



# Crystal Lakes

## Road and Recreation Association

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[www.crystal-lakes.org](http://www.crystal-lakes.org)

Crystal Lakes Road and Recreation Association  
Board of Director's Meeting  
August 18, 2018  
**MINUTES**

**I. Call to Order:**

The meeting was called to order on August 18, 2018, at 10:01 a.m. at the Crystal Lakes Wapiti Room.

**Directors Present:** President Cheryl Poage  
Vice President Jim McConnell  
Treasurer Steve Dirmeyer  
Secretary Bob Chesnut  
Member at Large (joined at 10:24) Mike Biló

**Others Present:** Stella Anderson CL Office Manager

**Property Owners:** 5 in attendance

**II. Approval of Agenda:**

The Board reviewed the agenda for the August 18, 2018, Board of Directors meeting.

- A. A request was made to add #58119 as letter N under New Business
- B. A request was made to add vehicles to item F under New Business
- C. A request was made to delete B. Survey RFQ under New Business
- D. A request was made to delete C. Dumpster Signage under New Business

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

**III. Property Owner Forum:**

**IV. Consent Agenda:**

- A. The Minutes from the July 21, 2018 Board of Directors meeting were reviewed previously via email.

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

**V. Officer's Reports:**

**A. President's Report:**

A CPR class was scheduled for staff for August but due to the sewer issues at Basecamp, the class was postponed.

The Vice President reported the Basecamp sewer issue will probably take all week for repair as the entire pipe will need to be replaced. The president added the need for a maintenance schedule for the main vaults and also a problem arose due to the sewer problem, the only sewer permit found on record was for the RV sites. The

President instructed the Office Manager to not allow any sewer hookups at the RV sites and the RV patrons could use the main RV dump after their stay. Road dips will also be implemented in the attempt to slow down traffic. A camera system from Costco at the cost of less than \$300 was purchased and installed at the trash/compactor area with the main unit located in the Conex next to the dumpster. In less than 3 hours into operation, the camera captured property owners placing stove pipe in the area and putting several large black trash bags into the dumpster. Contents of the trash bags could not be identified but looked rather awkward in size and appeared to be heavy. The Office Manager was able to identify the property owners and they will be dealt with accordingly.

B. Treasurer's Report:

The Treasurer would like to see different GL codes implemented for laundry revenue versus laundry purchases as well as different GL codes for vending machine revenue versus vending machine supplies. A discrepancy has been noted for slash, the Office Manager explained Credit Card payments for slash are taken by slash attendant via a tablet and Quick Pay payment and not run through the POS systems as checks and cash are. The Treasurer and Office Manager will work with Westwind Management to figure out this process.

***A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to transfer from the Alliance Operating Reserves account to RBC account in the amount of \$246,462.00. The motion passed unanimously.***

***A motion was made by Steve Dirmeyer and seconded by Jim McConnell to transfer from the Alliance account to RBC account the amount of \$10,000 for fishing reserves. The motion passed unanimously.***

C. Secretary's Report:

Nothing at this time.

VI. Other Reports:

A. Attorney Status Report:

The President reported 11 properties currently with the attorney. Mike Bilo requested a monetary amount associated with the 11 properties. The President reported the attorney does not have the aggregated amounts and this is a problem. The President will request the CAM to insert the monetary amount to the attorney report going forward. Bryon Fessler, Chair for the Financial Committee stated the committee could help in this capacity. The President requested an update on Ada Court. The Treasurer reported a couple of contracts had been submitted but both contracts fell through. Mike Bilo shared his real estate expertise and the board has decided to exercise their right to counter with future contracts.

B. Manager's Report and Action Item Update:

Nothing at this time.

VII. Committee Reports:

A. Lou Phillippe, 12044, thanked the Board for their approval of the Habitat Study. The Study is tied up with Solitude Lake Management but should be approved by September. A fish stocking took place yesterday.

B. Sharon Cooper, 07062, Chairperson for the Community Fund Committee and Pete Visser, 13098, a Community Fund member discussed the options to repair existing fence or complete removal, the Board decided to remove the fence.

The Committee will organize a work day to clean up the area, rakes and shovels will be needed. The Office Manager will advertise the work day in the weekly View with an RSVP button. A fence around the propane tank was discussed but no decision was made as ACC Will need to be consulted.

***A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to remove the perimeter fence with the option to erect at a later date and with approval from ACC to construct a fence around the propane tank. The motion passed unanimously.***

- C. Bob Chesnut, Secretary and Fire Pit Chair reported all fire pit re inspections are complete, the committee started with 900. Bob Chesnut would like to thank all of the committee members for a job well done.

### VIII. Unfinished Business:

#### A. FEMA Grant/Hazardous Fuels Reduction Project:

Cheryl Poage reported on access issues on Flathead and the project is on hold for now until alternative access is explored. Contracts have been amended and funds for restoration have been added. Forester will work under mitigation contractor. Work will resume sometime in the Fall.

#### B. Deferred Maintenance Projects:

Bryon Fessler reported a total of \$17,570 investment not including \$1,500 for bid phase. A motion will be required via E:vote to transfer funds from RBC to Alliance operating sometime around 8/29 – 9/5). Bryon Fessler will work with the Road & Facilities supervisor to obtain a Conex and begin to move items from the shop. Bryon Fessler informed the Board a motion was neglected from the minutes for July to go ahead with the bid process.

***A motion was made to ratify what was done in a July 27 motion to move from the design phase to the bid phase for approximately \$1,500. The motion passed unanimously.***

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

The Judge will render a verdict in the next 2 weeks.

#### D. Memorial Shelter/Community Fund playground process:

Steve Dirmeyer reported the Memorial Shelter is on hold due to estate legal issues.

#### E. Purchasing Policy:

This policy should be the Administrative Policy, mislabeled on the agenda. Will be tabled for next month.

#### F. Records Retention and Destruction Policy:

Bryon Fessler stated this is an Administrative policy per Senate Bill 100 and Copy and Inspection should be a separate policy. Herb Hanlen disagreed however Herb will write the policy at the Board's direction. Policies will be on hold until revisions are done.

#### G. Fire Pit Specifications and Open Fires Policy:

The amended fire pit policy did away with the permit system and implemented the automatic \$25 fail fee. This policy will be put on the website for 30 days for property owner feedback. Office Manager will collect responses and include for next month's board meeting.

- H. Slash Depot Update:  
Nothing at this time.
- I. Quite Times/ 10 pm – 7 am:  
Nothing at this time.

**IX. New Business:**

- A. Road Plan:  
Nothing at this time.
- B. Finance Committee:  
Bryon Fessler, Chair, reminded the Office Manager the balance sheets and income expense statements need to be posted on the website once approved. Also reminded the Board, motions are required to move funds from Alliance ICS to Alliance operating when needed and to include the Overhead fee for the upcoming Joint Board meeting to assure Overhead fee has been trued up.
- C. Dues, Fees and Fines Schedule:  
Steve Dirmeyer, the Treasurer will work on this item and present at next month's Board meeting.
- D. Trailers/vehicles on property lot policy update:  
Steve Dirmeyer will work on this item and present at next month's Board meeting.
- E. CL Policy Handbook Regarding Cutting Live Trees:  
Adding this to the Administrative policy will be explored.
- F. Hearing Panel Committee:  
Bob Chesnut, Chair, reported there are 3 cases on the agenda to evaluate for the upcoming meeting on August 19, 2018.
- G. Advertising Signs:  
Table for next month.
- H. Illegal Dwelling Units:  
Steve Dirmeyer reported the property owner in question seems to have moved on. Bob Chesnut reported the truck often seen on the property is no longer on the property.
- I. Osprey Nest:  
Bob Chesnut reported game warden Bret McArdle will be coming up with a biologist to evaluate the situation and he will update the Board after the visit.
- J. Acct #51697 Payment Proposal:  
***A motion was made by Jim McConnell and seconded by Steve Dirmeyer to accept payment plan for #51697 of \$200 a month to CLRRRA and require all future assessments to be paid on time. The motion passed unanimously.***
- K. VRBO Workshop:  
Bob Chesnut provided an update on the 2 workshops offered by Larimer County. The President would like to send out a survey to property owners for feedback either good or bad about short term rentals. Jim McConnell will explore the services offered by Survey Monkey. Jim McConnell will present verbiage for the survey for Board approval prior to proceeding.

L. WW# 58119:

Steve Dirmeyer representing the ACC committee reported this property owner will need to trench underground across greenbelt in order to pull electrical on to their property. Property owner will reseed the area with nature gas.

***A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to accept the ACC recommendation to allow property owner WW account #58119 to proceed with power line easement through the greenbelt, property of CLRRRA and property owner will repair any restoration. The motion passed unanimously.***

X. Reports and Correspondence:

A. Violation Report:

No discussion at this time.

B. Work Order Report:

No discussion at this time.

C. Correspondence:

No discussion at this time.

XI. Executive Session, "if needed"

Topics for discussion; Personnel and Legal

***A motion was made by Steve Dirmeyer and seconded by Mike Bilo to enter into Executive Session at 1:05 p.m. The motion passed unanimously.***

***A motion was made by Mike Bilo and seconded by Steve Dirmeyer to adjourn from Executive Session at 1:58 p.m. The motion passed unanimously.***

XII. Adjournment:

***A motion was made by Bob Chesnut and seconded by Jim McConnell to adjourn the meeting at 1:59 p.m. The motion passed unanimously.***

*Next Meetings:*

*CLRRRA Board on September 15, 2018 at 10:00 am*

*Joint Board meeting on September 15, 2018 at 1 pm*