the meeting. There will be door prizes, hors d'oeuvres and refreshments so please plan to attend.

If a Member wants to bring any item before the entire membership for a vote, as allowed by our governing documents, that issue must be presented to each Member by written notice at least 10 (ten) days before the meeting at a cost to be borne by the initiating Member. Please contact the Office if you wish to have an issue addressed by the Membership at the Annual Meeting.

As a reminder, you must be a member in good standing to vote at the Annual Meeting. The Association's annual disclosures, governing documents, meeting minutes and financials are posted on the R&R website (www.crystal-lakes.org). The local library provides free Internet access, or you can contact the Office for copies of specific documents.

Please contact the Office if you have any questions about the Annual Meeting. They can be reached via email (office@crystal-lakes.org) or phone (970-881-2250). Finally, we want to encourage all R&R property owners to stay informed by signing up for our electronic monthly newsletter and weekly Views. Simply visit the R&R website and click on the Email & Newsletter tab to sign up. Have a safe and enjoyable summer!

Kind Regards,

Cheryl Poage, President
Bryon Fessler, Vice President/Acting Treasurer
Steve Dirmeyer, Secretary
Jim McConnell, Member at Large
Bob Chesnut, Member at Large

Attachments:

1. CLRRRA Annual Meeting Agenda
2. CLRRRA Property Owner Reminders
3. CLRRRA Budget FY2018-2019

CLRRA ANNUAL MEETING AGENDA

- I. CALL TO ORDER**
 - A. Welcome
 - B. Meeting Conduct
 - C. Proof of Notice
 - D. Establish Quorum (50)
 - E. Purpose of Meeting
 - F. Introductions
- II. APPROVAL OF MINUTES**
- III. STATE OF THE ASSOCIATION**
 - A. President: Cheryl Poage
 - B. Treasurer: Bryon Fessler (acting)
 - C. Manager: Jim McConnell (acting)
 - D. Other Director Comments
- IV. FY2018-2019 BUDGET**
 - A. Presentation
 - B. Q&A
- V. BALLOT RESULTS (NONE)**
- VI. COMMITTEE UPDATES**
- VII. OWNER EDUCATION**
 - A. Management Model and Transition (President)
 - B. Deferred Maintenance (Treasurer)
- VIII. OUTSTANDING VOLUNTEER OF THE YEAR**
- IX. BOARD OFFICER ELECTIONS**
- X. MEMBER FORUM**
- XI. ADJOURNMENT**

There will be door prizes, hors d'oeuvres and refreshments so please plan to attend

CLRRA PROPERTY OWNER REMINDERS

Annual Assessments. Invoices were mailed on May 1st to the 1,590 property owners of record. The annual assessment is \$460, the same as last year, and it is due by June 1st. It is considered past due if not received by June 30th each year.

Transition. W&S decided to move their operations into their building effective June 1 and R&R has several decisions to make as a result of that decision. W&S no longer pays the \$35,000 annual overhead fee as their employees no longer use any R&R facilities or equipment. Additionally, W&S no longer contributes \$110,000 to R&R for salaries and wages as they no longer share 50% of the Community Association Manager (CAM) and Office staff and 33% of the Field staff. R&R held a town hall meeting, participated in a transition team with W&S for the past several months, created a transition webpage, and authored several newsletter articles to help keep property owners informed. Additional information will be provided at the annual meeting, including how the Board intends to fund the deficit for next fiscal year. Please bring your copy of the budget to the Annual meeting.

Office Closure Days. The R&R Office is now closed on Sundays and Mondays year-round except for our three major holiday summer weekends (Memorial Day, 4th of July and Labor Day). The Board reluctantly made this decision based on budget constraints (W&S's departure), historical usage (Sundays are very slow business days), and employee welfare (staff need to spend time with their families).

Deferred Maintenance. Three years ago, nearly half of our reserve component items had zero years remaining useful life meaning that they were overdue for repair or replacement, many by as much as ten years or more. Fast forward to the present and the Association is carrying approximately \$350,000 in deferred maintenance for the Shop remodel and Wapiti Center renovations (manager's office and basement). Previous Boards had every intention of completing this deferred maintenance; however, we went through several managers over the last few years and each time they asked the Board to delay the projects until they could get up to speed. Those delays added years to the projects that were already deferred. The Board recently took the first step in the design, bid, build process by contracting with an architecture company for the design phase. Luckily, previous Boards set aside the money in reserves to fund these projects so there will be no additional cost to property owners.

New Guest Fishing Passes. The R&R Board wants to thank the Fishing Board for taking the initiative to redesign the guest fishing passes. The new passes are more convenient for property owners and authorized guests to purchase ahead of time and they greatly decrease Office staff workload which is something the Board has been looking at given W&S's departure.

We need you! Committees are an important part of our Association operations. Committee members help keep our community vibrant; and, by augmenting paid staff, they save the Association thousands of dollars each year. Our community would not be what it is today without our active and effective committee members and they deserve our sincerest thanks. However, to be successful, our Association needs to cultivate fresh ideas and encourage additional property owner involvement in our committees; so, we would like your help on one of our committees. We have several openings on our Recreation & Hiking, Policy & Documents and Security Committees. Please contact the Community Association Manager for more information at manager@crystal-lakes.org.

CLRRA BUDGET FY2018-2019

INCOME			EXPENSE		
<u>Assessment Revenue</u>			<u>Administrative</u>		
3000	Assessments	\$ 705,500	5220	Office Equip. Repair	\$ 2,000
3002	Road Use Fees	\$ 2,000	5300	Watchman - Security	\$ 6,000
TOTAL	Assessment Revenue	\$ 707,500	6010	Cleaning Supplies	\$ 2,000
<u>Fishing Revenue</u>			6011	OHV Supplies	\$ 1,500
3001	Fishing Allotment	\$ 15,900	6460	Office Supplies	\$ 3,500
3501	Fishing Revenue	\$ 65,000	7510	Accounting Svcs Fee	\$ 25,620
3502	Fishing Donation	\$ 500	7511	Consulting Services	\$ 1,500
TOTAL	Fishing Revenue	\$ 81,400	7520	Legal - General	\$ 6,000
<u>Operating Revenue</u>			7521	Audit & Tax Prep	\$ 9,200
3500	Recreation Revenue	\$ 4,500	7522	Income Tax	\$ 200
3505	Slash Revenue	\$ 18,000	7523	Property Tax	\$ 350
3508	Special Trash Day	\$ 500	7530	Insurance	\$ 50,000
3540	Laundry Income	\$ 1,700	7540	Postage	\$ 3,700
3590	Other Income	\$ 5,000	7545	Phone/Internet	\$ 3,240
3604	OHV Fees	\$ 15,000	7550	Printing/Copies	\$ 2,000
3700	Legal Reimb.	\$ 5,000	7551	Meeting	\$ 750
3712	Basecamp Transfer Fee	\$ 17,500	7571	Contingency	\$ 5,000
3955	Interest - Homeowner	\$ 1,500	7573	Planning/Development	\$ 250
TOTAL	Operating Revenue	\$ 68,700	7575	Website Expense	\$ 240
<u>Rental Revenue</u>			7576	Computer Expense	\$ 1,000
3521	Trailer Storage Rental	\$ 13,125	7577	Cash Over/Short	\$ 150
3522	Facility Rental	\$ 1,000	7580	Legal - Collection	\$ 8,000
3523	Trailer Pad Rental	\$ 4,500	7600	Memberships	\$ 500
TOTAL	Rental Revenue	\$ 18,625	7631	Volunteer Appreciation	\$ 1,000
<u>Sales Revenue</u>			8710	Collection Admin. Fees	\$ 3,000
3509	PO Box Sales	\$ 1,600	8720	Bank Service Charges	\$ 100
3605	Map Sales	\$ 1,000	8721	Credit Card Fees	\$ 2,000
TOTAL	Sales Revenue	\$ 2,600	TOTAL	Administrative	\$ 138,800
ALL	CATEGORY INCOME	\$ 878,825	<u>Building Maintenance</u>		
			5100	Shop Labor	\$ 500
			5130	Shop Materials	\$ 1,000
			5141	Basecamp Labor	\$ 3,000
			5142	Basecamp Materials	\$ 4,500
			5143	Wapiti Ctr Labor	\$ 1,000
			5144	Wapiti Ctr Materials	\$ 1,000
			NEW	Cleaning Services	\$ 8,000
			TOTAL	Building Maintenance	\$ 19,000

Employee Expense

NEW	CAM Services	\$	80,000
5319	Wages-OT	\$	3,000
5320	Salaries/Wages	\$	211,700
5321	Payroll Taxes	\$	22,000
5322	Payroll Benefits	\$	34,200
5323	Payroll Services	\$	3,000
5324	Protective Clothing	\$	1,000
NEW	Training/Prof Develop	\$	2,000
5326	Mileage Reimb.	\$	500
5330	Recruiting	\$	1,000
7531	Workers Comp Ins	\$	10,000
TOTAL	Employee Expense	\$	368,400

Equipment Maintenance

6432	1998 Grader	\$	4,000
6433	2005 Cat Loader	\$	3,500
6434	2007 Skid Steer	\$	2,000
6435	1991 Ford Dump Truck	\$	2,000
6436	2016 Dodge Pickup	\$	1,500
6437	2000 Backhoe	\$	3,500
6439	2012 Ford Pickup	\$	3,000
6441	2015 Ford Pickup	\$	1,500
6442	1995 Road Water Truck	\$	500
6443	2017 Polaris ATV	\$	500
6444	1996 Cat Roller	\$	500
6445	2015 Big Tex Trailer	\$	350
6447	Warning Sirens	\$	3,000
TOTAL	Equipment Maint	\$	25,850

Fishing Expenses

7621	Watchman - Fishing	\$	8,000
7622	Fish Stocking	\$	58,000
NEW	Fishing Other	\$	5,400
TOTAL	Fishing Expenses	\$	71,400

Grounds Maintenance Expenses

4040	Trash Removal	\$	25,500
4041	Outside Toilets	\$	2,000
4042	Slash Operations	\$	9,000
NEW	Watchman - Slash	\$	4,000
6400	Shop Supplies	\$	1,000
6410	Shop Tools	\$	1,500
6411	Greenbelt Committee	\$	1,000
6413	Fuel	\$	15,500
	Grounds Maint		
TOTAL	Expenses	\$	59,500

Recreation Expenses

7582	Recreation Committee	\$	5,500
7630	Annual Meeting	\$	1,000
TOTAL	Recreation Expenses	\$	6,500

Reserve Fund Transfer

8801	Transfer to Reserves	\$	246,462
NEW	Fishing Habitat Reserves	\$	10,000
TOTAL	Reserve Fund Transfer	\$	256,462

Road Maintenance

5106	Weed Control	\$	2,000
5180	Snow Removal	\$	15,000
5199	Road Drainage/Culvert	\$	6,000
5231	Signage	\$	2,000
5312	Bridge Maintenance	\$	2,000
5314	Road Maint Material	\$	50,000
TOTAL	Road Maintenance	\$	77,000

Utilities Expenses

4020	Basecamp Propane	\$	4,000
4021	Shop Propane	\$	1,200
4022	Wapiti Center Propane	\$	3,500
4030	Basecamp Electricity	\$	2,000
4031	Shop Electricity	\$	2,000
4032	Wapiti Center Electricity	\$	1,000
4036	Trailer Pad Utilities	\$	2,000
TOTAL	Utilities Expenses	\$	15,700

ALL	CATEGORY EXPENSE	\$	1,038,612
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	BUDGET DEFICIT	\$	(159,787)
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	OPERATING RESERVES		
	(ONE YEAR ONLY)	\$	159,787

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