



# Crystal Lakes

## Road and Recreation Association

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

Crystal Lakes Road & Recreation Association  
Board of Director's Meeting  
April 25, 2020 (Held via Zoom Conferencing due to COVID-19 Pandemic)

### MINUTES

**I. Call to Order:**

The meeting was called to order on April 25, 2020 at 10:00 a.m. at the Crystal Lakes Wapiti Room. Due to the COVID 9 pandemic, this meeting was held via Zoom conferencing, only audio preferences were implemented.

<b>Directors Present:</b>	President	Cheryl Poage
	Treasurer	Steve Dirmeyer
	Secretary	Bob Chesnut
	Member at Large	Lala Jacoby
	Member at Large	Jim McConnell

<b>Others Present:</b>	General Manager	Stella Anderson
	Portfolio ABM	Angela Stevens
	Office Support	Rachel Ownbey

**Property Owners:** 10 in attendance

**II. Approval of Agenda:**

The Board reviewed the agenda for the April 18<sup>th</sup>, 2020 Board of Directors meeting. Cheryl Poage requested Employee Handbook Revisions and Employee Health Benefits be added under New Business

***A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to accept the amended agenda. Motion carried unanimously.***

**Property Owner Forum:** Bryon Fessler (08060) – Would like to see more continuity with regards to email addresses property owners' are asked to use when corresponding with the Association. A Crystal Lakes domain should be listed for property owners to correspond to versus a gmail account or other.

**III. Consent Agenda:**

**Meeting Minutes:** The Board reviewed the minutes from the March 21, 2020 Board meeting. Steve Dirmeyer requested the E:vote made on April 18, 2020 by Steve Dirmeyer and seconded by Lala Jacoby to accept the contents of the Annual Mailing including the BOD candidate ballot as presented by the General Manager in an email on April 14, 2020 to be added to the consent agenda. Also, the addition of the E:vote made on April 19, 2020 by Lala Jacoby and seconded by Steve Dirmeyer to approve the FY20-21 Budget.

***A motion was made by Jim McConnell and seconded by Steve Dirmeyer to approve the consent agenda as amended. Motion carried unanimously.***

**IV. Officer's Reports:**

a. President Report: Cheryl Poage announced due to Jim McConnell's resignation as President, she has resumed the position. Cheryl Poage reported, the Annual mailing went out Thursday, April 24<sup>th</sup>, the new CL map is at the Printers and the candidate Meet & Greet went well, only 30 property owners were in attendance. The format for the candidate Meet & Greet worked well and the responses were well received. Cheryl Poage would like to conduct Study Sessions at the beginning of the month for much needed communications for the BOD, dates to be determined

b. Vice President Report: Nothing at this time.

c. Treasurer Report:

***A motion was made by Steve Dirmeyer and seconded by Jim McConnell to accept the financials for the period ending March 2020 and place them on file for the auditor. Motion carried unanimously.***

***A motion was made by Steve Dirmeyer and seconded by Lala Jacoby to ratify the expenses and payables for the period ending March 2020. Motion carried unanimously.***

***A motion was made by Steve Dirmeyer and seconded by Lala Jacoby to approve the yearly contribution to the fishing habitat reserve. Acct # 9091 in the amount of \$14,785.16. Motion carried unanimously.***

Final reserve study some changes needed, new V Plow, shop metal siding not wood, model numbers added for each vehicle.

c. Secretary Report: Nothing at this time.

**V. Other Reports:**

a. Attorney Status Report: Cheryl Poage reported a halt in proceeding with the Attorney Status report pending a conference call with the attorney later in the week.

b. Manager's Report: GM reported, Code 4 Security was scheduled to start Memorial Day weekend. Due to the COVID-19 pandemic would like the BOD's thoughts on proceeding or postponing. The BOD agreed to proceed with security on the holiday weekend.

The GM made the revisions to the Employee Handbook regarding the donation and request for Paid Time Off (PTO). Forms were also created for donating and requesting PTO. The GM pointed out the Handbook currently requires a minimum of four (4) hours of PTO time to be taken at a time and requested the minimum to be changed to one (1) hour increments, the BOD agreed.

***A motion was made by Jim McConnell and second by Bob Chesnut to approve the revisions to the Employee Handbook and to have the minimum PTO increments changed from four (4) hour to one (1) hour increments. Motion carried unanimously.***

The GM reported on improvements to the trailer storage area total cost \$3,317.22 plus \$288.00 for auger. Treasurer would like break down of costs to allocate to different GL accounts.

Internet services, second telephone line versus increasing the Bandwidth at Base Camp to allow property owners to have access to Wi-Fi. Increased Bandwidth at a cost of \$40.00 or installing a second line at \$24.99/month cost.

Herb Hanlen 02075, expressed interest in having WIFI accessible to property owners.

***A motion was made by Jim McConnell and second by Bob Chesnut to obtain a second phone line for Base Camp to be provided by CenturyLink at a base rate of \$24.99/month. Motion carried unanimously.***

GM reported the following; a request from Road Crew to relocate heaters to run along the sides in the old bay of the shop. Currently, heaters run across making it impossible for the larger equipment to enter.

The shop roof continues to leak. NeuMark has sent roofers three (3) times already in attempts to fix leak. Roofers are going to fix the problem by installing a membrane.

Updates will be provided as they occur.

#### **VI. Committee Reports:**

Greenbelt Committee: Carmel Mawle 12068, Reported, the current budget for the Greenbelt Committee is \$1,000. On behalf of the Committee, a request for an increase in the Committee budget to help assist with the purchase of the cages and other supplies such as soil, would be greatly appreciated.

Herb Hanlen 02075, suggested using some Association funds, to purchase cages for the successful growth of the saplings.

***A motion was made by Steve Dirmeyer and second by Jim McConnell to accept the Green Belt Committee's request to approve extra funding for the purchase of cages and supplies for the sapling project, not to exceed \$1,500. Motion carried unanimously.***

Road Committee: Steve Dirmeyer would like to volunteer to be the Board Liaison for this committee.

***A motion was made by Steve Dirmeyer and second by Bob Chesnut to appoint Milo David and Ron Kembel to the Road Committee and thank Jerry Valko for his services. Motion carried unanimously.***

Finance Committee: Bryon Fessler 06080, the Finance Committee recommends a tracker system for feedback on corrections for the financial reports. A tracker was created by the GM and has been successful, out of 14 corrections, 9 were completed. Bryon Fessler reminded, purchases/services above \$2,500 require an RFP/RFQ per the Purchasing Policy and at least three (3) bids must be obtained if possible.

ACC Committee: Steve Dirmeyer reported; ACC is doing virtual approvals at this time.

Recreation Committee: Lala Jacoby reported that the vending machine will not be purchased at this time as committee members were unable to go out to see the machines due to the COVID19 restrictions. Due to COVID19 the BOD will revisit the Annual Meeting Dinner and Memorial Day Breakfast plans as restrictions change.

**VII. Unfinished Business:**

- a. Bear Gulch Easement Litigation:** Nothing at this time.
- b. Westwind Financial/Consulting Contract:** There are two different Consulting contract options being offered by Westwind Management. An hourly contract with a fee of \$150/hour for 15-minute increments or a monthly contract of \$500.00/month which covers up to four (4) hours. General Manager expressed a preference for the monthly contract for the first year.

***A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to accept the \$150 hourly rate Consulting Contract from Westwind Management. Motion carried 4 to 1 with Jim McConnell voting No due to the request expressed by the GM.***

- c. Enforcement Policy:** Portfolio ABM provided an example of an Enforcement Policy. It was determined to make the wording more concise and put it up for a motion at the next Board Meeting.
- d. Incorporation Discussion:** Nothing at this time.
- e. Survey Hero:** Bryon Fessler would like a motion by the Board to approve the survey so work can begin with the help of the GM and have the survey posted as soon as possible.

***A motion was made by Jim McConnell and second by Bob Chesnut to accept the survey and post a link on The Crystal Lakes' website. Motion Carried unanimously.***

- f. Road Repair Contractors:** Steve Dirmeyer and Bryon Fessler worked together to complete the RFP/RFQ major road work. Steve Dirmeyer and the GM will work with the Road Committee to see that this happens going forward. Cheryl Poage would like to be involved.
- g. COVID19:** New guidelines will be followed per Larimer County requirements. GM discussed the effects and the changes to the office. No one will be allowed in the office without a face mask.

**IX. New Business:**

- a. OHV New Office Protocol/Permission to request ownership proof for OHV's:** Beginning this season, the CLRRRA office will require proof of ownership when renewing/registering an OHV. GM informed the BOD, the office has proceeded with the new protocol and in an effort to be proactive. The new registration form and notification of the requirement for proof of ownership will be mailed to property owners that have registered or renewed an OHV to date.
- b. Discussion on W&S and R&R Maintenance Responsibilities:** The W&S Association would like to hold the Joint Board meeting in July to further discuss these duties.
- c. Appointment of VP Officer:** Jim McConnell has asked to resign as President for the Board of Directors and would like to hold a Member at Large position until the end of his term. Cheryl Poage would like to recommend appointing Lala Jacoby as Vice President.

***A motion was made by Steve Dirmeyer and seconded by Jim McConnell to appoint Lala Jacoby as Vice-President for the Board of Directors. The motion carried 4 to 1 with Lala Jacoby abstaining due to conflict of interest.***

- d. Candidate Meeting Schedule: The next scheduled event for the BOD candidates is the questionnaire part of the process. The Board will monitor the COVID19 recommendations and will make a decision on whether the in person BOD Candidate meeting will be held on May 15<sup>th</sup>, 2020.
- e. The Certificate of Deposit Account Registry Service -CDARS: Discussed during the Treasurer's report.
- f. Employee Handbook: Discussed during the General Manager's report.
- g. Appointment of President: In light of Jim McConnell's resignation from the President of the CLRRRA Board of Directors, Cheryl Poage will resume the position of President on the Board of Directors and would like to thank Jim McConnell for his excellent leadership while serving as the President.

***A motion was made by Steve Dirmeyer and seconded by Bob Chesnut that with Jim McConnell's resignation as President that Cheryl Poage Vice-President be appointed President effective March 27<sup>th</sup>, 2020. Motion carried Unanimously.***

**X. Reports and Correspondence:**

a. Correspondence: Nothing at this time.

b. Work Order Report: Nothing at this time.

c. Violation Reports: Portfolio ABM hopes to do another extensive slash violation inspection before the end of May and update all those that are still pending. Portfolio ABM would like to recognize the GM for a job well done as they worked together on the slash violations.

**XI. Executive Session:**

***A motion was made by Jim McConnell and seconded by Steve Dirmeyer to move to Executive Session at 12:13pm to discuss salaries and wages. Motion passed unanimously.***

***A motion was made by Steve Dirmeyer and seconded by Jim McConnell to adjourn from Executive Session at 1:00pm to discuss salaries and wages. Motion passed unanimously.***

**XII. Adjournment:**

***A motion was made by Jim McConnell and seconded by Steve Dirmeyer to adjourn the meeting at 1:01pm. Motion passed unanimously***

*Next Meeting: CLRRRA Board, May 16, 2020 in the Wapiti Room at 10:00 a.m.*

*Respectfully submitted by Maria "Stella" Anderson*

*Approval Signature* \_\_\_\_\_