



Crystal Lakes Joint Associations
Board of Director's Meeting
February 17, 2018
10:00 am. in the Wapiti Room

I. Call to Order:

The meeting was called to order on Saturday, February 17, 2018, at 10:00 a.m. in the Wapiti Room, 300 Tami Road, Red Feather Lakes, CO. The meeting was chaired by Cheryl Poage.

CLWSA Directors Present:	President	Jack Goodell
	Vice President	Doug Ritter
	Treasurer	Kevin Schwindt
	Secretary	Kelly Close
	CLWSA Member at Large	Russ Baxley
CLRRA Directors Present:	President	Cheryl Poage
	Vice President	Bryon Fessler
	Treasurer	Andrew Burt
	Secretary	Steve Dirmeyer
	CLRRA Member at Large	Jim McConnell

Others Present: Maria "Stella Anderson Crystal Lakes Office Manager

Property Owners Present: 2

II. Approval of Agenda:

A motion was made by Jack Goodell and seconded by Jim McConnell to approve the Agenda. The motion was approved unanimously.

III. Property Owner Forum: No property owner comments at this time.

IV. Consent Agenda:

Minutes from the January 6, 2018 meeting were reviewed and approved electronically prior to this meeting.

A motion was made by Russ Baxley and seconded by Brian Fessler to approve the Consent Agenda, ratifying approval of the January 6, 2018 minutes. The motion was approved unanimously.

V. Officer's Reports: None

VI. Manager's Reports:

Interim volunteer manager Jim McConnell introduced the new Road and Facilities Supervisor John McGuire and reported progress on tool and equip inventory and re-keying of basecamp and locks. CLRRA now has 3 full time staff on payroll.

VII. Unfinished Business:

- A. Attorney Status – Joint Properties: No discussion.
- B. Budget Planning: Board Presidents indicated this work is proceeding individually; CLWSA has had preliminary discussions and will schedule a planning session soon. Other topics related to budget planning will be covered under Transition Items.
- C. Overhead Fee: This will be covered under Transition Items, and removed from this part of the agenda for future meetings.

I. New Business:

- A. Collections Process: Attorney is currently holding off on filing collections lawsuits for R&R, waiting on W&S collection to catch up, in order to file joint collections lawsuits. The Boards do not support waiting to file collection lawsuits, only joint foreclosures.

A CLRRA motion was made by Bryon Fessler and seconded by Jim McConnel to direct the attorney to proceed with R&R collections lawsuits after the 30 day demand letter deadline has expired.

A CLWSA motion was made by Doug Ritter and seconded by Russ Baxley to direct the attorney to proceed with R&R collections lawsuits after the 30 day demand letter deadline has expired.

- B. 180 Ada Ct / 07042 Clean up: The Associations jointly own this parcel. Steve Dirmeyer solicited bids for cleanup of the property and received estimates from three vendors. The Board directed Steve to develop a formal contract that includes a scope of work, timeline, insurance information and change order process and offer this to the low bidder, Genco Construction, LLC. There was consensus that the Associations will split the costs for cleanup 50/50. It was also noted that while this parcel is owned 50/50 by the Associations, R&R has more invested in it to date and will receive more of the proceeds when the property is sold.
- C. John Sprackling Memorial Bench at East end of Lakeside Park. This item was moved to the CLWSA meeting, as it is not a joint issue.
- D. Transition Items/Issues
The Transition Committee (aka Transition Team) presented their progress to date, including several recommendations to the board. Recommendations and resulting motions included:

The Transition Team recommended payments to either Association from the other should be completed by May 1, 2018 if possible, to allow time to reconcile on the financials before the end of the fiscal year.

The Transition Team recommended W&S sell its share in the jointly owned 2016 Dodge pickup to R&R.

A CLRRRA motion was made by Bryon Fessler and seconded by Steve Dirmeyer to offer \$12,500 payable from Reserves to CLWSA for their share of the 2016 Dodge Ram Pickup, the result of CLWSA's decision to move their operations into their own building and no longer share personnel and equipment.

A CLWSA motion was made by Kevin Schwindt and seconded by Russ Baxley to accept the offer of \$12,500 for the 2016 Dodge Ram Pickup.

The Transition Team recommended W&S take one of the 5 Dell computers from the Base Camp office, having cost shared in the update of those computers 2 years ago. R&R will direct staff to have the computer cleaned off by April 1.

The Transition Team recommended establishing separate (W&S/R&R) consulting agreement with Westwind Consulting.

A motion was made by Bryon Fessler and seconded by Kevin Schwindt to terminate the joint Community Associations Consulting Agreement dated January 1, 2018 for \$150 per hour plus reimbursable costs between Westwind Management Group, Inc, CLRRRA, and CLWSA, the result of CLWSA's decision to move their operations into their own building and no longer share personnel and equipment.

The Transition Team is actively looking for different benefits and payroll options for CL staff after the Associations hire their own staff and recommended to provide the required 90 days notice to terminate the current benefits and payroll provider, CoAdvantage.

A motion was made by Bryon Fessler and seconded by Russ Baxley to terminate the joint Client Services Agreement dated January 20, 2017 between CoAdvantage and CLRRRA and provide the required 90 day notification to align with the May 10, 2018 pay date, the result of CLWSA's decision to move their operations into their own building and no longer share personnel and equipment.

The Transition Team recommended each Association establishing its own contract with auditor Houston Accounting Services.

The Transition Team recommended each association will hire its own manager, field staff and office staff.

The Transition Team recommended the elimination of the Overhead Fee for the next fiscal year. There was consensus on this, however a motion will wait until the April meeting.

The Transition Team recommended the Shared Expense Agreement document be revised to reflect the change in structure. The Transition Team will draft the changes and present to the Joint Boards for approval after all other decisions are made, at the May meeting.

The Transition Team recommended elimination of the Water Fee (\$1200/year to R&R from W&S) and the Sewer Fee (\$1200/year to W&S from R&R) for the next fiscal year.

The Transition Team recommended placing the eliminating the handling of any and all mail packages by the Base Camp office. The package handling work by staff is currently split 50/50 between the Associations, however it is not technically a service either Association provides. Further discussion of this topic will occur at the April Joint Board Meeting, and this will be advertised in the View ahead of time so that interested property owners can attend.

The Transition Team recommended that printed materials with information for property owners on where and how to find and contact W&S be made available in the Base Camp office to facilitate R&R staff in directing people with W&S questions.

E. CLVFD Liability Insurance/Agreements. The Board Presidents were directed to work with the Fire Chief to ensure that all insurance and agreement paperwork is in place to protect both Associations and their property owners from liability due to training exercises and other non-emergency activities.

- II. **Reports and Correspondence:** No items for discussion.
- III. **Executive Session:** None
- IV. **Adjournment:**

A JOINT motion was made by Bryon Fessler and seconded by Russ Baxley to adjourn the Board meeting at 12:03 p.m. The motion was approved unanimously.

The next regularly scheduled meeting of the Joint Boards is Saturday, March 17, 2018 at 10:00 a.m. in the Wapiti Room.

(All Boards meet on the 3rd Saturday of the month)