



# Crystal Lakes

## Road and Recreation Association

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

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

Crystal Lakes Road and Recreation Association  
Board of Director's Meeting  
October 20, 2018  
**MINUTES**

**I. Call to Order:**

The meeting was called to order on October 20, 2018 at 10:00 a.m. at the Crystal Lakes Wapiti Room.

**Directors Present:** Vice President Jim McConnell  
Treasurer Steve Dirmeyer  
Secretary Bob Chesnut  
Member at Large (arrived at 10:08am) Mike Bilo

**Directors Absent:** President Cheryl Poage

**Others Present:** CL Portfolio CAM Angela Stevens  
Facilities/Operations Manager John McGuire

**Property Owners:** 1 in attendance

**II. Approval of Agenda:**

The Board reviewed the agenda for the October 20, 2018, Board of Directors meeting.

- a. A request was made to add New Recreation Committee Member as letter F. under New Business.
- b. A request was made to add Parking Arrangement for Board Meetings as letter G. under New Business.

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

**III. Property Owner Forum:**

Nothing at this time.

**IV. Consent Agenda:**

- a. Meeting Minutes from September 15, 2018
- b. E-Vote: ***A motion was made on October 4, 2018 by Jim McConnell and seconded by Bob Chesnut to pay the costs associated with the foreclosure of account #51796. The motion passed unanimously.***  
***A motion was made by Steve Dirmeyer and seconded by Jim McConnell 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 reported on various details of the written September reports outlining the Association's financial position for the periods ending September 30, 2018. Steve Dirmeyer also reported for Finance Committee Chair, Bryon Fessler and stated that at an average spending of \$50,000.00 per month, we will go into the red in approximately 6 months (reports attached). The Treasurer's Report was accepted by the Board.

***A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to accept the September 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. 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 action taken will be communicated with the Association's attorney.

***A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to proceed with foreclosure on Westwind Account #51336. The motion was approved unanimously.***

***A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to proceed with foreclosure on Westwind Account #51010. The motion was approved unanimously.***

***A motion was made by Steve Dirmeyer and seconded Mike Bilo to proceed with foreclosure on Westwind Account #51796. The motion was approved unanimously.***

***A motion was made by Steve Dirmeyer and seconded by Mike Bilo to proceed with foreclosure on Westwind Account #50770. The motion was approved unanimously.***

B. Manager's Report and Action Item Update:

The Manager's Report was reviewed by the Board and all questions were discussed and answered. Jim McConnell stated that he appreciated the detail in the report and asked that the Manager share the report template with the Facilities/Operations Manager. It was also noted that when a credit application needs to be completed for a particular vendor, the manager can complete the application and communicate the information to the Board. Mike Bilo stated that the information regarding the listing for the Ada Court property needs to be posted to the website and sent out in The View, per the CLRRRA Administrative Policy, Section 2.19. Procedures to Sell Lots Acquired Through Foreclosure.

VII. Committee Reports:

- a. Herb Hanlen, Policy & Documents Committee Chair, recommended that the Board make a motion to accept the Records Retention Policy and Destruction Policy as two separate policies.
- b. Bob Chesnut reported that the Fishing Committee will not be meeting this month, but are working to share information provided from the biologist who conducted the recent Habitat Study.

VIII. **Unfinished Business:**

A. **Deferred Maintenance Project:**

Association CAM, Angela Stevens reported for Project Manager, Bryon Fessler. It was noted that concrete at the shop is scheduled to be poured by the end of next week and the Wapiti basement demolition will begin on Monday (report attached).

B. **Records Retention and Destruction Policy:**

The Board reviewed and discussed the need to separate the Records Retention and Destruction Policy into two stand-alone policies as required by CCIOA.

***A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to separate the Records Retention and Destruction Policy and create two separate policies. The motion passed unanimously.***

C. **Advertising Sign Policy:**

No discussion at this time. Item will be added to the November agenda.

D. **Community Survey:**

Survey results received from 163 homeowners regarding Short Term Rentals concluded that approximately half of the owners who responded are in favor of short term rentals and the other half are indifferent or against. The Board will continue to discuss this topic, plan a community discussion meeting and will add this item to the February 2019 agenda.

E. **Base Camp Fire Alarms:**

The Board reviewed and discussed a memorandum as it defines the responsibilities between the three organizations (CLRRA, CLWSA and CLVFD) for the maintenance and operation of the emergency mass notification system for the Association.

***A motion was made by Steve Dirmeyer and seconded by Mike Bilo to accept the Memorandum of agreement between the Crystal Lakes Road & Recreation Association (CLRRA) and the Crystal Lakes Volunteer Fire Department (CLVFD). The motion passed unanimously.***

F. **Osprey Nest:**

Bob Chesnut reported that a proposal has been sent to Poudre Valley REA asking for financial assistance with the Osprey nest.

G. **Staff PTO & Holiday Pay, Healthcare and ADP Processing Fees:**

No discussion at this time. Item will be added to the November agenda.

H. **Dues, Fees and Fine Schedule:**

Steve Dirmeyer presented the first draft of the updated Dues, Fees and Fine Schedule. The Board reviewed and discussed the submitted changes and Steve will present a second draft within the next month.

IX. **New Business:**

A. **Event Calendar:**

The Board reviewed and discussed the Event Calendar request for funds submitted by the Recreation Committee.

***A motion was made by Jim McConnell and seconded by Steve Dirmeyer to accept the 2019 Event Calendar request as submitted. The motion passed unanimously.***

- B. OHV's - Limit to quantity:  
No discussion at this time. Item will be added to the November agenda.
- C. Slash Depot:  
Steven Dirmeyer reported that the State communicated that the slash burn scheduled for later in the year was cancelled. After much discussion with different entities, the burn can be allowed if someone within the community must take a three day course focused on fire burning. Steve will continue to investigate the options and will report back to the Board.
- D. Global Broadband Communications:  
Cheryl Poage previously submitted a report from Global Broadband Communication for the Board to review. All questions were discussed and answered.
- E. Budget:  
The Board is in continual discussion regarding the 2019 Budget and the pending deficit. The Board will begin to discuss the budget details in January and will add this item to the February agenda.
- F. New Recreation Committee Member:  
The Board discussed the request to accept Terry Fountain's appointment to the Recreation Committee.  
***A motion was made by Mike Bile and seconded by Bob Chesnut to accept Terry Fountain as a new Recreation Committee Member. The motion unanimously.***
- G. Parking During Board Meetings:  
Jim McConnell reported that parking in front of Base Camp is full on Board meeting days and requested that all Board members park in the back, northeast lot moving forward. All Board members agreed and asked the Association CAM to contact CLWSA regarding this decision.

**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:  
Several email correspondences were reviewed and discussed. All Board decisions will be communicated to the various owners.

**X. Executive Session, "if needed"**

Nothing at this time.

**XI. Adjournment:**

***A motion was made by Steve Dirmeyer and seconded by Mike Bilo to adjourn the meeting at 12:08 p.m. The motion passed unanimously.***

*Next Meetings:*  
*CLRRRA Board on November 17, 2018 at 10:00 am*