



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
February 16, 2019
MINUTES

I. Call to Order:

The meeting was called to order on February 16, 2019 at 10:00 a.m. at the Crystal Lakes Wapiti Room.

Directors Present:	President	Jim McConnell
	Vice President	Cheryl Poage
	Treasurer	Steve Dirmeyer
	Secretary	Bob Chesnut
	Member at Large	Mike Biló
Others Present:	Portfolio CAM	Angela Stevens
	General Manager	Stella Anderson

Property Owners: 4 in attendance

II. Approval of Agenda:

The Board reviewed the agenda for the February 16, 2019, Board of Directors meeting.

A motion was made by Cheryl Poage and seconded by Steve Dirmeyer to approve the agenda as presented. The motion passed unanimously.

III. Property Owner Forum:

Nothing at this time.

IV. Consent Agenda:

a. Meeting Minutes from January 19, 2019.

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

Officer's Reports:

A. **President's Report:** Jim McConnell reported that the Base Camp boiler was shut down for several days in February, which meant no heat in the building or use of the exterior restrooms. Fort Collins Heating and A/C investigated the issue and determined that the problem was due to construction dust; NeuMark Builders will be asked to pay this invoice. NeuMark Builders will be conducting a property walk within the next week and plans to have the project complete by the end of March, with exterior painting to be completed in April, weather permitting. Jim also stated that there will be an open house over Memorial Day Weekend to allow the homeowners a chance to see all the improvements at the Shop and in the Wapiti basement.

- B. Treasurer's Report: The Treasurer reported on various details of the written January reports outlining the Association's financial position for the periods ending January 31, 2019. Steve Dirmeyer also stated at an average spending of \$50,000.00 per month, we will operate at a deficit beginning in March and will begin to use money from our reserve account. There is approximately \$32,000.00 in past due assessments/fees/fines. The insurance check was received for the damage done to the Dodge truck during a recent snow storm. That money will be deposited and repairs will occur in the spring. Cheryl Poage reported that the ongoing tax payment issue with ADP continues and she would like Angela Stevens to contact them and state that our attorney will become involved if the issue is not resolved. Cheryl stated that the amount being paid for propane is not the agreed upon price and asked Stella Anderson to contact Scott with Schrader Propane for a refund and price reduction to the negotiated amount. The Treasurer's Report was accepted by the Board as presented (detailed report attached).

A motion was made by Steve Dirmeyer and seconded by Cheryl Poage to accept the January financials and place them on file for the auditor. The motion passed unanimously.

A motion was made by Steve Dirmeyer and seconded by Cheryl Poage to ratify the January expenses and payables. The motion passed unanimously.

A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to turnover account #50770 to Altitude Law to begin the foreclosure process. This account was with the previous attorney and defaulted on a payment plan. The motion passed unanimously.

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

V. **Other Reports**:

A. Attorney Status Report:

The Board reviewed the Attorney Status Report and agreed to let Altitude Law move forward with their debt recovery process which includes attempting garnishment procedures before moving into the foreclosure stage.

B. Manager's Report and Action Item Update:

General Manager, Stella Anderson reported that a new road crew person was hired and will begin on February 25, 2019. The Board would like to recognize and congratulate Stella on passing her CAM test this month. Stella and our Association CAM, Angela Stevens, will work closely together over the next year to gain additional knowledge on CAM duties and the legalities involved in becoming a licensed CAM. Portfolio CAM, Angela Stevens took questions from the Board pertaining to the Manager's Report. Moving forward, the Violation Report will include closed violations.

VI. **Committee Reports**:

- a. Finance Committee Chair, Bryon Fessler reported for the Finance Committee. The Association currently has \$62,051.57 in the operating account leaving the Association approximately 1.24 months left to operate; we currently have 4 months left in the fiscal year. Note that Guaranty Bank merged with Independent Bank and now conducts business as the latter. 39 property owners owe \$32,831.96 to the

Association compared to 44 property owners owing \$31,264.36 last month. This amount includes past due assessments, fines, fees and interest. The Committee continues to review the Aging 120 Days Report for status updates and added interest as directed in the CLRRRA Collection Policy (additional details in attached Finance Committee Report).

- b. Fishing Committee – Bryon Fessler reported for the Fishing Committee. The Committee is concerned with the amount of funds left in the current fishing budget and has requested that no additional hours be used for fishing watchman services until May. The Committee has reached a tentative agreement with SOLitude to come back and resample the invertebrates in Crystal Lake.
- c. Other – 50th Anniversary Ad Hoc Committee - Stella Anderson stated that several homeowners have shown interest in assisting with the CLRRRA 50th Anniversary celebration that will occur in September. The Board requested that the anniversary information be sent out in The View and newsletter.

A motion was made by Bob Chesnut and seconded by Steve Dirmeyer to create an ad hoc Committee for the CLRRRA 50th anniversary celebration. The motion was approved unanimously.

VII. Unfinished Business:

A. Deferred Maintenance Project:

Project Chair, Bryon Fessler reported that the project is approximately a month behind and should be completed by mid-March. Bryon stated that he published two construction progress website updates with photos since the last Board meeting. The Wapiti boiler was shut down for a number of days due to drywall dust, repaired and will be billed back to NeuMark Builders. The Shop is scheduled to be completed by the end of February and cabinet/tile installation is currently underway in the Wapiti basement; Bryon asked for the Board to make a final decision on the shop painting bids today. Additional items discussed included the shop tool organizers, new cable/phone lines, furniture delivery and final touch-up painting in the spring (report attached).

B. Administrative Policy:

The Board reviewed and discussed the Administrative Policy changes that Policies and Documents Chairperson, Herb Hanlen submitted for approval.

A motion was made by Cheryl Poage and seconded by Bob Chesnut to accept the Administrative Policy as amended. The motion passed unanimously.

C. Summer Volunteers:

Bob Chesnut asked the Board to make a decision on allowing summer volunteers to camp onsite in exchange for work within the community.

A motion was made by Cheryl Poage and seconded by Bob Chesnut allow for summer volunteers to use an Association campsite in exchange for work. The motion passed 4 -1.

VIII. New Business:

a. Mitigation and Grant Plan:

Cheryl Poage stated that part of the mitigation and grant process includes creating a plan to thin unwanted “weed trees” from the newly mitigated areas.

A motion was made by Bob Chesnut and seconded by Cheryl Poage to allow the Greenbelt Committee to thin new growth of Lodgepole Pines or other weed trees from the newly mitigated areas. The motion was approved unanimously.

b. Fishing/Pond Gates:

Brian Fessler reported that Catawba Pond has drained significantly. The Fishing Committee is not sure whether the shifting ice caused the slide gate to break off the culvert pipe or the slide gate was left open beyond what the mid-winter inflow could replenish, causing the ice to drop and shift the slide gate. Either way, this will require a significant project to repair and can't be done until late summer when the runoff drops. The Committee is meeting in April to create a plan and will most likely use fishing reserve funds to resolve the issue.

c. Declaration Amendment:

This item will be addressed at a later date.

d. Commissioner Kefalas Meeting:

The Board will meet with Commissioner Kefalas in March to discuss roads, short-term rentals, Sheriff response, slash burning and other miscellaneous topics.

e. Shop Paint Bids:

The Board reviewed and discussed the bids submitted for exterior shop painting to take place in the spring.

A motion was made by Cheryl Poage and seconded by Bob Chesnut to accept the bid submitted by Matt Homolka Painting in the amount of \$6,200.00 for exterior shop painting; contingent on the agreement of prep and follow-up procedures. The motion was approved unanimously.

f. Dues Fees and Fine Schedule:

Steve Dirmeyer reviewed the potential changes to the Dues, Fees and Fine Schedule. The Board discussed the changes and made no decisions at this time.

g. Credit Card Limit:

The Board discussed the current limit on the Association credit card and will keep the limit at the current amount.

h. Signature Cards:

The Board reviewed the Alliance Banking and RBC signature cards and signed as needed.

i. Vault Closures/New Porta Pots:

The Board discussed the need to close unused vaults and the purchase of new porta pots. Cheryl Poage also noted that the Water & Sewer Board stated there has been increased abuse of the vault bathrooms with trash being thrown in, preventing the ability to clean them out. This was attributed to short-term rentals and visitors.

A motion was made by Cheryl Poage and seconded by Steve Dirmeyer to remove or cover the concrete vaults and replace with four (4) new porta pots. The motion was approved unanimously.

j. Rec Committee Craft Show Fee:

The Board discussed a request from the Rec Committee to increase the Craft Show fee and the Board agreed. Bob Chesnut will communicate the approval to the Rec Committee.

k. Camping Time Limit:

Nothing at this time as this item was discussed at the January meeting.

l. Public RV Permit Log:

Nothing at this time, remove from the next agenda.

Reports and Correspondence:

A. Violation Report:

The Board had no questions and asked to include closed violations in the report moving forward.

B. Work Order Report:

Nothing at this time.

C. Correspondence:

Nothing at this time.

Executive Session, "if needed"

Topics of discussion included employee salaries and attorney correspondence.

A motion was made by Cheryl Poage and seconded by Steve Dirmeyer to enter into Executive Session at 12:20 p.m. The motion passed unanimously.

A motion was made by Cheryl Poage and seconded by Mike Bilo to adjourn from Executive Session at 1:50 p.m. The motion passed unanimously.

A motion was made by Bob Chesnut and seconded by Cheryl Poage to reward Stella Anderson with a one-time \$2,000 bonus upon receiving her CAM license. The motion passed unanimously.

Adjournment:

A motion was made by Jim McConnell and seconded by Bob Chesnut to adjourn the meeting at 1:52 p.m. The motion passed unanimously.

Next Meeting:

CLRRA Board, March 16, 2019, Wapiti Room at 10:00 a.m.
Budget Work Session, March 16, 2019, Wapiti Room at 1:00 p.m.