



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
January 19, 2019
MINUTES

I. Call to Order:

The meeting was called to order on January 19, 2019 at 10:00 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	Mike Bilò
Others Present:	Portfolio CAM	Angela Stevens
	General Manager	Stella Anderson

Property Owners: 23 in attendance

II. Approval of Agenda:

The Board reviewed the agenda for the January 19, 2019, Board of Directors meeting.

- a. A request was made to combine New Business letter G. Public RV Permit Log with New Business letter C. Camping Time Limit.
- b. A request was made to move C. Employee Status and J. Director Positions under New Business to Executive Session.
- c. A request was made to add Slash as letter G. and Credit Card as letter H. under New Business.

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

III. Property Owner Forum:

Sharon Cooper, 07/062 – As a member since 1985, she would like to see the rule regarding campers being parked on a vacant lot from no more than five (5) months amended to match the Larimer County rule of no more than six (6) months. Sharon asked when the Rec/Community Fund shed would be repaired from the damage caused by a CenturyLink subcontractor. The CAM reported that NeuMark Builders will be submitting a bid within the next week and the work should be completed within the next month. The bill will then be sent to CenturyLink for payment. Sharon also noted that she resented feeling threatened with the emails that were sent out in The View and newsletter stating that services may be discontinued if an increase in assessments did not occur.

Donna Dunsmore, 15/078 – Donna stated that she would also like to see the rule regarding campers being parked on a vacant lot changed from no more than five (5) months amended to match the Larimer County rule of no more than six (6) months.

IV. **Consent Agenda:**

- a. Meeting Minutes from December 15, 2018.

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

Officer's Reports:

- A. **President's Report:** Cheryl Poage reported that the FEMA Grant/Hazardous Fuels Reduction Project is officially closed and the final budget work for this grant will commence next week. Cheryl reiterated that several areas of concern were not accessible due to terrain, steepness and rock formations. These areas could have possibly been accessed if hand crews were available and if pile burning was allowed. She reported on the status of the legal suit filed against the Association by a homeowner regarding land access. Cheryl also stated that our insurance appointed attorney received permission to hire a surveyor and that survey will occur in the spring when there is less snow. Our attorney is asking for correspondence from property owners that have used the trail in the last 18 years for hiking, horseback riding, biking, Jeeping or by ATV. Usage does not need to be continuous; anytime from 1996 through 2018. Submitted verbiage should include the trail access point, how often used and why this particular trail head was used. Also note, if you submit information regarding use of the access point, you may be asked to testify in court.
- B. **Treasurer's Report:** The Treasurer reported on various details of the written December reports outlining the Association's financial position for the periods ending December 31, 2018. Steve Dirmeyer also stated at an average spending of \$50,000.00 per month, we will operate at a deficit beginning in February and will begin to use money from our reserve account. There is approximately \$31,000.00 in past due assessments/fees/fines. Numerous accounts have been sent to our new collection attorney, Altitude Law. Steve asked the Association CAM to contact our attorney regarding account #50770 to get their opinion regarding the evaded payment plan and pending foreclosure option. The Board will wait to make a decision on this account pending the attorney recommendation. The Treasurer's Report was accepted by the Board as presented (detailed report attached).

A motion was made by Steve Dirmeyer and seconded by Jim McConnell to accept the December 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 December expenses and payables. The motion passed unanimously.

A motion was made by Steve Dirmeyer and seconded by Jim McConnell to transfer \$85,000.00 from the Guaranty Bank operating fund to the Alliance checking account to cover the budget shortfall that will occur in February. The motion passed unanimously.

A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to waive all fees associated with the 2018 assessment billing for account #55232; as this lot was consolidated in 2017. The motion passed unanimously.

A motion was made by Steve Dirmeyer and seconded by Jim McConnell to waive the late fees in the amount of \$37.00 on account #51905. The motion passed unanimously.

- C. Secretary's Report:
Nothing at this time.

V. **Other Reports:**

- A. Attorney Status Report:
No action taken at this time.

- B. Manager's Report and Action Item Update:
Nothing at this time.

VI.

VII. **Committee Reports:**

- a. Finance Committee Chair, Bryon Fessler reported for the Finance Committee – The Association currently has \$107,620.95 in the operating account and will begin to operate in the red in March. He also discussed topics to include the Pre-CCIOA House Bill 18-1342 regarding the budget process, new HOA document disclosure requirements effective 1/1/19 and the Basecamp transfer fee. Bryon suggested the Board consult with our attorney regarding the legality of the Basecamp transfer fee based on Senate Bill 11-234. The bill prohibits fees payable upon transfer of residential real property to individuals and entities where such fees do not touch and concern the real property. He also reported on collections and stated that Westwind Management is working to update accounts regarding missed late fees and interest and those homeowners who default on a payment plan should have previous late fees and interest added to the account, per the Collection Policy (additional details in attached Finance Report).
- b. Other – Jim McConnell stated that several homeowners have made comments on Nextdoor regarding the upcoming budget. Jim reiterated that the Board does not comment on Nextdoor and asks that homeowners attend the two upcoming budget meetings and read The View/newsletter for pertinent budget information. Steve Koeckeritz, 07/037 asked the Board consider saving money with in-house accounting again vs. Westwind Management contracted. Bryon Fessler stated that in-house accounting costs were as much as the current contract, with much more difficulty.

VIII. **Unfinished Business:**

- A. Deferred Maintenance Project:

Project Chair, Bryon Fessler reported that the project is slightly behind and on track for completion the middle of February. Bryon stated that he published three website updates since the last Board meeting to help keep homeowners informed on the construction progress. The Shop is in the final stage of completion and the Wapiti basement is currently on hold pending a drywall inspection. Bryon asked the Board to make final decisions on the furniture during this meeting and President, Cheryl Poage stated that their decision will take place at another time. Additional items discussed included the shop tool organizers, new cable/phone lines, shop painting bids and final touch-up painting in the spring (report attached).

- B. 2019 Budget:

Nothing at this time. This item will be discussed at the budget work session being held at 2:30 p.m. today.

C. Employee Status/Handbook:

Employee status will be discussed in executive session. Cheryl Poage stated that updates to the Employee handbook include PTO amounts, drug screening facilities and removing Easter as a paid holiday in exchange for one personal day of choice.

A motion was made by Jim McConnell and seconded by Mike Bilo to accept the PTO, drug screening and personal day changes to the Employee Handbook. The motion passed unanimously.

D. Purchasing Policy:

This item will be discussed under Old Business, item E. Admin. Policy.

E. Admin Policy:

The Board reviewed and discussed the Association Purchasing Policy.

A motion was made by Bob Chesnut and seconded by Cheryl Poage to lower any expenditure or contracted amount from \$5,000.00 to \$2,500.00 for the purchase of a single item or service for the Association and shall have competitive bids from three (3) suppliers, if possible. The motion passed unanimously.

F. Summer Volunteers:

The Board revisited the opportunity that Bob Chesnut presented at the December meeting and the possibility of allowing volunteers to camp free of charge in exchange for 20-40 hours of work, per week, around the community. Cheryl Poage asked Bob to gather additional information, create a job description and to research what the National Parks require from their seasonal volunteers.

G. Slash:

Steve Dirmeyer reported that the burn permit was issued in the wrong name and another permit is in process. Once the permit is correctly issued, it will not need to be renewed for five years. Both the Red Feather and Crystal Lakes Fire Departments are required to be present during the burn and two firemen must be onsite at all times for the first 24 hours. The slash burn is currently scheduled to take place in early March.

H. Credit Card:

Then Board discussed using a credit card vs. debit card for Association business. The Board asked General Manager, Stella Anderson if she would be willing to apply for an Association credit card in her name, and she agreed. The Board directed Stella to cancel the current debit card, effective immediately, and use the Rec Committee credit card until the new credit card arrives.

A motion was made by Bob Chesnut and seconded by Steve Dirmeyer to have Stella Anderson apply for a dedicated Road & Rec credit card and discontinue use of the Alliance debit card. The motion passed unanimously.

IX. New Business:

A. Bylaws and CCR Alignment:

This item will be referred to the attorney for review.

B. CLRRRA Roads – Public /Private Status

This item will be referred to the attorney for review.

- C. Camping Time Limit:
Bob Chesnut will compare the Association's camping time limit rule verbiage with the Larimer County rule. Bob will also investigate item G. Parking RV Permit Log and report back to the Board in February.
- D. Damaged Base Camp Shed:
The Association CAM reported that damage done to the shed occurred when CenturyLink had subcontractors on site. NeuMark Builders will provide a bid to fix the damaged siding within the next week. CenturyLink has confirmed they are responsible for the damage and will reimburse the Association for the repair work.
- E. Crystal Lakes Website:
Jim McConnell reported that several links on the website are not working and suggested the Association hire someone to fix the dead links and review the site. Stella Anderson stated that she was not aware of the problem and asked Jim to review the site with her and she will make repairs and changes as needed.
- F. Short Term Rentals:
Cheryl Poage stated that Commissioner Kefalas reached out to her and is interested in discussing the recent short-term rental decision and to further investigating her request on regarding the status of Crystal Lakes roads as public or private. Cheryl asked the Association CAM to schedule a meeting with Commissioner Kefalas where the Board can have the opportunity to discuss the road issue, in addition to other concerns. A homeowner voiced concerns with the Board's stance on short term rentals and asked why there seemed to be an unfair biased when presenting the survey results.
- G. Public RV Permit Log:
Discussed under item C. Camping Time Limit.
- H. Annual Meeting:
Steve Dirmeyer reported that the Annual Meeting will take place on Saturday, June 8, 2019. Additional information will be sent to homeowners in April.
- I. Altitude Law Board Liaison:
The Board discussed this item and agreed the President will communicate with the attorney, in addition to the Association CAM.
- J. Director Positions:
This item will be discussed in executive session.

Reports and Correspondence:

- A. Violation Report:
The Board had no questions, but all agreed that the VMS violation report is much easier to decipher than the previous spreadsheet.
- B. Work Order Report:
Snow plowing was discussed and it was announced that the road crew will be staffed on seven days a week moving forward. Plowing will occur seven days a week when needed. The Board asked that if a homeowner has large drifts or is aware of visitors coming up the mountain after an immense snowfall, to please alert the office and the crew will make an effort to plow the requested address.

C. Correspondence:

Jim McConnell spoke regarding a correspondence that was received asking about the \$50 per hour/mandatory 2 hour rental rule for commercial services. The Board discussed this item and all questions were answered.

A motion was made by Jim McConnell and seconded by Steve Dirmeyer to change the Community Center rental rate from \$50 per hour/mandatory 2 hours to \$25 an hour for each 1 hour commercial services rental. The motion passed unanimously.

Break - 12:06 p.m.

Executive Session, "if needed"

Topics of discussion included staff/employment items and attorney correspondence.

A motion was made by Jim McConnell and seconded by Steve Dirmeyer to enter into Executive Session at 12:23 p.m. The motion passed unanimously.

A motion was made by Bob Chesnut and seconded by Mike Bilo to adjourn from Executive Session at 1:01 p.m. The motion passed unanimously.

Cheryl Poage will step down as the CLRRRA President and assume the role of Vice President and Jim McConnell will move from the Vice President's position and will assume the role of President at 12:01 a.m. on January 20, 2019.

Adjournment:

A motion was made by Jim McConnell and seconded by Bob Chesnut to adjourn the meeting at 1:08 p.m. The motion passed unanimously.

Next Meetings:

CLRRRA Board, February 16, 2019, Wapiti Room at 10:00 a.m.

CLRRRA Board Budget Work Session, February 16, 2019 at 1:00 p.m.