



CRYSTAL LAKES Road and Recreation Association

Crystal Lakes Road and Recreation Association
Board of Director's Meeting
June 16, 2018
MINUTES

I. Call to Order:

The meeting was called to order on June 16, 2018, at 1:00 p.m. at the Crystal Lakes Wapiti Room. Chaired by Vice President Jim McConnell.

Directors Present:

Vice President	Jim McConnell
Treasurer	Steve Dirmeyer
Secretary	Bob Chesnut
Member at Large	Mike Bilo

Directors Absent:

President	Cheryl Poage
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Others Present:

Stella Anderson	CL Office Manager
Angela Stevens	CL Portfolio CAM

Property Owners: 6 in Attendance

Steven Dirmeyer left the meeting at 1:00 p.m. for a fire call and quorum was still maintained by the remaining three board members. Steven returned at 1:04 p.m. and was in attendance for the remainder of the meeting.

II. Approval of Agenda:

The Board reviewed the agenda for the June 16, 2018, Board of Directors meeting.

III. Property Owner Forum:

- A. Herb Hanlen 02075; Herb updated the Board on his advice for the updating of the fishing policy and other policies.
- B. Janet Stellema 12146; Janet expressed concerns over mitigation access impeding on private property.

IV. Consent Agenda:

- A. The Minutes of the May 19, 2018 Board of Directors meeting were reviewed.
- B. A request was made to add missing information to an E:vote adding Bob Chesnut as making the motion and Steve Dirmeyer as the second on the motion.
A motion was made by Mike Bilo and seconded by Steve Dirmeyer to approve the Minutes as edited. The motion was approved unanimously.
- C. E-Vote: On May 23, 2018 Cheryl Poage made a motion and it was seconded by Bryon Fessler to sell the Canon copier to Darla Piscioti for \$75 to each association. The motion passed unanimously.
- D. E-Vote: On May 24, 2018 Bryon Fessler passed a motion and it was seconded by Jim McConnell to pay \$394.01 to Larimer County Treasurer which represents on half of the tax lien on Westwind Account #51336 as a part of the joint foreclosure proceedings with CLWSA.

- E. E-Vote: On June 1, 2018 Bryon Fessler made a motion and it was seconded by Jim McConnell to waive the \$70.04 in interest on Westwind account #51132 due to some accounting errors. The motion passed unanimously.

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

V. **Officer's Reports:**

A. **President's Report:**

Nothing at this time.

B. **Treasurer's Report:**

The Treasurer expressed concerns over the expenses for Slash Depot. Income and expenses do not match reports given to the office from Slash Attendant. Treasurer will work with Westwind Management and Bryon Fessler to keep a more current financial outlook. President will review and evaluate 2017-18 budget excess and decided whether to add to reserves or operating reserves for 2018-19. Westwind Management recommends waiting for audit to make final decision.

See attached.

A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to accept the financials for March 2018 and place on file for the auditor. The motion passed unanimously.

A motion was made by Steve Dirmeyer and seconded by Mike Bilo to ratify the expenses and payables for March 2018. The motion passed unanimously.

C. **Secretary's Report:**

Nothing at this time.

VI. **Other Reports:**

A. **Attorney Status Report:**

Will go forward with foreclosures on #51336, #51337 & #51080, per Office Manager foreclosure resolutions have been signed and sent to Pete Dauster. Delinquent properties were reviewed and discussed and no additional action is needed at this time.

B. **Manager's Report:**

Jim McConnell introduced and welcomed the new Westwind Management Group, Inc. CAM, Angela Stevens. Jim also commented on the addition of the large pink sign entering the association in attempts to slow down traffic as it approaches the checkpoint. Gate attendant(s) have also requested speed bumps on both sides of the shed in an attempt to cut down on the dust.

VII. **Committee Reports:**

- A. Herb Hanlen, 02075, Chairperson for Policies and Docs Committee reported on an email received from Bryon Fessler regarding the Purchasing Policy which combines Association and Government aspects. Herb recommends leaving the Government part and focusing on the Administrative Policy. Will change the requirement for multiple trailers on a lot from the current 7 days to 4 days.

- B. Lou Phillipe, 12044, Fishing Board President requested the discontinuing of selling punch cards immediately.

A motion was made by Mike Bilo and seconded by Steve Dirmeyer to replace the current punch card system and discontinue the sale of punch cards. In lieu of, the office will sell any combination of fishing passes of \$400 or more at a 10% discount. Current punch cards in play valid until May 31, 2019. The motion was approved unanimously. (See Lou Phillippe's fishing report for further information).
Office Manager reported on missing after hours fishing passes, to date 2 adult and 2 youth.

VIII. Unfinished Business:

A. FEMA Grant/Hazardous Fuels Reduction Project:

Tabled to a later date.

B. Deferred Maintenance Projects:

Tabled to a later date.

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

The Association will create a Survey RFQ (Request For Quote) and put it out to bid within the next week. Property owners are threatening to call authorities. Association must proceed with a survey in order to protect the Association.

D. Purchasing Policy:

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:

The Board requested additional information about site preparation, materials, ground cover, future playground inspections and final costs associated with the completed project.

F. Records Retention and Destruction Policy:

Herb Hanlen, 02075, Policy & Docs Chairperson - The policy was 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:

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:

Steve Dirmeyer reported that Mark Morgan recommends combining the nine (9) current piles into two (2) larger/taller piles and that he continues to work with Kirk Will with the State of Colorado to make our burning an easier task. The Board stated they will continue with the current process and ask that office staff keep track if owners place complaints regarding the Slash Depot process.

IX. New Business:

A. Resolution Signatures:

Angela Stevens, CAM, reported cards are on the way and will be given to board when received.

- B. Road Plan:
Nothing at this time.
- C. Metro District:
Due to the absence of the President, this will be discussed at a later date.
- D. Survey RFQ:
The Survey RFQ is out to bid and will be discussed at later date when additional action is required.
- E. Dumpster Signage:
"Under Surveillance" signs were installed. Steven Dirmeyer will put together a plan of action to help prevent additional damage and will submit to the Board for review.
- F. Finance Committee:
Nothing at this time.
- G. Dues, Fees and Fines Schedule:
Fishing punch cards will no longer be available for purchase but may still be used through June 2019.
- H. Trailers on property lot policy update:
Problems continue to exist with permits being displayed in a manner where visibility is difficult or not at all from the road. The Association continues to have owners who are storing a second trailer on their lot for more than the allowed four (4) days. To help with these reoccurring complaints, inspections will occur more frequently and violation fines will be implemented when needed.
- I. Use of Westwind System (VMS):
Angela Stevens, CAM, informed the Board on the efficiency of using the system. Reiterated records are property of CL.

A motion was made by Bob Chesnut and seconded by Steve Dirmeyer to approve the use of the Westwind Management System for violations pending an agreement. The motion was approved unanimously.
- J. Crystal Lakes Policy Handbook Regarding Cutting Live Trees:
Mike Biló, CLRRRA Member at Large requested clarification on cutting trees in greenbelts and on owner property. Policy states only cutting green trees to build, install water or wastewater systems.
- K. Clarification of Office Hours During Identified Holiday Weekends:
Staff will alter office hours and work Sundays and Mondays on Memorial Day, 4th of July when the 4th falls on a weekend day and Labor Day.
- L. Survey RFQ:
Previously discussed.
- M. Defining "Holiday Weekends" for Staffing:
Previously discussed.

N. Hearing Panel Committee:

A motion was made by Bob Chesnut and seconded by Mike Bilo to remove Bob Chesnut as a member of the Hearing Panel and appoint him as the Board Liaison of the Hearing Panel. To add Cindy Goodell as a member of the Hearing Panel. The motion passed unanimously. The Board Liaisons for the rest of the Committee will be discussed at next month's meeting. A notice for volunteers will be put in the View for the Hearing Panel.

O. Board Meeting Dates and Times:

Jim McConnell would like to explore changing the R & R meeting time to begin at 8 am rather than the current time of 1 pm. Jim will speak with Jack Goodell on changing meeting times for both R&R and W&S.

X. Reports and Correspondence:

A. Violation Report:

Abandoned vehicles have become an ongoing issue

B. Work Order Report:

New street signs are being constructed and painted and are slowly being installed around the Associations. Road work is the current priority and will delay the signage project.

C. Correspondence:

An email was received from owner Westwind Account #51548 regarding a fire pit inspection complaint. The issue was discussed amongst the Board and has been addressed.

D. Additional Owner Forum:

Ed Hansen, 03075, requested clarification on the handicapped parking around Basecamp.

Executive Session, "if needed"

No Executive Session was needed.

XI. Adjournment:

A motion was made by Jim McConnell and seconded by Steve Dirmeyer to adjourn the meeting at 3:37 p.m. The motion passed unanimously.

Next Meetings:

CLRRRA Board on July 21, 2018 at 10:00 am

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

CLRRA Vice President/Acting Treasurer