



Crystal Lakes Joint Associations

Board of Director's Meeting

March 25, 2017

1:00 p.m. Wapiti Room

MINUTES

Call to Order

The meeting was called to order on Saturday, March 25, 2017 at 1:03 p.m. at the Crystal Lakes Wapiti Center, Wapiti Room, 300 Tami Road, Red Feather Lakes, CO. The meeting was chaired by CLRRRA President Jim Narva.

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|--------------------------|-----------------------|-------------------------|
| CLWSA Directors Present: | President | Jack Goodell |
| | Vice President | Doug Ritter |
| | Treasurer | Bob Strazer (Via Phone) |
| | Secretary | Kelly Close (Via Phone) |
| | CLWSA Member at Large | Russ Baxley |

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| CLRRRA Directors Present: | President | Jim Narva |
| | Vice President | Cheryl Poage |
| | Treasurer | Bryon Fessler |
| | Secretary | Casey Meadows |
| | CLRRRA Member at Large | Doug Durica |

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| Others Present: | Randy Roberts | Crystal Lakes Association Manager |
| | Brenna Rice | Crystal Lakes Office Staff |

Property Owners: 8 in Attendance

Property Owner Forum: No property owner comments.

Review of Agenda: The Boards proposed to add Item #8 under New Business "Elk Ridge Ranches". ***A motion was made by Bryon Fessler and seconded by Russ Baxley to approve the agenda as amended. The motion passed unanimously.***

Consent Agenda:

A. **Approval of Minutes:** ***A motion was made by Jack Goodell and seconded by Cheryl Poage to approve the meeting minutes from December 17, 2016. The motion passed unanimously.***

Unfinished Business

A. **Overhead Fee FY 2016-2017:** No financial results were available for January or February due to the transition of accounting service providers, thus no discussion was possible on the third quarter of the Overhead Fee.

B. **3062 Ottawa Way:** The CLWSA Vice President reported the Association could list the property for approximately \$23,000 if the Association completed minor improvements, such as an extended driveway. The CLRRRA Board agreed pending both Associations are made whole for the cost of improvements upon sale. ***A motion was made by Jack Goodell and***



seconded by Russ Baxley to list the property through Tim White with Summit Real Estate for \$23,000 with 6% sales commission. The motion passed unanimously.

New Business

A. FY 2017-2018 Budget Discussion:

1. CLRRRA Budget Update: The CLRRRA President reported the second budget meeting will be held today at 3 p.m. The Slash Depot may have a small increase in rates to break even on cost of operation. The CLRRRA projected reserve contribution is on track to be made in whole. The Association Manager reported on the individual items to be adjusted for the CLRRRA 2017-2018 Budget. The Boards are expecting the Association Manager to implement a safety program, which hopefully will help reduce Worker's Compensation insurance policy costs in the future.

A motion was made by Bryon Fessler and seconded by Russ Baxley to share Worker's Compensation costs 50/50 between the two Associations for FY 2017-2018 and revert to 1/3, 2/3 split of costs for FY 2018-2019. The motion passed with nine (9) yes votes and one (1) no vote cast by Bob Strazer.

The Association Manager has action items to competitively bid the Worker's Compensation Policy for 2/1/2018 renewal, as well as to implement a Safety Program this year.

2. CLWSA Budget Update: The Association Manager reported on increased costs in the CLWSA budget. Sewer haul expenses have increased from earlier years as waste removal is now performed under agreement with McDonald Farms, versus use of the 11th Filing septic system/digester, which is no longer active. Sewer septic/vault work order prices for CLWSA will increase to offset increased costs for waste removal. CLWSA advised CLRRRA that \$100 per month will be charged in FY2017-2018 for Water Revenue. CLRRRA has an offsetting charge for sewer, thus \$1,200 will be added to the Overhead Fee.
3. Overhead Fee FY2017-2018: The CLRRRA Treasurer reported the CLWSA Overhead Fee for 2017-2018 is projected to be \$35,000.
4. Other Shared Expense Categories: It was agreed to move two additional minor shared office expense categories (Website and Cash Over/Short) to be included in the CLWSA Overhead Fee for FY2017-2018.
5. Payroll Expense Booking & Reporting: The CLRRRA Treasurer reported CoAdvantage handles employee payroll, and future payroll reports will be properly assigned and split per the Association employee payroll percentage split. One exception is regarding overtime, where the Association Manager will need to instruct Westwind each pay period regarding any overtime hours booked by employee and the cause of the overtime to support correct booking.
6. Cross Association Invoices: Cross Association invoices were covered during the Overhead Fee FY2017-2018 discussion.
7. 2015 Ford Truck: ***A motion was made by Bryon Fessler and seconded by Casey Meadows for CLRRRA to pay CLWSA \$10,500 for their share of the 2015 Ford F250 Pickup. The motion passed unanimously.***



A motion was made by Doug Ritter and seconded by Russ Baxley for CLWSA to sell their share of the 2015 Ford F250 Pickup to CLRRA for \$10,500. The motion passed unanimously.

8. Elk Ridge Ranches: The Boards discussed updates that would have to be made to Elk Ridge Ranches, such as road improvements, to consider Crystal Lakes absorbing Elk Ridge Ranches Association (ERRA). The attorney has been requested to provide information back to both Association's regarding the potential process for joining ERRA with Crystal Lakes, per initial correspondence to the Boards.

- B. Westwind Linkages and Data Management:
 1. VMS System: Village Management Software is Westwind's property management software. The Association Manager reported on some questions regarding difficulties with remote system access and lack of information on multiple owner names in their initial work with system. In general, the system appears to have similar or better functionality than what HMI offered.
 2. Work Order & Invoices: The Association Manager reported that work orders are now paid locally with the front office. Staff does not yet have a way to assign payments to Westwind's property owner records.
 3. Other Owner Invoices & Payments: The Association Manager suggested Trailer and Boat Storage invoicing and payments be completed through Westwind so that property owner accounts reflect this data.
 4. Status & Options for Other Property Owner Master Data: The Association Manager reported on HMI and manually recorded data from 2016 suggesting the possibility to convert this data into a database. The CLRRA Vice President stated all data needs to be moved to a SQL database for security purposes versus MS Access.

- C. Employee Handbook: The Association Manager asked to defer this topic to Executive Session.

Reports and Correspondence: The Association Manager reported the increase in property transfer costs are a topic of discussion with realtors and property sellers. It was noted that CLWSA will reinstate a \$60 transfer fee for FY2017-2018.

Executive Session: ***A motion was made by Jack Goodell and seconded by Bryon Fessler to enter executive session to review personnel matters. The motion passed unanimously.*** The Boards entered into executive session at 3:03 p.m.

A motion was made by Jack Goodell and seconded by Bryon Fessler to adjourn executive session. The motion passed unanimously. The Boards adjourned the executive session and reconvened into open session at 4:00 p.m.

A motion was made by Cheryl Poage and seconded by Jack Goodell to accept the proposal for an Employee Handbook. The motion passed unanimously.



CRYSTAL LAKES

Road and Rec Association
Water and Sewer Association

A motion was made by Bryon Fessler and seconded by Jack Goodell to increase the paid time off from 10 to 12 days for the Association Manager effective March 25, 2017. The motion passed unanimously.

Adjournment: A motion was made by Doug Ritter and seconded by Casey Meadows to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 4:04 p.m.

The next regularly scheduled meeting of the Joint Boards will be held on Saturday, June 17, 2017 at 1:00 p.m. in the Crystal Lakes Wapiti Room.



Crystal Lakes Joint Associations
Board of Director's Meeting
June 17, 2017
1:00 p.m. in the Wapiti Room

MINUTES

I. Call to Order:

The meeting was called to order on Saturday, June 17, 2017 at 1:03 p.m. at the Crystal Lakes Wapiti Room, 300 Tami Road, Red Feather Lakes, CO. The meeting was chaired by CLWSA President Jack Goodell.

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| CLWSA Directors Present: | President | Jack Goodell |
| | Vice President | Doug Ritter |
| | Treasurer | Kevin Schwindt |
| CLWSA Directors Absent: | Secretary | Kelly Close (Excused) |
| | CLWSA Member at Large | Russ Baxley (Excused) |
| CLRRA Directors Present: | President | Bryon Fessler |
| | Treasurer | Andrew Burt |
| | Secretary | Steve Dirmeyer |
| | CLRRA Member at Large | Jim McConnell |
| CLRRA Directors Absent: | Vice President | Cheryl Poage (Excused) |
| Others Present: | Randy Roberts | CL Association Manager |
| | Kathy Visser | CL Office Staff |
| Property Owners: | 2 in Attendance | |

II. Approval of Agenda: *A motion was made by Jim McConnell and seconded by Kevin Schwindt to approve the agenda as amended. The motion passed unanimously.*

III. Property Owner Forum: No property owner comments.

IV. Approval of Minutes: *A motion was made by Steve Dirmeyer and seconded by Doug Ritter to approve the meeting minutes from March 25, 2017, as corrected. The motion passed unanimously.*

V. Unfinished Business:

- A. Overhead Fee FY 2016-2017: CLRRA Board President Bryon Fessler commented that May financial results for CLRRA are required before a final analysis of actual versus budgeted overhead fee charges for CLWSA can be prepared. He suggested holding on any adjustment that may be identified from the year-end analysis until after the annual audit results are completed, which should be expected by December 2017.
- B. 3062 Ottawa Way: CLWSA President Jack Goodell commented on this property and the inter-association account balances connected to it. CLRRA President Bryon Fessler discussed the selling price of the lot and the improvements completed by CLRRA.



A motion was made by Jim McConnell and seconded by Andrew Burt to settle the CLRRA balance due from CLWSA for 3062 Ottawa Way for \$4,856.44. The motion passed unanimously.

A motion was made by Kevin Schwindt and seconded by Doug Ritter to settle the CLWSA balance due to CLRRA for 3062 Ottawa Way for \$4,856.44. The motion passed unanimously.

A motion was made by Kevin Schwindt and seconded by Doug Ritter to settle the CLWSA balance due from CLRRA for 3062 Ottawa Way for \$2,677.31. The motion passed unanimously.

A motion was made by Jim McConnell and seconded by Andrew Burt to settle the CLRRA balance due to CLWSA for 3062 Ottawa Way for \$2,677.31 The motion passed unanimously.

The Associations agreed to pay assessments associated with the property (and any other jointly owned properties) as incurred in the future as a best practice. Action items were set for the Manager to review and update the Boards regarding marketing plans and possible pricing adjustments for the property, as well as any purchase interest from neighbors.

C. Elk Ridge Ranches:

Mark Weeks, ERRA, President of the ERR Association, addressed the concerns of the property owners who reside in this subdivision and requested that ERR be considered for absorption into CLRRA and CLWSA. The ERRA will seek legal advice and submit a written proposal.

D. Safety Program Update:

Association Manager updated both Boards on Pinnacol's Safety Program and information on our policy rates. Pinnacol's representative will be on site in July for site evaluation and safety program development support with the Association Manager.

E. Employee Handbook Update:

Association Manager requested the Boards to review the first draft of the Handbook and report any additions, changes or deletions. Action items were set for the Manager's follow-up.

VI. New Business:

A. Jointly-Owned Property and Inter-Association Assessments:

- a) Jointly-owned Property was previously discussed and motions made and passed earlier during this meeting.
- b) Inter-Association assessments from CLWSA to CLRRA were discussed for the 300 Tami Road Basecamp facility (Westwind account #48980).

A motion was made by Kevin Schwindt and seconded by Doug Ritter to reduce the account bill to \$250 for an outstanding sewer haul and eliminate the remainder of the account balance for account #48980. The motion passed unanimously.



A motion was made by Andrew Burt and seconded by Jim McConnell to pay the outstanding sewer haul charge of \$250 for account #48980. The motion passed unanimously

A motion was made by Kevin Schwindt and seconded by Doug Ritter to eliminate the CLWSA assessment for account #48980 in the future. The motion passed unanimously

B. Joint Board Meeting Schedule:

Both Board Presidents discussed schedules for future meetings, including monthly sessions on the 4th Saturday of each month to ensure that financials are available for both Boards. An action item was set for the Manager to survey all Board members on the possibility of holding Board meetings on the same day each month, with the potential for implementing starting on the 4th Saturday of September.

VII. Reports and Correspondence:

- a. The Association Manager discussed Item #2 on the Manager's Attorney Status Report.

A motion was made by Jim McConnell and seconded by Andrew Burt to request the attorney to move to foreclosure by CLRRRA on Item #2 on the Attorney Status Report. The motion passed unanimously.

A motion was made by Kevin Schwindt and seconded by Doug Ritter to request the attorney to move to foreclosure by CLWSA on Item #2 on the Attorney Status Report. The motion passed unanimously.

- b. The Association Manager discussed the Commercial Crime policy and recommendations from Westwind. Follow-up actions are set for each Association on an individual Board basis.
- c. The Association Manager discussed the formation of the North-40 Alliance, a "hub" approach for disaster preparedness with a network of volunteers across our region and some federal grant funding.

VIII. Action Item Review:

The Association Manager will send this to each Board Member via email and will remove this item from future Agendas.

IX. Executive Session, If Necessary: No Executive Session was necessary.

X. Adjournment:

A motion was made by Steve Dirmeyer and seconded by Andrew Burt to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 3:51 p.m.

The next regularly scheduled meeting of the Joint Boards is Saturday September 23, 2017 at 1 pm in the Wapiti Room.



Crystal Lakes Joint Associations

Board of Director's Meeting

July 29, 2017

9:00 am. in the Wapiti Room

MINUTES

I. Call to Order:

The meeting was called to order on Saturday, July 29, 2017 at 9:00 a.m. at the Crystal Lakes Wapiti Room, 300 Tami Road, Red Feather Lakes, CO. The meeting was chaired by CLRRRA President Bryon Fessler.

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| CLRRRA Directors Present: | President | Bryon Fessler |
| | Treasurer | Andrew Burt |
| | CLRRRA Member at Large | Jim McConnell |
| | Vice President | Cheryl Poage |
| CLRRRA Directors Absent: | Secretary | Steve Dirmeyer (Excused) |
| CLWSA Directors Present: | President | Jack Goodell |
| | Vice President | Doug Ritter |
| | Secretary | Kelly Close |
| | Treasurer | Kevin Schwindt |
| | CLWSA Member at Large | Russ Baxley |
| Others Present: | Randy Roberts | CL Association Manager |
| | Kathy Visser | CL Office Staff |
| Property Owners: | 0 in Attendance | |

II. Property Owner Forum: No property owner comments.

III. Approval of Agenda: *A motion was made by Jack Goodell and seconded by Andrew Burt to approve the agenda. The motion was approved unanimously.*

IV. Consent Agenda: Minutes of the June 17, 2017, Joint Board meeting were sent via email to all Board members.

A motion was made by Jim McConnell and seconded by Russ Baxley to approve the Consent Agenda from June 17, 2017. The motion was approved unanimously.

V. Unfinished Business:

A. 3062 Ottawa Way: Association Manager updated the Boards on the status of this property (Item #2 on Manager's Report).

A CLRRRA motion was made by Cheryl Poage and seconded by Andrew Burt to adjust the selling price on 3062 Ottawa Way to \$12,500. The motion was approved unanimously.



A CLWSA motion was made by Doug Ritter and seconded by Kevin Schwindt to adjust the selling price on 3062 Ottawa Way to \$12,500. The motion was approved unanimously.

B. Employee Handbook Update:

Association Manager reported on the updates and changes to the Handbook that were made since the last meeting. Action items were set for the Association Manager.

A motion was made by Jim McConnell and seconded by Andrew Burt to add Easter Sunday and Christmas Eve to the list of employee holidays and close the Crystal Lakes office on those days. The motion was approved unanimously.

C. Safety Program Update:

Association Manager reported that Pinnacol's representative was on site in July for site evaluation and safety program development support with the Association Manager. A follow-up on site visit is scheduled in August. A Safety Program that follows the format required for Cost Containment Certification is planned.

D. Attorney Status: Joint Collection/Foreclosure Activity: Association Manager reported on outstanding issues as they affect each and both Boards. It was agreed that both Board Treasurers would follow up with Westwind on properties needing attention and/or clean-up in Westwind account records.

A motion was made by Cheryl Poage and seconded by Andrew Burt to fine the property owner of Item #9 on the Attorney Status Report the amount of \$1,000 for the unacceptable condition of the property. The motion was approved unanimously.

E. Overhead Fee: CLRRRA Board Treasurer updated the Boards on this topic.

VI. New Business:

A. Audit Preparations: Association Manager updated Boards on the upcoming audit, and that Westwind is preparing information to support the audit.

B. Administrative Assistant: CLRRRA Board President updated Board members regarding need for Administrative Assistant to the Association Manager. CLWSA Board President reported on the history of this position. Association Manager reported to the Boards on his needs and requirements for this proposed organizational structure and staffing adjustment. Further discussion was proposed for the Executive Session.

VII. Reports and Correspondence:

A. Schumacher Proposal: CLRRRA Board President reported on paperwork filing history with our auditor – monthly for CLRRRA and quarterly for CLWSA. Discussions followed concerning the upcoming audit results and how to proceed going forward. CLRRRA Board President requested Board Secretaries to add upcoming contract renewals to the Board Calendars.

B. Association Manager reported on payment plans requested by #08090.



A motion was made for CLRRA by Andrew Burt and seconded by Cheryl Poage to approve a \$50 per month payment plan for #08090 beginning in September 2017. The motion was approved unanimously.

A motion was made for CLWSA by Kevin Schwindt and seconded by Kelly Close to approve a \$50 per month payment plan for #08090 beginning in September 2017. The motion was approved unanimously.

A motion was made by Doug Ritter and seconded by Russ Baxley to waive the \$20 late fee and \$100 lien fee for #08090. The motion was approved unanimously.

VIII. Executive Session:

A motion was made by Andrew Burt and seconded by Russ Baxley to adjourn to Executive Session to review Personnel matters. The motion was approved unanimously. The meeting was adjourned at 10:57 a.m.

A motion was made by Cheryl Poage and seconded by Andrew Burt to adjourn the Executive Session at 11:50 a.m. and return to regular session. The motion was approved unanimously.

A CLRRA motion was made by Andrew Burt and seconded by Jim McConnell to approve an organizational restructure that would have a part-time administrative assistant position reporting to the Association Manager. The motion was approved unanimously.

A CLWSA motion was made by Kelly Close and seconded by Kevin Schwindt to approve an organizational restructure that would have a part-time administrative assistant position reporting to the Association Manager. The motion was approved unanimously.

A CLRRA motion was made by Andrew Burt and seconded by Cheryl Poage to fund Option 1 plan for a 5.8% increase in health insurance costs for full-time employees and offer two other employee options for the 2017-2018 benefit year.

A CLWSA motion was made by Russ Baxley and seconded by Kelly Close to fund Option 1 plan for a 5.8% increase in health insurance costs for full-time employees and offer two other employee options for the 2017-2018 benefit year.

IX. Adjournment:

A motion was made by Andrew Burt and seconded by Russ Baxley to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned at 11:53 a.m.

The next regularly scheduled meeting of the Joint Boards is Saturday September 16, 2017 at 10:00 a.m. in the Wapiti Room.

(Reminder: All Boards meet on September 16, 2017)



Crystal Lakes Joint Associations

Board of Director's Meeting
September 16, 2017
10:00 am. in the Wapiti Room

MINUTES

I. Call to Order:

The meeting was called to order on Saturday, September 16, 2017 at 10:00 a.m. at the Crystal Lakes Wapiti Room, 300 Tami Road, Red Feather Lakes, CO. The meeting was chaired by CLWSA President Jack Goodell.

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| CLRRA Directors Present: | President Vice President Treasurer CLRRA Member at Large | Bryon Fessler Cheryl Poage Andrew Burt Jim McConnell |
| CLRRA Directors Absent: | Secretary | Steve Dirmeyer (excused) |
| CLWSA Directors Present: | President Secretary Treasurer CLWSA Member at Large | Jack Goodell Kelly Close Kevin Schwindt (via phone) Russ Baxley |
| CLWSA Directors Absent: | Vice President | Doug Ritter (excused) |
| Others Present: | Randy Roberts Kathy Visser | CL Association Manager CL Office Staff |
| Property Owners: | 4 in Attendance | |

II. Property Owner Forum: No property owner comments.

III. Approval of Agenda:

A Joint motion was made by Andrew Burt and seconded by Russ Baxley to approve the agenda. The motion was approved unanimously.

IV. Consent Agenda: Minutes of the July 29, 2017, Joint Board meeting were sent via email to all Board members.

A Joint motion was made by Bryon Fessler and seconded by Jim McConnell to approve the Consent Agenda from July 29, 2017. The motion was approved unanimously.

V. Unfinished Business:

A. Attorney Status – Joint Properties:
Association Manager reported on outstanding issues on this report.



B. Overhead Fee:

CLWSA Board President commented on his findings on the FY2016-2017 overhead fee. CLWSA Board President addressed the tech refresh computer updates done and the telephone line charges. CLWSA Board President suggested a meeting, between Board Treasurers and Board Presidents, to further discuss the open items and confirm final billings for the last fiscal year. An action item was set.

C. Employee Safety Program/Handbook:

Association Manager reported on the progress of achieving cost containment status over the next 12 months by working towards compliance using the steps of the manual, including a safety committee and training.

A CLWSA motion was made by Cheryl Poage and seconded by Jim McConnell to accept the Safety Program Handbook as presented. The motion was approved unanimously.

D. 3062 Ottawa Way:

Association Manager updated the Boards on the status of this property, which is under contract for sale.

E. FY2016-2017 Audit:

Association Manager commented on the upcoming audit review and status. Action items were set for the desired review process.

VI. New Business:

A. Fishing Board Request: Panhandle Dam Spillway Flow:

CLWSA Board President commented on a memo from Lou Phillippe of the Fishing Board requesting continuous spillway flow for the naturally reproducing trout population. CLWSA Board President offered his understanding of the issue, and the Association Manager described the challenge involved in balancing all characteristics of both the spillway and head gate outflow to Snoopy Pond. Volunteers will be sought to help with daily monitoring that may be necessary for the spillway water flow.

B. Budget Planning: CLWSA President addressed two issues that need to be discussed prior to next year budget planning:

- a. Salary and Wage Planning: this is a Joint Board issue to be presented by the Association Manager no later than December 2017.
- b. Westwind Consulting Agreement through December 31, 2017, is also a Joint Boards issue which auto-renews unless there is a 60-day notice given.

An action item was set for the Association Manager to draft annual Board Calendars, for both Board unique and joint items.

VII. Reports and Correspondence:

- A. Manager's Action Item Update: Items on the current list were reviewed. Association Manager provided payment plan requests from 09100.



A CLRRRA motion was made by Cheryl Poage and seconded by Bryon Fessler to accept a payment plan as presented for 09100. The motion was approved unanimously.

A CLWSA motion was made by Russ Baxley and seconded by Kelly Close to accept a payment plan as presented for 09100. The motion was approved unanimously.

VIII. Executive Session:

A motion was made by Bryon Fessler and seconded by Russ Baxley to adjourn to Executive Session to review Contract and Personnel matters at 10:53 a.m. The motion was approved unanimously.

A motion was made by Bryon Fessler and seconded by Cheryl Poage to adjourn the Executive Session at 11:45 a.m. and return to regular session. The motion was approved unanimously.

IX. Adjournment:

A motion was made by Kelly Close and seconded by Andrew Burt to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned at 11:46 a.m.

*The next regularly scheduled meeting of the Joint Boards is
Saturday, October 21, 2017 at 10:00 a.m. in the Wapiti Room.*

(Reminder: All Boards meet on October 21, 2017)



Crystal Lakes Joint Associations

Board of Director's Meeting
October 21, 2017
10:00 am. in the Wapiti Room

MINUTES

I. Call to Order:

The meeting was called to order on Saturday, October 21, 2017 at 10:05 a.m. at the Crystal Lakes Wapiti Room, 300 Tami Road, Red Feather Lakes, CO. The meeting was chaired by CLRRRA President Bryon Fessler.

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|---------------------------|------------------------|-------------------------|
| CLRRRA Directors Present: | President | Bryon Fessler |
| | Vice President | Cheryl Poage |
| | Treasurer | Andrew Burt (via phone) |
| | CLRRRA Member at Large | Jim McConnell |
| | Secretary | Steve Dirmeyer |

CLRRRA Directors Absent:

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|--------------------------|-----------------------|-------------------------|
| CLWSA Directors Present: | President | Jack Goodell |
| | Secretary | Kelly Close (vis phone) |
| | Treasurer | Kevin Schwindt |
| | CLWSA Member at Large | Russ Baxley |
| | Vice President | Doug Ritter |

CLWSA Directors Absent:

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|-----------------|---------------|------------------------|
| Others Present: | Randy Roberts | CL Association Manager |
| | Kathy Visser | CL Office Staff |

Property Owners: 1 in Attendance

II. Approval of Agenda:

A Joint motion was made by Jack Goodell and seconded by Jim McConnell to approve the agenda as amended. The motion was approved unanimously.

III. Property Owner Forum: No property owner comments.

IV. Consent Agenda: Minutes of the September 16, 2017, Joint Board meeting were previously sent via email to all Board members.

A Joint motion was made by Cheryl Poage and seconded by Russ Baxley to approve the Consent Agenda from September 16, 2017. The motion was approved with the CLWSA Board Vice President abstaining.

V. Officer's Reports: CLRRRA President reported on September 25, 2017 meeting with Brian TerHark from Westwind regarding timely financials, elevating the POS and debit card processing improvement priority, status letter fees and the management consulting contract. There is an intent to transition to an hourly, fee for services management consulting contract in the future, versus the existing flat monthly fee.



- VI. **Manager's Report:** Association Manager reported on 2016-2017 Audit status, 08095 easement investigation, annual Board calendars, missing shop heater and staffing (Executive Session), and updated the Boards on actions items from September 2017.
- VII. **Unfinished Business:**
- A. **Attorney Status – Joint Properties:**
Association Manager reported on outstanding issues on this report. CLRRA Board President remarked that timeliness in collections is essential with Westwind Management.
 - B. **Budget Planning:** Association Manager updated the Boards on the 2/3 CLRRA and 1/3 CLWSA manpower split and recommended to the Boards that more field staff would be very helpful during peak periods, as well as dedicating a fulltime staff member on the CLWSA side for water and sewer hauls. CLRRA President clarified why and how the split is accomplished. This should become a next fiscal year budget consideration.
 - C. **Overhead Fee:** CLRRA Treasurer reported on this topic for the 2017-2018 Fiscal Year and responded to inquiries from Board members.
- VIII. **New Business:**
- A. **RV, Campground and Port-a-Pot Sewer Dump Charges:** Association Manager reported on this topic and advised on updated billing practices.
 - B. **Septic:** CLRRA Board Vice President advised the Boards that lot 04056 has had its septic field dug up as a result of construction on an adjoining property. Septic may be leaking, and Larimer County has been notified. Notification letter will be drafted and sent to address this concern.
 - C. **12020 Sketch Plan Phase Review:** Property owner 12020 requested Larimer County to do a Neighbor Notification - Sketch Plan Phase Review for a short term commercial rental evaluation, prior to potentially submitting a Special Exception approval request. Association Manager reported on letters from the County requesting inputs from neighbors within 500', plus both Associations, with a short deadline of October 27, 2017 for feedback to the County Planner. After investigation with the State Water Engineer, it appears that the rental use will comply with the terms of the CLWSA Water Augmentation Plan (single family "equivalent"), per the Engineer's assessment. An action item was set for the Manager to further review with the Association's attorney the potential commercial rental use versus the requirements of section 5.2 of the CLRRA CCR's covering general commercial property use restrictions.
- IX. **Reports and Correspondence:** No items for discussion.
- X. **Executive Session**
A JOINT motion was made by Jim McConnell and seconded by Russ Baxley to adjourn to Executive Session to review Personnel matters at 11:53 a.m. The motion was approved unanimously.



A JOINT motion was made by Jack Goodell and seconded by Doug Ritter to adjourn the Executive Session at 12:45 p.m. and return to regular session. The motion was approved unanimously.

XI. Adjournment:

A JOINT motion was made by Jack Goodell and seconded by Doug Ritter to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned at 12:45 p.m.

*The next regularly scheduled meeting of the Joint Boards is
Saturday, November 18, 2017 at 10:00 a.m. in the Wapiti Room.*

(Reminder: All Boards meet on November 18, 2017)



Crystal Lakes Joint Associations

Board of Director's Meeting
November 18, 2017
10:00 am. in the Wapiti Room

MINUTES

I. Call to Order:

The meeting was called to order on Saturday, November 18, 2017 at 10:15 a.m. at the Crystal Lakes Wapiti Room, 300 Tami Road, Red Feather Lakes, CO. The meeting was chaired by CLRRRA President Bryon Fessler.

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|---------------------------|------------------------|-------------------------|
| CLRRRA Directors Present: | President | Bryon Fessler |
| | Vice President | Cheryl Poage |
| | Treasurer | Andrew Burt (via phone) |
| | CLRRRA Member at Large | Jim McConnell |
| | Secretary | Steve Dirmeyer |

| | | |
|--------------------------|-----------------------|----------------|
| CLWSA Directors Present: | President | Jack Goodell |
| | Secretary | Kelly Close |
| | Treasurer | Kevin Schwindt |
| | CLWSA Member at Large | Russ Baxley |
| | Vice President | Doug Ritter |

| | | |
|-----------------|-----------------|------------------------|
| Others Present: | Randy Roberts | CL Association Manager |
| | Stella Anderson | CL Office Manager |
| | Kathy Visser | CL Office Staff |

Property Owners: 0 in Attendance

II. Approval of Agenda:

A Joint motion was made by Jack Goodell and seconded by Russ Baxley to approve the meeting agenda. The motion was approved unanimously.

III. Property Owner Forum: No property owner comments.

IV. Consent Agenda: Minutes of the October 21, 2017, Joint Board meeting minutes were previously sent via email to all Board members.

A Joint motion was made by Jim McConnell and seconded by Kelly Close to approve the Consent Agenda from October 21, 2017. The motion was approved unanimously.

V. Officer's Reports: No reports at this time.

VI. Manager's Report: Association Manager reported on 2016-2017 audit, field staffing, office staffing, and annual bonus processing information (to be discussed at Executive Session following this meeting), as well as an update on October Action Items.

VII. Unfinished Business:

A. Attorney Status – Joint Properties:



Association Manager reported on outstanding issues on this report. Joint Boards directed Association Manager to take action on Items #5, #6 and #11, as possible. Joint Boards directed Association Manager to proceed for Item #7 with a County Court collection lawsuit. Item #8 will be deferred for one month and then proceed jointly with CLWSA.

A CLRRRA motion was made by Jim McConnell and seconded by Steve Dirmeyer to pay one-half of \$2,086.96 payoff for Item #9 on Attorney Status Report. The motion was approved unanimously.

A CLWSA motion was made by Kevin Schwindt and seconded by Doug Ritter to pay one-half of \$2,086.96 payoff for Item #9 on Attorney Status Report. The motion was approved unanimously.

General Joint Boards consensus is to jointly move Item #9 on Attorney Status Report to attorney.

B. Budget Planning: Discussion deferred to December meeting.

C. Overhead Fee: Discussion deferred to December meeting.

VIII. **New Business**: No items for discussion.

A. Beaver problem on Lone Pine Creek Property: Association Manager will direct field staff to remove beaver lodge in the spring.

B. 06132 Culvert Issue: Association Manager has instructed field staff to re-connect two culverts and eliminate the hole between the two. Owner reported prior damage done from water line replacement work several years ago.

IX. **Reports and Correspondence**: No items for discussion.

X. **Executive Session**

A JOINT motion was made by Jack Goodell and seconded by Russ Baxley to adjourn to Executive Session to review Personnel matters at 10:43 a.m. The motion was approved unanimously.

A JOINT motion was made by Russ Baxley and seconded by Kevin Schwindt to adjourn the Executive Session at 12:26 p.m. and return to regular session. The motion was approved unanimously.

A CLWSA motion was made by Kelly Close and seconded by Russ Baxley to appointment the CLWSA Board President and the CLWSA Board Treasurer to work urgent manager transitions issues in between Board meetings and report back to the full Board. The motion was approved unanimously.

A CLWSA motion was made by Russ Baxley and seconded by Kevin Schwindt to authorize the CLWSA Board President and the CLWSA Board Treasurer to spend up to \$1,000 for transition-related items. The motion was approved unanimously.



A CLRRRA motion was made by Jim McConnell and seconded by Steve Dirmeyer to appointment the CLRRRA Board President and the CLRRRA Board Treasurer to work urgent manager transition issues in between Board meetings and report back to the full Board. The motion was approved unanimously.

A CLRRRA motion was made by Andrew Burt and seconded by Jim McConnell to authorize the CLRRRA Board President and the CLRRRA Board Treasurer to spend up to \$1,000 for transition-related items. The motion was approved unanimously.

XI. Adjournment:

A Joint motion was made by Andrew Burt and seconded by Cheryl Poage to adjourn the meeting at 12:32 p.m. The motion was approved unanimously.

*The next regularly scheduled meeting of the Joint Boards is
Saturday, December 16, 2017 at 10:00 a.m. in the Wapiti Room.*

(Reminder: All Boards meet on December 16, 2017)



Crystal Lakes Joint Associations

Board of Director's Meeting

December 16, 2017

10:00 am. in the Wapiti Room

MINUTES

I. Call to Order:

The meeting was called to order on Saturday, December 16, 2017, at 10:08 a.m. at the Crystal Lakes Wapiti Room, 300 Tami Road, Red Feather Lakes, CO. The meeting was chaired by CLWSA President Jack Goodell.

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|--------------------------|-----------------|----------------|
| CLWSA Directors Present: | President | Jack Goodell |
| | Vice President | Doug Ritter |
| | Secretary | Kelly Close |
| | Treasurer | Kevin Schwindt |
| | Member at Large | Russ Baxley |

| | | |
|--------------------------|-----------------|----------------|
| CLRRA Directors Present: | President | Cheryl Poage |
| | Vice President | Bryon Fessler |
| | Treasurer | Andrew Burt |
| | Member at Large | Jim McConnell |
| | Secretary | Steve Dirmeyer |

| | | |
|-----------------|-----------------|------------------------|
| Others Present: | Randy Roberts | CL Association Manager |
| | Stella Anderson | CL Office Manager |
| | Kathy Visser | CL Office Staff |

Property Owners: 0 in Attendance

II. Approval of Agenda:

A Joint motion was made by Jim McConnell and seconded by Cheryl Poage to approve the Joint Boards agenda. The motion was approved unanimously.

III. Property Owner Forum: No property owner comments.

IV. Consent Agenda: Minutes of the November 18, 2017, Joint Board meeting were previously sent via email to all Board members.

A Joint motion was made by Bryon Fessler and seconded by Russ Baxley to approve the Consent Agenda from November 18, 2017. The motion was approved unanimously.

V. Officer's Reports: CLWSA Board President commented on the purchase of 08095 which provides access to the Panhandle Dam. CLWSA commented that each Board has had their review with the Auditor.

VI. Manager's Report: Association Manager reported on FY 2016-2017 Audit and Overhead Fee, Field staffing, and preparations for final employment date 12/31/2017, as well as an update on October Action Items. CLRRA Board Vice President commented on the need for locking in an auditor for the upcoming year.



A CLWSA motion was made by Kevin Schwindt and seconded by Russ Baxley to approve the three-year \$25,500 Audit Proposal dated July 10, 2017, from Schumacher and Associates. The motion was approved unanimously.

A CLRRRA motion was made by Bryon Fessler and seconded by Jim McConnell to approve the three-year \$28,500 Audit Proposal dated July 10, 2017, from Schumacher and Associates. The motion was approved unanimously.

VII. Unfinished Business:

A. Attorney Status – Joint Properties:

Association Manager reported on outstanding issues on this report. CLRRRA Board Vice President agreed to propose dates by January Joint Board meeting to help both Boards sync up collection policies.

B. Budget Planning: CLWSA Board President commented on upcoming discussions. CLRRRA Board Vice President shared a reminder that both Boards need to discuss and agree on salary and wage projections prior to starting their individual budgets.

C. Overhead Fee: Board Vice President reported on equipment repairs, computer expenses and telephone. Both Boards agree that they are even for overhead fees for FY2017-2018, and no balance is due or outstanding at this time.

VIII. New Business: No items for discussion.

A. Jensen Cabin Lot 12020: Association Manager reviewed the issues concerning this short-term rental exception request from the property owners to Larimer County Planning. Association Manager will send a clarification letter regarding road use, equivalent single-family use for conformance to the Water Augmentation plan and owner responsibility for behavior of all guests, copying both Boards on the correspondence.

B. DORA Renewal: CLRRRA President commented that both Associations have expired with DORA, and there is a fee to renew. Both Boards will need to assign someone to be responsible. CLWSA Treasurer recommended that Board Secretaries become the registered agent for each Board.

A CLRRRA motion was made by Bryon Fessler and seconded by Jim McConnell to appoint Steve Dirmeyer to be the registered agent for DORA. The motion was approved unanimously.

A CLWSA motion was made by Kevin Schwindt and seconded by Russ Baxley to appoint Kelly Close to be the registered agent for DORA. The motion was approved unanimously.

IX. Reports and Correspondence: No items for discussion.

X. Executive Session

A Joint motion was made by Bryon Fessler and seconded by Andrew Burt to adjourn to Executive Session to review personnel and contract matters at 11:31 a.m. The motion was approved unanimously.



A JOINT motion was made by Bryon Fessler and seconded by Russ Baxley to adjourn the Executive Session at 1:05 p.m. and return to regular session. The motion was approved unanimously.

A CLRRRA motion was made by Bryon Fessler and seconded by Steve Dirmeyer to appoint Jim McConnell as the volunteer Community Association Manager (CAM) effective 1/1/2018. The motion was approved unanimously.

A CLWSA motion was made by Russ Baxley and seconded by Kevin Schwindt to appoint Doug Ritter as the volunteer Community Association Manager (CAM), effective 1/1/2018. The motion was approved unanimously.

A CLRRRA motion was made by Bryon Fessler and seconded by Jim McConnell to approve the consulting management agreement with Westwind effective 1/1/2018 and appoint the Board President as the CLRRRA Board representative. The motion was approved unanimously.

A CLWSA motion was made by Russ Baxley and seconded by Kelly Close to approve the consulting management agreement with Westwind effective 1/1/2018 and appoint the Board President as the CLWSA Board representative. The motion was approved unanimously.

A CLWSA motion was made by Kevin Schwindt and seconded by Russ Baxley to authorize Bryon Fessler to purchase Holiday thank-you gift cards NTE \$750. The motion was approved unanimously.

A CLRRRA motion was made by Jim McConnell and seconded by Andrew Burt to authorize Bryon Fessler to purchase Holiday thank-you gift cards NTE \$750. The motion was approved unanimously.

The Joint Boards concur with the Manager's recommendations for salary and wage increases effective 1/1/2017.

A Joint motion was made by Bryon Fessler and seconded by Kelly Close for a \$500 per month wage differential for Wayne Honeycutt effective 12/1/2017 and for Stella Anderson for \$500 per month effective 1/1/2018 for the Manager transition period. The motion was approved unanimously.

A Joint motion was made by Andrew Burt and seconded by Jim McConnell to waive the CAM fee reimbursement in recognition for Randy Roberts' extraordinary service to the community. The motion was approved unanimously.

XI. Adjournment:

A JOINT motion was made by Russ Baxley and seconded by Andrew Burt to adjourn the Board meeting at 1:23 p.m. The motion was approved unanimously.

*The next regularly scheduled meeting of the Joint Boards is
Saturday, January 20, 2018 at 10:00 a.m. in the Wapiti Room.*

(Reminder: All Boards meet on January 20, 2018)