



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 18, 2020
MINUTES

I. Call to Order:

The meeting was called to order on January 18, 2020 at 10:00 a.m. at the Crystal Lakes Wapiti Room.

II.

Directors Present: President Jim McConnell
Vice President Cheryl Poage
Treasurer Steve Dirmeyer
Secretary Bob Chesnut
Member at Large Lala Jacoby

Others Present: General Manager Stella Anderson
Portfolio ABM Angela Stevens
Office Support Rachel Ownbey

Property Owners: 5 in attendance

III. Approval of Agenda:

The Board reviewed the agenda for the January 18, 2020 Board of Directors meeting. Cheryl Poage requested two (2) items to be added under New Business; F. Fire Department Agreement & G. Porta Pots Status. Bob Chesnut requested CenturyLink/Clink, to be added under New Business.

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

IV. Property Owner Forum: Nothing at this time.

V. Consent Agenda:

Meeting Minutes: The Board reviewed the minutes from the November 16, 2019 Board meeting.

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

VI. Officer's Reports:

a. President's Report: Nothing at this time.

b. Vice President's Report: Nothing at this time.

c. Treasurer's Report:

Dates for Budget Meetings were discussed. Today, January 18th at 2:30 pm will be the expense meeting and the income meeting will be February 15th at 1 pm. Both are open to the membership for observation only. The third meeting will be held on March 21st at 1:00 pm. This is a closed session for Board to finalize the 2020 – 2021 budget. The final changes to the Reserve Study are in progress. Some items had to be added, i.e. snowplows, carpet divided between upstairs and downstairs. Some life years were added to items, i.e. roof on shop is metal not wood. GM will send changes in next week for the final Reserve Study.

The purchase of a new pickup and the sale of the 2012 Ford pickup including a new snow V-plow was briefly discussed. The new 2020 reserve study has a replacement expense of \$50,000 + V-plow. Motion #3 from the January 18th Treasure's Report will be discussed under New Business. No motion was made at this time.

The expiring CD of \$150,000 will be renewed at 1.65%. Lala Jacoby questioned why we appeared under budget. The Treasurer explained, time of year and items tracked under reserves were factors. Cheryl Poage further explained, due to the budget spread, things would eventually even out.

A motion was made by Steve Dirmeyer and seconded by Lala Jacoby to accept the financials for November 2019 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 expenses and payables for November 2019. The motion passed unanimously.

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- d. Secretary's Report: Bob Chesnut updated the Board on the Document Review Committee's progress. The Committee has finished up the document review process. Herb Hanlen has updated all documents with the exception of the Architectural Control Committee Guidelines. The Committee chair will meet with the Portfolio ABM and GM on Friday, January 24th to discuss what documents need to be reviewed by Legal Counsel.

VII. Other Reports:

a. Attorney Status Report:

Acct #: 50770 is at a Zero Balance. – A lien waiver was signed. It was noted this account has never been at a zero balance.

Acct #: 51336 Paid balance of \$13,000+

Acct #: 51413 Paid balance in full of \$2,073.31

A few accounts will be going to foreclosure.

The Portfolio AMB will be conducting an audit on attorney expenses from January - January. No write offs should be reflected. The audit results will be presented at the next BOD meeting in February.

- b. Manager's Report and Action Item Update: General Manager reported on the recent hire of a new Fishing Attendant for the ice fishing season. The GM was asked about the Beaver problem and the culverts on Seller's Causeway, the GM reported, this will have to be a collaborative effort with the Fishing Board and nothing is planned at this time.

VIII. Committee Reports:

Recreation Committee – Committee Board Liaison Lala Jacoby mentioned the outside door to the storage room needs to be sealed with a door sweep. This has been completed. There will be a potluck tonight and the Recreation Committee will have its first BINGO evening on Saturday, January 25th. This will be hosted by Bryon & Sharon Fessler. This is a non-profit event, for fun only. There will be a few prizes. Cheryl Poage asked if there was any consideration to a gaming license like RFL currently has for their BINGO games. Currently CLRRRA is not exploring a gaming license.

IX. Unfinished Business:

- a. Dues, Fees and Fine Schedule: Cheryl Poage suggested an increase in trailer storage fees and spaces to accommodate the waiting list. There was discussion of doing a study in the Spring to see if there should be an increase in the fees only after improvements are made. Cheryl Poage expressed concerns with the amount of the absence of a vehicle sticker fine. An updated Dues, Fees & Fines schedule will be sent before the next BOD meeting so an e-vote will be warranted.
- b. Bear Gulch Easement Litigation: There will be a trial commencing on January 27th at 8:30 am. The location has not been announced at this time. Cheryl Poage will provide this information as it becomes available. The focus will be on prescriptive use. The law firm representing the association will be contacting property owners expressing interest in testifying. During Cheryl Poage's 8 hours deposition, she was shown forest service documents that had been presented by the plaintiff's attorney. These documents had been obtained from the Association's previous attorney, Brandes. Cheryl Poage had been in contact with attorney Brandes but was told there were no additional documents, it was a surprise to see these documents and to find out they came from attorney Brandes. Cheryl Poage was thanked for all her countless hours and hard work she has put into Bear Gulch.
- c. Caddo Road Culvert Agreement: The Business Association Manager spoke with Legal Counsel, Altitude Law, about the two properties involved but was unaware one of the properties had recently sold. No further action is required. The property owner will install the culvert across his own driveway and not across Caddo, an Association road. No agreement for drainage is necessary from any other property owner.
- d. Westwind Financial/Consulting Contract: Nothing at this time.

- e. Agreement with the Fire Department: An agreement has been drafted however, according to the fire department they are not going to have a joint mock training. Steve Dirmeyer said the Fire Department does not plan on having any joint department training on Crystal Lake property in the future. General Manager said the Agreement will be sent to the Fire Department for future use if needed. Cheryl Poage agreed.
- f. Port-A-Pots & Vaults: General Manager, stated in her manager report that all of the vaults were pumped however, the trash did not get removed. This topic will be further discussed during the Joint Board meeting. The vendor hired to conduct the pumping of vaults was told not to pump the vault on Mohawk by Jacob with W&S due to questions on the location of the digester. Due to the issues surrounding the digester, the vault near Mohawk was not pumped and further discussions about this particular vault will be conducted during the Joint Board meeting. Lala Jacoby also mentioned that we want to make sure we have a plan for the summer.

X. New Business:

- a. Altitude Community Law 2020 Agreement: The ABM, asked everyone if they had the opportunity to review the agreement in the packet. ABM explained the agreement was a renewal. Cheryl Poage recommended the Board look at the rate issue very carefully before agreeing to the renewal rate. ABM suggested the Board table the topic until next month to allow a thorough review of the agreement. Steve Dirmeyer reviewed the agreement by Altitude Community Law in preparation for the Budget meeting and mentioned that there will be an increase in the standard monthly fees. Cheryl Poage stated we may want to enter into negotiations in regards to the standard monthly fee increase.
- b. Solar Power: Steve Dirmeyer Reported that solar panels were discussed during the Documents Review meeting and the Board needs to be prepared to answer questions. Some topics discussed; a Larimer County permit is needed and approval for the placement of the panels must go through the Architectural Control Committee (ACC). Placement of solar panels must be aesthetically pleasing to the rest of the community. The Association has to allow solar panels if a property owner wants to install them on their property. Larimer County has regulations for solar panels under one (1) acre. Property owners will need to obtain permission from neighbors under circumstances involving variances. Solar panels will be considered as a structure if placed on the ground surface however, not if placement is on a roof. Currently there is a request from a property owner to install a 60 solar panel section in front of their home. ACC is requiring the property owner to place the panel to the side of their home. Steve Dirmeyer will look into county and city regulations. The Portfolio ABM will review the issue with legal counsel for further clarification. This topic will be tabled for a later date once more information is aggregated.
- c. Employee Payroll Expenses: Bob Chesnut announced this topic is to be discussed in Executive Session.
- d. Book of Motions: Lala Jacoby went through the last 10 years of minutes and made a list of references to motions. The intent of the list is to get the topic of each motion then reference the meeting notes for the actual motion. The GM questioned why the actual motion was not referenced. According to Lala Jacoby, her program did not allow the copying of the actual motion. This list will be referred to as a reference to

motions and work will begin on an actual book of motions that will contain the actual motions. Once complete, the CLRRRA office staff will be responsible for updating the book of motions going forward.

- e. New Truck Purchase/Replacement of the 2012 Ford Pickup: Steve Dirmeyer referenced a quote on a Ford Truck with everything the field crew had requested. The Ford 250 all heavy duty for snowplowing and off roading was \$39,599+ tax +\$8,000 for a front plow. A general online bid was also referenced for a Chevy 2500 costing approximately \$50,000 and a Dodge at \$42,000. Bob Chesnut asked if the quotes were based on a gas or diesel vehicle. It was recommended that the trucks be gas due to a typical \$10,000 markup and with a useful life of 8 years, it is not cost effective to purchase diesel vehicles. The GM stated the field crew requested a 350/3500 versus a 250/2500 for the towing compacity. Cheryl Poage requested further clarification on the difference between a 250/2500 versus a 350/3500. The towing capacity of 20,000 lbs. and a price difference of \$1,800.00. General Manager reported on occasions, the field crew have to take heavy loads into town and the current 250/2500 pickups have overheated. Also, the current trucks overheat when the crew load and move the skid-steer from job site to job site. According to Steve Dirmeyer the 250 is equipped with a 7.3 engine/500hsp and may make the difference in towing. The general consensus of the board is to invest in a 350/3500 with only a \$1,800 price difference. General Manager suggested emphasis should be placed on the field crew's opinions as they are the ones using the vehicles under towing and plowing circumstance. At that time the Board is requesting more solid quotes and will be prepared to make a motion at the February board meeting. The cost for the new pickup is expected to be approximately \$45,000.

- f. Century Link: Base Camp currently has Hughes Net at a cost of \$153.00 per month for one phone line & internet. The Shop currently has Century Link at a cost of \$107.00 per month. The cost of home vs. business was brought up by Bob Chesnut and he shared his current cost for his private home as \$30+. The difference in price is contributed to home versus business. The GM was given a cost of \$5,000 to connect the 2 buildings with fiber optics by Todd with Century Link. This is a large sum of money to pay upfront, but it would eventually pay for itself. The connection would allow the 2 locations to be viewed as one and charged the \$107. This would eliminate an additional \$107 for a second location. The connection of the two (2) locations would allow the live stream monitoring of the trash compactor area from Base Camp via a monitor and the camera system currently in place. The board has requested a quote be obtained from Century Link for the fiber optic connection of both Base Camp and the Shop. Broadband is also listed on the Agenda for Commissioner Kefalas's meeting this month held at the Red Feather Lakes Library.

XI. Reports and Correspondence:

- A. Correspondence: The General Manager is requesting another motion to be entered due to a confusion for a new committee member appointed to the Architectural Control Committee at the August 17, 2019 board meeting. The Association has two residents with similar names. At the August meeting, there was some confusion in a motion as to which resident the committee was appointing. A motion is needed to correct the individual appointed to the committee.

A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to change the name of the committee appointee from Dick Clark to Richard "Dick" Clark 10069A. The motion passed unanimously.

Jim McConnel referenced an anonymous letter he received as board President re: Dark Skies. The letter is concerning because the author of the letter, also a property owner expresses concern with the property owner violating the Dark Skies program. This person is described as volatile and often carries a weapon. The property owner alleging the complaint wants the Association to deal with this matter. Another property owner in attendance expressed the same concerns about the property owner allegedly in violation of the Dark Skies program. Jim McConnell, believes this is a valid concern and has observed a lot of lights against the dark skies' canvas. Warning letters will be sent out to those not complying with the Dark Skies program followed by fines if necessary. President and General Manager will inform residents through the weekly electronic communication, "The View" and the monthly President's Newsletter of the Dark Skies Program.

- B. Work Order Report: No report was submitted at this time. A white easel board has been erected at the shop to assist the field crew on tasks to be completed.
- C. Violation Reports: Nothing at this time.

XII. Executive Session:

A motion was made by Lala Jacoby and seconded by Steve Dirmeyer at 11:34 am to enter into executive session after a 5-minute break. The motion passed unanimously.

A motion was made by Lala Jacoby and seconded by Bob Chesnut to adjourn from executive session at 12:38 a.m. The motion passed unanimously.

XIII. Adjournment:

A motion was made by Steve Dirmeyer and seconded by Lala Jacoby to adjourn the meeting at 12:39 a.m. The motion passed unanimously.

Next CLRRRA Board Meeting: March 21, 2020 in the Wapiti Room at 10:00 a.m.

Respectfully submitted by Rachel Ownbey & Maria Anderson

Approval Signature _____