



Crystal Lakes Road and Recreation Association
Board of Director's Meeting
April 21, 2018
MINUTES

I. Call to Order:

The meeting was called to order on April 21, 2018, at 1:00 p.m. at the Crystal Lakes Wapiti

Directors Present:	President	Cheryl Poage
	Secretary	Steve Dirmeyer
	Member at Large	Jim McConnell
	Member at Large	Bob Chesnut
Directors Absent:	Vice President / Interim Treasurer	Bryon Fessler
Others Present:	Stella Anderson	CL Office Manager
Property Owners:	12 in Attendance	

II. Approval of Agenda:

The Board reviewed the agenda for the April 21, 2018, Board of Directors meeting.

A. Request was made to move Facilities Use Agreement to New Business.

A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to approve the amended agenda. The motion was approved unanimously.

III. Property Owner Forum:

- i. Doug Durica, past board member, expressed appreciation for social media sites like Nextdoor but encourages property owners to seek reliable information from reliable sources such as the Association Office. He also commented on the sad condition of North Ottawa Road.
- ii. Janet Stellema handed out paperwork given to her to pass out at the meeting from Gail Perry. CLRRRA President informed her that all communication now needs to take place through the attorneys, since the involved property owners have retained legal counsel.
- iii. Jan Barron requested a better understanding of the Boards decisions to split.
- iv. Doug Schwartz requested a better understanding of how Water & Sewer is viewed as a separate entity and its mission.

IV. Consent Agenda:

The minutes of the March 17, 2018 Board of Directors meeting & the Special Budget Meeting minutes from March 24, 2018 were reviewed previously via email.

- a. Meeting Minutes from March 17, 2018
- b. Special Budget Meeting Minutes from March 24, 2018
- c. E-Vote: ***An electronic motion was made on March 20, 2018 by Jim McConnell and seconded by Cheryl Poage to authorize the CLRRRA Vice President to work with Westwind to open a new Insured Cash Sweep (ICS) account with Alliance called Operating Reserves in the amount of \$150,000, said amount to be in the form of***

- a cashier's check from Guaranty Bank. The motion passed unanimously.*** The ICS account is the perfect account for our Association as it provides FDIC protection, designates our operating reserves and remains liquid in case of emergency.
- d. E-Vote: ***A motion was made on March 28, 2018 by Bryon Fessler and seconded by Steve Dirmeyer to transfer \$50,000 from Operating (Guaranty Bank) to Operating Reserves (Alliance Bank) and that this money be added to the existing \$150,000 in emergency operating funds that require Board motion to spend. The motion was approved unanimously.***
 - e. E-Vote: ***A motion was made on April 10, 2018 by Bryon Fessler and seconded by Bob Chesnut that we accept the Community Association Management Services Agreement between CLRRRA and Westwind Management Group, Inc. effective June 1, 2018 and continuing until May 31, 2020 for the base monthly fee of \$6,500. The motion passed unanimously.***
 - f. E-Vote: ***A motion was made on April 12, 2018 by Bryon Fessler and seconded by Jim McConnell that we accept the First Addendum to the Community Association Consulting Agreement between CLRRRA and Westwind Management Group, Inc. as it relates to the search and recruitment of a licensed Community Association Manager (CAM), with the term of the search to begin immediately and conclude within 60 days. Motion passed unanimously.***
 - g. E-Vote: ***A motion was made on April 17, 2018 by Jim McConnell and seconded by Cheryl Poage to accept the cleaning contract proposal from Susan Martinez in the amount of \$560.00 per month which meets all the RFQ requirements with the contract to start once all paperwork and contracts have been signed. The motion passed unanimously.***

A motion was made by Steve Dirmeyer and seconded by to approve the Consent Agenda. The motion was approved unanimously.

V. Officer's Reports:

- A. President's Report: Cheryl Poage; reported the R & R Board is proceeding with ADP for payroll. A mock payroll should be conducted by first payroll in May. Cheryl Poage also reported the sunset HB in regards to requiring licensed CAM's was not renewed and will expire in June 2019. Board would like to recognize Cheryl Poage for all her time on the Human Resource front and Jim McConnell for continuing his role as interim CAM.
- B. Treasurer's Report:

A motion was made by Jim McConnell and seconded by Steve Dirmeyer to accept the financials for February 2018 and place on file for the auditor. The motion was approved unanimously.

A motion was made by Jim McConnell and seconded by Bob Chesnut to ratify the expenses and payables for February 2018. The motion was approved unanimously.

A motion was made by Jim McConnell and seconded by Steve Dirmeyer to approve the FY2018-2019 Budget for presentation to the property owners at the annual meeting in June. The motion was approved unanimously. The budget shows a deficit of \$159,787 and the Board decided to use Operating Reserves to cover the deficit for one year only.

A motion was made by Jim McConnell and seconded by Steve Dirmeyer to approve the Annual Meeting Notice for 2018 to be mailed to the property owners on May 1, 2018 along with the Annual Invoice. The motion was approved unanimously.

C. Secretary's Report:

The Secretary reported on the slash situation. There is no option to chip and the only option is to burn. Concerns over who will strike the match, President opposes Association Staff involvement. Jim McConnell stated he is a trained fire fighter and volunteered to start the burn. Cheryl Poage will check into Workmen's Comp, liability and protective gear. The office manager informed the Board of concerns with slash personnel working on Sundays and field staff is unavailable.

V. Other Reports:

A. Attorney Status Report:

A motion was made by Jim McConnell and seconded by Bob Chesnut to deny the payment request of 50% of balance to be paid and accept as full payment from Westwind account #55921. Recommend to proceed with collections lawsuit. The motion was approved unanimously.

A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to proceed with foreclosure on Westwind account #51337. The motion was approved unanimously.

A motion was made by Steve Dirmeyer and seconded by Jim McConnell to proceed with the formal process and collection lawsuit on Westwind account #51336. The motion was approved unanimously.

A motion was made by Jim McConnell and seconded by Steve Dirmeyer to proceed with foreclosure on Westwind account #51080. The motion was approved unanimously.

A motion was made by Jim McConnell and seconded by Steve Dirmeyer to deny the request to waive late fees and interest from Westwind account #51132. The motion was approved unanimously.

A motion was made by Jim McConnell and seconded by Bob Chesnut to deny the request to waive late fees and interest from Westwind account #55921. The motion was approved unanimously.

A motion was made by Jim McConnell and seconded by Steve Dirmeyer to deny the request to waive late fees and interest from Westwind account #51102. The motion was approved unanimously.

B. Manager's Report: None at this time.

VI. Committee Reports:

Fishing Board Committee:

Lou Phillipe reported the fishing has been great and property owners have reported catching 30-40 fish daily. The fist stocking will begin Wednesday April 25, 2018 and the next stocking will be Wednesday May 25, 2018, just before Memorial Day weekend.

Recreation Committee:

The Craft Fair Form submitted by Sue Chesnut has been reviewed and accepted by the Board.

VII. Unfinished Business:

A. FEMA Grant/Hazardous Fuels Reduction Project:

The President reported Morgan Timber will get started on Trac F towards the end of May and is not currently under contract for any other Tracs. Cheryl Poage will check to see if Morgan Timber can do part of Trac J. Federal grant is administered by the County at no cost. Crystal Lakes is responsible for 12% of the costs only.

B. Deferred Maintenance Projects: None at this time.

C. OHV Access to National Forest: Bear Gulch – Next Steps:

Cheryl Poage reported the records are at the Attorney's office for review. Updates will be presented at the May Board meeting.

D. Entrance Sign: Sharon Cooper, Community Fund, will issue payment for the Community Fund portion next week. Main sign will need to be raised before R & R will pay the balance due.

E. Contracted Cleaning Services:

Jim McConnell explained the rationale behind the change from an hourly employee to contractual services, cost restraints. Two bids were received, one from current porter. The bid from the other party was more affordable and after checking references, it made sense to accept the bid. The Board was sorry the former employee was not retained and wishes them well.

F. Purchasing Policy: Tabled for next month's meeting.

G. Memorial Shelter:

Steve Dirmeyer reported he is still waiting for the plat map of the site.

H. Fire Pits and Open Fires:

Bob Chesnut requested a policy change; a \$25 late fee assessment on failed fire pits. Change in policy should cut down on failed pits. Notice of inspections for filings 12 & 13 to be sent out on April 26, 2018.

A motion was made by Bob Chesnut and seconded by Jim McConnell to adopt the pass/fail model for inspections of fire pits to include a \$25 failure fee. The motion was approved unanimously.

A motion was made by Bob Chesnut and seconded by Jim McConnell to omit the call-in process for burn permits for approved fire pits. The motion was approved unanimously.

I. Slash Depot Update:

Steve Dirmeyer covered in his Secretary Report.

VIII. **New Business:**

A. **POS System/Sales Tax Items:**

Office Manger reported the office has ceased the sale of taxable items, target date was May 15, 2018.

B. **Annual Mailing:** Discussed during Treasurer's report.

C. **FY2018-2019 Budget:** Discussed during Treasurer's report

D. **Westwind Closing Fees:** No action taken.

E. **Craft Fair:** Discussed during Committee reports.

IX. **Reports and Correspondence:**

A. **Violation Report:** Office Manager reported dealing with a trailer left on a lot over the winter months, Westwind #50967. Owner was contacted and assessed a \$250 fine for the 2017-2018 season. Office Manager would like to work with property owner after fine has been paid for the 5 months in the 2018-2019 season. Board concurred.

B. **Work Order Report:**

Jim McConnell reported he was approached by the Facilities & Road Supervisor interested in purchasing a diesel tank to load in the truck for road work. Supervisor believes this would cut down on time and wear and tear on large equipment. Board was concurred with the purchase as it is within Operations Budget.

X. **Correspondence:**

A motion was made by Bob Chesnut and seconded by Steve Dirmeyer to appoint Mike Bilo onto the Fire Pit Inspection Committee. The motion was approved unanimously. In addition to the motion the Board has made the following changes; Bob Chesnut will be the Board liaison for the Fire Pit Committee and the Hearing Panel, Jim McConnell will be the liaison for the Recreation Committee and Bryon Fessler has been appointed the liaison for the Policy & Documents Committee.

XI. **Executive Session, "if needed"**

A motion was made by Steve Dirmeyer and seconded by Jim McConnell to enter into executive session @ 2:45 to discuss candidates for Volunteer of the Year. The motion was approved unanimously.

A motion was made by Jim McConnell and seconded by Bob Chesnut @ 3:01 to adjourn from Executive session. The motion was approved unanimously.

XII. **Adjournment:**

A motion was made by Jim McConnell and seconded by Steve Dirmeyer to adjourn the meeting at 3:03 p.m. The motion was approved unanimously.

Next Meetings:

CLRRA Board on May 19, 2018 at 1:00 pm

Joint Board on May 19, 2018 at 10:00 am