



Crystal Lakes Road and Recreation Association  
Board of Director's Meeting  
February 17, 2018  
**MINUTES**

I. **Call to Order:**

The meeting was called to order on February 17, 2018, at 1:02 p.m. at the Crystal Lakes Wapiti Room, 300 Tami Road, Red Feather Lakes; CO.

**Directors Present:**

President	Cheryl Poage
Vice President	Bryon Fessler
Secretary	Steve Dirmeyer
Treasurer	Andrew Burt
Member at Large	Jim Mcconnell

**Others Present:**

Stella Anderson	CL Office Manager
John Mcguire	CL Road and Facilities Supervisor

**Property Owners:** 6 in Attendance

II. **Approval of Agenda:**

The Board reviewed the agenda for the February 17, 2018, Board of Directors meeting.

A. The Harold Gile Memorial Structure was moved to next month.

The Board is supportive of the idea; however, they need to see a complete plan/proposal with the cross removed, ongoing maintenance responsibility, etc. in order to make an informed decision. Steve Dirmeyer volunteered to relay this information to property owner Harold Gile who is graciously donating the structure.

B. Item b. Under New Business, Workwell Occupational Medicine was removed.

C. Item G under New Business, Collection Policy for Attorney was removed from item.

D. The addition of Employee Safety Manual under New Business

E. The addition of the Community Association Manager (CAM) Proposals under New Business

F. The addition of the Payroll Processing Proposal was added under New Business

***A motion was made by Bryon Fessler and seconded by Andrew Burt to approve the amended agenda. The motion was approved unanimously.***

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

IV. **Consent Agenda:**

The minutes of the January 20, 2018, Board of Directors meeting were reviewed previously via email.

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

V. **Officer's Reports:**

A. **President's Report:** No discussion at this time.

- B. **Treasurer's Report:** Board Treasurer is focusing on the 2018/2019 budget, finding an auditor etc. Also reported on items of concern in the financials; no Water and Sewer Equipment rental for the month.

***A motion was made by Andrew Burt and seconded by Bryon Fessler to accept the financials for December 2017 and place on file for the auditor. The motion was approved unanimously.***

***A motion was made by Andrew Burt and seconded by Bryon Fessler to ratify the expenses and payables for December 2017. The motion was approved unanimously.***

***A motion was made by Andrew Burt and seconded by Bryon Fessler to authorize the Treasurer to invest \$300,000 in main Reserve account in a 3 month bank CD at an APY of 1.4% or better. The motion was approved unanimously.***

- C. **Secretary's Report:** Board Secretary reported the need to schedule a date for budget planning. A tentative date of Saturday March 10, 2018 was set.

VI. **Other Reports:**

- A. **Attorney Status Report:** The Board reviewed the properties that are at the attorney for collections and reiterated the motion they passed at the Joint meeting directing the attorney to proceed with a collections lawsuit after the 30-day demand has expired.

- B. **Manager's Report:** Jim McConnell, Interim Volunteer CAM, introduced John Mcguire and mentioned the new full time hired technician Steve Smith.

***A motion was made by Jim McConnell and seconded by Andrew Burt to authorize John Mcguire to purchase the auger attachment from Wagner Equipment, the lowest of the 2 bids. The motion was approved unanimously.***

- VII. **Committee Reports:** No discussion at this time.

VIII. **Unfinished Business:**

- A. **FEMA Grant/Hazardous Fuels Reduction Project:** No discussion at this time.

- B. **Deferred Maintenance Projects:** Bryon Fessler reported on proceeding with the design phase (\$14,870) that will include Manger's Office, Shop and Basement. Two contractors will participate in the bid phase.

***A motion was made by Bryon Fessler and seconded by Jim McConnell to accept the Architectural Services proposal dated February 2, 2018 for approximately \$14,870 between Kenney Lee Architecture Group, Inc. and CLRRRA. The motion passed with Andrew Burt voting no and Cheryl Poage not voting. Per the CLRRRA Bylaws, "The President may vote on any issue whether or not the vote is needed to make a difference. All Directors present, other than the President, must vote on each issue unless a conflict of interest is shown."***

- C. **OHV Access to National Forest: Bear Gulch – Next Steps:** Cheryl Poage invited the property owner's representative to the March meeting to present their alternate route.

- D. **Entrance Sign:** Cheryl Poage reported the sign would be placed on site sometime in April.

- E. Records Retention and Destruction Policy: No discussion at this time. Tabled until next month at Vice President's request.
- F. Committee Charter Updates: Secretary reported the remainder of the committee charter updates would be ready for the March meeting. The Board reviewed the proposed changes to the submitted committee charters.

***A motion was made by Bryon Fessler and seconded by Andrew Burt to approve the amended charter for the Architectural Control Committee. The motion was approved unanimously.***

***A motion was made by Bryon Fessler and seconded by Jim McConnell to approve the amended charter for the Hearing Panel Committee. The motion was approved unanimously.***

***A motion was made by Steve Dirmeyer and seconded by Jim McConnell to recertify the remaining charters and leave them as is. The motion passed unanimously.***

The Board asked the Office Manager to update the charters, post them on the website and inform the Committee Chairs.

#### **IX. New Business:**

- A. Consolidation of lots 04036 & 04055: Difference between consolidation and combined lots was discussed. Office Manager will reach out to property owners and explain the process to request a waiver for late fees.
- B. Placement of Fire Department sign: Approval was granted for the CLVD sign to be placed next to the CL sign on the green belt between lots 20 & 21 in the 11<sup>th</sup> filing, utility easement Track J on Tami Rd.
- C. R & R and Westwind Contract:

***A motion was made by Bryon Fessler and seconded by Andrew Burt to accept the Community Associations Consulting Agreement dated March 1, 2018 for \$150 per hour plus reimbursable costs between Westwind Management Group, Inc. and CLRRRA. The motion was approved unanimously.***

- D. Rock Grizzly Attachment: The Road & Facilities Supervisor presented the Board with a proposal to purchase a used rock and soil separator.

***A motion was made by Bryon Fessler and seconded by Jim McConnell to authorize the Road & Facilities Supervisor to purchase a used rock and soil separator at the cost of \$2,000 to be paid for out Reserves. The motion passed unanimously.***

- E. Contracted Cleaning Services: The Board discussed the need to revert back to a contracted cleaning service instead of a part-time employee. The Board asked the Office Manager to encourage the current Porter to respond to the RFQ.

***A motion was made by Jim McConnell and seconded by Andrew Burt to issue an Request for Quote (RFQ) for contract cleaning services effective April 1, 2018. The motion passed unanimously.***

- F. 2017 Employee Tax Forms: President reported, Westwind Management currently preparing forms and will be sending out forms by February 20, 2018.
- G. Purchasing Policy/Collection: Decision was made to proceed with current policy. Herb Hanlen, present, was asked to explore a purchasing policy for day to day operations.
- H. Employee Safety Manual: The Board discussed the need for an employee safety manual.

***A motion was made by Jim McConnell and seconded by Andrew Burt to approve the CLRRA Employee Safety Handbook dated January 28, 2018. The motion passed unanimously.***

- I. Community Association Manager (CAM) Proposals: The Board briefly discussed the two proposals received to date, one for a part-time portfolio CAM and the other for a full-time CAM. The Board asked Bryon Fessler to work with Westwind Management on the part-time CAM and Andrew Burt to work with Grand Manors on the full-time CAM with the goal of making a CAM decision at the March meeting.
- J. Payroll Processing Proposal: The Board is moving away from CoAdvantage as a result of W&S's decision to move their operations into their own building and no longer share personnel and equipment. The Board solicited proposals from four payroll companies.

***A motion was made by Bryon Fessler and seconded by Jim McConnell to approve the ADP Complete Payroll and HR proposal for \$95 per payroll plus associated annual costs for part-time staff and W-2s effective April 1, 2018. The motion passed unanimously.***

**X. Reports and Correspondence:**

- A. Work Order Report: The Office Manager provided a report for Board review.
- B. Correspondence:

***A motion was made by Andrew Burt and seconded by Steve Dirmeyer to appoint Helain Steele as the Co-Chair for the Recreation & Hiking Committee to focus on hiking only. The motion was approved unanimously.***

**XI. Adjournment:**

***A motion was made by Andrew Brut and seconded by Jim McConnell to adjourn the Executive Session at 2:51 p.m. The motion was approved unanimously.***

*Next Meetings:*

*CLRRA Board on March 17, 2018 at 1:00 pm*

*Joint Board on March17, 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"> <li>• Revenues were favorable to budget by \$12k</li> <li>• Assessment revenue was \$10k favorable to budget</li> <li>• Fishing revenue was below budget by \$4k</li> <li>• Operating revenue exceeded budget by \$5k</li> <li>• Rental revenue and sales revenue were \$1k favorable to budget</li> </ul> <p><b>=&gt; \$15k of this favorability is attributable to legal reimbursement and assessment revenue collected on past due amounts</b></p>	<ul style="list-style-type: none"> <li>• Revenues exceeded budget by \$113k</li> <li>• All revenue categories exceeded budget year to date</li> </ul>

**Expenses**

<u>Month to Date</u>	<u>Year to Date</u>
<ul style="list-style-type: none"> <li>• Expenses were \$54k over budget</li> <li>• Administrative Expenses were \$5k favorable to budget</li> <li>• Employee expenses were \$3k favorable to budget</li> <li>• Equipment maintenance was \$1k favorable to budget</li> <li>• Fishing expenses were \$3k favorable to budget</li> <li>• Ground Maintenance expense were \$19k unfavorable to budget, mainly due to timing of slash operations payment</li> </ul>	<ul style="list-style-type: none"> <li>• Year to date expenses are \$13k unfavorable to budget primarily due to fishing expenses over budget by \$11.5k (on increased revenue)</li> </ul>

<ul style="list-style-type: none"> <li>• Road Materials were \$47k favorable to budget due to timing of road materials purchase</li> <li>• Utility expenses were \$2k over budget</li> </ul>	
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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**

	<b>Current to 60 Days</b>	<b>60-90 Days</b>	<b>90 to 119 Days</b>	<b>&gt;120 Days</b>	<b>TOTAL</b>
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)	<b>\$677</b>	<b>(\$2,791)</b>	<b>\$225</b>	<b>(\$9,600)</b>	<b>(11,489)</b>

Westwind working to reconcile to Legal Collections Report.

**Other Items**

- None Noted