



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
March 21, 2020
MINUTES

I. Call to Order:

The meeting was called to order on March 21, 2020 at 10:01 a.m. at the Crystal Lakes Wapiti Room. Due to the COVID 9 pandemic, this meeting was held via WebEx conferencing, only audio preferences were implemented.

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: 2 in attendance

II. Approval of Agenda:

The Board reviewed the agenda for the March 21, 2020 Board of Directors meeting. Cheryl Poage requested the progress on the new map to be added to unfinished business, documents to be discussed under committee reports for Policy & Docs and Survey be added under new business.

A motion was made by Cheryl Poage and seconded by Steve Dirmeyer to approve the amended agenda. Motion carried unanimously.

III. Property Owner Forum: Nothing at this time

IV. Consent Agenda:

Meeting Minutes: The Board reviewed the minutes from the February 15, 2020 Board meeting. Cheryl Poage requested her quote under section 5, subsection B, to be stricken from the minutes.

A motion was made by Cheryl Poage and seconded by Lala Jacoby to approve the consent agenda as amended. Motion carried unanimously.

V. Officer's Reports:

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

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

c. Treasurer's Report:

A motion was made by Steve Dirmeyer and seconded by Lala Jacoby to accept financials for the period ending January 2020 and place them on file for the auditor. The motion carried unanimously.

A motion was made by Steve Dirmeyer and seconded by Cheryl Poage to ratify the expense and payable for the period ending January 2020. The motion carried unanimously.

A motion was made by Steve Dirmeyer and seconded by Lala Jacoby to accept financials for the period ending February 2020 and place them on file for the auditor. The motion carried unanimously.

A motion was made by Steve Dirmeyer and seconded by Cheryl Poage to ratify the expense and payable for the period ending February 2020. The motion carried unanimously.

A motion was made by Steve Dirmeyer and seconded by Cheryl Poage to transfer \$14,785.06 to fishing reserves based on the audit conducted by Griffin Group. The motion carried unanimously.

A motion was made by Steve Dirmeyer and seconded by Cheryl Poage to reallocate the payment for the Reserve Study from GL Acct# 9515 to GL Acct# 7571 Contingency. The motion carried unanimously.

- d. Secretary's Report: All the revisions to governing documents and policies have received BOD approval and are going to be sent to the Attorney for review; Bylaws, CCR's, ACC, administration, adoption and amendment, alterative dispute, election policy, conduct of meeting, conflict of interest, hearing procedure, firepit, fishing and boating, government funding procurement, inspection and copying, OHV, reserve funds, reserve study, snow removal, trailer storage, trash disposal and use of common elements.

A motion was made by Bob Chesnut and second by Cheryl Poage to accept the revisions made to the governing documents and policies and forward onto the Attorney for review. Motion carried unanimously.

VI. Other Reports:

- a. Attorney Status Report: Regarding foreclosure, the Association will adhere to Governor Polis' recommendations of suspension.
- b. Manager's Report and Action Item Update: General Manager asked the Board if a property owner running for a Board position could also have a paid position with the Association? Portfolio ABM reported consulting with Legal on this matter and Legal advised there was no problem and added an employee will probably make a wonderful Board of Director because of the relationship they have with the Association. Discussion surrounding the conflict of interest with employee situations including salaries was addressed and was decided the individual would not be permitted to be present or involved in any discussions or motions involving employee situations
General Manager reported CenturyLink informed her of the ability to increase to 80

mps from the current 40 mps to allow WIFI access to the membership. Bob Chesnut expressed concerns that this would allow movies to be downloaded. Cheryl Poage thought a second line would be a better option. The GM will provided additional information on the costs for the increased mps versus a second line for the next board meeting. A suggestion was made to put the question of WIFI availability to the membership in the survey that will be offered to the membership. The cost for the increase from 40 mps to 80 mps would be approximately \$50.00.

The General Manager is preparing the materials for the Annual Meeting Notice and the Board of Director ballots to go out by April 24, 2020.

The GM would like to purchase an energy efficiency washer for the Laundry facilities and seeks board approval to spend \$1,662.24.

A motion was made by Bob Chesnut and second by Cheryl Poage to authorize the GM to purchase an energy efficiency washer in the amount of \$1,662.24. Motion carried unanimously.

A motion was made by Steve Dirmeyer and second by Bob Chesnut to allocate the purchase cost of the AED's of \$3,500 to GL Acct #: 7571 Contingency. Motion carried 4 to 1. Cheryl Poage abstained due to her relationship with the vendor.

VII. Committee Reports:

Recreation Committee: Lala Jacoby reported that Sue Chesnut would like an exterminator for the Community Center including the kitchen. The Committee is researching vending machines to replace the one they currently have.

Finance Committee: Bryon Fessler would like to explore other options for a credit card processor fees are a bit high and it has been about eight years since the current process was implemented.

There were a mis understanding involving a couple of accounts on the aging report, they were accidentally dropped off due to combining versus consolidation of lots. When accounts on the aging report are removed due to a consolidation, the Board needs to be informed.

The Water and Sewer yearly charges were paid in advance last fiscal year and we want to avoid that this year. Let us wait until Water and Sewer produces an invoice for the year before we make a payment. Bryon Fessler also reported on some member changes for the Finance Committee.

A motion was made by Lala Jacoby and seconded by Bob Chesnut to accept Noreen Floods resignation from the Finance Committee. Motion passed unanimously.

VIII. Unfinished Business:

a. Bear Gulch Easement Litigation: Nothing at this time.

b. Westwind Financial/Consulting Contract: The Westwind Contract came in a little under budget according to Steve Dirmeyer. Jim McConnel believes the accounting side seems reasonable and the Board will need a second contract for consulting. The consulting side of the contract will be tabled for next month's meeting pending additional information.

A motion was made by Steve Dirmeyer and seconded by Cheryl Poage to accept the contract from Westwind Management in the amount of \$2,265.00 for 2020-2021 fiscal year. Motion carried unanimously.

- c. New Truck Purchase / Replacement of the 2012 Ford Pickup: Due to change in pricing, the Board once again reviewed the new truck purchase. Steve Dirmeyer advocated for the Ford with the 4.3 locking axle. Jim McConnel spoke with the field crew and preference was for the Ford pickup. Motion still stands from February Board Meeting.
- d. Enforcement Policy: A fee structure has been approved to be added to the Dues, Fees & Fines schedule for actions not listed in the schedule but in clear violation of the CCR's or Association policy. The ABM advised to add this verbiage into the enforcement policy.
- e. Incorporation Discussion: Nothing at this time.
- f. Map Progress: Cheryl Poage reported on the Greenbelt Committee. The committee held two separate meetings to identify as many trails as possible for the new map. The map create by the committee has been given to the GM to pass onto the printing company for the new map.

IX. New Business:

- a. Altitude Community Law 2020 Agreement: Altitude law is raising rates to \$2,460 per year or \$205 per month from the current rate of \$195 per month. Chery Poage expressed concerns because the agreement was not in the current board packet. The agreement was in the board packet for last month's meeting and was located allowing the board to proceed.

A motion was made by Steve Dirmeyer and second by Lala Jacoby to accept the new Altitude Law Agreement at the new rate of \$2,560.00 per year; \$205/month. The motion carried 4 to 1 with Cheryl Poage abstaining.

- b. Road Repair Contractors: Steve Dirmeyer is proposing that the use of the \$80,000 from GL Acct# 5318 be used to hire two companies for road work and assign each contractor a different part of the Association, Lala Jacoby, this would be a perfect project for the funds. Cheryl Poage questioned if there was a description of the work that needs to be done. General Manage expressed that RFQ's need to be sent out for this type of project and that research needs to be done on drainage, ditches, new culverts, clearing of culverts, rock removal, road base and how many inches are needed in different locations. General Manager suggested resurrecting the Road Committee and having the committee involve the field crew to analyze and prioritize roads in need of work. Chery Poage offered to help.
- c. Lifesaving Supplies: CL Fire Department and Air Med were called in for an incident at a community event. Lala Jacoby discussed the need for having several medical supplies at the Base Camp area. Some of these might include: gloves, bleed kit, blanket, glucose, oxygen and a Sharp Disposal. Steve Dirmeyer spoke of a kit that Evan Rau put together for the fire department. Steve Dirmeyer will get a list to of the kit to present at a later date. Cheryl Poage advised, we are not trained in the use of oxygen and the use of that product is not part of the AED training in the American Heart Association, physician authorization, and is not covered for liability in the state statutes covering placement and use of an AED in places of business or public locations.
- d. Review Changes to Policies: Bob Chesnut reminded the board that two additions need to be made. One to the Administration Policy to include the combining,

consolidation and amendment of properties as discussed earlier. Second to include Collection policy enforcement by the Association lawyer.

e. Griffin Group Engagement Letter:

A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to accept the 2020-2021 engagement letter from Griffin Group in the amount of \$6,750.00. Motion passed unanimously. Steve Dirmeyer expressed concerns because the rate increased from \$4,000 to \$6,000. Bryon Fessler as the finance committee chair believes this in a phenomenal price and explained how it is not uncommon for a company to come in and make a low-ball offer to get a contract only to find out the true scope of the work involved and then adjust their rates accordingly.

f. Documents Report: Discussed in the Secretary's report by Bob Chesnut.

- g. Survey Program: Bryon Fessler has found a survey program for \$35.00 per month allowing property owners to give feedback on 15 questions. These are standard questions that will allow the Association to compare statistically how they are doing in comparison to other communities in the State and Nationwide. The final two questions allow property owners the opportunity to comment or express concerns. Considered Best Practice, this will help the Association know why the property owner had a positive or negative experience. One of the question could be whether property owners want WIFI capability at Base Camp as discussed earlier. There was discussion as to a few restraints being put on the application so not to skew the feedback in a positive or negative way. Property owners must include their name, lot & filing and can complete a total of 2 surveys per property owned. This program will be part of the Annual Meeting Notice so everyone is informed and the survey will also be posted in the weekly "View". For those property owners who may not have internet services, a survey may be obtained and filled out at the office Presently Bryon Fessler is the owner of the survey as he set it up and paid the \$35.00 for the first month so he could research it for the Association. Going forward, he will place it in the Crystal Lakes Association name and Ad-hoc Committee will have access to the data.

A motion was made by Cheryl Poage and seconded by Bob Chesnut to allow Bryon Fessler to work with the GM on transferring the account into an Association account and to access the information obtained by the survey. The motion carried unanimously.

A motion was made by Bob Chesnut and seconded by Steve Dirmeyer to reimburse Bryon Fessler for the \$35 he initially paid for the SuveyHero account. The motion carried unanimously.

X. Reports and Correspondence:

a. Correspondence:

A property owner submitted a facility use agreement requesting approval for a private special event and rental of the Community Center for the date of September 5th, 2020. This is the day before the large craft fair and vendors set up tables and food is prepared in the Base Camp kitchen. An alternative weekend would be considered as this day cannot be approved.

A property owner submitted a facility use agreement requesting authorization for a private special event and rental of the Community Center for the date of September 12, 2020 from 2 pm - 6 pm.

A motion was made by Cheryl Poage and seconded by Bob Chesnut to deny the facility use agreement for the date of September 5, 2020 due to the Craft Fair event. Motion carried Unanimously. The GM will contact the property owner and offer to entertain a different date for their private event.

Jim McConnell, Board President, wanted to make sure everyone had received an email he had forwarded to everyone involving a complaint from a property owner against another property owner. Cheryl Poage expressed the severity of the complaint and questioned if a violation letter would be sent and fine assessed. The GM stated in addition to the email, which is considered a formal complaint, there was also an affidavit from another individual; with the email and affidavit, a violation letter would be sent and a fine would be assessed..

b. Work Order Report: Nothing at this time

c. Violation Reports: Cheryl Poage questioned why there were so many violations still on the report and if any had been resolved and could be removed. Portfolio ABM explained that slash inspections had to be advanced as inspections have not been completed due to weather. Steve Dirmeyer would like a new format as there are dates going back to 2018. Portfolio ABM will remove earlier dates from the report if they are resolved.

Portfolio ABM advised the Board of action needed on account #51697. The property is up for cash sale and the board needs to make a motion to purchase the tax liens. Certified funds in the amount of \$1,600.90 must be paid to the Larimer County treasures office by March 31st by 4pm. Steve Dirmeyer as Treasurer will obtain the certified funds and make the payment. The amount owed to the Association on this account is \$12,115.76. Steve Dirmeyer stated the property is a desirable piece of land.

A motion was made by Cheryl Poage and seconded by Bob Chesnut to pay the tax liens on this property. Acct #:51697 in the amount of \$1,600.90. The motion carried unanimously.

XI. Executive Session: Not needed at this time.

XII. Adjournment:

A motion was made by Cheryl Poage and seconded by Steve Dirmeyer to adjourn the meeting at 1:08pm. The motion passed unanimously

Next Meeting: CLRRRA Board, April 18, 2020 in the Wapiti Room at 10:00 a.m.

Respectfully submitted by Rachel Ownbey and Maria Anderson

Approval Signature _____