



Crystal Lakes

Road and Recreation Association

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www.crystal-lakes.org

Crystal Lakes Road and Recreation Association
Board of Director's Meeting
September 15, 2018
MINUTES

I. Call to Order:

The meeting was called to order on September 15, 2018 at 10:00 a.m. at the Crystal Lakes Wapiti Room.

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

Others Present:	Stella Anderson	CL Office Manager
	Angela Stevens	CL Portfolio CAM

Property Owners: 8 in attendance

II. Approval of Agenda:

The Board reviewed the agenda for the September 15, 2018, Board of Directors meeting.

- a. A request was made to add Westwind Computer Issue as letter L. under New Business.
- b. A request was made to add Road Base Bid as letter M. under New Business.

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

III. Property Owner Forum:

Steve Koeckeritz (07036) shared his opinion for allowing short term rentals in Crystal Lakes and asked the Board to consider withdrawing and replacing a letter that was sent to Larimer County in regards to short term rental properties in Crystal Lakes.

Helen Koller (03027) shared her opinion on short term rentals and asked the Board to consider having a community meeting and sending out a survey to get owner feedback. The Board reported that they have attended two meetings held by Larimer County regarding short term rentals and they are currently in the process of creating a survey on this topic and will include it in The View within the next week. The Board will discuss amending the letter that was sent to Larimer County during Executive Session.

IV. Consent Agenda:

- a. Meeting Minutes from August 18, 2018
- b. E-Vote: ***A motion was made on August 26, 2018 by Bob Chesnut and seconded by Jim McConnell to accept Ken Mickiewicz onto the CL Fishing Board. The motion passed unanimously.***

- c. E-Vote: ***A motion was made on September 6, 2018 by Jim McConnell and seconded by Steve Dirmeyer to accept the bid from NeuMark Commercial Builders, LLC in the amount of \$503,131.00 for the deferred maintenance construction project. The motion passed unanimously.***

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:

Mitigation of Tract F is still in question and the grant contract has been revised to allow the forester to work directly with the mitigation contractor to allow for a better restoration plan. Additional grants are available at this time, but the HOA does not have matching funds available or volunteers to complete the grant process. The President will report on additional items throughout the meeting.

B. Treasurer's Report:

The Treasurer reported on various details of the written July and August reports outlining the Association's financial position for the periods ending July 31, 2018 and August 30, 2018. The Treasurer's Report was accepted by the Board.

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

A motion was made by Steve Dirmeyer and seconded by Jim McConnell to accept the August financials and place them on file for the auditor. The motion passed unanimously.

A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to ratify the July and August expenses and payables. The motion passed unanimously.

C. Secretary's Report:

Nothing at this time.

VI. Other Reports:

A. Attorney Status Report:

The Board reviewed and discussed all accounts on the report. All accounts that require action are combined accounts with CLWSA and decisions regarding those accounts will be made at the Joint Board meeting later today.

B. Manager's Report and Action Item Update:

The Association Manager reviewed items in the report, including road maintenance, Board training, property insurance and Crystal Lakes 50th anniversary. All Board questions were discussed and answered.

VII. Committee Reports:

- a. Herb Hanlen, Chair, recommended making several updates to the Bylaws. The Board asked that this item be revisited in the spring, prior to the June Annual Meeting.

- b. Sharon Cooper, Chair for the Community Fund Committee reported that the Committee is ready to install horseshoe pits as part of the ongoing Base Camp Improvement Project. Additional work is also being done on the path in preparation for the road base. The Committee is also interested in installing an AED at Base Camp, in addition to a "Stop the Bleed Kit". The Board asked for additional information and will revisit this item at a later date.
- c. Steve Dirmeyer reported there is interest in the Community to install a floating dock on Crystal Lake. The Board asked to move this item to the Joint Board agenda as installation of a dock will involve both CLRRRA and CLWSA.
- d. Bryon Fessler, Chair for the Finance Committee recommended that the Board transfer enough funds from the Alliance ICS Operating Reserves to take the balance from \$550,219.93 to \$200,000.00 (plus interest). This \$200,000.00 will be used to cover the deficit that will occur later this year. Several additional items were discussed and can be reviewed in the attached Finance Committee Report.
- e. Bob Chesnut reported for the Fishing Committee on the restocking that occurred on 9/6. The last fish restocking will occur in October. Additionally, the overflow pan install at Beaver Pond is on hold until further notice and the Habitat Study is currently underway.
- f. Bob Chesnut, Chair, reported that the Fire Pit Policy has been updated and given to the Board for review.

A motion was made by Bob Chesnut and seconded by Mike Bilo to accept the revised Fire Pit Policy as submitted. The motion passed unanimously.

VIII. Unfinished Business:

A. Deferred Maintenance Project:

Bryon Fessler, Project Manager for the Deferred Maintenance project thanked the Board for their quick action in choosing a Builder for the project and asked that they sign the contract today to allow the project to begin as soon as possible. Additional items were discussed and may be found on the attached Deferred Maintenance report.

A motion was made by Bob Chesnut and seconded by Jim McConnell to accept and sign the NeuMark Commercial Builders deferred maintenance contract. The motion passed unanimously.

B. Policy Revision:

No discussion at this time. Item will be moved to the March 2019 agenda.

C. Administrative Policy:

No discussion at this time. Item will be moved to the March 2019 agenda.

D. Dues, Fees and Fines Schedule:

No discussion at this time. Item will be moved to the March 2019 agenda.

E. Trailers on Property Policy Update:

Nothing at this time, remove from the agenda.

F. CL Policy Handbook Regarding Cutting Live Trees:

Nothing at this time, remove from the agenda.

G. Advertising Signs:

The Board asked our Portfolio CAM to review examples of other HOA sign policies to determine if we need to create a specific policy regarding advertising signs.

H. Records Retention and Destruction Policy:

The Board would like to separate this policy into two stand-alone policies. Herb Hanlen will work to separate the policy into two policies and will present those documents at the October Board meeting.

IX. New Business:

A. Water & Sewer Overhead Fee:

Bryon Fessler reported on his final transition item related to the Water and Sewer Overhead fee. Bryon reviewed the outstanding budget lines items and stated that a fair amount to ask from CLWSA is \$2,246.71. The Board will make a final decision on the amount due at the Joint Board meeting that will occur later this afternoon.

B. Community Survey:

Jim McConnell stated that he is in the process of finalizing a survey concerning short term rentals. Jim will send the survey to the Board for review and plans to include the survey link in the upcoming View.

C. Neighborhood Watch:

Cheryl Poage reported that over 40 homeowners recently attended a Neighborhood Watch informational meeting that was held in the Wapiti Room. Homeowners volunteered to form a Neighborhood Watch Committee and appointed Ben Freisen as the Committee Chair.

A motion was made by Mike Bilo and seconded by Bob Chesnut to create a Neighborhood Watch Committee as an ad hoc committee under the Security Committee. The motion passed unanimously.

A motion was made by Mike Bilo and seconded by Jim McConnell to appoint Ben Friesen as the Neighborhood Watch Committee Chair. The motion passed unanimously.

D. Base Camp Fire Alarms:

Steve Dirmeyer stated that the Crystal Lakes Fire Department has volunteered to take over all responsibilities related to the fire alarms, and the Association will continue to pay for any related upkeep fees. Mark Rode with the Fire Department was in attendance to answer questions from the Board. Bryon Fessler will work with Mark Rode and the Fire Department to create an agreement for the transfer of responsibilities and will send that document to the Board for review.

E. Vacate Right of Easement:

The Board discussed the request by a homeowner asking that CLRRRA vacate the right of easement at the property owned by account #51676. The Board discussed this item and agreed that a Board member will attend the Larimer County hearing pertaining to this request on Monday, September 17, 2018 at 3pm.

A motion was made by Jim McConnell and seconded by Bob Chesnut to deny the vacate of easement request by account # 51676. The motion passed with 4 votes in favor and 1 vote against.

- F. Osprey Nest:
Bob Chesnut reported that game warden, Brock McArdle sent a biologist to evaluate the Osprey nest preferred location and it was determined that the biologist has the funds for the nest materials and Poudre Valley will install the nest pole.
- G. Hearing Panel Documentation:
Steve Dirmeyer reported on the decisions that were made by the Hearing Committee in August. All items were discussed and questions answered. The Board agreed to all recommendations made by the Hearing Committee.
- H. Grader Tire Quote:
Jim McConnell reported that bids to have four grader tires replaced came in around \$10,000. The Board asked that Jack Goodell be asked to make a recommendation on a vendor choice due to his expertise. In addition, Jim stated that a loader tire is in need of replacement and the Board recommended making the replacement using operating funds allocated for loader repairs.
- I. Staff PTO & Holiday Pay:
This item was moved to Executive Session.
- J. Propane Contract:
Cheryl Poage presented propane pricing to the Board. The Board discussed this item and all questions were answered. Cheryl will gather additional information and will determine which contractor offers the best pricing and will contract on behalf of the Association.
- K. Elk Ridge Joint Amenities:
Nothing at this time, remove from the agenda.
- L. Westwind Computer Issue:
Mike Bilo reported that some files were deleted when Westwind Management was transferring files from the Association's Google drive to the Westwind drive. The Office Manager clarified that Westwind's Network Administrator, Jesse Flageolle was transferring files that are required by CCIOA to a Westwind file and is working to remedy the issue and will have all files back on the Association's drive as soon as possible. The Board recommended that the Association purchase a hard drive to prevent this issue from occurring in the future. Jim McConnell will work with our CAM to purchase a hard drive.
- M. Road Base Bid:
Steve Dirmeyer presented a bid to the Board for the purchase of 2000 tons of road base that will be delivered in 3 to 4 deliveries thru March 2019. The bid amount will not exceed \$50,000.00 and will include delivery and taxes.
A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to accept the road base bid from Pete Lien in the amount of \$48,000.00. The motion passed unanimously.
- X. Reports and Correspondence:
- A. Violation Report:
Steve Dirmeyer and Angela Stevens reported on a few specific violations. All Board questions were answered.

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 Jim McConnell and seconded by Steve Dirmeyer to enter into Executive Session at 12:44 p.m. The motion passed unanimously.

A motion was made by Bob Chesnut and seconded by Mike Bilo to adjourn from Executive Session at 1:05 p.m. The motion passed unanimously.

A motion was made by Bob Chesnut and seconded by Mike Bilo to withdraw and revise the letter that was previously sent to Larimer County pertaining to short term rentals related to account #51344. The motion passed unanimously.

XII. **Adjournment**:

A motion was made by Bob Chesnut and seconded by Jim McConnell to adjourn the meeting at 1:06 p.m. The motion passed unanimously.

Next Meetings:

CLRRRA Board on October 20, 2018 at 10:00 am