



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
July 18, 2020 (Held via Zoom Conferencing due to COVID-19 Pandemic)

MINUTES

I. **Call to Order:**

The meeting was called to order on July 18, 2020 at 10:02 a.m. at the Crystal Lakes Wapiti Room. Due to the COVID19 pandemic, this meeting was held via ZOOM conferencing, video/audio preferences were implemented. Meeting will be recorded for transcription purposes only and will be deleted.

II.

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	Carmen Uribe

Property Owners: 20 in attendance

III. **Approval of Agenda:**

The Board reviewed the agenda for the July 18, 2020 Board of Directors meeting.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to approve the July 18, 2020 agenda. Motion carried unanimously.

III. **Property Owner Forum:** Doug Race 15090A, announced, Mark Weeks will be prepared to talk about Elk Ridge Ranches, item is on the agenda under New Business.

IV. **Meeting Minutes Approval:**

Board revisited the minutes from the April 25, 2020. Vice President pointed out an error in the wording used in the Executive Session Adjournment and requested a correction be made.

Motion made by Steve Dirmeyer seconded by Lala Jacoby to rescind the motion approving the April 25, 2020 meeting minutes made at the May meeting. Motion carried unanimously; Ken Nickson abstained.

Motion made by Steve Dirmeyer seconded by Lala Jacoby to approve the revised April 25, 2020 meeting minutes. Motion carried unanimously; Ken Nickson abstained.

Board reviewed the May 16, 2020 meeting minutes. The Member at Large requested a correction in the spelling of a committee member's name and to be addressed as the Green Belt Committee Liaison.

Motion was made by Cheryl Poage and seconded by Lala Jacoby to approve the amended May 16, 2020 meeting minutes. Motion carried unanimously; Ken Nickson abstained.

Board reviewed the June 20, 2020 meeting minutes.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to approve the June 20, 2020 meeting minutes. Motion carried unanimously.

V. Officer's Reports:

President Report: Bryon Fessler stated the BOD and GM have been working extremely hard to address/resolve challenges facing the community. Gratitude was expressed to all the volunteers devoting much time and hard work for the community. President and Vice President plan to attend as many committee meetings as possible. Talked about the all hands-on meeting with the staff. There is a strong sense of teamwork and moral is high. Plan is to hold quarterly meetings with the staff and welcomed all board members to attend future meetings.

The BOD has established an official Nextdoor account to provide facts, reminders, and event notifications. The Account will not be used for association business. The BOD and GM have a strong working relationship and a retreat was held to discuss goals for FY2020-2021, item on the agenda. A conference call with Westwind Management CEO, Brian TerHark reiterating a strong partnership. Protocol will be for the GM to be the direct contact with Westwind Management. Discussion occurred with Jack Goodell, President of Water & Sewer board, and a luncheon is planned for next month to discuss items of mutual concern.

Vice President Report: Lala Jacoby has been busy with meetings and reading/proof reading documents. Expressed excitement about the official Nextdoor account and has received good feedback from the membership. Appreciation was expressed to all the property owners attending the meeting.

Ken Nickson expressed concerns with the abundant emails and productivity that comes from this form of communication. Bryon Fessler encouraged the membership to contact the BOD/Association in any form, emails, phone calls etc.

Treasurer Report: Steve Dirmeyer provided an overview of the balance statement and reported a refund from United Health in the amount of \$3,800.29 was received. The refund included an overpayment and a COVID-19 relief fund.

Reported on the state of the Slash Depot, to date 2,215.80 cubic yards/ \$10,855.60 have been received. Last year 1,118.61 cubic yards/ \$6,815.37 had been received at this same time frame. Cubic yards can be compared however the financial aspect cannot, due to the decrease in the cost per cubic yard (\$6 last year to \$5 this year). Concerns were expressed on capacity, 12 weeks remaining to the end of October.

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 carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Ken Nickson to ratify the expenses and payables for May 2020. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Ken Nickson to accept the financials for June 20, 2020 and place them on file for the auditor. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Ken Nickson to ratify the expenses and payables for June 20, 2020. Motion carried 4 to 1, Cheryl Poage rendered a NO vote.

Motion was made by Steve Dirmeyer and seconded by Ken Nickson to purchase a mortgage bond in the amount of \$55,000.00, rate unknown at this time, from RBC Reserve account. Motion carried unanimously.

Secretary Report: Ken Nickson being newly appointed will collaborate with Carmen Uribe regarding reports and minutes.

VI. Other Reports:

Attorney Status Report: BOD reviewed the attorney report. Requested of Stella Anderson to follow up with Altitude Law as to why several accounts indicate foreclosure withdrawn. Stella Anderson expressed concerns with one account that may require mediation with Westwind Management due to an accounting error. Will follow up with Westwind Management on accounts reflecting no activity for several months.

Manager Report: Stella Anderson requested of the BOD a motion to accept the employment of Donny Anderson as a fulltime Road and Facilities Technician, due to the conflict of interest as Donny Anderson is her spouse. Reminded all in attendance that two BOD members were requested and participated in the interview process due to the conflict of interest.

Motion was made by Steve Dirmeyer and second by Cheryl Poage to accept the employment of Donny Anderson as a fulltime Road and Facilities Technician. Motion carried unanimously.

BREAK-----Resume at 11:35 am

VII. Committee Reports: President and Vice President are ex officio members and plan on attending as many committee meetings as possible.

Architectural Control Committee (ACC): Steve Dirmeyer, committee BOD Liaison reported on a property owner requesting a variance regarding metal siding. ACC believes the request should be accepted as the siding appears to be bat and board wood and not metal. Photos were presented and another property in CL was used as an example. BOD requested more information including a site visit to the property being used as a comparison.

BREAK -----Resume at 12:30 pm

Recreation Committee: Sue Chesnut 12140A, reported the pilot Craft Crawl event held on July 4th weekend, was a huge success. There were 7 vendors, mostly members and set up shop either on their vacant lots or homes. Simple signage was posted at the participating lots. Positive feedback was received, and perceptions were this was a great alternative due to the COVID restrictions.

Concern expressed regarding applications and fees collected for the craft fair held in September and held at Base Camp. Due to COVID-19, this event will probably not occur, and refunds need to be considered for the twenty-one vendors who have submitted applications and paid the fee. BOD recognizes these are unprecedented times and although refunds are not usually issued, this is an exception. Committee will look at a Labor Day Craft Crawl in September. Bingo will return with COVID guidelines in place, potlucks are canceled until further notice.

Hearing Panel: Bryon Fessler, present at the June hearing, reported on a case involving verbal abuse of staff by a member. A violation letter and fine of \$500 was imposed based on three separate incidents. Hearing Panel recommended the \$500 fine be waived and letters of apology be written to the two staff members and one of the member's spouse involved in the incidents. In addition, going forward this member needs to communicate directly with the GM. The BOD agreed with the Hearing Panel recommendation.

VIII.

Unfinished Business:

Bear Gulch Easement Litigation: Cheryl Poage reported the situation is currently on hold. Discussions will resume pending further notification. President requested accounting review of what has been spent on Bear Gulch to be divulged to the membership for next month's meeting.

Special Road Project: Steve Dirmeyer has been in contact with the interested contractors and expressed confusion regarding the RFP/RFQ. One bid was received, and the contractor is willing to clean up the areas of concern, separate rocks from road base and clean ditches on Mosquito. Next spring will apply 3 – 4 inches of base. Contractor can commence in November. Time frame should be approximately 2 – 3 weeks.

Doug Race 15090A, recommended a maximum of \$45,000 to be paid out on the contract.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to accept the terms from Fred Barlow/Red Feather Excavating in the amount of \$3,000 a day (\$45,000 maximum). Contractor will supply equipment and manpower, 10hr workday's, clear ditches clear culverts. Motion carried 4 to 1, Cheryl Poage rendered a NO vote.

Covenants and Rules Enforcement Policy: Bryon Fessler provided background, this is a mandated policy and currently the Association does not have this policy. Policy must include the imposition of fines, impartial fact-finding panel/system and a fine schedule with a possible 3-4 tier scale. Modifications to the current Hearing policy are being discussed to model the required Enforcement Policy which will make our Hearing policy obsolete.

Motion was made by Bryon Fessler and seconded by Ken Nickson to create a Covenants and Rules Enforcement Policy to include a three tier enforcement system as follows; courtesy letter plus damages, level 2 \$250 fine plus damages, level 3 \$500 fine plus damages. Motion carried unanimously.

Not on the agenda, Bryon Fessler reported on the Selder's Causeway Culvert Replacement Project and stated this project is on hold due to the closure of the office of Corps of Engineers due to COVID-19.

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.

Trash Compactor Security and Illegal Dumping: Stella Anderson has already been given a motion to upgrade the cameras however consensus is the positioning of the cameras need to be up high to avoid any damage. Long term, new fencing, a lock system (punch code), and signage will be explored.

Review of Governing Documents and Policies: BOD requested red line documents of the current policy changes. GM will oblige.

Board Goals for FY2020-2021: Bryon Fessler hosted a retreat with BOD members and the GM to establish goals for 2020. Request for a motion to approve the goals and report progress at the Annual Meeting in June.

Motion was made by Lala Jacoby and seconded by Steve Dirmeyer to accept the CLRRRA BOD goals with the addition of completing updates to all policies. And, assuring policies are posted for membership review. Motion carried unanimously.

Live Streaming Board Meetings: Lala Jacoby has explored costs and Cheryl Poage mentioned a new sound bar that has worked well for other meetings she has attended. Zoom conferencing is working very well for board meetings and the BOD is working to improve the sound quality (e.g., better microphone and speaker).

ADHOC Wages and Salaries Committee: Bryon Fessler reported two members have expressed interest in joining the committee, Don Wenninger and Rob Graham. Bryon Fessler thanked both gentlemen for their volunteer services and both gentlemen bring a wealth of business experience to the table.

Motion was made by Bryon Fessler and seconded by Cheryl Poage to accept Don Wenninger and Rob Graham as members to the Ad Hoc Wages and Salaries Committee. Motion carried unanimously.

Base Camp WIFI for Property Owners: Stella Anderson reported on costs for an additional modem, \$100 and the second connection would be at a monthly cost of approximately \$117.82. The additional wiring to connect the modem near the Community Center will cost another \$100.

Motion was made by Lala Jacoby and seconded by Steve Dirmeyer to set up WIFI at Base Camp at the cost of \$200 for installation and approximately \$118.00 monthly for property owner use. Motion carried unanimously.

Property Owner Survey Results: Bryon Fessler requested the power point presentation to be added to the website.

COVID-19 and Reopening the Community Center: Bryon Fessler reported on the slow opening of the Community Center. Tables must be spaced to adhere to the 6 feet requirement, masks must be worn, and Larimer County signage must be displayed. The glass doors will remain locked and members/guests will access the center through the main office.

Bathroom Refurbishment Project: An RFP/RFQ will be produced in the near future and the BOD requested to table this item until then.

Motion was made by Ken Nickson and seconded by Steve Dirmeyer to table the bathroom refurbishment project until such time an RFP/RFQ is presented. Motion carried unanimously.

Resurrection of the Safety and Security Committee: Bryon Fessler and Lala Jacoby met with this committee twice thus far. The committee is off to a good start and have already made a significant presence in the community. Going forward this committee will be known as the Safety and Compliance Committee. There will be some amendments to the existing charter in addition to the name change. Changes to be made; Remove staff as staff is already in compliance, should just pertain to volunteers. Remove the restrictions of having no more than five members, already twenty volunteers have joined. Under responsibilities, the removal of roving security patrols.

Motion was made by Ken Nickson and seconded by Lala Jacoby to accept the changes to the Safety and Compliance Committee charter. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to appoint 20 new members; Jim Rickel, Natalie Rickel, Paula Mickiewicz, Shawn Dye, Don Wenninger, Mary Trevena, Deb Brillard, Mike Brillard, Barbara Groves, Deana Lehman, Don Simpson, Janet Stellema, Polly Idol, Ken Mickiewicz, David Stokes, Patty Stokes, Mark Julian, Corinne Hembree, Doug Swartz and Dick Clarke to the newly resurrected Safety and Compliance committee. Motion carried unanimously.

Motion was made by Bryon Fessler and seconded by Steve Dirmeyer to appoint Janet Stellema as the Chairperson for the Safety and Compliance Committee. Motion carried unanimously.

IX. New Business:

Responsibilities of Board Members and Confidentiality: BOD requested of the GM to acquire a confidentiality statement so that all members as well as the GM can sign.

Dissemination of Information of All Directors: BOD agrees all information available to one member must be available to the entire BOD. No member should ever be denied said information.

Insurance Rate Increases: Steve Dirmeyer reported a rate increase straight across the board. Expressed concerns with the rates versus the budget. BOD asked of GM to check the job descriptions with the agent for each employee to assure accurate classifications.

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to accept the proposal from T. Charles Wilson for the insurance rate of \$55,209.00, approximately a 20% increase for 2020/2021. Motion carried unanimously.

Finalize Reserve Study: The BOD has several changes they would like to see on the Reserve Study. The BOD asked of the GM to contact Brian Farley with Reserve Associations to make said changes. BOD understands additional cost may apply to make said changes. BOD will be prepared to make a motion to accept the Reserve

Study with updated changes at the August meeting.

Code 4 Security Contract Compliance and July 4th Results: Stella Anderson reported not receiving any blue information forms for the weekend. A meeting will be scheduled with Code 4 senior officers, the GM and the President.

Campground Water and Sewer Issues: Clarification was requested regarding the sewer services at the small campground. Past BOD members clarified the decision to discontinue sewer services due to smells indicating possible leaks in the system. The current President has historical knowledge that the lines were replaced around 5 years ago. The sewer service will be restored immediately. In speaking with the president for Water & Sewer, Bryon Fessler reported the water lines have been capped due to infrastructure issues, Spring has been given as a tentative date for availability of water services for the area.

Porta Potty Locations, Dumping, and Cleaning: GM supplied a list of all the porta pots and vaults in the subdivision. Discussions ensued and the BOD believes discontinuation of the vaults and erecting porta pots will help keep the area cleaner. Trash is thrown into the vaults due to the depths of the vaults and this was one of the factors contributing to the decision.

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to disassemble all vaults and place seven Porta Pots in logical locations. Authorize the GM to purchase four new porta pots, one wheelchair accessible. Motion carried unanimously.

Speed Limits, Speed Dips, and Temporary Road Closures: Bryon Fessler pointed out the Administrative Policy states 20 mph speed limit on Tami Road. The only 10 mph speed limit is on Wapiti Road. The 10 mph signage will be removed from Tami. The relocation of the shack was also discussed, and Larimer county does not recognize speed dips, speed humps/bumps are recommended. No more speed dips will be placed in CL neighborhood. Stella Anderson briefly talked about the temporary barriers erected for the July 4th weekend, received overall positive feedback.

Request and Maintain ERRRA Roads: Mark Weeks ERRRA, educated the BOD on the history surrounding the Elk Ridge Road and supplied a copy of a map indicating the 1.1 miles of road in question. An agreement that occurred between Elk Ridge Ranches Association and Crystal Lakes Association under the developer on maintenance of said road was presented. The agreement addresses the maintenance of the road by CL in exchange for CLRRRA membership's usage of the road. The BOD thanked Mark Weeks for his presentation and will review the document pertaining to this subject. In addition, a field trip to Elk Ridge Road will be scheduled. No decisions were made.

Proposal for Crystal Lakes Welcome Center: The BOD reviewed the proposal submitted and discussions ensued. BOD decided to allow one real estate company to establish a Welcome Center at Base Camp could be perceived as favoritism. To allow all real estate companies would not be feasible.

Motion was made by Lala Jacoby and seconded by Cheryl Poage to deny the request for a Welcome Center because it appears to give preferential treatment to one business. Motion carried unanimously.

X. Reports and Correspondence:

Work Order Report: BOD would like to see dates on this report going forward and sorting in chronological order.

Violation Reports: Bryon Fessler request sensitive information to be omitted from report and listing violations in section would also be helpful. Current enforcement policy will apply until the newly proposed three tier system is implemented.

Correspondence: Nothing at this time.

Break-----Request for a 5 minute break

XI. Executive Session:

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to enter into executive session at 5:20 pm. Motion carried unanimously.

Motion was made by Lala Jacoby and seconded by Cheryl Poage to adjourn executive session at 5:37 pm. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby for a wage increase for Donny Anderson due to the level of skill he brings to the position and a wage for Steve Smith due to the experience gained on the heavy equipment. Motion carried unanimously.

XII. Adjournment:

A motion was made by Lala Jacoby and seconded by Steve Dirmeyer to adjourn the meeting at 5:38 pm. Motion carried unanimously.

Next Meeting: CLRRRA Board, August 15, 2020 in the Wapiti Room at 10:00 a.m.

Respectfully submitted by Carmen Uribe and Maria "Stella" Anderson

Approval Signature _____

