



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
June 20, 2020 (Held via Zoom Conferencing due to COVID-19 Pandemic)

MINUTES

I. **Call to Order:**

The meeting was called to order on June 20, 2020 at 10:00 a.m. at the Crystal Lakes Wapiti Room. Due to the COVID19 pandemic, this meeting was held via ZOOM conferencing, only audio preferences were implemented.

Directors Present: President	Bryon Fessler
Vice President	Lala Jacoby
Treasurer	Steve Dirmeyer
Secretary	Ken Nickson
Member at Large	Cheryl Poage

Others Present: General Manager	Stella Anderson
Office Support	Rachel Ownbey

Property Owners: 5 in attendance

II. **Approval of Agenda:**

The Board reviewed the agenda for the June 20, 2020 Board of Directors meeting.

A motion was made by Steve Dirmeyer and seconded by Lala Jacoby to approve the agenda. Motion carried unanimously.

III. **Property Owner Forum:** Nothing at this time.

IV. **Consent Agenda:**

Meeting Minutes: The Board reviewed the minutes from the April 25, 2020 postponed from last Board meeting and the minutes from May 16, 2020.

Bryon Fessler would like to have the meeting minutes for May 16, 2020 removed from the consent agenda due to errors and format not adhering to best practices. The minutes will be corrected and revisited at the next Board of Director Meeting.

A motion was made by Cheryl Poage and seconded by Steve Dirmeyer to remove from the Consent Agenda the May 16, 2020 meeting minutes. Motion carried unanimously.

A motion was made by Steve Dirmeyer and seconded by Lala Jacoby to approve the Consent Agenda containing the April 25, 2020 meeting minutes. Motion carried unanimously.

V. Officer's Reports:

- a. President's Report: Bryon Fessler conducting first meeting as President would like to extend a thank you to staff for conducting themselves in a respectful manner for accomplishing amazing results for past and present to come. A thank you to fellow Directors that have always put the Association first and thank you for all the volunteers that continue to step up.

A business meeting will be scheduled in the near future with the Forest Service to discuss the shooting and drug use still prevalent in the area. A letter dated August 30, 2017 written by the manager at the time documents these issues going back. Fellow Directors are invited.

A meeting has also been scheduled with Brian Terhark with Westwind Management to discuss partnership and to schedule periodical talks.

Meetings were held with Jim McConnell and Cheryl Poage, past presidents, to debrief and obtain a good sense of what issues still need to be addressed. The BOD exists to make decisions and it is the General Manager's responsibility to carry out said decisions. General Manager is responsible for day to day operations, this is not the BOD's responsibility. The General Manager and BOD need to work together to accomplish what is in the best interest of the property owners. The General Manager needs our support, the staff needs our support. How can we support the General Manager and her team, we need to listen more then, speak, "honesty will breed trust."

- b. Vice President Report: Lala Jacoby noted how elegant Bryon Fessler's expectations were laid out. Believes there is a shift with property owners in a good direction and looks forward to being a part of it.

- c. Treasurer Report:

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

Approval pending corrections, GM will follow up with Westwind Management. Expenses and payables cannot be ratified.

A motion was made by Steve Dirmeyer and seconded by Ken Nickson to make the yearly contribution to RBC #9000 in the amount of \$253,125.00, make full contribution per the Reserve Study to #2518. Motion carried unanimously.

A motion was made by Steve Dirmeyer and seconded by Ken Nickson to purchase a CD in the amount of \$245,000 for a one (1) year term, rate to be determined. Motion carried unanimously.

Cheryl Poage questioned what this transaction would do to the Association regarding the Federal Reserve. Steve Dirmeyer replied it would not affect the Association if the amount is not greater than \$250,000.

A motion was made by Steve Dirmeyer and seconded by Ken Nickson to purchase a CD from Alliance #6092, Operating Sweep Account in the amount of \$100,000 for a term of 3 months and at a rate of .30%. Motion carried unanimously.

A motion was made by Steve Dirmeyer and seconded by Lala Jacoby to purchase a CD from Alliance account #6092, Operating Sweep Account in the amount of \$200,000 for a term of 6 months at a rate of .40%. Motion carried unanimously.

A motion was made by Steve Dirmeyer and seconded by Cheryl Poage to purchase a CD from Alliance in the amount of \$100,000 for a term of 9 months at a rate of .45%. Motion carried unanimously.

- d. Secretary Report: Ken Nickson stated he is looking forward to learning what his duties will be as Secretary and understands the topic is in the agenda for later discussion.

VI. **Other Reports:**

- a. Attorney Status Report: The General Manager reported Altitude Law is requesting a decision on Receivership for Account #59727. The court appoints a receiver and the receiver rents the property, is responsible for maintenance. The receiver is paid rent and the Association would receive what is left over.
Trish McHugh 08092, Does not support the idea of receivership for the Association.
Mary Berrigan 02004, Concurs with receivership not being a good fit for the Association. The GM was asked to relay this information to the Association Attorney.

A motion was made by Cheryl Poage and seconded by Lala Jacoby, CLRRA will not accept receiverships and will pursue foreclosure process going forward. Motion carried unanimously.

- b. Manager Report:
A motion was made by Cheryl Poage and second by Ken Nickson to authorize Altitude Law to engage in a skip tracer or court process as soon as they determine a party cannot be reached. Motion carried unanimously. BOD would like immediate action and wants to be informed when the lien is against the property. GM will inquire with Altitude Law why the foreclosure was withdrawn on Account #51159.

BREAK-----Resume at 11:18 am

- VII. **Committee Reports**: Bryon Fessler began this segment of the meeting by reiterating the President and Vice President are ex officio members and can attend any, and all committee meetings.

Policy & Docs: Herb Hanlen 02075, Chair Policy and Docs reported, GM has been in contact with the Association's Attorney. Per Attorney recommendation, some changes to the Hearing Procedure Policy and the addition of an enforcement policy are necessary. The Hearing Procedure Policy covers most of what an enforcement policy would require however the fee structure needs to be simplified.

Fire Pit Committee:

A motion was made by Ken Nickson and seconded by Cheryl Poage to accept the resignation from Bob Chesnut as a member of the Fire Pit Committee. Motion carried unanimously. The BOD would like to thank Bob Chesnut for his many years of volunteer service. GM stated she heard the Fire Department use to conduct fire pit inspections and had a talk with Jim Kubichek on the Fire Department. The Fire Department will discuss the probability of conducting the fire pit inspections going forward. Updates to follow.

Architectural Control Committee (ACC): Dick Clarke notified the GM via email of the need to resign from the ACC.

A motion was made by Ken Nickson and seconded by Cheryl Poage to accept Dick Clarke's resignation from the ACC Committee. Motion carried unanimously. The BOD would like to thank Dick Clarke for his volunteer services.

Recreation Committee: Lala Jacoby reported on the new charter for the committee listing two (2) subcommittees, Hospitality and Activity Committees. Hospitality will host potlucks and will have no less than six (6) members between both committees. Hiking will be part of the Activity subcommittee.

A motion was made by Cheryl Poage and seconded by Steve Dirmeyer to accept the amended charter listing a minimum of 6 members and the addition of two (2) subcommittees, Hospitality and Activity. As presented by the Recreation Committee. Motion carried unanimously.

VIII. Unfinished Business:

- a. Bear Gulch Easement Litigation: Cheryl Poage reported, the case is in a holding status and there is no action at this time. Bryon Fessler requested documents relating to the case, Cheryl Poage will advise with counsel for the case. The findings and map will be posted on the website.
The BOD addressed an outstanding invoice regarding the trial attendance of the Portfolio ABM.

A motion was made by Steve Dirmeyer and seconded by Lala Jacoby to pay the invoice (\$1,531.17) for Angela Stevens' attendance at the Bear Gulch Easement trial. Amount will be allocated to GL #5318 CAM Services, for last fiscal year. Motion carried unanimously.

- b. Special Road Project: Cheryl Poage completed the RFP/RFQ and the document will be posted on the website. Lala Jacoby would like to have the document posted in the Weekly View. Bryon Fessler reminded the BOD to approve the RFP/RFQ. The RFP/RFQ has been written allowing for two (2) options. First option, contractor does all the work, second option contractor works with staff to provide some services, i.e. hauling road base. Dates need to be changed on the document June 20, 2020 for quote response deadline and work completion date changed to September 30, 2020

A motion was made by Steve Dirmeyer and seconded by Lala Jacoby to accept the Special Road Project RFP/RFQ with the date changes and release as soon as possible. Motion carried unanimously. The BOD would like to thank Cheryl Poage, Road Committee, Staff and Volunteers.

- c. Covenants and Rules Enforcement Policy: Advised by counsel, the BOD recognizes the importance in having a Hearing procedure and notice of fines policy. A fine cannot be assessed to a property owner before the right to a hearing. Hearing Panel must be impartial, and a simple tiered fine system is necessary. Ken Nickson asked if this policy would pertain to fishing violations. General Manger replied yes, a violation letter will be sent advising of the right to a hearing, if the right is not exercised, then a second violation letter including a fine will be assessed.

Cheryl Poage -- Departed meeting at 12:30 pm -- President announced Quorum was still in existence.

- d. Selders' Causeway Culvert Replacement Project: Bryon Fessler stated the Corps of Engineers is not available due office closure.

A motion was made by Bryon Fessler and seconded by Ken Nickson to table the Selders' Causeway culvert Replacement Project due to COVID-19. Motion carried unanimously.

- e. Trash Compactor Security and Illegal Dumping: Steve Dirmeyer stated a motion was made to upgrade the security system in the area. The GM replied the motion was regarding the replacement of the camera system only. Better positioning of cameras, locks are short term solutions. The BOD will investigate long term solutions however exploring a better viewing option for the GM will be explored. Bryon Fessler reported on a detective agency that charges \$25 per vehicle license plate in attempt to locate the owner.
- f. Review of Governing Documents and Policies: BOD requested red line documents of the current policy changes. GM will oblige.
- g. Discussion on W & S maintenance responsibilities and R & R's maintenance responsibilities: BOD questioned the maintenance responsibility list W & S developed and would like to postpone this item after R & R meets with W & S at the next Joint Board Meeting. The BOD requests a list of all vaults and porta pots including locations from the GM.

IX. New Business:

- a. Board Communications and Emails: The BOD discussed the positives implementing the institutionalization of email addresses, i.e. @crystal-lakes.org. Benefits history and the ease to transfer accounts as Directors change. Further discussions, sharing Google Drive with BOD and allowing for editing privileges. And, access to social media such as Nextdoor with an official Crystal Lakes account. GM will explore both.

A motion was made by Bryon Fessler and seconded by Lala Jacoby for continuity and best practices, to adopt organizational email accounts, i.e. president, vicepresident, treasurer, secretary and memberatlarge@crystal-lakes.org. Motion carried unanimously.

- b. Earth Sheltered Homes: Steve Dirmeyer reported on a property owner wanting to build one of these homes. Built from high plastic but does not appear to meet Larimer County standards. Discussion ensued no action was taken.
- c. Board Goals for FY2020-2021: Bryon Fessler would like to schedule a board retreat with BOD members and the GM to establish goals for 2020.
- d. Live Streaming Board Meeting: Steve Dirmeyer informed the BOD of a vendor that can set up 7 speakers and one main control system for around \$5,000 to \$10,000. The BOD is concerned with costs and believes Zoom is adequate for current needs.
- e. Clarifying Duties of the Secretary: The BOD outlined the foreseen duties; notice of meetings, Weekly View, signing minutes, maintenance of the Book of Motions and Master Calendar.

- f. Summer Office Hours and Office Staffing: A motion made on 4/22/2017 directed the office hours to be 7 days a week during the busy season. The BOD and GM have decided there is no need to implement hours 7 days a week at this time. However, both agree the need to open the office for Sunday hours during the busy season.

A motion was made by Lala Jacoby and seconded by Ken Nickson to rescind the 4/22/2017 motion for the office to be open 7 days a week from Memorial Day to Labor Day. Motion carried unanimously.

A motion was made by Lala Jacoby and seconded by Ken Nickson to change the office hours to Tuesday – Saturday from 9 – 5 and Sunday hours from 9 – 1 from Memorial Day to Labor Day effective 6/28/2020. Ability to be revisited in the future. Motion carried unanimously.

- g. Special Trash Day: BOD would like to see a Special Trash Day offered to the property owners this year. GM will explore details for the event.

A motion was made by Steve Dirmeyer and seconded by Lala Jacoby to offer a free special trash day to the membership. A Saturday preferred towards end of August. Container delivery and pick up to occur on the same day, desired times, 7 am to 2 pm. Cost not to exceed \$1,000. Motion carried unanimously.

- h. Ad Hoc Wages and Salaries Committee: BOD wants to assure staff are properly compensated for type of work and duties being performed.

A motion was made by Lala Jacoby and seconded by Ken Nickson to establish an Ad Hoc Committee to conduct a compensation study by November 2020. Committee will be limited to three (3) members due to the nature of the study. Motion carried unanimously.

- i. Administrative Assistant for General Manager: BOD recognizes the need for an Administrative Assistant.

A motion was made by Ken Nickson and seconded by Lala Jacoby to authorize an Administrative Assistant for the General Manager. Twenty (20) hours maximum per week to take meeting minutes and other administrative duties at the direction of the General Manager. Motion carried unanimously.

- j. Staff Bonuses: Bonuses for the General Manager and staff had been discussed amongst the previous BOD but no action was taken. Discussions ensued and the following action was taken.

A motion was made by Lala Jacoby and seconded by Steve Dirmeyer to award a one-time bonus of \$500 (full time), \$250 (part-time) to core employees. Motion carried unanimously.

- k. Base Camp WIFI for Property Owners: This topic will remain on the agenda for next board meeting affording the GM adequate time to obtain additional information such as costs, etc.

- l. Property Owner Survey Results: Results have been posted on the website and in the Weekly View. The BOD would like to thank Duane Jacoby for composing, a very nice graph outlining the top 10 most important topics for property owners.

- m. COVID-19 and Reopening the Community Center:** Larimer County restrictions requires 6 feet distance between individuals or mandatory masks. Bryon Fessler informed all that a variance can be obtained from the county to allow more than 10 individuals. GM expressed concerns over the cleaning of the facility before and after events. Restrictions will continue to be monitored.
- n. Virtual Meeting Policy:** BOD believes Zoom is a nice program to use, allows all property owners to join either by computer or telephone during the COVID-19 pandemic but for all future meetings. BOD asked GM to explore a ZOOM subscription and enter into a contract.
- o. Bathroom Refurbishment Project:** Lala Jacoby reminded the BOD the outdoor restrooms and Community Center restrooms are up for refurbishment. Bryon Fessler will work with GM to create a draft for an RFP/RFQ.
- p. Resurrect Safety and Security Committee:** Lala Jacoby pointed out on the survey security was the number two concern amongst property owners. The BOD would like to reactivate the Safety and Security Committee. A posting for volunteers will be posted in the Weekly View.

X. Reports and Correspondence:

- a. Road Maintenance Report :** The BOD would like to see a standing report going forward. GM informed BOD, while water truck was down, the CLVFD helped and watered Tami Road preparing the surface for the road crew to grade. The BOD would like to extend an appreciation to the CLVFD for their help during this time.
- b. Work Order Report:** Nothing at this time
- c. Violation Reports:** The BOD would like to see a list of the weekly violations in the Weekly View.
- d. Correspondence:**

XI. Executive Session: Not held.

XII. Adjournment:

A motion was made by Steve Dirmeyer and seconded by Lala Jacoby to adjourn the meeting at 4:08 pm. Motion carried unanimously.

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

Respectfully submitted by Maria "Stella" Anderson

Approval Signature _____