



Crystal Lakes Road and Recreation Association  
Board of Director's Meeting  
May 19, 2018  
**MINUTES**

**I. Call to Order:**

The meeting was called to order on May 19, 2018, at 1:30 p.m. at the Crystal Lakes Wapiti Room.

**Directors Present:**

President	Cheryl Poage
Vice President / Interim Treasurer	Bryon Fessler
Secretary	Steve Dirmeyer
Member at Large	Jim McConnell
Member at Large	Bob Chesnut

**Others Present:**

Stella Anderson	CL Office Manager
John McGuire	Road & Facilities Supervisor

**Property Owners:** 6 in Attendance

**II. Approval of Agenda:**

The Board reviewed the agenda for the May 19, 2018, Board of Directors meeting.

A. A Request was made to remove the 51080 Foreclosure from the agenda.

B. A request was made to add 58387 Boundary Issue

***A motion was made by Jim McConnell and seconded by Bryon Fessler to approve the amended agenda. The motion passed unanimously.***

**III. Property Owner Forum:**

Nothing at this time

**IV. Consent Agenda:**

A. The minutes of the April 21, 2018 Board of Directors meeting were reviewed previously via email.

B. E-Vote: ***A motion was made by Bryon Fessler and seconded by Jim McConnell to approve the Amended and Restated Exhibit A to the Financial Services Agreement between CLRRRA and Westwind Management Group, Inc, effective May 1, 2018. The motion passed unanimously.***

C. E-Vote: ***A motion was made by Bob Chesnut and seconded by Cheryl Page to accept the following co-chairs and members of the CLRRRA Recreation Committee as of May 16, 2018 (Sue Chesnut and Cheryl Beavers, Co-Chairpersons, Helain Steele, Co-Chairperson for the Hiking Committee and Jim McConnell as the CLRRRA Board Liaison). The motion passed unanimously.***

D. E-Vote: ***A motion was made by Jim McConnell and seconded by Bryon Fessler to proceed with our existing Westwind contract to employ Angela Stevens as our portfolio CAM. The motion passed unanimously.***

***A motion was made by Bryon Fessler and seconded by Steve Dirmeyer to approve the Consent Agenda. The motion passed unanimously.***

V. **Officer's Reports:**

- A. **President's Report:** Cheryl Poage; reported the transition period has been successful. Board of Directors and staff have been instrumental in the success. The President will provide a report at a later date to make the transition official. In addition, the Office Manager on behalf of the staff would like to thank all of the Board of Directors for stepping up during the transitional period.
- B. **Treasurer's Report:**  
See attached.
- C. **Secretary's Report:**  
Nothing at this time.

VI. **Other Reports:**

- A. **Attorney Status Report:**  
Delinquent properties were reviewed and discussed at the joint meeting.
- B. **Manager's Report:**  
The Interim CAM reported the contract cleaner, Susan Martinez, will submit insurance and recommends the R&R Association pay for some of the insurance cost, suggested 50%. Susan has been doing an amazing job. Westwind Management will contract with a new part time portfolio CAM. Start date with Westwind will be June 4 for 2 weeks meanwhile Jim will stay on as Interim CAM. Office Manager will continue with obtaining CAM license and will be mentored by Angela Stevens.

VII. **Committee Reports:**

Nothing at this time.

VIII. **Unfinished Business:**

- A. **FEMA Grant/Hazardous Fuels Reduction Project:**  
The President met with Morgan Timber to look at tract F and will also look at tracts A & J, currently not in contract. Morgan Timber will work with CLRRRA staff to determine access into tracts.
- B. **Deferred Maintenance Projects:** Vice President/Interim Treasurer worked over 20 hours in the current month on the renovation projects. Projects have been evaluated by both the engineer and the County. Parking space closest to the ramp needs to be a handicap parking space. Need drainage memo from a certified engineer, W&S will allow a water tap into the shop for \$1,500 and \$500 for the sewer tap, both one-time fees. The cost for the taps will be \$360 for water and \$300 for sewer on an annual basis. Restroom, industrial sink, eyewash station and water fountain needed for shop.

***A motion was made by Bryon Fessler and seconded by Jim McConnell to approve Northern Engineering to engineer the ADA ramp and drainage memo required by the County for approximately \$1,200 in costs. The motion passed unanimously.***  
An ADA shower is highly recommended, the downstairs bathroom will be lockable and the office staff will have the key. Design, bid and build is the goal. The BOD has general consensus to proceed with the bid process.

***A motion was made by Bob Chesnut and seconded by Jim McConnell to appointed Bryon Fessler as the project manager for these projects and Bryon will be covered by the Associations liability insurance. The motion was approved by 4 board member, the Vice President/Interim Treasurer abstained due to conflict of interest.***

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

Property owners have retained an attorney and so has the Association. Property owners claim to have documentation denoting a non-existing easement. The Association will take a survey process action. Property owners are threatening to call authorities. Association must proceed in order to protect the Association.

***A motion was made by Jim McConnell and seconded by Bob Chesnut to solicit bids for a surveyor to conduct a survey of the area and sign removal. The motion was approved unanimously.***

D. Purchasing Policy:

The Interim Treasurer reported the Association currently had 2 policies, Administrative and Procurement. Treasurer advised not to modify the government document but rather modify the Administrative policy referred to as the catch all policy and contains items that are not stand-alone items. The Treasurer will work with the Office Manager, Operations Supervisor and the Policy and Docs committee to draft a policy to present in the months to come.

E. Memorial Shelter/Community Fund playground process:

Pete Visser, 13098, has scoped the area and present ideas for the area around Basecamp. The Community Fund presented a template which included a playground, tetherball set along with the Gile Pavillion and wanted to gather the thoughts of the BOD before proceeding. Jim McConnell cautioned about Federal regulations regarding materials. The BOD requested more information about materials and a drawing of the access down to the area. Bryon Fessler has a connection that could assist and Cheryl Poage recommended contacting the Colorado Dept of Health. The BOD likes the concept.

***A motion was made by Jim McConnell and seconded by Bob Chesnut to approve the Gile Pavillion as presented assuming the final plans meet ACC approval. The motion passed unanimously.***

***A motion was made by Bryon Fessler and seconded by Steve Dirmeyer to approve the conceptual drawings from the Community Fund of the Basecamp master plan of recreation usages. The motion passed unanimously.*** Everything will be done with Board approval. The BOD would like to thank the Community Fund for their generosity and hard work to make Basecamp better.

F. Records Retention and Destruction Policy:

***A motion was made by Bryon Fessler and seconded by Bob Chesnut to rescind the motion the Board made in March of 2018; "A motion was made by Andrew Burt and seconded by Jim McConnell to approve the CLRRRA Records, Retention and Destruction Policy." The motion passed unanimously.*** The policy will be handed over to the Policy & Docs committee to create a separate records and retention policy. The process will include a draft with redlines denoting changes, with Board input and approved verbatim.

G. Fire Pit Specifications and Open Fires Policy:

Treasurer warned of motions being made and leaving policies to catch up. Bryon Fessler will get together with Herb Hanlen to amend the policy for the pass/fail model. Goal is to have policy ready for next month's meeting for approval.

H. Slash Depot Update:

The Secretary reported on the issue of who would light the match to burn the slash this year. The slash area falls under the RFL Fire Department and not the CL Fire Department. Jerry Wagner, Chief of the RFL Fire Department will light the fire. Both RFL and CL will be present during the process. Conditions consist of; Burning on a weekday, obtain EPA approval, 4-7 inches of snow on the ground and grounds will need to be restored after burn. Piles will be 6 x 8 and no more than 20 ft. Hours will be Saturday and Sunday 10-4 until October 28, weather permitting. The Secretary was asked to try and get a commitment in writing.

***A motion was made by Steve Dirmeyer and seconded by Jim McConnell to proceed with the Slash Depot to open May 26, 2018. The motion passed unanimously.*** The BOD expressed consideration about the attendant working alone on Sundays and will provide the attendant with emergency contacts including telephone numbers. Insurance for the burn cannot be obtained.

IX. New Business:

A. Resolution Signatures:

Nothing at this time.

B. Road Plan:

The roads that will be worked on will be published periodically in the View. A recommendation to reenact the road committee was suggested, the committee will require a liaison, Jack Goodell has been the liaison in the past.

C. Metro District:

The President will discuss at a later date.

D. #51080 Foreclosure:

BOD will authorize foreclosure and proceed.

E. Annual Meeting Preparation:

Quorum is 50 properties and if quorum is not met, meeting will have to be rescheduled. Advertise heavily in the View, budget will need to be approved at the meeting. Committee chairs will be invited to present updates, officers for next year will be appointed, lunch will be served before meeting for BOD, Office Manager and Operations Supervisors.

F. Finance Committee:

***A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to appoint Bryon Fessler as the chair of the Finance Committee. The motion passed unanimously.***

G. Dues, Fees and Fines Schedule:

A draft was presented with changes denoted in red, no fines for administrative policy 1<sup>st</sup> option can result in a fine up to \$5000 or more.

***A motion was made by Bob Chesnut and seconded by Jim McConnell to approve the revisions to the Dues, Fees and Fines changes for the 2018-2019 and approve and establish fines for the Administrative policy. The motion passed unanimously.***

H. Trailers on property lot policy update:

Problems exits with permits displayed in a manner where visibility is difficult or no at all. Bob Chesnut brought up a construction permit issued in 2017 and the property owner has not begun to build. Bryon Fessler stated a permit can be rescinded if a building permit has not been obtained. Currently policy states a second trailer can be on a lot for 7 days, the BOD agreed on 4 days instead of the 7 days. Bryon Fessler will talk to the Policy and Doc committee to get this changed.

X. Reports and Correspondence:

A. Violation Report:

Nothing at this time.

B. Work Order Report:

Nothing at this time.

C. Correspondence:

Nothing at this time.

**Bob Chesnut left the meeting but quorum was still maintained by the remaining four board members.**

XI. Executive Session, "if needed"

***A motion was made by Bryon Fessler and seconded by Steve Dirmeyer to enter into executive session at 4:27 for the purpose of personal issues/contracts. The motion passed unanimously.***

***A motion was made by Jim McConnell and seconded by Steve Dirmeyer to adjourn from executive session at 4:46 p.m. The motion passed unanimously.***

XII. Adjournment:

***A motion was made by Bryon Fessler and seconded by Jim McConnell to adjourn the meeting at 4:47 p.m. The motion passed unanimously.***

*Next Meetings:*

*CLRRA Board on June 16, 2018 at 1:00 pm*

*Joint Board will meet on a quarterly basis begin September 15, 2018.*

**Treasurer's Report**  
May 19, 2018

**Part I: Important Notes and Motions**

1. **MOTION #1:** Accept the financials for March 2018 and place them on file for the auditor.
2. **MOTION #2:** Ratify the expenses and payables for March 2018.
3. We need to make changes to the Dues, Fees & Fines Schedule for FY2018-2019 and it is a separate item on the agenda.
4. Our fiscal year ends on May 31, 2018. Annual invoices were mailed on May 1, 2018 along with the annual meeting notice. We will receive assessment revenue in May which will be coded as pre-paid assessments (liability) until we cross fiscal years.
5. I excluded the following March expenditures from the W&S Overhead Fee as they were exclusively for R&R:
  - a. \$410 for Memberships
  - b. \$528.43 for Shop Materials
  - c. \$34.29 for Shop Supplies
6. I would like to resurrect the Finance Committee and it is a separate item on the agenda.

**Part II: Review of Financial Statements**

**Balance Sheet**

- Operating cash balances totaled \$346,057.72 (decrease of \$31,520.06 from previous month).
- \$200,000 of the balance in the Guaranty Bank and Trust Company account is flagged as Operating Reserves per Board motions (requires a Board motion to spend in an emergency). Board previously decided that next FY's projected deficit of \$159,787 constitutes an emergency.
- Drafted Memorandum for Record on May 9, 2018 authorizing Cheryl Poage to solely sign all necessary paperwork to obtain two cashier's checks from Guaranty Bank and Trust Company for \$150,000 and \$50,000 and then hand-deliver them to Westwind for deposit into the new ICS account with Alliance Bank. Normally, checks over \$5,000 require two Board signatures; however, per the Corporate Authorization Resolution between CLRRRA and Guaranty Bank and Trust Company, only one Board signature is required to draw the cashier's checks. There is simply no way for two Board members to sign.
- Prepaid Assessments (liability) totaled 6,837.82 (increase of \$1,021.39 from previous month).

**Income Statement**

- Year-to-date Income totaled \$998,127.44 and Expenses totaled \$908,854.30. Expenses for the March totaled \$46,496.81. If this holds true for April and May we will be close to \$0 at end of FY.

**Reserves**

- Reserves totaled \$1,00,336.27 (decrease of \$16,011.94 from previous month due to equipment and vehicle purchase).

**Part III: Review of Other Financial Documents**

**Aging**

- We have 23 property owners who owe a combined \$30,825.89 to the Association. This is down from 29 property owners the previous month.
- The aging-related motions that were made in the Joint and R&R meetings were difficult to follow. Examples include:

- a. Duplicate motions to deny property owner requests.
- b. Conflicting motions to proceed with foreclosure vs. collections lawsuit.
- c. Duplicate motion to proceed with foreclosure which was already in progress.
- d. Motions to proceed with foreclosure for one Association only when money is owed to the other Association as well (e.g., joint foreclosure needed).

- The status of some delinquent property owners did not change from the previous month. Follow up with Westwind and the Collections Attorney is needed.

**Check Register**

- Check to Bryon Fessler for \$25.39 for stamps and hole punches for the Fishing Board. Signed off by two other Board members to resolve conflict of interest.
- Check to Bryon Fessler for \$77.79 for boxes for records for the Office. Signed off by two other Board members to resolve conflict of interest.

**Debit Card Transactions**

- Reviewed debit card transactions for the month. No issues noted.

**Voided Checks:**

- Traveler's Remittance Center for \$1,541.00.
- Larimer County Treasurer for \$130.51. Should have been split 50/50 with W&S.

Respectfully Submitted,  
Bryon Fessler  
CLRRRA Vice President/Acting Treasurer