



Crystal Lakes Road and Recreation Association
Board of Director's Meeting
January 20, 2018
MINUTES

I. **Call to Order:**

The meeting was called to order on January 20, 2018, at 1:06 p.m. at the Crystal Lakes Wapiti Room, 300 Tami Road, Red Feather Lakes; CO.

Directors Present: President Cheryl Poage
Secretary Steve Dirmeyer

Directors Absent: Vice President Bryon Fessler
Member at Large Jim McConnell

Per Conference Call: Treasurer Andrew Burt

Others Present: Stella Anderson CL Office Manager

Property Owners: 4 in Attendance

II. **Approval of Agenda:**

The Board reviewed the agenda for the January 20, 2018, Board of Directors meeting.

A motion was made by Steve Dirmeyer and seconded by Andrew Burt to approve the agenda. The motion was approved unanimously.

III. **Property Owner Forum:** No comments at this time.

IV. **Consent Agenda:**

A. Meeting Minutes from December 16, 2017

B. E-Vote: ***A motion was made on December 23, 2017, by Bryon Fessler and seconded by Jim McConnell to write off the \$540.23 balance on account #52022 due to foreclosure. The motion was approved unanimously.***

C. E-Vote: ***A motion was made by Bryon Fessler and seconded by Jim McConnell to write off the following account balances due to HMI accounting errors: \$46.27 on account #51256, \$44.90 on account #51286, \$44.90 on account #52065, \$14.00 on account #52204, \$9.78 on account #51819, \$9.12 on account #50677, \$8.42 on account #50684, \$7.90 on account #51980, \$7.90 on account #51299, and \$5.83 on account #51226. The motion was approved unanimously.***

A motion was made by Andrew Burt and seconded by Jim McConnell to approve the Consent Agenda. The motion was approved unanimously.

A motion was made by Andrew Burt and seconded by Steve Dirmeyer to approve the e-votes from the December meeting. The motion was approved unanimously.

V. Officer's Reports:

- A. **President's Report:** President reported the hiring of the Road and Facility supervisor is complete. Supervisor will start Wednesday January 24, 2018. The hiring of a Road and Facility Technician is also underway.
- B. **Treasurer's Report:** Board Treasurer reported the progress for the 18-19 budget is underway and good progress is being made, (see Treasurer's Report attached).

A motion was made by Andrew Burt and seconded by Steve Dirmeyer to accept the financials for November 2017 and place on file for the auditor. The motion was approved unanimously.

A motion was made by Andrew Burt and seconded by Steve to ratify the expenses and payables for November 2017. The motion was approved unanimously.

- C. **Secretary's Report:** Board Secretary reported on current topics on the Board calendar including budget meetings for next year. Expressed concerns with the Slash Depot clean up phase, disagrees with extra costs associated with method of clean up. Treasurer will send expense explanation. Secretary will speak with the new Road and Facility supervisor about the cleanup process.

VI. Other Reports:

- A. **Attorney Status Report:** No discussion on the report at this time. Treasurer suggested listing in the View for property owners interested in purchasing. Both neighbors to this property still interested but no official offers have been made.

VII. Committee Reports:

The Board wants to thank Terri Meadows and Sharon Fessler for their contributions to the community while on the Recreation and Hiking Committee.

- A. **Fishing Committee Report:** Lou Phillipe speaks further on the topic during the Reports & Correspondence session.
- B. **Policy & Docs:** Herb Hanlen has requested to suspend meetings only for the interim for the Policy & Docs committee, will continue to work on documents.

VIII. Unfinished Business:

- A. **FEMA Grant/Hazardous Fuels Reduction Project:** Waiting on FEMA report, no news on grant.
- B. **Deferred Maintenance Projects:** Waiting on second quote.
- C. **OHV Access to National Forest: Bear Gulch – Next Steps:** Board President requested the contact information for property owners on 11 & 12 to set up a meeting requested by property owners. Office manager will supply information.
- D. **Entrance Sign:** No additional information at this time. Secretary suggested the CLVD sign to be placed next to the CL sign on the green belt. President stated a plot of the proposed sign location should be submitted and a formal request to move the sign.

- E. Records Retention and Destruction Policy: No discussion at this time. Tabled until next month at Vice President's request.
- F. Committee Charter Updates: All charters were submitted for review. ACC and Hearing Panel only committees with updates. President requested postponement of this topic for a future meeting.

IX. New Business:

- A. Harold Gile Memorial Structure: The President requested that the project be submitted through the Community Fund which would allow better coordination with their plans. In addition, the project will need to be presented to the ACC for approval. Barb Groves and Sharon Cooper present and members of the Community Fund agreed to meet with Harold Gile to evaluate project.

X. Reports and Correspondence:

- A. Work Order Report: The Office Manager provided a report for Board review.
- B. Correspondence:
 - i. Fishing Passes: Lou Phillippe explained the new passes and stated the passes are modeled after the system currently used by RFL. The process will reduce staff time, will be more convenient, material is cloth based. The new design cannot be replicated like current passes. The committee will also evaluate offering color coded half-day passes. Board did not make an official motion to proceed however the Board in general gives their approval with the concept.
 - ii. Mike Bilo loves the idea but expressed concerns over the adhesive used for the passes. The adhesives used on the RFL passes leaves residue on clothing that cannot be cleaned off.

A motion was made by Cheryl Poage and seconded by Steve Dirmeyer to adjourn into executive session to discussion insurance concerns with reclassifications and costs at 2:07 pm. The motion was approved unanimously.

A motion was made by Steve Dirmeyer and seconded by Andrew Burt to adjourn the Executive Session at 2:31 p.m. The motion was approved unanimously.

XI. Adjournment:

A motion was made by Andrew Burt and seconded by Steve Dirmeyer to adjourn the Board Meeting at 2:32 pm. The motion was approved unanimously.

*Next Meetings:
CLRRRA Board on February 17, 2018 at 1:00 pm
Joint Board on February 17, 2018 at 10:00 am*

**MONTHLY TREASURER'S REPORT FOR NOVEMBER 2017 FINANCIALS
AS OF JANUARY 13, 2018**

Part I: Critical Notes and Motions for Current Meeting

1. **MOTION #1:** Accept the financials for November 2017 and place on file for the auditor
2. **MOTION #2:** Ratify the expenses and payables for November 2017
3. No Water and Sewer Equipment rental for the month

Part II: Open Items from Prior Month

- Started focusing on 2018/2018 budget
- Continue to push greater automation of interface between POS system and Westwind to increase speed and accuracy of financial statements
- Had meeting with our collections attorney, community manager, and Westwind to review Collections Report= reduced past due amounts by \$11.5k during the month!

Part II: Financial Statement Review

Balance Sheet

- Operating cash balances decreased by \$80k as expenses exceeded revenues for the month.
- Prepaid Assessments (liability) was essentially flat to prior month

Income Statement

Revenues

<u>Month to Date</u>	<u>Year to Date</u>
<ul style="list-style-type: none"> • Revenues were favorable to budget by \$12k • Assessment revenue was \$10k favorable to budget • Fishing revenue was below budget by \$4k • Operating revenue exceeded budget by \$5k • Rental revenue and sales revenue were \$1k favorable to budget <p>=> \$15k of this favorability is attributable to legal reimbursement and assessment revenue collected on past due amounts</p>	<ul style="list-style-type: none"> • Revenues exceeded budget by \$113k • All revenue categories exceeded budget year to date

Expenses

<u>Month to Date</u>	<u>Year to Date</u>
<ul style="list-style-type: none"> • Expenses were \$54k over budget • Administrative Expenses were \$5k favorable to budget • Employee expenses were \$3k favorable to budget • Equipment maintenance was \$1k favorable to budget • Fishing expenses were \$3k favorable to budget 	<ul style="list-style-type: none"> • Year to date expenses are \$13k unfavorable to budget primarily due to fishing expenses over budget by \$11.5k (on increased revenue)

<ul style="list-style-type: none"> • Ground Maintenance expense were \$19k unfavorable to budget, mainly due to timing of slash operations payment • Road Materials were \$47k favorable to budget due to timing of road materials purchase • Utility expenses were \$2k over budget 	
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According to our monthly financials, we incurred a net loss this month of \$43k and a year to loss of \$14k.

Reserves

We earned \$840 in interest income during the month and our investments had an unrealized gain of \$2,154. We paid \$3,252 for fire mitigation and \$4,987 for snow plow equipment. Net change to reserve balance was a decrease of \$5,246

Part III: Payables Review

Voided Checks:

- Terri Meadows- \$9.00
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Debit Card Transactions

- Reviewed debit card transactions for the month. No issues noted.

Potential Conflicts of Interest with Payables:

- Check to Bryon Fessler for \$66.31- signed off by two other board members to resolve conflict of interest
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Part IV: Account Review

- Amounts in Alliance checking and Guarantee operating accounts exceeds FDIC Insured Amounts. Need to correct in future. Reserve transfer of \$250k was completed during August helping to reduce impacted amount.

Part V: Past Due Balances

	Current to 60 Days	60-90 Days	90 to 119 Days	>120 Days	TOTAL
Current Month	\$3,850	\$980	\$3,626	\$38,932	\$47,388
Prior Month	\$3,173	\$3,771	\$3,401	\$48,532	\$58,827
Increase/(Decrease)	\$677	(\$2,791)	\$225	(\$9,600)	(11,489)

Westwind working to reconcile to Legal Collections Report.

Other Items

- None Noted