

**ROAD & RECREATION BOARD OF DIRECTORS' MEETING
DECEMBER 15, 2012**

IN ATTENDANCE: Barbara Groves, Martin Hongsermeier, Helen Koller, Shirley Pfankuch, Steve Smalley, Michael Snyder, Jerry Valko, and Manager Jody Sandquist

PROPERTY OWNERS & OTHERS IN ATTENDANCE: NINE (9)

PRESIDENT STEVE SMALLEY CALLED THE DECEMBER 15, 2012, ROAD & RECREATION BOARD OF DIRECTORS' MEETING TO ORDER AT 10:18 P.M.

ADOPTION OF AGENDA:

MOTION: Martin Hongsermeier moved to accept the Agenda as submitted. Jerry Valko seconded the motion, which passed unanimously.

APPROVAL OF MINUTES:

Board members discussed the format of the minutes; discussion was tabled to the January 19, 2013, Board Meeting.

MOTION: Martin Hongsermeier moved to accept the November 17, 2012, minutes as submitted. Jerry Valko seconded the motion, which passed unanimously.

OFFICERS' REPORTS:

1. PRESIDENT'S REPORT:

- a. Steve stated Santa had a good time at the Annual Christmas Party and hoped everyone attending had a good time too. Helen Koller thanked Tereaza Anliker for volunteering to be Santa's elf.
- b. Steve stated the accounts for the designated funds are being set up.
- c. Steve thanked the Board members for all their hard work this past year, he appreciates all that they do to make Crystal Lakes a good place for everyone. He also acknowledged all the time and effort Committee Chairs and volunteers devote to Crystal Lakes.

2. TREASURER'S REPORT:

- a. Written report. Helen reviewed the written report with Board.
- b. Helen reported the transfer to Water and Sewer from Road & Recreation Lock Box was \$11, 757.69.

MOTION: Shirley Pfankuch moved to ratify the decision made by the President and Treasurer to transfer \$150,000.00 from an operating account into the main operating account. Martin Hongsermeier seconded the motion, which passed unanimously.

MOTION: Martin Hongsermeier moved to accept the verbal Treasurer's Report. Jerry Valko seconded the motion, which passed unanimously.

1. MANAGER'S REPORT:

- a. Jody acknowledged Beth McCombs for the donation of the Christmas Wreaths to Base Camp.
- b. Jody wished everyone a Merry Christmas.

PROPERTY OWNERS' COMMENTS (One item with 5 minute maximum/owner):

1. Alice Schiel (11082) thanked the Board for all they do and wished everyone Merry Christmas. Alice asked to have Quit Claim Deeds signed by the President and Secretary and notarized after the meeting.

AGENCY REPORTS:

1. CL Community Fund Association (CLCFA):
 - a. Helen Koller gave an update on the finishing touches at Peninsula Park. Next spring trees will be planted.
2. CLVFD:
 - a. Written Report.

COMMITTEE REPORTS:

1. GREENBELT MANAGEMENT:
 - a. Kathy Dillon-Durica asked the office staff to contact the property owners on the Shaded Fuel Break list she provided last month one more time. Kathy will provide the staff with additional talking points to say to the property owners. Kathy wished everyone a Merry Christmas.
2. HEARING PANEL:
 - a. None
3. NEWSLETTER:
 - a. Approve new member: Sherry Griffith (11095)

MOTION: Shirley Pfankuch moved to approve the addition of Sherry Griffith (11095) to the Newsletter Committee. Barbara Groves seconded the motion, which passed unanimously.

4. POLICY & DOCUMENTS

- a. None

5. RECREATION:

- a. Steve stated the committee needs a Chairperson. Shirley Pfankuch suggested that the committee have a coordinator instead of a Chairperson and have volunteers for each event. Sharon Fessler (08060) has volunteered for the 4X4 and Christmas Party. Shirley stated there are too many events for one person to implement. Steve stated the Chairperson needs to manage the committee and delegate each event to volunteer leader. Jerry Valko stated the Chairperson needs to delegate to achieve the goals and functions of the committee and does not need to participate in every event. Herb Cooper (07062) stated the Chairperson needs to make it mandatory to sign up in advance to participate in activities.

MOTION: Martin Hongsermeier moved to appoint Sharon Fessler (08060) to the Recreation Committee. Helen Koller seconded the motion, which passed unanimously.

- b. Sharon Goodnight (02020) volunteered to become the Chairperson for the Recreation Committee. Helen Koller stated she will help Sharon learn the responsibilities of the Chairperson.

MOTION: Shirley Pfankuch moved to appoint Sharon Goodnight (02020) to the Recreation Committee. Helen Koller seconded the motion, which passed unanimously.

6. ROAD IMPROVEMENT:

- a. Jack Goodell stated the committee will have a meeting in December and one in January to put together a plan to renew the Road Assessment Fund.
- b. Martin Hongsermeier asked if Jack was proposing the Road Committee will have a requirement for a ballot issue. Jack Goodell stated yes. Steve Smalley stated the plan needs to be approved by the Board in February to be on the ballot. Jack noted the plan will be similar to what was done last time.
- c. Shirley Pfankuch stated Road Improvement needs to have an interactive suggestion button on the web site for property owners to send suggestions to the Road Improvement committee. Shirley stated she and Bryon Fessler will work together and provide the proposal to Jody for approval prior to adding the button to the web site. Jack Goodell and the Road Improvement committee members and office staff would receive copies of the suggestions automatically from the web site.
- d. Shirley Pfankuch stated the Town Meeting PowerPoint from last year can be updated for this year's Road Improvement presentation. Discussion continued about how to present the assessment and how many years the assessment would be required. The Boards decision was to request a 5 year assessment.
- e. Jack Goodell stated the Major R&R for equipment will not have funds if the ballot does not pass.
- f. Jerry Valko stated the assessment is not increasing; the committee is just extending the assessment an additional 5 years.

7. SECURTIY:

- a. None.

8. A.C.C.:

- a. Written Report.

MOTION: Barbara Groves moved to appoint Bev Eddinger (08018) to the A.C.C. Committee. Jerry Valko seconded the motion, which passed unanimously.

- b. Barbara Groves stated all complaints received have been reviewed and follow up letters have been sent. The A.C.C. committee has been proactive in physically looking at properties they have received complaints about.

9. FINANCE

- a. Helen Koller stated the next meeting is scheduled for January 20, 2013. Helen requested property owners reserve questions until the end of the meeting.
- b. Shirley Pfankuch requested the meeting be held in a location that will accommodate all observers in attendance.
- c. Kathy Dillon-Durica stated as a committee member she would like the committee to periodically stop and take questions instead of waiting until the end of the meeting. Michael Snyder stated the charter requests that questions be submitted to the committee in writing before the meeting. Discussion continued.

10. FIRE PIT INSPECTION:

- a. None.

11. FISHING:

- a. None.

Shirley Pfankuch reported the committee meeting minutes form has been created and three committees have submitted the completed forms to the office. Steve Smalley stated the form looks great. Byron Fessler stated the Board members can give him feedback, once approved by the Board Bryon will add it to the web site.

OPEN ISSUES:

1. RESTAURANT REPORT:

- a. Steve Smalley stated the restaurant is slow. The revenue has been about \$4,000 a month for the last two months. Steve noted labor and food costs need to be watched over for the next three months. The menus have been simplified to control costs.
- b. Jody stated suggestions have been received to offer coupons to bring customers in.
- c. Martin Hongsermeier stated the Crystal Lakes Restaurant signs on 73C need maintenance. Jody stated she has contacted the States' sub-contractor to straighten up the signs.

2. DIGITIZE BOARD PACKETS:

- a. Tabled to January 19, 2013, meeting.

NEW BUSINESS:

1. ANNUAL COMMITTEE CHARTERS REVIEW:

- a. The charters were distributed to the Board members for review. The Board will approve charters at the January 19, 2013, meeting.

MOTION: Martin Hongsermeier moved to adjourn. Barbara Groves seconded the motion, which passed unanimously.

THE DECEMBER 15, 2012, ROAD & RECREATION BOARD MEETING ADJOURNED AT 11:39 A.M.

Respectfully submitted,
Linda Dell
Recording Secretary

**ROAD & RECREATION BOARD OF DIRECTORS' MEETING
NOVEMBER 17, 2012**

IN ATTENDANCE: Barbara Groves, Martin Hongsermeier, Helen Koller, Shirley Pfankuch, Steve Smalley, Michael Snyder, Jerry Valko, and Manager Jody Sandquist

PROPERTY OWNERS & OTHERS IN ATTENDANCE: Fourteen (14)

PRESIDENT STEVE SMALLEY CALLED THE NOVEMBER 17, 2012, ROAD & RECREATION BOARD OF DIRECTORS' MEETING TO ORDER AT 1:07 P.M.

ADOPTION OF AGENDA:

MOTION: Martin Hongsermeier moved to accept the Agenda. Jerry Valko seconded the motion, which passed unanimously.

APPROVAL OF MINUTES:

MOTION: Martin Hongsermeier moved to accept the September 15, 2012, minutes as submitted. Helen Koller seconded the motion, which passed unanimously.

MOTION: Martin Hongsermeier moved to accept the October 20, 2012, minutes as submitted. Helen Koller seconded the motion, which passed unanimously.

Shirley Pfankuch suggested that the minutes be sent out earlier, Martin Hongsermeier stated he had the minutes a week ago. Shirley asked if corrections could be submitted before the meeting, the Board agreed that corrections could be sent to the Secretary.

CLRRRA MOTION: Martin Hongsermeier moved to recess at 1:10. Jerry Valko seconded the motion, which passed unanimously.

THE ROAD AND RECREATION BOARD RECESSED AT 1:10 P.M.

THE JOINT BOARDS' MEETING RECONVENED AT 1:11 P.M.

DISCUSSION: SHERIFF'S LETTER TO COMMUNITY CITIZENS

Attending Larimer County Commissioner – Steve Johnson

1. Steve Koeckeritz welcomed Commissioner Steve Johnson and thanked him for attending.
2. Commissioner Johnson addressed the Sheriff's Letter and reviewed the Budget process. Commissioner Johnson provided a Draft of the 3-Year Budget Reduction for Larimer County.
3. Steve Koeckeritz thanked Commissioner Johnson for the presentation.

4. Steve's closing remarks stated: after listening to Commissioner Johnson, Steve believes we are well represented, regardless of the politics. We have someone who understands the process, and who is very knowledgeable about the system and Steve appreciates his attendance today.

MOTION: Martin Hongsermeier moved to adjourn the Joint Boards' November 17, 2012, meeting. Doug Race seconded the motion, which was approved unanimously.

THE NOVEMBER 17, 2012, JOINT BOARDS' MEETING ADJOURNED AT 2:03P.M.

THE ROAD AND RECREATION BOARD RECONVENED AT 2:05 P.M.

OFFICERS' REPORTS:

1. PRESIDENT'S REPORT:

- a. Steve Smalley reported the Joint Boards' agreement to shorten the December Board Meetings to one hour and restrict the agenda to emergency items only. W&S will start at eight, Joint will start at nine, R&R will start at ten, and be out of session before noon.

2. TREASURER'S REPORT:

- a. Treasurer's Report, written by Helen Koller dated November 17, 2012. Helen reviewed the written report with the Board.
- b. Helen reported the transfer to Water and Sewer from Road & Recreation Lock Box is \$12,313.61.

MOTION: Shirley Pfankuch moved to accept the written Treasurer's Report. Barb Groves seconded the motion, which passed unanimously.

3. MANAGER'S REPORT:

- a. Jody reported the T.I.P.S. Class was held on November 8, 2012. Seven staff members attended. The results have not been received.
- b. Jody noted Barbara Groves' and Martin Hongsermeier will be up for reelection this year.
- c. Jody noted road maintenance maps are updated during the summer. Not a lot of road maintenance was completed this year due to lack of water.

PROPERTY OWNERS' COMMENTS (One item with 5 minute maximum/owner):

- a. None

AGENCY REPORTS:

1. CL Community Fund Association (CLCFA) :

- a. Jeanette Williams (06017) reported the Community Fund had a good year. Jeanette asked everyone to visit the Peninsula at Crystal Park. They worked very hard with the Fishing Board and purchased \$1,600 of rocks for the park. Reseeding has been completed. Trees will be planted in the spring. Lyle and Helen Koller have donated Aspen trees. The Community Fund would like donations of evergreen trees.
- b. Next year the Community Fund will celebrate their 15th Anniversary. Tours of Community Fund projects will be given next year. Donations are being accepted.

2. CLVFD – No Report.

OPEN ISSUES:

1. RESTAURANT REPORT:

- a. County Inspection rated "Excellent"
 - i. Steve Smalley congratulated the restaurant staff for achieving an excellent report.
 - ii. Martin Hongsermeier stated the most commendable part was that the excellent report was achieved during a surprise visit, which shows the sustainability of the excellent standards of the restaurant and staff.
- b. The Restaurant has been reserved by CLFPD on 12-2-12 for their annual Christmas party. Lone Pine Realty has also reserved the restaurant for their Christmas party.
- c. Steve Smalley stated that if sales do not increase, staff may need to be reduced. About 40% of costs should go toward food and 50% to labor. We need to make the Restaurant a breakeven venture.
- d. Jody noted some items on the Inspection Report need to be addressed.
- e. Kathy Dillon-Durica asked if The Restaurant will have a separate designated checking account. Steve Smalley stated, not at this time.

2. DIGITIZED BOARD PACKETS:

- a. The Board discussed digital packets and the benefits of moving to Digitized Packets for the Board and the staff.
- b. Shirley Pfankuch suggested a drop box could possibly be used for packets. Mike Snyder stated a drop box provides 50 free boxes with 250 MB per box.
- c. Martin Hongsermeier stated one large PDF file is not preferable, he would like the information organized and named in smaller units.
- d. Bryon Fessler stated agendas should be numbered and corresponding documents numbered to match the agenda. And add time estimates to topics on agenda to keep the meetings moving.
- e. Bryon Fessler volunteered to work with Steve on the digital packets.

NEW BUSINESS:

1. ANNUAL COMMITTEE CHARTERS REVIEW:

- a. Jody stated she heard from the following committee chairs:
 - i. Policy and Documents – Jerry Valko stated the date needs to be update.
 - ii. Road Committee – Jack Goodell stated no change.
 - iii. Fishing Board – Lou Phillipe stated they voted to accept as is.
 - iv. Finance Committee – Jim Sidebottom questioned size of Finance group and deadline for the report. Steve set the deadline for the March Board Meeting.
- b. Jody stated budget input has been asked for from the committees. Steve requested the dates be corrected on the charters and new copies printed for the Binders. Steve would like the Board to review the charters at the January Board Meeting.

2. DRAFT FORM FOR COMMITTEE MEETINGS:

- a. Shirley Pfankuch gave an update on the committee forms. She will be working with Bryon Fessler to create a fillable PDF form to be available on the web for the committees to access, complete and forward to the office.
- b. Bev Eddinger (08018) stated that the completed forms from the committees could take the place of the verbal presentations at the meeting, except when action is needed from the Board.
- c. Shirley requested to have Greenbelt, Road Improvement, and Fishing Board trial the form and give feedback to the Board. It will be rolled out to all the committees when the form has been perfected.

COMMITTEE REPORTS:

1. FISHING:

- a. Bryon Fessler stated the Board needs to decide on the beginning balance to transfer to the Fishing Board in the newly created designated fund account. On the financials for the Fishing Designated Fund it still shows a zero beginning balance. The Fishing Board calculated the beginning balance of \$18,133.48; last month the Board passed a motion to transfer \$18,000.00 to the Fishing Board as the beginning balance. Jody was to notify the auditors of the motion, so the Fishing Board would not have zero equity on their statement of shareholders equity report for the Fishing Designated Fund.
- b. Bryon has been talking with Nina of Narva & Associated to determine what the beginning balance for the Fishing Fund should include. In the past, the bookkeeper sometimes included the ending balance and the reserve balance together on the financials, and sometimes did not include both the figures. That created some confusion for the auditors; the auditor stated he did not know the Fishing Fund had a reserve account. Bryon had Nina confirm the Fishing Fund had \$18,133.48 in the ending balance from last year plus \$14,284.30 in reserves for a total of \$32,417.78 on the equity statement. Steve Smalley noted when the new checking account is funded that the Fishing Fund will no longer have a reserve account, they will only have one checking account.
- c. Jody stated she spoke with the auditor to confirm the amount of \$18,133.48, and it is the accurate starting balance as of June 1, 2013. Jody requested the Board revise the starting balance from \$18,000 to \$18,133.48.
- d. Steve Smalley and Bryon discussed the confusion about the dredging project being overfunded by R&R and the higher percentage of the dredging material as reimbursement.
- e. Shirley Pfankuch stated the motion she made last month for \$18,000 should have been \$18,133.48.

MOTION: Barbara Groves moved the beginning balance for Fishing Board be \$32,417.78 for the beginning FY 06/01/2012. Jerry Valko seconded the motion, which passed unanimously.

- f. Bryon stated the Fishing Designated Fund needs to do a better job working with the Budget Committee to update the budget to current figures. Steve Smalley suggested that Bryon attend the Budget Committee meeting to discuss the Fishing budget.
- g. Shirley Pfankuch stated the Fishing Fund shows \$18,000 budget, the other designated funds are based on the dollar amount per the number of properties and budgeted for the actual amount.
- h. Bryon discussed the past Board action of \$12.00 allotment per property owner from the yearly R&R assessment to the Fishing Fund verses a set allotment from operations. Bryon asked that R&R treat the Fishing Fund the same as the other Designated Funds. Steve Smalley stated the Board can change the allotment each year. Bryon asked that the Board make it transparent when changes are made. Discussion continued about how the Board sets the budget for committees.
- i. Jody noted Water & Sewer has asked her to contact the River Commissioner to ask if Lower Lone Pine Lake can be drained so it can start drying out. Bryon asked as soon as the River Commissioner approves the draining to please notify property owners to fish the lake and remove daily 3 fish limit.

2. GREENBELT MANAGEMENT:

- a. Kathy Dillon-Durica commented that her first year on the Finance Committee she was frustrated as the financial numbers were not correct.
- b. Kathy stated that in the Joint Meeting she asked for assistance from the office in contacting about twenty property owners about the Shaded Fuel Break. Kathy stated Jody will have staff assist in contacting the property owners by phone.

3. HEARING PANEL:

- a. No report.

4. NEWSLETTER:

- a. No report.

5. POLICY AND DOCUMENTS:

- a. No report. Jerry asked for volunteers.

6. RECREATION:

- a. Helen Koller asked for assistance with the Christmas party. Bev Eddinger volunteered to assist. Helen asked for help to decorate the Wapiti Room on December 5th.

7. ROAD IMPROVEMENT:

- a. Shirley Pfankuch reported the committee is waiting for documents and details to start the brochure.
- b. Shirley stated Jack confirmed 3,000 cubic yards of dredge material was used on the Ottawa Way project. Shirley requested the funds be immediately transferred from Road Improvement Fund to Dredging Fund. Jody confirmed a work order has been written for the transfer, no Board action is required.

8. A.C.C. – Written Report

9. FINANCE:

- a. Finance Committee will meet on December 8th. Jody reported Jim Sidebottom asked the R&R Board to start thinking of items that need to be included in the Budget. And think about any ballot issues and how to market the ballots issues.
- b. Shirley Pfankuch stated as soon as the five new checking accounts are established, and Road Improvement knows how much is in Major R&R, Road Improvement will be in the position to give an option as to replacement of the loader and other equipment.
- c. Steve Smalley requested the committees notify the Board if they need additional funds for next year. Steve stated Greenbelt will be busy with the Stevens Grant Fund and not need an assessment this year. Steve wants to concentrate on passing R&R, to live within our means, and not ask for dues increase, or any other special assessment. Shirley Pfankuch asked when the Other Major R&R Fund was passed and what it was used for. Steve stated it was ten years ago, and some of the items it was used for were the roof, packer, solar system, grader, pickup trucks, bathroom remodel.

10. FIRE PIT INSPECTION:

- a. No Report

DISCUSSION:

- 1. The Board discussed how staff wages should be allocated to the Road Improvement Fund.

MOTION: Shirley Pfankuch moved to set policy to allocate all attributable costs to road improvement projects and make the appropriate transfers of funds from the Road Improvement Fund to the General Fund. Martin Hongsermeier seconded the motion, which passed unanimously.

- a. Martin Hongsermeier stated “we need accountability and this is the best way to do it”.
- b. Barbara Groves asked in the past several years, how many projects have been done. Barbara asked how a major project is different from regular maintenance. Steve stated Major Road Improvement is a special project. Shirley stated the money comes from a designated fund and the expenses need to be allocated to the project.
- c. Shirley Pfankuch requested a dollar threshold be established for major repairs or replacements. The repair needs to exceed the threshold to be a Major R&R, anything lower than the threshold should

come from regular maintenance. Shirley stated the purpose behind the reserve funds is to accumulate funds for major purchases.

- d. Steve Smalley stated at one time the threshold was \$500.00. Shirley said she confirmed the Fire District's threshold is \$2,500.00. Discussion of what determines a Major R &R continued.

MOTION: Shirley Pfankuch moved to adjourn. Barbara Groves seconded the motion, which passed unanimously.

THE NOVEMBER 17, 2012, ROAD & RECREATION BOARD MEETING ADJOURNED AT 4:13P.M.

Respectfully submitted,
Linda Dell
Recording Secretary

**ROAD & RECREATION BOARD OF DIRECTORS' MEETING
OCTOBER 20, 2012**

IN ATTENDANCE: Barbara Groves, Martin Hongsermeier, Helen Koller, Shirley Pfankuch, Steve Smalley, Jerry Valko, and Manager Jody Sandquist.

ABSENT: Michael Snyder

PROPERTY OWNERS & OTHERS IN ATTENDANCE: Twelve (12)

PRESIDENT STEVE SMALLEY CALLED THE OCTOBER 20, 2012, ROAD & RECREATION BOARD OF DIRECTORS' MEETING TO ORDER AT 2:20 P.M.

ADOPTION OF AGENDA:

MOTION: Martin Hongsermeier moved to adopt the October 20, 2012, Agenda as written. Jerry Valko seconded the motion, which passed unanimously.

APPROVAL OF MINUTES: None

OFFICERS' REPORTS:

1. PRESIDENT'S REPORT:

- a. Steve Smalley asked the Policy & Documents Committee to develop a Standardized Meeting Report for committees to use when submitting monthly meetings to the Board.
 - i) Steve stated that many committees are not submitting meeting reports as required. Bev Eddinger (08018) noted that every committee is required to submit meeting reports to the office every month, per SB100
 - ii) Shirley Pfankuch would like to see volunteer hours incorporated into the form.
- b. Boot Camp canceled until spring of next year.
 - i) Shirley Pfankuch stated that the goals on the web site are two years old. Jody will add Goals to the December agenda.
- c. Steve Smalley started the discussion of Dedicated Funds in separate bank accounts as recommended by Narva & Associates, for ease of monthly accounting.
 - i) Jim Sidebottom (05013) stated that separate checking accounts would complicate things. He suggested that we need a better accounting system that will account for fund accounting.
 - ii) Martin Hongsermeier stated that committees have a presumption that they own the money, and they do not. Steve Smalley said Martin was right; the funds belong to R&R not to the Committees.
 - iii) Steve Smalley stated that Dedicated Funds were started with the Fishing Board, the Board would budget money for the Fishing Board each year to stock fish and for other projects. With the Dedicated Fund the Fishing Board would receive a set amount in the fund to be used for the year and any monies left would remain in the Dedicated Fund after year end.

This way the Fishing Board could accumulate funds each year to use later for a large project, like the dredging project last year. The same with Greenbelt, they need to save monies each year to do large projects. R&R can transfer the monies from the Dedicated Funds to the general fund if it is needed for a disaster or emergency.

- iv) Shirley Pfankuch stated that the committees go through extreme torture, spending hours, trying to figure out what is in the fund each month. Shirley noted the accountants have recommended separate checking accounts. The numbers from the accountants are not reliable, they change each month and sometimes dramatically. While the separate checking accounts may not be 100% necessary, she thinks every committee chair across the board would support separate checking accounts. Some of the committees and Dedicated Funds have charges for labor and employee costs associated with them and are not easy to sort out.
- v) Martin Hongsermeier agrees with Shirley on all points except the separate checking accounts, because it brings in the expectation that the money belongs to the committee, which it does not. Shirley Pfankuch does not believe that is true, she thinks it gives committees a clear picture of what they are dealing with and each member can see how the money has been used. Martin Hongsermeier stated, the amount of money that is designated to a committee is what the Board expects to be spent, it does not mean that they are required to spend it. It doesn't mean that the committees have the opportunity to spend the money any way they want, the committee is accountable to the Board for every dollar they spend. Martin agrees there needs to be visibility of the money, but to designate ownership crosses the line, quite significantly. Shirley Pfankuch does not think it would be ownership because the Association will be responsible for writing the checks, the money would be earmarked, and you would clearly see what the money was used for. Jerry Valko stated that it comes under a line item versus a checking account. Shirley noted a lot of labor and other costs are charged against the line item and you cannot always tell what the charge is for.
- vi) Jody stated that you still need to take into consideration there will be labor costs if association equipment or personal are used, whether you have one account or not. Several accounts have been set up for different parts of the association. The Fishing savings account was a prime example of monies they didn't know that they had for a while. Then they realized they had money. Reports of funds were entered differently by a separate auditor, and interpreted by the bookkeeper differently. It became a confusing issue; it is a separate savings account that needs to be incorporated in the fund report. You have to take the time to read the financials, it does take time. Jody believes that it would be creating a great deal of extra work to have separate checking accounts for a few of the funds. Kathy Dillon-Durica asked "extra work for whom". Jody stated extra work for the accountants and for the staff. Kathy stated the accountants are recommending the separate accounts, so it would not be extra work for them because they want it that way. As a volunteer it would make her life so much easier. Kathy stated she spends a lot of time trying to figure out how much money the Greenbelt Committee has. If the money was in a separate account she could see where the money was deposited and withdrawn. It would be so simple if it was just one account. She does not want to be a signer on the account, or have any access to the money. Steve Smalley stated the financials are still confusing to him after 15 years.
- vii) Steve Smalley stated the Road Improvement Committee is funded differently, it is under a Restricted Fund that was voted on by the members and the funds cannot be used for anything but roads, even in a time of disaster or emergency. Jack Goodell stated he agrees the Road Improvement Fund is different, only a few checks are written per year to contractors or suppliers for special projects. The monthly reports do not include the copies of the invoices, or checks, and he has to ask for copies. The monthly reports are not clear, last spring on a

project he was told he was out of funds; the next spring he had a large amount of funds in the Road Improvement account. Jack believes if he had a separate checking account and copies of the invoices he could do simple math with a beginning and ending balances, right now the Road Improvement account shows he has more money than what he believes he has.

- viii) Steve Smalley stated he is leaning toward a better Fund Accounting System than separate checking accounts. Jim Sidebottom (05013) stated separate checkbooks would not pick up the labor hours; it is a matter of coding. With a Fund Accounting System each fund should have its own budget. Expenses and revenues would be charged to the appropriate fund and the funds would be balanced each month. All payments would be made from one checking account. Jim estimates the cost of a new Fund Accounting System would be about \$30,000. Jim stated Peachtree Accounting software will not accommodate Fund Accounting.
- ix) Helen Koller stated that this month is the first time the Board has received detailed accounting reports from Narva & Associates. Barb Groves suggested that Steve Smalley, Helen Koller and Jody conference call with Narva & Associates and provide a list of what is needed each month on the financial statements.

2. TREASURER'S REPORT:

- a. Treasurer's Report, written by Helen Koller dated October 20, 2012, and were given to the Board Members.
- b. Helen reported the transfer to Water and Sewer from Road & Recreation Lock Box was \$19,602.51. Helen reviewed the written report with Board.

MOTION: Martin Hongsermeier moved to accept the written Treasurer's Report; Jerry Valko seconded the motion, which passed unanimously.

3. MANAGER'S REPORT:

- a. Jody will be training the T.I.P.S. class for new restaurant and office staff. New Board members or members whose certification has expired are invited to attend. Jody will confirm a date in early November.

PROPERTY OWNERS' COMMENTS (One item with 5 minute maximum/owner):

1. SCHIEL PROPOSAL RE: TRACT I FILING 11

- a. Alice Schiel (11082) presented re-plat map from Black Mountain Consultants LLC showing the relocation of the Greenbelt (Tract I) with access from Tami Rd and Huron Rd, with the same amount of acreage. Alice asked that the board approve the relocation.
- b. Barb Groves thanked Alice and Bob Schiel for the professional process they conducted to complete the re-plat.

MOTION: Shirley Pfankuch moved to accept the proposed re-platting performed by Black Mountain Consultants of Filing 11, Tract I. Martin Hongsermeier seconded the motion, which passed unanimously.

AGENCY REPORTS:

- 1. BEAR AWARE TEAM:
 - a. New Chair is Ken Sterling, no report.
- 2. CL Community Fund Association (CLCFA):
 - a. No report

COMMITTEE REPORTS:

1. FIRE PIT INSPECTION:

- a. Mark McGee has volunteered to join the committee.

MOTION: Shirley Pfankuch moved to accept Mark McGee to serve on the Fire Pit Committee. Jerry Valko seconded the motion, which passed unanimously.

2. FISHING:

- a. Lou Phillippe (12044) stated, the Fishing Board operates as a business, as Martin has said before, "We need to run like a business". Less than 1/3 of the Fishing Boards' operating budget comes from Crystal Lakes members, more than 2/3 comes from the general public, for whom they operate the business. They operate on Water and Sewer bodies of water, Road and Recreation contributes about \$19,000 per year, for the privilege of the members to fish at no additional cost. It is critical that they know what funds they have to contribute to projects. Lou stated Bryon Fessler (08060) will talk about the \$26,000 that was transferred into the Fishing Designated Funds in error later in more detail. Lou had questioned the staff about where the money came from, no one could tell him. Lou stated he was told later the funds were transferred erroneously, and did not belong to the Fishing Board. That was after the Fishing Board planned, spent and contributed based on the monthly statements. Lou feels it was not the Fishing Boards fault that the money was transferred and spent and they should not have to reimburse the money that was spent in good faith.
- b. Lou stated he appreciated Martin's clarification that the Fishing Fund is not a designated fund, but an arbitrary fund that R&R chooses to contribute to. Lou noted that if the fund contribution went away, The Fishing Board could continue to operate the business. The Fishing Board would need to reset what fishing privileges members would have, and how they pay to fish. Steve Smalley noted that the Fishing Board members are elected, they are a sub-board of the R&R Board, and their fiduciary duties are higher than appointed committee members.
- c. Bryon Fessler (08060) reviewed items 4, 5, and 6, on memorandum provided from the Fishing Board; the items will be corrected as noted. Item #7 notes the correct beginning balance for the Fishing Designated Fund for June 1, 2012; the auditor will make the adjustment. Item #8 discusses the late posting of the FY Fishing Assessments; all the other CLRRA assessments have been posted in Peachtree. Jody will instruct the accountant to post the Fishing Assessment at the start of the FY along with all the other assessments. Bryon requested going forward that the monthly income statement be generated from Peachtree, not a manually created statement as they have received in the past. Jody will instruct the accountants to provide the requested statements. Next Byron discussed item #10, the issue of the adjustment of \$26,485 that was transferred to the Fishing Board in error. It was discussed in detail with the auditor how to fix the error. Bryon continued through items 11 and 12, and presented the offer to CLRRA to receive a larger percentage of the fill dirt revenue to correct the \$26,485 adjustment. The fill dirt revenue will be split based on the percent of contribution as follows: CLWSA 40%, CLRRA 31% and Fishing board 29%

MOTION: Shirley Pfankuch moved to accept the repayment and restructuring of percentages, for the sales of dredging material to what Bryon Fessler has stated. We will promote 31% for Road and Recreation and 29% for Fishing Board. Jerry Valko second, the motion passes with one nay, Martin Hongsermeier.

Discussion: Martin Hongsermeier stated that we have spent a lot of time on how to do bookkeeping and balance documents. The Fishing Board serves at the discretion of Road and Recreation. He returned to the concept that we as an Association need to operate as a business. Martin pointed out that every venture that this is done, including Fishing Board, should be directed at making money for the Association not for the Fishing Board.

Jody thanked Lou and Bryon for meeting with Joey Hoefler, CPA at rlr; it was very generous of them to take the time.

3. GREENBELT MANAGEMENT:

- a. Kathy Dillon-Durica (12078) stated Beetle Buster's will end on October 31; it will start up again in the spring. Seedling orders will start soon, she will work out details with Jody. Greenbelt received a check for \$3,423.04 from the Colorado State for the Tract H project.
- b. Kathy reminded everyone about the Shaded Fuel Break meeting October 27, 2012, in Windsor, CO.
- c. Shirley Pfankuch request to have the grader clean up ditches around Tract H now that the project is complete.

4. HEARING PANEL:

- a. No report.

5. NEWSLETTER:

- a. Ann Watson (12063A) stated the committee has down sized to 4 members. Mountain Media will assume the responsibly for the page layout of the newsletter. The committee procedures have been streamlined, a lot of the work is now done on-line, with less face to face meetings. Most of the article contributors have worked to keep articles concise and non-repetitive, which saves money. Ann asked for volunteers to help on the committee. Kathy Dillon-Durica thanked Ann for all her help on the Greenbelt Committee.

Steve Smalley thanked Shirla and Doug Race for the many hours they have volunteered in the restaurant. Steve presented them with a wine bottle chiller and matching goblets from the Board.

6. POLICY & DOCUMENTS:

- a. A meeting was held, no written report.

7. RECREATION:

- a. Helen Koller stated the Oktoberfest was very successful, 65-70 members and guest attended.

8. ROAD IMPROVEMENT:

- a. Jack Goodell (08100) stated the North Ottawa project has been completed, the cost was about \$73,000-\$74,000 for the mile and half mile of road, and it is now a nice stretch of road. Steve Smalley congratulated Rick and the staff for the great work on the North Ottawa project.
- b. Jack stated the committee will start to identify the projects for next year at next month's meeting. Shirley Pfankuch will be working on the brochure to let property owners know what the plans are for next year.

9. SECURITY:

- a. No report

10. A.C.C.:

- a. Barbara Groves reviewed the written report.

11. FINANCE:

- a. Helen Koller stated a date has not been set for the first committee meeting. Jody noted the CPI for Denver-Boulder-Greeley is in the Board Packets. The committee will use the September 2.2% figure.

OPEN ISSUES:

1. RESTAURANT:

- a. Steve Smalley stated that the contest photos are on the front of the new menus, Bryon Fessler did a lot of the work and it looks really nice. This is the second weekend with the new menu at the restaurant, feedback on the menu has been positive. Anthony and the wait staff are doing a great job.
- b. Shirley Pfankuch requested the new menu be added to the web site and be sent out in the group email.

2. DIGITIZE BOARD PACKETS:

- a. Steve Smalley stated that at the last month's meeting, he asked the Board members to think about digitized Board packets. The members could bring laptops and not have to print documents, and the digital packets would ease finding documents. The meeting documents could be projected on an overhead screen for property members to follow along. Steve asked for comments from the Board.
- b. Martin Hongsermeier stated that he has found when laptops are used in meetings people do not pay attention to the meeting at hand. He wants everyone to stay focused at the meeting. Jerry Valko agrees with Martin; he wants the Board's attention; he believes that computers would be a distraction.
- c. Shirley Pfankuch stated she does download the material she receives electronically, and it is a great asset. Shirley stated we have talked a lot about receiving materials timely, and many times she walks into a meeting and is presented with information that is complex and she is asked to consider it momentarily. The one item that has not been received until the morning of the meeting is the financials. The newly acquired access to electronic bank statements should improve receiving financials in a timelier manner. Jody stated that in the past she always tried to have the financials in the packet the week before the meeting, she hopes to get back to that schedule.
- d. Steve thinks it would be nice to receive one packet with everything that is to be discussed at the meeting. Everyone would receive the same thing in the same order; it could be printed out in the right order. Steve suggested that it be tried for the December meeting.
- e. Marian Kelly stated that we only have one scanner in the office that is used daily to send items to the accounts. The office equipment needs to be upgraded to scan two sided documents and send the scanned documents to a computer. Items that are received close to the meeting may not be included in the packet.
- f. Martin Hongsermeier thinks that all the documents that they will attend to in the meeting be available on line, maybe through a link
- g. Steve asked that the Board Packets be added to next month's meeting.

NEW BUSINESS:

1. DESIGNATED FUND TRANSFERS:

- a. Jody stated the accounts are functioning well, and we do not have a major transfer to complete. Greenbelt has an assessment of \$11,992 at the end of May. The Fishing Board has a figure of \$17,516.28, Bryon Fessler believes the figure is about \$600 short. Jody stated the budgeted amount for Fishing Board is \$18,000.

MOTION: Shirley Pfankuch moved to transfer \$18,000 to the Fishing Board. Martin Hongsermeier seconded the motion, which passed unanimously.

MEMBERS' COMMENTS & CONCERNS:

1. Gary Wiegel (13064A) requested to have Osage Trail plowed all the way through this year for emergency access. Gary has a list of 22 property owners in Bear Gulch that are requesting to keep the Osage Trail clear this winter. Gary believes that 300-500 feet of road is not being plowed during the winter season. Rick stated it is about a half mile of road that is not plowed since no one lives on that stretch of the road all winter. Rick agreed to try to keep it open, that stretch of Osage will be done after other areas where full time residents live are complete. Rick suggested the property owners call the office to be added to the weekend plow list if they are coming to the property. Shirley stated that the road needs to be open for emergency access.

MOTION: Shirley Pfankuch moved to keep Osage Trail open on a regular basis, recognizing that it will not be the first priority; the main arterials are the first priority. Jerry Valko seconded the motion, which passed unanimously.

Discussion: Martin Hongsermeier does not understand the reasonableness of the request and the urgency. Martin thinks it could be closed for the season, post a sign. Shirley stated the grader is at that point on a regular basis and it would not take that much more time to plow that stretch. Gary stated the urgency is that it may snow next month, and it will need to be plowed and he would rather talk about it this month than wait a month and be snowed in. Rick stated he would rather start keeping it open, and when a pickup plow cannot keep it open, it would become a secondary road.

MOTION: Martin Hongsermeier moved to adjourn. Shirley Pfankuch seconded the motion, which passed unanimously.

THE OCTOBER 20, 2012, ROAD & RECREATION BOARD MEETING ADJOURNED AT 5:01 P.M.

Respectfully submitted,
Linda Dell
Recording Secretary

**ROAD & RECREATION BOARD OF DIRECTORS' MEETING
SEPTEMBER 15, 2012**

IN ATTENDANCE: Barbara Groves, Martin Hongsermeier, Helen Koller, Shirley Pfankuch, Steve Smalley, Michael Snyder, Jerry Valko, and Manager Jody Sandquist

PROPERTY OWNERS & OTHERS IN ATTENDANCE: Nine (9)

PRESIDENT STEVE SMALLEY CALLED THE SEPTEMBER 15, 2012, ROAD & RECREATION BOARD OF DIRECTORS' MEETING TO ORDER AT 1:32 P.M.

ADOPTION OF AGENDA: Dredging Material was added to the Agenda.

MOTION: Martin Hongsermeier moved to accept the Agenda as amended. Jerry Valko seconded the motion, which passed unanimously.

APPROVAL OF MINUTES:

MOTION: Shirley Pfankuch moved to accept the July 21, 2012, minutes as amended. Jerry Valko seconded the motion, which passed with one abstention: Martin Hongsermeier.

MOTION: Jerry Valko moved to accept the August 18, 2012, minutes. Martin Hongsermeier seconded the motion, which passed unanimously.

OFFICERS' REPORTS:

1. PRESIDENT'S REPORT:

- a. Steve Smalley thanked Bev Eddinger for her years of service and dedication to Crystal Lakes Associations.
- b. Steve would like the board to start thinking about the possibility of moving to digital packets and visual presentations for the board meetings. Discussion continued about how digital packets would improve the organization of the meeting material, saving time for board members and staff, cost savings of office supplies, and the benefits to the audience. Jody will add digital packets under open issues on the October board meeting.

2. TREASURER'S REPORT:

- a. LOCKBOX FUNDS TRANSFER TO W & S: Written report by Helen Koller.

MOTION: Martin Hongsermeier moved to accept the Treasurers report. Barbara Groves seconded the motion, which passed unanimously.

2. **MANAGER'S REPORT:**

- a. Jody informed the board of the accident that took place on North Ottawa involving the dump truck and power cable. She will be notifying the insurance company in case the power company files a claim for damage.

PROPERTY OWNERS' COMMENTS (One item with 5 minute maximum/owner):

1. **SCHIEL PROPOSAL RE: TRACT I ADJACENT TO 11082**
 - a. Alice Schiel (11082) presented a plat map showing the approximate relocation of the Greenbelt (Tract I) with access from Tami Rd and Huron Rd, Alice asked that the board approve the relocation of the Greenbelt with a surveyed plat map to be submitted to the Board next month.
 - b. The closing of the joint purchase of Lot 83 Filing 11 is scheduled for September 21st with Lone Pine Realty.

MOTION: Martin Hongsermeier moved to agree in principle to the relocation of Tract I to accommodate the loss of Lot 83 Filing 11 and the reorganization of Lots 81 and 82 Filing 11. Shirley Pfankuch second, which passed unanimously.

2. A handmade thank you card was received from summer hosts Walter and Cheryl Borra and was shared with the Board.
3. A thank you letter was received from Jim and Lois Kinney thanking the Board for the wonderful Volunteer Appreciation Dinner.
4. Complaint received from Jerry Cotner (12121) about an abandoned van and debris on the lot adjacent (12122) to his, Jody addressed the complaint in a letter to Mr. Cotner on September 6, 2012, and in a letter to the owners of the lot named in the complaint.

AGENCY REPORTS:

1. **Bear Aware Team:**
 - a. Jim and Jane Tiffin are retiring from the program; no one has volunteered to move into the lead position for the agency. Steve Smalley suggested that we move the agency to a committee under Road & Rec. so the Bear Aware Program will not die, and change it to a Wildlife Information and Guidance Committee. The Bear Aware Team is a funded Agency by DOW, if it becomes a committee the funding may not be available.
 - b. The Board asked that Jody or Jim Tiffin contact Jim Jackson with DOW to find out what DOW's position is to keep the Agency intact.
2. **CL Community Fund Association:**
 - a. Helen Koller reported that the Bake Sale was very successful.
 - b. Steve Smalley thanked Ray and Janette Williams and crew on the tremendous job they did preparing the Volunteer Appreciation Dinner.
 - c. Helen Koller reminded everyone that the next CLCFA meeting will be on October 7th.
3. **CLVFD**
 - a. **Written Report**
 - b. Jody reported that CLVFD responded to two major incidents at the same time, a medical emergency and a large tree fire. Jody will submit an article to the Wapiti Bugle from Road and Recreation recognizing the Fire Department.

OPEN ISSUES:

1. **RESTAURANT:**

- a. Jody shared the Thank You letter she received from Joe Jackson. Steve Smalley recognized Joe and all the young people who have worked at Crystal Lakes over the past years.
- b. The restaurant carpets have been cleaned and treated. Jody invited the Board to walk thru the restaurant kitchen and see the incredible cleaning job done by hosts Walter and Cheryl Borra. It made Steve Smalley cry in a good way.
- c. Jody has an interview scheduled for a cook who was a previous employee, and interviewed a cook from Arizona who wants to return to Colorado. Jody does have other staff lined up once the cook position is filled.

2. PHOTO CONTEST RESULTS:

- a. Bryon Fessler reported the photo contest was a big success; there were 103 photos submitted, with 21 awards in 4 categories. Bryon thanked Steve Smalley, Jody Sandquist and Megan Fessler for presenting the ribbons and certificates at the awards ceremony.
- b. Bryon received feedback that the photographers would like to see a Youth category added next year.
- c. Bryon acknowledged the photo contest would not be possible without the generosity of the sponsors; CLRRRA, Community Fund, The Restaurant, Wapiti Bugle and Mountain Web Design.
- d. The winning photos are displayed in the restaurant and have been posted on the Crystal Lakes web site.

3. DREDGE MATERIAL:

- a. The Fishing Board has a deadline of October 2012, to remove the dredge material from the dam area. The Board concluded the need to determine the value of the remaining material and to find a suitable location for long term storage. One proposal was to store the material in the back parking area of the restaurant and install a gate.
- b. Jack Goodell will estimate the amount of the remaining material and the value per yard after the Ottawa Way project is complete and present the numbers to the Board at the October meeting. The Board will then determine if R&R will move the material to a long term location for future road projects.

NEW BUSINESS:

1. JOURNAL ENTRY ADJUSTMENTS PER AUDITOR:

- a. Copies of standard adjustments made after an audit were provided to the Board to be ratified. Narva & Associates has completed the adjustments.

MOTION: Jerry Valko moved to accept the (May 31, 2012) auditors adjusting journal as written. Helen Koller seconded the motion, which passed unanimously.

COMMITTEE REPORTS:

1. FINANCE:

- a. The committee members are: Helen Koller, Bob Rogers, George Deaton, Jim Sidebottom, and Kathy Dillon-Durica.
- b. Bev Eddinger (08018) and Cindy Goodell (08100) have volunteered to join the Finance Committee.

MOTION: Shirley Pfankuch moved to approve Cindy Goodell (08100) and Bev Eddinger (08018) to add to the Finance Committee increasing the total number on the committee to seven. Martin Hongsermeier seconded the motion, which passed unanimously.

2. FIRE PIT INSPECTION:

- a. Up to date with inspections.

3. FISHING:

- a. Bryon Fessler stated that the September 16, 2012, meeting has been canceled due to not having a quorum. The meeting will be re-scheduled for later this month.
- b. The Fishing Board has two more fish stockings in September and one in October in Crystal Lake before the lake freezes.
- c. Bryon has scheduled a meeting with Narva Associates to review the financials and resolve issues.

4. GREENBELT MANAGEMENT:

- a. The Greenbelt Committee has two more workdays scheduled to complete final cleanup.
- b. Diana Selby has completed the paper work for the grant.
- c. Beetle Busters will start up again in October; the inspection form is available on the web site.
- d. Steve Smalley suggested that we take a picture of the Greenbelt and present it to Cheryl Poage as a thank you for the \$3,400 donation. Shirley Pfankuch suggested that we post a plaque at the site.
- e. Kathy Dillon Durica reported the Seedling program will begin again in November and donations of \$270.00 have been received.

5. HEARING PANEL:

- a. Jim Tiffin has resigned as chair; Susan Vance has been acting chair.

MOTION: Martin Hongsermeier moved to approve Susan Vance (06098A) as Chair of the Hearing Panel. Barb Grove seconded the motion, which passed unanimously.

6. NEWSLETTER:

- a. The deadline for the November/December issue is October 1, 2012.
- b. Shirley Pfankuch will submit a small advertisement that the dredge material is available for purchase.

7. POLICY & DOCUMENTS:

- a. No Report
- b. Mark McGee (01057) volunteered for the committee; he wanted to participate virtually for the majority of the meetings. It was decided that Mark would not be appointed since he would not be physically available. Jody will send Mark a notification letter.

8. RECREATION:

- a. Helen Koller gave an update on Oktoberfest scheduled for October 13, 2012.
- b. Written report received from Hiking Committee.

9. ROAD IMPROVEMENT:

- a. Steve Smalley expressed his appreciation to the field staff for the great job they have done on the crushing project and road improvement on Ottawa Way.
- b. Steve Smalley asked Jody if Jack Thornton had committed to doing anything for Road & Rec. Jody replied no.

10. SECURITY:

- a. No report.

11. A.C.C.:

- a. No report.

MOTION: Martin Hongsermeier moved to adjourn. Jerry Valko seconded the motion.

Shirley Pfankuch asked the question, "If Jack Thornton did not commit, do we have an alternate plan? I thought we talked about it last month". Jody has not heard back from Jack Thornton. Jody has not talked to Rick except to see how things are going with the crusher. She does not know if Rick or Jack Goodell has heard from Jack Thornton. Steve Smalley stated that everyone else is booked up with the High Park Fire clean up, Jody agreed. Shirley and Steve both stated we have no plan for getting the roads graded before it freezes. Jody confirmed the grader is currently being used to on the Ottawa Way road project. Martin Hongsermeier stated this is the second month we have not heard from Jack Thornton, isn't it time to write him off? Jody stated she did speak with Jack Thornton and he said he would try and squeeze us in during September, but she has not heard back from him. Jack Goodell stated in the last month's meeting, it looked like Jack Thornton would not be available.

MOTION: The motion to adjourn, which passed unanimously.

THE SEPTEMBER 15, 2012, ROAD & RECREATION BOARD MEETING ADJOURNED AT 4:33 P.M.

Respectfully submitted,
Linda Dell
Recording Secretary

**ROAD & RECREATION BOARD OF DIRECTORS' MEETING
AUGUST 18, 2012**

IN ATTENDANCE: Barbara Groves, Martin Hongsermeier, Helen Koller, Shirley Pfankuch, Steve Smalley, Michael Snyder, Jerry Valko, and Manager Jody Sandquist

PROPERTY OWNERS & OTHERS IN ATTENDANCE: Nineteen (19).

PRESIDENT STEVE SMALLEY CALLED THE AUGUST 18, 2012, ROAD & RECREATION BOARD OF DIRECTORS' MEETING TO ORDER AT 1:35 P.M.

ADOPTION OF AGENDA: New Business: Volunteers, was added to the Agenda.

MOTION: Martin Hongsermeier moved to accept the Agenda as amended. Barbara Groves seconded the motion, which passed unanimously.

APPROVAL OF MINUTES:

MOTION: Helen Koller moved to accept the June 16, 2012, minutes. Shirley Pfankuch seconded the motion, which passed unanimously.

OFFICERS' REPORTS:

1. PRESIDENT'S REPORT:

- a. Steve reminded everyone about the Volunteer Appreciation Dinner tonight. Will be a great time for all.
- b. Audit has been completed; once again it was a successful audit thanks to Jody and Peggy.

2. TREASURER'S REPORT:

- a. Verbal report by Helen Koller.

MOTION: Barbara Groves moved to accept the verbal Treasurer's Report, Martin Hongsermeier seconded the motion, which passed unanimously.

3. MANAGER'S REPORT:

- a. Jody will schedule a TIPS class when the new restaurant staff are on board, and will include the new staff employees as well.
- b. Reminder to R&R Boot Camp scheduled for Sept 8th at 9:00, meeting in the Wapiti Room for a full day. The morning will be spent throughout Crystal Lakes and the afternoon will be spent setting goals.

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- a. It is a constant struggle stocking Little Lone Pine Lake. Jody received a call from Brenda Gimeson at the County, who is working on the consolidation of Filing 7 Lots 40 & 41. Brenda has discovered that R&R owns a ¼ acre of land at the end of Ada Ct. This discovery will allow equipment access to the lake for stocking fish. Jody will speak with property owners of Lots 40 & 41, and work with the County to consolidate the ¼ acre with Little Lone Pine. A survey will need to be completed.
- b. Jody thanked Walter and Sheryl Borra and the restaurant staff for all the hard work scrubbing the restaurant kitchen. Walter has suggested replacing blinds that are worn. Jody is also looking for a commercial carpet cleaning company to clean the carpets.

PROPERTY OWNERS' COMMENTS (One item with 5 minute maximum/owner):

1. SCHIEL PROPOSAL

- a. Alice Schiel (11082) is looking at a joint purchase with Derek Cozzens (11081) of Filling 11 Lot 83. Each party would incorporate 7/10 of an acre of Lot 83 into each of their lots and move Tract I to the south.
- b. Michael Snyder requested the board receive a before and after plat map, to see what the impact will be on Tract I.
- c. The Schiels' need to have a survey completed showing that Tract I will have access to both Tami Rd and Huron Rd. and will remain at 8.526 acres.
- d. The Board cannot give approval to move Tract I at this time; Alice will provide revised plat map with the survey at next meeting.

AGENCY REPORTS:

1. BEAR AWARE TEAM:

- a. Jim Tiffin reported a total of 38 bear sightings, compared to last year we had 36 sightings; break-ins remain at 2.
- b. A dog was killed by coyotes last week. For the safety of pets, property owners need to keep pets under their control at all times.
- c. Moose will enter rut soon, the males will become very aggressive, and property owners need to maintain caution.
- d. Bears will begin feeding 20+ hours a day before hibernation, sightings may increase.
- e. The State of Colorado used some pictures from the CL Bear Aware Team, the State of Texas is asking to use the pictures too.
- f. Barbara Groves thanked Jim and Jane for all their work.

2. CL COMMUNITY FUND ASSOCIATION (CLCFA):

- a. Helen Koller - Bake Sale Labor Day weekend, bring baked goods to the Wapiti Room on Friday.
- b. Alice Schiel thanked CLCFA for helping her to plant the flowers in front of the office and Grace Zach for bringing water for the flowers.

3. CLVFD: - Written Report

- a. CL FIRES annual meeting Sunday August 19th at 1:00 P.M. in the Wapiti Room.

COMMITTEE REPORTS:

1. A.C.C.: - Written Report

- a. Steve and Jody have driven by Filling 13 Lot 118; the violation of the 4th building on the lot has been resolved.

2. FINANCE:

- a. Finance meeting October 7th.
- b. Jody noted that Bev volunteered to be on the Finance Committee, Bev will no longer be a staff member when the committee starts to meet; Cindy Goodell (08100) also volunteered to be on the committee. Helen advised the committee will meet in October, and will request Board approval for new committee members.
3. FIRE PIT INSPECTION: No report.
4. FISHING: No report.
5. GREENBELT MANAGEMENT: Written Report – Summit Forestry
 - a. Kathy Dillon-Durica, received written progress report from Tony Mahon, Summit Forestry, on the project in the 15th Filing.
 - b. Once the chipping is complete she will know how much will need to be removed, a volunteer weekend will be scheduled to complete the cleanup.
 - c. The Committee is working on 2013 & 2014 grants.
 - d. Beetle Busters will start up again after flight, usually after Sept 1.
6. HEARING PANEL: No report.
7. NEWSLETTER: Deadline Monday
8. POLICY & DOCUMENTS:
 - a. Need volunteers, only have Board Members on the committee.
9. RECREATION:
 - a. Recreation received a letter from Helain Steele thanking the recreation members for all the work done on the Valhalla and Mimir trails.
 - b. Recreation and CL Fires will be hosting Oktoberfest, Oct 13th.
 - i. The theme this year is western, with BYOB.
 - ii. Recreation will ask W&S for use of the W & S building.

FIVE MINUTE BREAK

10. ROAD IMPROVEMENT:

- a. Repair will be completed on the pan corner that is tipped.
- b. Dredge Material discussion:
 - i. Jack has not had time to look into a screen, the avenue Rick had for a screen has disappeared.
 - ii. If they rent a screen for 2 weeks they will need a loader 5 days a week to complete the project. Could screen 1000 yards per day by his estimate.
 - iii. The crew will need to screen enough material to do the slash pile area and road in the 6th filing. The material for sale to the property owners would not be screened.
 - iv. Jody advised that we should get outside bids, as she cannot guarantee that she will have staff to complete the project. Jack Thornton may know a contractor we could contact.
 - v. Due to weather the screening needs to be done soon. Jack and Rick will check around and will connect next Saturday to compare notes, and come up with the plan.
 - vi. Jody spoke with a part-time applicant that had a lot of backhoe experience, some loader and little grader experience.
- c. Culverts in 6th Filing discussion:
 - i. Staff has been working on the culverts in the 6th Filing.
 - ii. The culverts need to be removed from the work site after completion. Jody will check into the situation.

- iii. R&R will be covering the cost of the driveway culverts along the 7 lots on Tami Bridge and the Air Strip since we are changing the terrain and elevating the road.
- d. Jody contacted Jack Thornton about grading the roads; he will not be available until September.
 - i. The roads have deteriorated due to lack of water.
 - ii. Plan B needs to be put in place in case Jack Thornton is not available.
 - 1. Suggestion made to hire a part-time employee to grade roads on a daily basis
 - 2. Rick realizes that it is important to get the roads graded during the summer.
 - 3. Talk to Jack to see if he would be willing to train an operator.

OPEN ISSUES:

1. RESTAURANT:

- a. The Restaurant is undergoing a deep cleaning, the grout will be sealed. The Board is welcome to walk through the restaurant.
- b. Steve will meet with a potential cook who Jody has interviewed.
- c. Freezer inventory will be done, the walk-in fridge died last week, and it has been repaired. Fortunately there was not a lot of food in the fridge when it quit working. It has been working for a week.
- d. Water usage for the restaurant and office was at 2000 gallons on a Sunday and 1900 gallons on a Monday. Jody may need to reposition the cameras to see who and where the water is being accessed.

2. RE-EVALUATE CURRENT FIRE BAN:

- a. Marian Kelly, Fire Chief, requested Board and manager approval to send out reminders and pointers on how to protect your property from fire and fire pit safety via View From Crystal Lakes.
- b. Matrix Review: Marian Kelly, Fire Chief, reviewed the last week and a half of fire danger conditions. The conditions are bouncing in and out of ban recommendation. Yesterday indicators showed we were in moderate conditions, and all areas around Crystal Lakes are in high conditions.
 - i. 9 News long range moisture and temperature forecast is drier and hotter for the next month.
- c. Continued discussion of fire conditions and recommendations followed.

MOTION: Barbara Groves, moved to remove the fire ban until conditions otherwise prove that we need to have it on. Shirley Pfankuch seconded the motion, which passed with three nays.

NEW BUSINESS:

1. ELKRIDGE ROAD:

- a. Steve and Jody toured Elk Ridge Road, and it is not complete. More fill has been added to the road, topping has not been added.
- b. Jody provided the letter from Brandes to the Weixelman Family. No response has been received.

2. FINE POLICIES:

- a. Proposed fines for ATV 1st Violation

- i. Jody provided handout with proposed changes to ATV Fine Policies and Schedule For Vehicle Violation.
- ii. Under Registration and Management Policy, item #4, a fine of \$75 for the first violation has been added. The patrol person can issue a verbal or written warning in lieu of the first violation.

MOTION: Martin Hongsermeier moved to approve the proposed changes to the ATV and Fine Policies on the first violations sections, as prepared by Jody updated 7/25/2012, Barbara Groves seconded the motion, which passed unanimously.

3. VOLUNTEERS: Covered earlier.

MOTION: Martin Hongsermeier moved to adjourn. Barbara Groves seconded the motion, which passed unanimously.

THE AUGUST 18, 2012, ROAD & RECREATION BOARD MEETING ADJOURNED AT 4:07 P.M.

Respectfully submitted,
Linda Dell
Recording Secretary

**ROAD & RECREATION BOARD OF DIRECTORS' MEETING
JULY 21, 2012**

IN ATTENDANCE: Barbara Groves, Helen Koller, Shirley Pfankuch, Steve Smalley, Mike Snyder, Jerry Valko, and Manager Jody Sandquist.

ABSENT: Martin Hongsermeier.

PROPERTY OWNERS & OTHERS IN ATTENDANCE: Twelve (12).

PRESIDENT STEVE SMALLEY CALLED THE JULY 21, 2012, ROAD & RECREATION BOARD OF DIRECTORS' MEETING TO ORDER AT 1:47 P.M.

ADOPTION OF AGENDA:

MOTION: Jerry Valko moved to approve the Agenda as amended (presented). Helen Koller seconded the motion, which passed unanimously.

APPROVAL OF MINUTES:

MOTION: Jerry Valko moved to accept the April 21st minutes. Shirley Pfankuch seconded the motion, which passed unanimously.

MOTION: Helen Koller moved to accept the May 19th minutes. Mike Snyder seconded the motion, which passed unanimously.

OFFICERS' REPORTS:

- PRESIDENT'S REPORT: Steve stated that it is with deep regret that they have received Bev's retirement letter and thanked Bev for her over ten years of service to Crystal Lakes. Steve also thanked Peggy Reffel for all her excellent work. Her last day will be August 1st.
- TREASURER'S REPORT: Written report by Helen Koller.

MOTION: Shirley Pfankuch moved to place it (Treasurer's Report) in file for the auditors for the audit. Jerry Valko seconded the motion, which passed unanimously.

- MANAGER'S REPORT: The auditors were here this week and were very complimentary with the work Peggy has done. The audits will be presented at the Joint Meeting next month.
We have the donation from John and Barbara Jackson (03079) of a skid steer that is like new. It has great hydraulics that will enable us to get many types of attachments for it. Jody will be sending them a thank you letter.

PROPERTY OWNERS' COMMENTS (One item with 5 minute maximum/owner): Bryon Fessler (08060) commented that entries for the photo contest are lacking and Jody will encourage property owners to submit more photos through her email.

AGENCY REPORTS:

1. BEAR AWARE TEAM: Jim Tiffin reported that last year we had a total of 36 bear sightings and so far this year we have 29. We have had 2 break-ins.
2. CRYSTAL LAKES COMMUNITY FUND ASSOCIATION: Jeanette Williams reported that their annual meeting will be on Saturday, July 28th at 1:00 p.m. in the Wapiti Room. The Community Fund Committee is working with the Fishing Committee on Crystal Park. The Fish Dinner will be on Sunday of Labor Day weekend at the Fire Station.
3. CLVFD: Written report.

OPEN ISSUES:

1. RESTAURANT: Our cook walked out this morning and The Restaurant will open at 4:30 p.m. today and be open until 7:00 p.m. We will be looking for a new restaurant manager and cook.
2. FIRE BAN:
 - Matrix Review: This is being checked every day.
 - Evaluate: The Board reviewed conditions and fire ban will stay on.

NEW BUSINESS:

1. SELECT DATE & TIME FOR BOARD MEMBER BOOTCAMP: Board bootcamp will be on September 8th at 9:00 a.m.

COMMITTEE REPORTS:

1. SECURITY: No report.
2. A.C.C.: Written report.
3. FINANCE: Jim Sidebottom is the current Chair and will speak with previous and possible members soon.
4. FIRE PIT INSPECTION: No report.
5. FISHING: The Fishing Derby was a huge success. Stocking is continuing and some yellow rainbows have also been stocked in the lakes and ponds.
6. GREENBELT MANAGEMENT: Beetle Busters will be inactive until the beetles have finished flying. The fuel break meeting will be held on Sunday the 29th at 1:00 p.m. The Filing 15th project is close to being completed.
 1. Forestry Project Update: Written by Tony Mahon.

MOTION: Helen Koller moved to fund \$200.00 additional to the Greenbelt Committee. Barbara Groves seconded the motion, which passed. Shirley Pfankuch recused herself inasmuch as the monies would go to Slash Solutions.

7. HEARING PANEL: Jim Tiffin has tendered his resignation as Chair. Susan Vance will take over for now.
8. NEWSLETTER: No report.
9. POLICY & DOCUMENTS: The two documents below have been approved by the Board.

CLRRA

July 21, 2012

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- Policy Manual:
- R & R Handbook:

10. RECREATION: The 4 X 4 is tentatively set for August 4th.

11. ROAD IMPROVEMENT:

- Basecamp Parking Project: Tabled.
- Slash & Debris in Drainage Ditches: Tabled.

Steve Koeckeritz came to the meeting and was updated on the action of his Board. Steve stated he was in favor of adding to staff according to Jody's proposal. Inasmuch as the W & S vote was tied, Steve's vote broke the tie and the motion was approved.

MOTION: Jerry Valko moved to adjourn. Barbara Groves seconded the motion, which passed unanimously.

THE JULY 21, 2012, ROAD & RECREATION BOARD OF DIRECTORS' MEETING ADJOURNED AT 4:17 P.M.

Respectfully submitted,
Bev Eddinger
Recording Secretary

ANNUAL ROAD & RECREATION MEMBERSHIP MEETING
JUNE 9, 2012

PAGE 1 OF 4

IN ATTENDANCE: Barbara Groves, Martin Hongsermeier, Helen Koller, Steve Smalley, Jerry Valko, and Manager Jody Sandquist.

ABSENT: Michael Snyder, Jim Sidebottom

PROPERTY OWNERS & OTHERS IN ATTENDANCE: Seventy-seven (77).

PRESIDENT STEVE SMALLEY CALLED THE JUNE 9, 2012, CRYSTAL LAKES ROAD & RECREATION ASSOCIATION ANNUAL MEETING TO ORDER AT 1:56 P.M.

- OPENING & INTRODUCTIONS: Steve Smalley welcomed everyone to the meeting. He asked the membership to take a minute to pay tribute to the service men and women of our country, i.e. the ones currently active, retired military, and those who have paid the ultimate price to protect our freedom. All then stood for the Pledge of Allegiance. Steve reflected back on those who are no longer with us and asked for a moment of silence for those who have lost loved ones and those who have left us.

Steve introduced himself as President of the Board, Helen Koller, Assistant Treasurer; Jerry Valko, Barbara Groves, and Martin Hongsermeier. Michael Snyder could not attend for medical reasons, and Jim Sidebottom is out of town.

Jody Sandquist introduced her staff. Bev Eddinger, Secretary; Rick Crewdson, Facilities & Operations Supervisor, who is attending his twentieth Road & Rec. Annual Meeting; Jay Adams (05064A), Facilities & Grounds Maintenance Tech; Mike Gores, Equipment & Grounds Maintenance Tech; Marian Kelly (07007), Office Coordinator. Peggy Reffel (11018) is not in attendance as she is recovering from a hospitalization. Sharon Cooper (07062) is a part time summer employee. Mike Breen (09045) and Mike Schrodt (01062) are part time employees. Lonnie Serna (06041) is our Water & Sewer 6th Filing host; Jake White does security, fishing patrol, and works on our signs; Ella Mae White, Jake's wife, is currently at the security check point station; and Dane of Anlance Security is out and about today. All of our summer hosts are not in at this time. Walter & Cheryl Borra will be in this month, as will Marianne Holcomb. Our restaurant employees are Marie Hunt, Chef, and Robert Lusk, Assistant Manager. Carlos, Matt, Kate Kelly (07007), and Shirla Race (15075) are in the front of the house and the back of the house includes Joe, Evan, and Rachel.

Steve Smalley introduced Marian Kelly, Crystal Lakes Fire Chief. Marian thanked the community and the Associations for their support. Programs like fire pit specifications, fire permits, and putting on a fire ban when necessary go a long way towards helping the Fire Department do everything possible to keep our community safe. Today we are getting smoke from a fire near Glacier View which is yet another sign that we are going into a very dry and potentially very dangerous fire season. Marian is asking property owners for three things this summer: 1. Please be careful, safe, and observant. Please don't hesitate to call 911 if you

— see smoke where you don't think there should be smoke or a potentially dangerous fire. 2. Whether you have a land line or not, go to Larimer Emergency Telephone Authority and sign up. Information on this is on the Association web site as well as the Fire Department web site. This is Larimer County's way of implementing a reverse 911 system for those who do not have land lines. 3. When you get an evacuation call, don't wait for a second call. Just leave. Nothing you own is worth your life.

Jim Jackson, DOW, related that there is a problem in Glacier View from bears leaving the Hewlet Gulch fire and looking for food. They may be headed this way, so be vigilant. Do not provide food for them. Remember, if a bear gets into your house, it will have to be destroyed. There have been two mountain lions in Rabbit Gulch and Cherokee Park getting into people's livestock. Watch out for your pets. There have been seven bear sightings so far this year in Crystal Lakes, six of them this week alone. This indicates there are bears moving into our area.

Earl Fawcett, Larimer County Deputy, was unable to attend the meeting due to fires in the area.

- APPROVAL OF MINUTES:

MOTION: Helen Norton (05057) moved to approve the June 11, 2011, Annual Meeting minutes. Steve Shapland (15075) seconded the motion, which passed unanimously.

- BOARD MEMBERS' REPORTS: President Steve Smalley thanked all the volunteers of Crystal Lakes. It takes hundreds of hours to run Crystal Lakes and we have great talents in our volunteers. There will be a Volunteer Day coming up to honor all the volunteers.

The Association has been working on drainage, putting in culverts and working on ditches. The road improvement project involves replacing culverts and asking property owners to install their own culverts. The Pow Wow project has been completed. A concrete pan will be installed in front of the office, which should eliminate the gullies which appear during rain storms. The base of Ottawa Way by the air strip is going to be raised, and additional base will be put on Tami Road if time allows. Jack Thornton will be helping with some of the road work again this year.

The Restaurant has improved financially but we are not where we need to be as yet. It appears our losses will be about half of what they were last year. Sales are up and expenses are down. We are in the fourth year of our five year plan. Thanks to those who support the Restaurant.

The Water & Sewer Board and the Road & Rec. Board have formed a joint committee to do wage and benefit studies. The committee will be looking at wages and benefits of other employers in order to keep our salaries in line with others in this area. Two Water & Sewer Board members and two Road & Rec. Board members will serve on this committee and they are looking for three property owners to serve also.

Last years' audit was very good thanks to Jody and Peggy. Our auditor remarked that this was one of the easiest audits he has done for us.

We used some of our reserves this year to renovate our bathrooms and paid off one of our pickup trucks early.

We encourage everyone to pay their dues as early as possible. We try to keep dues as low and affordable as possible.

A Board Member in an Association in Utah was very impressed with our website and called us. She said that we were such a professional organization with all our committees, and they aspired to be like us some day.

Thanks to the Water & Sewer Board for their co-operation in our joint meetings. The two Associations also share employees, which is a great cost savings. It's very important that those with wells return their water meter reading cards in a prompt manner.

Our Greenbelt Committee is working very hard, clearing our greenbelts of pine beetle kill trees. After dead trees are taken down, it is important to also fell brood trees. Remove infested trees from your property as quickly as possible. Upon request, a member of Beetle Busters will come to your property and identify infested trees at no charge.

If there was a fire here the size of the Hewlett Gulch fire, all of Crystal Lakes and Beaver Meadows would be gone. The fire danger is high this year so understand that when we put on a fire ban it is not to wreck anyone's good times, but to make sure we can all enjoy our property in Crystal Lakes.

Our web site is a great tool in that information on committees, the Associations and minutes are found there as well as other information. Thanks to Sharon and Bryon Fessler for their professionalism.

We have changed our group email and it is much easier to join now.

The Board has been getting and giving information on Dark Skies, which is a program that eliminates bright porch lights at night. There is information in the office and the Association is working on having Basecamp lighting comply with this program.

The Board encourages input from property owners. We all care about Crystal Lakes and want it to be the best it can be.

Assistant Treasurer Helen Koller referred to the FY 2012/13 Treasurer's Report, and read the written report by Jim Sidebottom, Treasurer.

MOTION: Rex Schweers moved to approve the Treasurer's Report. Jeanette Williams (06017) seconded the motion which passed unanimously.

- **MANAGER'S REPORT:** Jody thanked Bryon Fessler (08060) for his work on the dredging project. The upper slash pile has been cleaned and we are in the process of sorting through the remaining ashes. The slash pile area is closed.
We have purchased a new pickup truck and the flatbed has been installed on it.
Thanks to all volunteers.
New Owners' Orientation will be held in August. It is a great time for anyone to come and learn more about the Bear Aware Team, Fire Department, and various other groups that make Crystal Lakes the great community that it is.
The office is now open every day from 8:00 a.m. to 4:00 p.m.
- **FY 2012-2013 BUDGET:** There were no objections to the budget. The budget is therefore approved for FY12/13.
- **INDUCTION OF OFFICERS:** Jim Sidebottom is leaving the Board and we thank him for his six years on the Board and his participation on the Architectural Control Committee, Finance Committee, and Security Committee. Ray Williams performed the swearing in process and welcomed Shirley Pfankuch (13064A) to the Board.
- **ELECTION OF ROAD & RECREATION BOARD OFFICERS:** Steve turned the meeting over to Martin Hongsermeier, Vice president, during the nominations for President.

MOTION: Helen Koller nominated Steve Smalley for President of the Road & Rec. Board. Barbara Groves seconded the motion, which passed unanimously.

The chair was returned to Steve Smalley.

MOTION: Barbara Groves nominated Martin Hongsermeier for Vice president. Helen Koller seconded the motion, which passed unanimously.

MOTION: Martin Hongsermeier nominated Barbara Groves as Secretary. Helen Koller seconded the motion, which passed unanimously.

MOTION: Martin Hongsermeier nominated Helen Koller as Treasurer. Barbara Groves seconded the motion, which passed unanimously.

MOTION: Helen Koller nominated Michael Snyder as Assistant Treasurer. Martin Hongsermeier seconded the motion, which passed unanimously.

- PRESENTATION OF FISHING BOARD CANDIDATES: Lou Philippe (12044) reviewed the projects the Fishing Board has been involved with. Brett Mello (03007) is a new member of the committee and has volunteered to be Treasurer. There were no nominations from the floor.
- FISHING BOARD ELECTION:

MOTION: Ruth Ludwig (05018) nominated Brett Mello to the Fishing Board. Lyle Koller (03007) seconded the motion, which passed unanimously.

- MEMBERS' COMMENTS & CONCERNS: Bob Strazer (11054A) thanked the Board for all the work they put in. He requested more transparency in the costs regarding the Restaurant. Kathy Dillon-Durica, Chair of the Greenbelt Management Committee, suggested that money could well be spent on clearing the greenbelts of dead trees. It costs approximately \$2,000.00 per acre to do so and they have to rely primarily on grants. Gary Wiegel (13064A) requested that a fire ban be activated. Steve commented that they are very close to putting on a fire ban. Cindy Goodell asked the Board to consider leasing out the Restaurant. Helain Steele also requested that a fire ban be put in place. Jody Randall (13081) stated he ordered pheromone patches for property owners this year and he still has some available for interested parties. Sue Gessert (07033) reminded everyone that Breakfast at the Lake will be the following morning from 9:00 a.m. until 10:30 a.m. Delores Williams (05025A) suggested that each property pay \$50.00 towards the Restaurant instead of \$10.00. Sharon Goodnight (02020) suggested that we all work together for our community. Steve Shapland stated there are procedures to be followed in putting on a fire ban and it should be done by following that, not as a democratic process. Jeanette Williams mention the Neighbor to Neighbor letter which can be obtained through the office. Ray Williams, Chair of the Finance Committee, stated that we really need a dues increase. Carrie South (12108) suggested that a special assessment for the Greenbelt Committee might be in order at this time.

- CLOSING:

MOTION: Jeanette Williams moved to adjourn. Carrie South seconded the motion, which passed unanimously.

THE JUNE 9, 2012, CRYSTAL LAKES ROAD & RECREATION ASSOCIATION ANNUAL MEMBERSHIP MEETING ADJOURNED AT 4:20 P.M.

Respectfully submitted,
Bev Eddinger
Recording Secretary

**ROAD & RECREATION BOARD OF DIRECTORS' MEETING
JUNE 16, 2012**

IN ATTENDANCE: Barbara Groves, Martin Hongsermeier, Helen Koller, Shirley Pfankuch, Steve Smalley, Jerry Valko, and Manager Jody Sandquist.

ABSENT: Michael Snyder.

PROPERTY OWNERS & OTHERS IN ATTENDANCE: Sixteen (16).

PRESIDENT STEVE SMALLEY CALLED THE JUNE 16, 2012, ROAD & RECREATION BOARD OF DIRECTORS' MEETING TO ORDER AT 1:35 P.M.

ADOPTION OF AGENDA: Board Members' Boot Camp was added to the Agenda.

MOTION: Martin Hongsermeier moved to accept the Agenda as amended. Barbara Groves seconded the motion, which passed unanimously.

APPROVAL OF MINUTES: No minutes.

Steve invited Eric Howard to appear early in the Agenda regarding his appeal on a fine. Eric Howard (13118) appealed a fine on an A.C.C. issue.

MOTION: Helen Koller moved that he (Eric Howard) remove the shed, take it down.

The motion died for lack of a second.

MORION: Shirley Pfankuch moved that the Howards be required to paint the log structure to match the metal and that the roof material match.

The motion died for lack of a second.

MOTION: Helen Koller moved that he (Eric Howard) has to turn his property back into three buildings. Jerry Valko seconded the motion, which passed unanimously.

MOTION: Shirley Pfankuch moved that based upon review of the January letter it would appear to me that the structure is not in compliance specifically because the material for the roof and siding should be the same on the entire structure. Helen Koller seconded the motion, which passed unanimously.

OFFICERS' REPORTS:

- **PRESIDENT'S REPORT:** The Annual Meeting went well. Thanks to Bryon Fessler for the slide show. The Board needs to decide if the Fire Ban stays in effect.

MOTION: Martin Hongsermeier moved that the Fire Ban stays in effect until we take it off. Jerry Valko seconded the motion, which passed unanimously.

- **TREASURER'S REPORT:** No report.
- **MANAGER'S REPORT:** Jody is certified again as a TIPS Trainer. The office is on summer hours: 8:00 a.m. to 4:00 p.m., seven days a week. The bathroom renovations are complete.

PROPERTY OWNERS' COMMENTS (One item with 5 minute maximum/owner): Alice Schiel (11082) and Jim Woods (08075) each brought issues before the Board which were addressed.

AGENCY REPORTS:

1. **BEAR AWARE TEAM:** There have been nine bear sightings.
2. **CRYSTAL LAKES COMMUNITY FUND:** They are working on Crystal Park.
3. **CLVFD:** Written report.

COMMITTEE REPORTS:

1. **ROAD IMPROVEMENT:** The Basecamp parking area project will be done in July. Culverts are being installed in the 6th Filing.
2. **SECURITY:** No report.
3. **A.C.C.:** Written report. On July 3rd at 1:00 p.m. in the Wapiti room, Teresa Giles will give a demonstration on lighting for Dark Skies.
 - Items for Board Review:
4. **FINANCE:** No report. Ray Williams resigned as Chair.

MOTION: Jerry Valko moved to appoint Jim Sidebottom (as Chair of the Finance Committee). Martin Hongsermeier seconded the motion, which passed unanimously.

5. **FIRE PIT INSPECTION:** No report.
6. **FISHING:** No report.
7. **GREENBELT MANAGEMENT:** Beetle Busters will not be visiting properties between June 24 and September.
8. **HEARING PANEL:** They had one hearing and the fine was waived.
9. **NEWSLETTER:** No report.
10. **POLICY & DOCUMENTS:** Jeanette Williams, Rex Schweers, and Ardie Yowell have resigned.
 - Policy Manual: This is being worked on.
 - R & R Handbook: This is being worked on.

MOTION: Barbara Groves moved that we ask Jerry (Valko) to fill in as the Chairperson of the Policy & Document and that it is a temporary position. Martin Hongsermeier seconded the motion, which passed unanimously.

MOTION: Martin Hongsermeier nominated Shirley (Pfankuch) to the (Policy & Documents) Committee. Helen Koller seconded the motion, which passed unanimously.

11. RECREATION: The 4 X 4 is tentatively set for August 4th.

FIVE MINUTE BREAK:

OPEN ISSUES:

1. RESTAURANT: Jody is interviewing for positions. A complete inventory has been done of the Gift Shop.
2. DARK SKIES: See above.

NEW BUSINESS:

1. FIRE BAN: The fire ban has been extended indefinitely.
 - Matrix Review: Marian Kelly, Fire Chief, reviewed this with the Board.
 - Evaluate: Marian reviewed this.

MOTION: Martin Hongsermeier moved to accept the updated version of Policy, Procedures & Criteria for Initiating a Fire Ban dated June 16, 2012. Helen Koller seconded the motion, which passed unanimously.

MOTION: Martin Hongsermeier moved to accept both documents, the Crystal Lakes Road & Recreation Association's Property Owners' Handbook, version dated June 16, 2012, and the Crystal Lakes Road & Recreation's Policy Manual dated June 16, 2012. Helen Koller seconded the motion, which passed unanimously.

2. BOARD MEMBER BOOT CAMP: The morning will be spent throughout Crystal Lakes and the afternoon will be spent setting goals. A date will be set at the July meeting.

MOTION: Shirley Pfankuch moved to adjourn. Helen Koller seconded the motion, which passed unanimously.

THE JUNE 16, 2012, ROAD & RECREATION BOARD MEETING ADJOURNED AT 4:14 P.M.

Respectfully submitted,
Bev Eddinger
Recording Secretary

**ROAD & RECREATION BOARD OF DIRECTORS' MEETING
MAY 19, 2012**

IN ATTENDANCE: Barbara Groves, Martin Hongsermeier, Helen Koller, Jim Sidebottom, Steve Smalley, Mike Snyder, Jerry Valko, and Manager Jody Sandquist.

PROPERTY OWNERS & OTHERS IN ATTENDANCE: Thirteen (13).

PRESIDENT STEVE SMALLEY CALLED THE MAY 19, 2012, ROAD & RECREATION BOARD OF DIRECTORS' MEETING TO ORDER AT 1:02 P.M.

ADOPTION OF AGENDA: Job Description for the Proposed Additional Person and Correction and Summary under A.C.C. were added to the Agenda.

MOTION: Martin Hongsermeier moved to accept (the Agenda) as amended. Jerry Valko seconded the motion, which passed unanimously.

APPROVAL OF MINUTES: No minutes.

OFFICERS' REPORTS:

- **PRESIDENT'S REPORT:** There were three candidates for two open seats on the Road & Rec. Board. Steve was re-elected and Shirley Pfankuch was elected for the second position. Thanks to Jim Sidebottom for his service on the Road & Rec. Board and everything he has done. Steve thanked the ballot counters.
- **TREASURER'S REPORT:** Written report.

MOTION: Martin Hongsermeier moved to accept the (Treasurer's) report. Helen Koller seconded the motion, which passed unanimously.

- **MANAGER'S REPORT:** Jody spoke with the representative regarding water purchase for the City of Fort Collins, and the city does not have water to rent this year. Typically this time of year we would have turned the gates of the dam 150 to 200 turns. Last year we were well over 300 turns and this year we are at 15 turns. Jody will be calling Greeley to see if they have any water to sell.
Carrie Manley submitted her letter of resignation as Restaurant Manager. An ad has been placed in the *Coloradoan* to run this weekend, will appear in Career Builders, and on Craig's list.
A previous discussion on snow plowing brought about the suggestion of putting signs throughout the subdivision stating "No Snow Plowing between 7:00 p.m. and 5:00 a.m."

MOTION: Jim Sidebottom moved that we establish a policy of no snow plowing between 7:00 p.m. and 5:00 a.m. and so posted. Helen Koller seconded the motion, which passed unanimously.

PROPERTY OWNERS' COMMENTS (One item with 5 minute maximum/owner):

1. WATKINS (01044) E-MAIL: Copies of this were presented to the Boards.

AGENCY REPORTS:

1. BEAR AWARE TEAM: No report.
2. CL Community Fund Association (CLCFA): Ray Williams reported.
3. CLVFD: Written report.

OPEN ISSUES:

1. SECOND READING OF BYLAW REVISION:

MOTION: Martin Hongsermeier moved for a second passage of the Bylaws as presented at the April 21st meeting. Jim Sidebottom seconded the motion, which passed unanimously.

2. RESTAURANT
 - Written report: Addressed earlier.
3. BATHROOM PLUMBING PROGRESS: Progressing well.
4. DARK SKIES: Teresa Giles will be here on July 3rd.
5. FINALIZE FEES FOR FY 2012-13:

MOTION: Jim Sidebottom moved to accept the revised proposed fees with the direction that anything over \$.50 be rounded up to the next even dollar, anything less than \$.50 be rounded down to the next even dollar. Barbara Groves seconded the motion, which passed unanimously.

6. CWPP: No report.
7. ANNUAL MEETING PREP:
 - Accept 2011 Mtg. Minutes to Present to Membership:

MOTION: Barbara Groves moved to approve the minutes for the Annual Board Meeting on June 2010, for presentation. Martin Hongsermeier seconded the motion, which passed unanimously.

- Additional as the Board Desires: Discussed.

NEW BUSINESS:

1. 34TH ANNUAL CL PHOTO CONTEST – Bryon Fessler: This will be during the month of July.
2. INSURANCE COVERAGE SUMMARY – Mark Carlson: No action.
3. JOB DESCRIPTION: Tabled.

THE ROAD & REC. BOARD RECESSED FOR TEN MINUTE BREAK AND RECONVENED AT 2:40 P.M.

COMMITTEE REPORTS:

1. RECREATION: Helen Koller reported.
2. ROAD IMPROVEMENT: Jack Goodell reported.
3. SECURITY: No report.
4. A.C.C.: Written report.

- Correction and Summary: Barbara Groves asked for clarification on an issue.
- 5. FINANCE: No report.
- 6. FIRE PIT INSPECTION: No report.
- 7. FISHING: Bryon Fessler reported.
- 8. GREENBELT MANAGEMENT: Kathy Dillon-Durica reported.
- 9. HEARING PANEL: No report.
- 10. NEWSLETTER: No report.
- 11. POLICY & DOCUMENTS: Jeanette Williams reported.

EXECUTIVE SESSION – PERSONEL ISSUES:

MOTION: Martin Hongsermeier moved to go into Executive Session on Personnel Matters. Jerry Valko seconded the motion, which passed unanimously.

THE ROAD & REC. BOARD RECESSED TO EXECUTIVE SESSION AT 3:45 P.M.

MOTION: Martin Hongsermeier moved to go out of Executive Session. Jerry Valko seconded the motion, which passed unanimously.

THE ROAD & REC. BOARD RECONVENED THEIR MEETING AT 4:36 P.M.

MOTION: Jim Sidebottom moved to adjourn. Jerry Valko seconded the motion, which passed unanimously.

THE MAY 19, 2012, ROAD & RECREATION BOARD MEETING ADJOURNED AT 4:38 P.M.

Respectfully submitted,
Bev Eddinger
Recording Secretary

**ROAD & RECREATION BOARD OF DIRECTORS' MEETING
APRIL 21, 2012**

IN ATTENDANCE: Barbara Groves, Martin Hongsermeier, Helen Koller, Jim Sidebottom, Steve Smalley, Mike Snyder, Jerry Valko, and Manager Jody Sandquist.

PROPERTY OWNERS & OTHERS IN ATTENDANCE: Sixteen (16).

PRESIDENT STEVE SMALLEY CALLED THE APRIL 21, 2012, ROAD & RECREATION BOARD OF DIRECTORS' MEETING TO ORDER AT 1:20 P.M.

ADOPTION OF AGENDA: Research Costs and Dues & Fees were added to the Agenda.

MOTION: Martin Hongsermeier moved to accept the Agenda as amended. Barbara Groves seconded the motion, which passed unanimously by those Board Members who were present; Barbara Groves, Martin Hongsermeier, and Helen Koller.

APPROVAL OF MINUTES:

MOTION: Helen Koller moved to accept the March 17, 2012, minutes. Barbara Groves seconded the motion, which passed unanimously.

OFFICERS' REPORTS:

- **PRESIDENT'S REPORT:** Steve reminded everyone that this is a business meeting and will be conducted as such.
We have a need for host couples.
We have received 628 ballots as of today and the final day for submitting them is close of business on Friday. They will be counted on Monday, April 30th. We have a panel of four people and Diana Ward (13047) will again be the Chair of the judging panel.
- **TREASURER'S REPORT:** Written report by Jim Sidebottom.

MOTION: Martin Hongsermeier moved to accept the Treasurer's report. Barbara Groves seconded the motion, which passed unanimously.

- **MANAGER'S REPORT:** Jody reported that the judging panel includes Diana Ward; Chair, Helen Bowlin (01051), Sherry Alexander (12072), and Chris Reid (05004A). They will meet Monday morning at 8:30 a.m. for training, following which they will process the ballots.

MOTION: Jim Sidebottom moved to appoint the individuals listed by Jody (Diana Ward, Helen Bowlin, Sherry Alexander, and Chris Reid) to the panel of judges. Martin Hongsermeier seconded the motion, which passed unanimously.

Steve added that once the ballots are counted, the three candidates will be notified first. Anyone is welcome to watch the count proceedings. They will be asked to stay away from the voting table and be quiet during the process. When the count is complete, the candidate with the least amount of votes may ask for a re-count.

Jody spoke with George Varra, River Commissioner, and also with a representative from the city of Fort Collins. Both of them are predicting a very dry summer, which could be similar to or drier than the summer of 2002. Therefore, water rentals are not available in Fort Collins. This will impact our road maintenance and road improvement projects.

The road compactor is being repaired at a cost of around \$8,500.00 or more. The road grader has been repaired. The steering cylinders were replaced and the estimate of this repair indicated it could be as high as \$5,000.00.

An ad is set to run in the *Workcampers News* for a heavy equipment operator and it should be out in May.

Jody invited the Chair of the Greenbelt Committee and CLFIRES to place signs on the railings and to move them occasionally so people do not get so used to seeing them that they overlook the message.

Jody supplied the Board Members with insurance information. All of the policies have been reviewed and the estimated increases will be between 3% and 5% this year.

Jody related a call she received from a lady in Utah who is on a nine member board. They have 1500 properties. She found us through a search on the web for similar communities to their HOA. She was so impressed with our standing committees, our map, and the presentation on the web of the minutes. The Utah HOA was trying to form their first standing committee. They have been an association since 1969. Their dues are \$849.00 and they pay for their water separately.

PROPERTY OWNERS' COMMENTS (One item with 5 minute maximum/owner): None.

AGENCY REPORTS:

1. BEAR AWARE TEAM: Jim Tiffin reported that the International Bear Association met last month in Missoula, Montana, and was attended by 300 bear professionals. Crystal Lakes was featured as a success story. It was a three day conference and they had to turn away people. Attendees came from all across Canada, the United States stretching from the Arctic to Florida, and four people from Europe. The focus of the conference was communicating with people and, obviously, we have been very successful at that. Attendees included wildlife managers, bear researchers, the Humane Society, and others.

We are into the 2012 bear season and we need to guard against complacency. Jim would like to have a map showing bear activity on our web site rather than what they have now. The Board agreed as did Byron Fessler. There is also a map showing activity in the office.

Jim Jackson related that he can't say enough about what Jim and Jane and the Bear Aware Team have done to protect our bears. He suggested having a 'Neighborhood Watch' and when a bear is sighted, putting the event out to property owners through

email, and listing the do's and don'ts for protecting property. Be vigilant and educate your guests.

2. CL Community Fund Association (CLCFA): No report. Helen Koller stated they would have their next meeting May 5th at 10:00 a.m. in the Wapiti Room and everyone is invited to come.
3. CLVFD: Written report.

COMMITTEE REPORTS:

1. POLICY & DOCUMENTS:
 - Policy Manual Updates:

MOTION: Helen Koller moved to approve the new documents (Articles of Incorporation). Martin Hongsermeier seconded the motion, which passed unanimously.

MOTION: Jim Sidebottom moved to consider the first reading of the revised Bylaws with the second reading to be at the meeting next month. Barbara Groves seconded the motion, which passed unanimously.

2. RECREATION: Helen Koller reported that Breakfast at the Lake will be the Sunday after the Road & Rec. Annual meeting at 9:00 a.m. at Lakeview Park.
3. ROAD IMPROVEMENT: Jody was asked to help the Ad Hoc Committee by working on the pan to go into the roadway in front of The Restaurant. She will also call Jack Thorton about his doing road work this summer.
4. SECURITY: No report.
5. A.C.C.: Written report.
6. FINANCE: No report.
7. FIRE PIT INSPECTION: No report.
8. FISHING: Lou Philippe reported that they stocked for the first time this week. The Committee is going to make some changes to the Fishing Derby. The 5 to 8 year olds will fish from 9:00 a.m. to 10:00 a.m. From 10:30 a.m. until noon the older kids can fish. When people register, they must have a badge or a letter from a property owner stating the names of their guests and their filing and lot. The adult derby will be Saturday afternoon from 1:00 p.m. to 3:00 p.m. This will all be publicized. The Fishing Derby will take place on July 7th. The Fishing Board and volunteers will be planting willows on the peninsula at the west end of Crystal Lake to stabilize the soil. Lou asked that the peninsula be designated fly and lure, catch and release as if it were part of the creek.

MOTION: Jim Sidebottom moved to allow the Fishing Board to designate an appropriate area near Panhandle Creek as fly fishing, lures, catch and release only and designate it with appropriate signs. Jerry Valko seconded the motion, which passed unanimously.

9. GREENBELT MANAGEMENT: Kathy Dillon-Durica reported that Diane Selby, Colorado State Forestry and Tony Mahon, Summit Forestry, came and met with Don Watkins (01044) and determined the 12.2 acres where dead and brood trees need to be cut to complete the grant from last year.

Beetle Busters are again doing inspections. Property owners are encouraged to use the Community Fund's 'Neighbor to Neighbor' letter to send to those who are not tending cleaning up their property.

Seedling orders will be taken until the end of May.

10. HEARING PANEL: No report.

11. NEWSLETTER: Sharon Cooper reported that the May/June issue will be in the mail June 4th. There are 31 ads in this issue which brought in \$1,615.00.

OPEN ISSUES:

1. FIRE BAN REVIEW: Marian Kelly, Fire Chief, approached the Board with the various statistics she studies with regard to putting on or taking off a fire ban. We currently have a fire ban on.

MOTION: Martin Hongsermeier moved to remove the fire ban as of tomorrow. Jim Sidebottom seconded the motion, which passed unanimously.

2. RESTAURANT:

- Written Report:
- Chef Position: This position has been filled.

3. BATHROOM PLUMBING PROGRESS: The work is on-going.

4. DARK SKIES: Barbara Groves explained the concept of Dark Skies. Property owners could encourage their neighbors to use down-ward cast lighting, and A.C.C. will encourage the same for new construction. The Association plans to put LED bulbs and deflectors on the lighting in the areas of the shop/compactor and Basecamp.

5. FY 2012-2013 BUDGET FINAL APPROVAL:

- Consider line item for budget to cover credit card costs: The Board discussed the fees attached to credit card use for items sold at the counter and in The Restaurant.
- Review over-the-counter fees:

MOTION: Jim Sidebottom moved to increase the cost of across the counter purchases by 5% initially to cover the cost of credit card purchases. Barbara Groves seconded the motion, which passed with two nays; Martin Hongsermeier and Jerry Valko.

NEW BUSINESS:

1. CWPP FUNDING OPPORTUNITIES – Don Watkins: This was addressed earlier.

2. ANNUAL MEETING PREP.:

- Annual Reports: All reports are needed by mid May. This report appears on the web site.
- Annual Meeting Notice: Jody and Steve will prepare this.
- Guests: Jim Jackson, DOW, and Earl Fawcett, Sheriff's Deputy, will be asked to attend. The Board decided to have a slide show showing photos of events and announcements before the Annual Meeting and possibly during. This would eliminate announcements and committee reports and allow more time for property owner's comments and questions.
- Handouts: There will be a slide show.
- Other: None.

- Barbeque: The barbeque will be \$5.00 per person with a coupon received at the Annual Meeting.
- 3. RESEARCH COSTS: This related to whether research costs should be passed on to the one requesting the research. CRS will be reviewed with regard to these costs before a determination is made.
- 4. DUES & FEES: This was covered earlier in the meeting

MOTION: Martin Hongsermeier moved to adjourn. Jerry Valko seconded the motion, which passed unanimously.

THE APRIL 21, 2012, ROAD & RECREATION BOARD OF DIRECTORS' MEETING
ADJOURNED AT 3:41 P.M.

Respectfully submitted,
Bev Eddinger
Recording Secretary

**ROAD & RECREATION BOARD OF DIRECTORS' MEETING
MARCH 17, 2012**

IN ATTENDANCE: Barbara Groves, Martin Hongsermeier, Helen Koller, Jim Sidebottom, Steve Smalley, Mike Snyder, Jerry Valko, and Manager Jody Sandquist.

PROPERTY OWNERS & OTHERS IN ATTENDANCE: Twenty-one (21).

PRESIDENT STEVE SMALLEY CALLED THE MARCH 17, 2012, ROAD & RECREATION BOARD OF DIRECTORS' MEETING TO ORDER AT 1:33.

PRESENTATION REGARDING DARK SKY – Teresa Jiles: Teresa works as a researcher for Colorado State University and is a resident of Glacier View Meadows. She researches for the National Park Service on a project called 'Natural Lightscapes'. Teresa explained the effects of light on animals and humans that disrupt their sleep/wake cycle. Lights shining on the ground at night can befuddle migrating birds. Natural hunting patterns are also affected. A community can become a 'Dark Sky' community through the non-profit International Dark Skies Association. In doing so, a community is saying they care about keeping and preserving a natural dark habitat. Shields can be put on outside lights such as those around the Wapiti Center. Teresa stated that anytime you have a lot of glare from a light bulb, you are wasting electricity. You have to have a higher powered bulb in order to throw that light further out. Red, orange, and amber lights are friendlier to wildlife. Motion lights and lights on a timer are best for outdoors. Fixtures appropriate for dark skies communities cost more but last twelve times longer. LED lights are excellent and DSR lights, which come in colors, are excellent also. However, DSR lights are less tolerant to cold. Teresa shared that she uses amber LED bulbs when working in National Parks environments because their purposes are to protect and preserve the habitat first. If you wish to see if your light bulbs are wildlife certified, check with the Florida Fish & Wildlife Conservation Commission on line. Starrynightlights.com sells only night sky friendly lighting. They are a great resource.

There were comments on how lucky we are to be able to enjoy the night sky. We can actually see the Andromeda Galaxy which is twice the size of the moon.

Teresa suggested having a workshop for property owners on retrofitting our homes.

ADOPTION OF AGENDA: Wages for 2012 and Little Lone Pine Clean Out were added to the Agenda.

MOTION: Martin Hongsermeier moved to accept the Agenda as amended. Jerry Valko seconded the motion, which passed unanimously.

APPROVAL OF MINUTES:

MOTION: Martin Hongsermeier moved to accept them (January 21, 2012 minutes) as written. Jerry Valko seconded the motion, which passed with one abstention: Helen Koller.

OFFICERS' REPORTS:

- **PRESIDENT'S REPORT:** Steve reported that the Board met with the Road Committee last night and determined some projects for this next year. The parking lot, getting the drainage to go down the hill, raising the base on Ottawa Way along the air strip, the 6th Filing project, and the re-basing of Tami Road, if money allows, are all on their list. They also discussed using Jack Thorton as an outside contractor again this year to grade roads.
The meeting with the Road Improvement Committee was followed with a meeting with the Finance Committee. They reviewed the budget for 2012, which is a balanced budget. There is a little fine tuning to be done on the wages for employees working for both Associations, which are shared with Water & Sewer. The budget should be ready for approval at the April Meeting.
David Smith (02037) is going in for bypass surgery on Monday. David was on the Road & Rec. Board and served as Vice President for many years.
- **TREASURER'S REPORT:** Treasurer's Reports written by Jim Sidebottom dated February 18, 2012, and March 17, 2012, were given to the Board Members.

MOTION: Martin Hongsermeier moved to approve the Treasurer's Report(s). Helen Koller seconded the motion, which passed unanimously.

Steve stated that he forgot to report that, through an agreement this morning with Water & Sewer, Road & Rec. will no longer be involved in the slash pile site.

- **MANAGER'S REPORT:** Jody reported that the ballots have been printed and the inserts are ready. We have volunteers set up to prepare the ballots for mailing on Friday. Diana Ward (13047) has agreed to serve as the lead for the judging panel to count the ballots. Ballots must be received in the office by close of business on April 27th.
Two insurance claims have been submitted. Our front end loader has backed into two privately owned vehicles during the plowing of snow.
We did receive a \$100.00 donation from a property owner who appreciated the good plowing our outside staff has done.

PROPERTY OWNERS' COMMENTS (One item with 5 minute maximum/owner):

- **Struggles –(09107A):** Ian Struggles related that on October 16, 2011, he heard gun shots coming from the house across the road from him. It was a high powered rifle. They contacted the Sheriff's Department and were told it wasn't their responsibility and to call the HOA. The Struggles then called the office and were told it is a police issue, and they want someone to tell them who takes responsibility in an issue such as they had. Steve answered that the Association would never send any staff out where gun fire was involved unless it was during summer when we have armed security here on weekends. We believe shooting a gun is a police matter. Crystal Lakes has a policy against the discharge of fire arms within its boundaries. We can fine parties involved in such discharging of a fire arm. We need to have the lot and filing involved and have a complaint filed. If they dispute the action and fine, they can then come before our Hearing Panel.

AGENCY REPORTS:

1. **CL Community Fund Association (CLCFA):** Jeanette Williams reported the Community Fund had their Board Meeting and are waiting for an invoice on the make table they purchased for The Restaurant. The Community Fund is working on providing some sort of storage shed and asked

the Board to allow them to present different options. A shed would be for the benefit of the Recreation Committee as well as the Community Fund Association. Steve suggested they submit their plans to A.C.C.

2. CLVFD: Written report.
 - CLVFD Burn Permit Policy Revision: Provided to the Board for their information.

OPEN ISSUES:

1. RESTAURANT:
 - Written report: No report.
 - Chef Position: Jody reported there is an individual who is on a two week trial.
Steve reported that so far this year The Restaurant has sold \$116,000.00 in sales. Last year at this time it was \$93,000.00. Our expenses at this time last year were \$139,000.00 and this year they are at the same figure. We increased our business but not our expenses. Last year at this time, The Restaurant was almost \$47,000.00 in the hole and we are at \$23,000.00 this year. Thanks to Carrie, who has worked hard to control food and labor costs.
2. BATHROOMS PLUMBING: This project is scheduled to begin on March 26th. The plan is to begin the work in the men's bathroom and the women's bathroom will become unisex during the time of work in the men's room. Signs will be put up and there will be a bolt on the inside of the door to insure privacy. The plumber is going to include plumbing the lines to the kitchen sink and bathroom sink in those areas as well and is not charging anything additional. The Board Members agreed to the plumbing proposal via email.

MOTION: Barbara Groves moved to approve the JR Plumbing bill so the work on the bathrooms can get started on March 26th. Martin Hongsermeier seconded the motion, which passed unanimously.

- Electrical Proposal: We have a bid for new wiring as necessary for \$80.00 an hour.

NEW BUSINESS:

1. FY 2012-13 BUDGET APPROVAL: The budget is done, thanks to the Finance Committee, but it will not be approved today. They need to get the numbers for wages and adjust for health insurance. The budget will be approved at the April meeting. Discussion followed.

MOTION: Jim Sidebottom moved to approve the budget as presented by the Finance Committee. Martin Hongsermeier seconded the motion, which passed unanimously.

2. FISHING BOARD CHARTER: The Fishing Board added email voting to their Charter as many members are unavailable for a meeting during the winter.

MOTION: Martin Hongsermeier moved to accept the Fishing Board's Charter as presented. Jim Sidebottom seconded the motion, which passed unanimously.

3. WAGES 2012: The Board decided to have Jody disperse wage increases as she sees fit to employees, based on using the CPI of 3.2%.

COMMITTEE REPORTS:

1. NEWSLETTER: Sharon Cooper reported that the deadline for articles for the May/June edition is April 2nd.
2. POLICY & DOCUMENTS: Jeanette Williams stated the Policy Manual is ready. She asked that the Articles of Incorporation and Bylaws be on next months Agenda.
 - Policy Manual Updates: This issue was addressed above.
3. RECREATION: Helen Koller reported that the next event the Committee will be putting on is Breakfast at the Lake. The date of that event has not been set as yet.
4. ROAD IMPROVEMENT:
 - 2012 Priorities: These were listed in the President's Report.
5. SECURITY: No report
6. A.C.C.: Written Report. Jeanette Williams asked about what is required in Crystal Lakes if a property owner wants to harness wind energy. Doug Race stated this is looked at on an individual basis. The A.C.C. Committee has generally referred to county regulations. They require a clear fall distance so any tower cannot fall on your or your neighbor's house. It also cannot fall across your lot line.
7. FINANCE: No report.
8. FIRE PIT INSPECTION: No report.
9. FISHING: Bryon Fessler reported that winter fishing has been good. He updated the Board on the dredging project. Discussion followed on the possible dredging of Little Lone Pine Lake and the difficulties of doing such.

MOTION: Jim Sidebottom moved to authorize Bryon (Fessler) to put in a survey with the total amount not to exceed \$2,000.00, Road & Rec. to pay up to half. Barbara Groves seconded the motion, which passed unanimously.

10. GREENBELT MANAGEMENT: Kathy Dillon-Durica reported that matching grant money in the amount of \$8,076.96 has been received, \$1,500.00 of which went to Steve Burch (13041) because he participated in the grant and volunteers went across his property to get to the greenbelt. Beetle Busters will start their activities as soon as the snow melts.
11. HEARING PANEL
13118 – Howard: Eric and Peggy Howard had received a fine for starting the building of a shed before getting approval from A.C.C. Eric stated he did not contrive to undermine A.C.C., explained circumstances, and was very apologetic.

MOTION: Jim Sidebottom moved to suspend half the fine pending the successful completion of what he has agreed to with the A.C.C. on time and if it is not on time the suspension would be lifted and the balance would be due. Jerry Valko seconded the motion, which passed with one nay: Martin Hongermeier, and one abstention: Helen Koller.

Barbara Groves expressed her concern that this will set precedence, even though she is sympathetic to the Howard's circumstances. As Chair of the A.C.C. Committee, she asked for Board direction as she believes in following the guidelines. Steve Smalley stated he thought A.C.C. did everything correctly and they should continue to follow the guidelines. If there are extenuating circumstances, they can come before the Road & Rec. Board which is made up of fellow property owners.

Jim Sidebottom asked that Jody's letter regarding additional help be added to the Agenda next month.

Kathy Dillon-Durica stated that the Community Fund's Neighbor to Neighbor letter can be found on the Beetle Buster web site.

Ed Hanson (03075) announced that friends and neighbors gather in the Wapiti Room on the third Wednesday at noon for pot luck. All are invited to bring something to share.

MOTION: Martin Hongsermeier moved to adjourn. Jerry Valko seconded the motion, which passed unanimously.

THE MARCH 17, 2012, ROAD & RECREATION BOARD OF DIRECTORS' MEETING
ADJOURNED AT 4:07 P.M.

Respectfully submitted,
Bev Eddinger
Recording Secretary

**ROAD & RECREATION BOARD OF DIRECTOR'S MEETING
JANUARY 21, 2012**

IN ATTENDANCE: Barbara Groves, Martin Hongsermeier, Jim Sidebottom, Steve Smalley, Mike Snyder, Jerry Valko, and Manager Jody Sandquist.

ABSENT: Helen Koller.

PROPERTY OWNERS & OTHERS IN ATTENDANCE: Twelve (12).

PRESIDENT STEVE SMALLEY CALLED THE JANUARY 21, 2012, ROAD & RECREATION MEETING TO ORDER AT 1:36.

ADOPTION OF AGENDA: Dark Sky was added under A.C.C.

MOTION: Martin Hongsermeier moved to approve the Agenda as amended. Jerry Valko seconded the motion, which passed unanimously.

APPROVAL OF MINUTES:

MOTION: Martin Hongsermeier moved to approve the minutes (December 17, 2011) as written. Jerry Valko seconded the motion, which passed unanimously.

OFFICERS' REPORTS:

- PRESIDENT'S REPORT: No report.
- TREASURER'S REPORT: Written report by Jim Sidebottom.

MOTION: Martin Hongsermeier moved to accept the Treasurer's Report. Jerry Valko seconded the motion, which passed unanimously.

- MANAGER'S REPORT: Jody spoke briefly on volunteer insurance and believes that is covered under the general insurance policy.
There are two Board positions that are expiring this year and they are both three year terms. They are Steve Smalley's and Jim Sidebottom's positions. It was in the *Bugle* that resumes need to be in the office by close of business on February 27th.

PROPERTY OWNERS' COMMENTS (One item with 5 minute maximum/owner):

- Struggles – 09107A: Tabled.

AGENCY REPORTS:

1. CL Community Fund Association (CLCFA: Jeanette Williams announced that the CLCFA Board did approve the purchase of a make table for The Restaurant.
2. CLVFD: Written report.
 - Written Request: Ray Williams presented a written request by Marian Kelly, CLVFD Chief, that they be allowed to have their repeater placed in a cabinet in the Crystal Room. Permission was given.

COMMITTEE REPORTS:

1. HEARING PANEL:
13118 – Howard: Inasmuch as these property owners did not appeal the fine by the deadline or correspond with the Hearing Panel until one month after the appeal deadline, their fine stands.

MOTION: Jim Sidebottom moved to deny the appeal. Martin Hongsermeier seconded the motion, which passed with one abstention; Barbara Groves, who is on the A.C.C. Committee.

2. NEWSLETTER: Sharon Cooper reported that the deadline for the March/April issue is February 6.
3. POLICY & DOCUMENTS: Jeanette Williams reviewed the changes made in the Articles of Incorporation and the Bylaws. The corrected documents will be presented to the Board next month.
4. RECREATION: No report.
5. ROAD IMPROVEMENT: No report. The Committee will meet with the Road & Rec. Board on March 16 at 7:00 p.m.
6. SECURITY: No report. It was determined that Anlance would be asked to present a proposal for this upcoming summer.
7. A.C.C.: Written Report.
Dark Sky: Martin Hongsermeier stated that Dark Sky is a concept that has been enacted into law in several cities in the United States. The principal intent is to keep the night sky dark so you can actually see the stars. One of the great features up here is being able to walk outside and see the Andromeda Galaxy overhead. Martin proposes that Crystal Lakes officially becomes a Dark Sky community. This means bright lighting cannot be run outside at night constantly. This especially pertains to yard lights. A.C.C. regulations and the covenants were discussed. AC.C. will look into this further.
8. FINANCE: Ray Williams reported they have met twice and will meet again in a couple of weeks. Kathy Dillon-Durica (12078) wants to join the Committee which would necessitate a change in their Charter.

MOTION: Martin Hongsermeier moved to increase the membership of the Committee to six and add Kathy Durica to the Committee. Jim Sidebottom seconded the motion, which passed unanimously.

- Finance will meet with the Road & Rec. Board at 8:00 p.m. on the 16th of March.
9. FIRE PIT INSPECTION: No report.

10. FISHING: Lou Phillippe stated that the Committee members voted in October via email on decisions on their stocking program. In doing so, they found that there is no provision in the Bylaws for email voting. They are asking for permission to add email voting to their Charter, which would require a majority vote for approval. This will be worked on.

Lou continued that there is no vehicle access at Little Lone Pine Lake to enable them to stock or dredge it. The only way to do so is to go over private property. The Fishing Board will test the water and check to see if the owner of the property involved will consent to their using it to stock and/or dredge.

11. GREENBELT MANAGEMENT: Kathy Dillon-Durica stated that in the fall of 2011 Beetle Buster had 16 requests for inspections and were able to do 11. Out of the 11 inspections, they identified 125 trees infested with mountain pine beetle, 4 trees infested with Ips beetles, and 186 trees infested with dwarf mistletoe. They will probably start inspecting again in late April.

Aspens are no longer available through the seedling program.

The Committee is waiting to hear something on the grant money for the first part of Phase II.

OPEN ISSUES:

1. RESTAURANT:

- Advertising: They will be advertising in the *North Forty*.
- Revised Establishment Policy: The change establishes that everyone will be asked for identification with the ordering of their first drink.

MOTION: Barbara Groves moved to approve the revised Establishment Policy for The Restaurant as of December 17, 2011. Jerry Valko seconded the motion, which passed unanimously.

- Detailed Income/Expense Comparisons for Finance Committee & Board
Consideration: The Board reviewed this document and made suggestions on how to improve the stats.
- Volunteer opportunity – recycling bottles from The Restaurant: The Restaurant is looking for volunteers to take their empty bottles for recycling.

NEW BUSINESS:

1. FRONT LOADER COSTS: Rick got some quotes from Wagner on a couple of loaders, but the miles were too high on them. We would not be able to purchase a loader until next fiscal year.
2. BATHROOM PLUMBING: There was a pinhole leak in the copper pipe in the boiler. While staff was repairing that leak, another one developed. The replacement of those pipes needs to be a priority. There is \$30,000.00 in this year's budget that could be spent for this project.

EXECUTIVE SESSION – Personnel and Legal Issues

MOTION: Martin Hongsermeier moved to go into Executive Session. Jerry Valko seconded the motion, which passed unanimously.

THE ROAD & RECREATION BOARD MEETING RECESSED TO EXECUTIVE SESSION
AT 3:43 P.M.

MOTION: Martin Hongsermeier moved to go out of Executive Session. Barbara Groves seconded the motion, which passed unanimously.

THE ROAD & RECREATION BOARD MEETING RECONVENED AT 3:58 P.M.

MOTION: Martin Hongsermeier moved to adjourn. Barbara Groves seconded the motion, which passed unanimously.

THE JANUARY 21, 2012, ROAD & RECREATION BOARD MEETING ADJOURNED AT
3:58 P.M.

Respectfully submitted,
Bev Eddinger
Recording Secretary