



Crystal Lakes

Road and Recreation Association

300 Tami Road, Red Feather Lakes, CO 80545 (970) 881-2250

www.crystal-lakes.org

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

I. Call to Order:

The meeting was called to order on July 21, 2018, at 10:00 a.m. at the Crystal Lakes Wapiti Room.

Directors Present:	President	Cheryl Poage
	Vice President	Jim McConnell
	Secretary	Bob Chesnut
	Member at Large	Mike Bilo
Directors Absent:	Treasurer	Steve Dirmeyer
Others Present:	Stella Anderson	CL Office Manager
	Angela Stevens	CL Portfolio CAM
Property Owners:	12 in attendance	

Approval of Agenda:

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

- A. A request was made to add Committee Appointment under Committee Reports.
- B. A request was made to add Fidelity Insurance, Sale of Ada Ct. and After hours Fishing Passes to New Business.

A motion was made by Jim McConnell and seconded by Bob Chesnut to approve the amended agenda. The motion passed unanimously.

Property Owner Forum:

- A. Ed and Winnie Hanson, 03075 - Ed and Winnie asked the Board revisit their previous decision to not lend out HOA property and to make an exception to allow them to use the folding picnic tables for their August 1, 2018 Crystal Belles event. The Board agreed to discuss the matter and will contact the Hanson's with their final decision by Monday morning, July 23, 2018.
- B. Susan Gessert, 07033 and Paul Nelson, 14012 - Added their support to allow the Hanson's to borrow the folding picnic tables for their August event.
- C. Gene Martin, builder for 05089, 7694 Ottawa Way project was in attendance to speak on behalf of the owners regarding the revisions that were made to the original plans submitted to the ACC for outbuilding approval. With the revisions that were made, the Board has approved the project and asked that the ACC provide the Board and Builder with an approval letter in order for the project to move forward.

II. **Consent Agenda:**

A. The Minutes from the June 16, 2018 Board of Directors meeting were reviewed previously via email.

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

III. **Officer's Reports:**

A. President's Report:

The President will report on items throughout the meeting.

B. Treasurer's Report:

Cheryl Poage recommended the HOA obtain a credit card to replace the HOA debit card for Association miscellaneous purchases.

A motion was made by Bob Chesnut and seconded by Mike Bilo to allowed Cheryl Poage to apply for and obtain a credit card to replace the Association debit card. The motion passed unanimously.

C. Secretary's Report:

Nothing at this time.

IV. **Other Reports:**

A. Attorney Status Report:

Delinquent properties were reviewed and discussed and no additional action is needed at this time. Cheryl Poage will work on a, RFQ for Collection Attorney bids and will send the document to the Board for review by mid-September.

B. Manager's Report:

Angela Stevens, Portfolio CAM with Westwind Management Group gave an overview of the Manager's Report and violation log that was given to the Board for review prior to the meeting. A more detailed account of the financials will be included in the September report and additional information regarding violations will also be incorporated.

V. **Committee Reports:**

A. Herb Hanlen, 02075, Chairperson for Policies and Docs Committee reported on changes that were made to the Administrative Policy. Herb also reported that after reviewing County records/tax allocations, he recommends the Board use county authorities to issue violations regarding a number of sections in the Declaration from trespassing to fishing without a license. The Board asked that the Policy & Docs Committee work on adding detailed, definitive information to the ACC Policy regarding garages, barns, storage units and outbuildings.

B. Sharon Cooper, 07062, Chairperson for the Community Fund Committee reminded all in attendance that the Community Fund is a 501C3 non-profit entity that was established in 1998 and has contributed over \$71,000.00 towards Crystal Lakes projects since its inception. The Committee is currently working on Phase 1 of the Base Camp Improvement Project (\$7,000.00 budget) which includes all aspects of prepping the area and path access. Phase 2 will focus on installing the actual play structure, parking, group picnic area and safety fencing around the propane tank. Phase 3 is comprised of all future possibilities.

- C. Committee Appointment - Mike Bilo volunteered to assist Herb Hanlen and the Policies and Docs Committee with policy updates but will not serve as the Board Liaison to the Committee.

VI. Unfinished Business:

- A. FEMA Grant/Hazardous Fuels Reduction Project:
Cheryl Poage reported that Tract J mitigation is complete and the team has moved to Tract F. They are looking for a viable way to get into 13F but have not found a solution. 12A will no longer have work done on the upper portion, but the lower section of work has yet to be determined. Cheryl is in the process of working with authorities to move funds from mitigation to the forester to allow for a better restoration plan. The three-year project will come to completion sometime in November.
- B. Deferred Maintenance Projects:
Bryon Fessler and the Board will set a date for a work session to discuss this topic at a later date.
- C. OHV Access to National Forest: Bear Gulch – Next Steps:
The Association was served with an injunction/lawsuit and this item has been moved to Executive Session.
- D. Purchasing Policy:
Per Herb Hanlen, Chairperson for Policies and Docs Committee, changes will be made to the government policy not to the admin policy, this is a priority.
- E. Memorial Shelter/Community Fund playground process:
Discussed under Committee Reports.
- F. Records Retention and Destruction Policy:
Tabled to the August meeting.
- G. Fire Pit Specifications and Open Fires Policy:
Tabled to the August meeting.
- H. Slash Depot Update:
Cheryl Poage reported that Morgan Timber met with the Governor's Office regarding special permitting for the Slash Depot and Steve Dirmeyer will meet with State officials in August. Stella Anderson reminded owners that the Slash Depot will be closed the last weekend in July.

VII. New Business:

- A. Resolution Signatures:
Nothing at this time and this item will be removed from the next agenda.
- B. Road Plan:
Nothing at this time.
- C. Metro District:
This item will be discussed at the October or November meeting.

- D. Injunction:
This item has been moved to the Executive Session portion of the meeting.
- E. Survey RFQ:
This item is on hold and will be removed from the agenda until the October/November meeting.
- F. Dumpster Signage:
Jim McConnell reported that the dumpster area is in need of a new camera system and will investigate the options available.
- G. Finance Committee:
Nothing at this time.
- H. Dues, Fees and Fines Schedule:
Nothing at this time and this item will be removed from the next agenda.
- I. Trailers on property lot policy update:
Tabled to the September meeting.
- J. CL Policy Handbook Regarding Cutting Live Trees:
Tabled to the September meeting.
- K. Verify the Updated Member List & Discuss a Number of Vacancies (Rec Committee Board Liaison, Fishing Board Liaison, Greenbelt Committee Vacant Chair):
Bob Chesnut reported that numerous positions need to be filled and noted several Committee modifications that have occurred. Bob will update the Committee Member List document with all Committee changes.
- A motion was made by Bob Chesnut and seconded by Mike Bilo to approve Committee changes as stated. The motion passed unanimously.***
- L. Hearing Panel Committee:
To date, one homeowner has requested a hearing for the August hearing date.
- M. Advertising Signs:
Per the Administration Policy, many signs within the Association are out of compliance as to if and where a sign may be placed. The Board discussed the need to enforce this rule and for the community to adhere to the policy as it is stated.
- N. Illegal Dwelling Units:
Tabled to the September meeting.
- O. Additional Office Staff:
This item has been moved to the Executive Session portion of the meeting.
- P. Osprey Nest:
Bob Chesnut reported that the Osprey nest located on the southwest side of Crystal Lake has been destroyed due to winds over the last few years and will investigate the cost to install a nesting perch near the lake.

Q. Quiet Times/10pm – 7am

Mike Bilo suggested that the Board create a policy to establish set quiet times within the community. The Board discussed this item and made no decision at this time.

R. Fidelity Insurance:

Cheryl Poage reported that per the Westwind Management Group's contract, the HOA is required to have \$2,500,000 in fidelity insurance coverage. The Board discussed this item and do not believe that amount is needed. Cheryl will contact Brian TerHark with Westwind to see if a compromise may be reached.

S. Sale of Ada Court:

Cheryl Poage gave an overview of the amount of funds that the Association has spent to obtain the Ada Court property and stated that the Board needs to establish a selling price in order to recoup the funds and potentially make a profit. Cheryl will contact the Water and Sewer Board and the HOA attorney to decipher where the Association stands on monies spent to date.

T. After Hours Fishing Passes

Stella Anderson reported that over \$420.00 in fishing passes have been stolen from the exterior voluntary box over the past few months.

A motion was made by Jim McConnell and seconded by Bob Chesnut to immediately stop the sale of afterhours fishing passes. The motion passed unanimously.

VIII. Reports and Correspondence:

A. Violation Report:

Discussed under Manager's Report.

B. Work Order Report:

No discussion at this time.

C. Correspondence:

Nothing discussed due to lack of time.

IX. Executive Session, "if needed"

Topics for discussion; Personnel and Legal

A motion was made by Jim McConnell and seconded by Mike Bilo to enter into Executive Session at 1:07 p.m. The motion passed unanimously.

A motion was made by Jim McConnell and seconded by Bob Chesnut to allow for an additional 20 hours a week for office staff at a specified dollar amount. The motion passed unanimously.

A motion was made by Jim McConnell and seconded by Bob Chesnut to move forward with the injunction/lawsuit process regarding OHV Access to National Forest/Bear Gulch. The motion passed unanimously.

A motion was made by Bob Chesnut and seconded by Jim McConnell to adjourn from Executive Session at 1:20 p.m. The motion passed unanimously.

Additional Committee Report:

Lou Phillipe, 12044, Fishing Board President reported the Habitat Study RFQ bids were received and reviewed and a vendor was chosen. The Fishing Committee allotted \$10,000 from the Fishing Reserves and the approved bid came in under budget. Before requesting the funds, the Board asked Lou to provide the Habitat Study RFQ, the list of vendors who submitted bids and the Fishing Reserve account bank balance.

X. Adjournment:

A motion was made by Bob Chesnut and seconded by Jim McConnell to adjourn the meeting at 1:30 p.m. The motion passed unanimously.

Next Meetings:

CLRRA Board on August 18, 2018 at 10:00 am

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