



Crystal Lakes Road and Recreation Association

300 Tami Road, Red Feather Lakes, CO 80545 | 970-881-2250 | www.crystal-lakes.org

Board of Director's Meeting

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

MINUTES

I. Call to Order:

The meeting was called to order on September 19, 2020 at 10:00a.m. in 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.

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

Others Present:	General Manager	Maria "Stella" Anderson
	Office Support	Carmen Uribe

Property Owners: 10 in attendance

II. Approval of Agenda:

The Board reviewed the agenda for the September 19, 2020 Board of Director's meeting.

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to approve the agenda as presented. Motion carried unanimously.

III. Property Owner Forum:

Herb Hanlen of (02075) pointed out the Weekly View had a start time of 9:30 am for this meeting. General Manager clarified this was an error and apologized for the error.

IV. Meeting Minutes Approval:

a. E: vote: ***Motion was made on 8/26/2020 by Steve Dirmeyer and seconded by Lala Jacoby to pay the current tax lien with Larimer County Treasurer in the amount of \$5,453.81 for #51399. Motion carried unanimously.***

b. E: vote: ***Motion was made on 8/26/2020 by Steve Dirmeyer and seconded by Lala Jacoby to pay the current tax lien with Larimer County Treasurer in the amount of \$3,627.56 for #51400. Motion carried unanimously.***

Board reviewed the minutes from the August 15, 2020 meeting. Lala Jacoby requested a correction in the spelling of a Hospitality Committee member's name.

Bryon Fessler extended gratitude to Stella Anderson and Carmen Uribe for the timely manner in producing the meeting minutes.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to ratify the two E-votes from 08/26/20 to pay the tax liens on the two properties listed to continue with the foreclosure process. Motion carried unanimously.

Motion was made by Cheryl Poage and seconded by Lala Jacoby to approve the amended August 15, 2020 meeting minutes. Motion carried unanimously.

V. Officer's Reports:

- a. President Report: Bryon Fessler expressed concerns over the Cameron Peak Fire and stated the following:

Crystal Lakes deeply appreciates the hard work and dedication of the 1,000+ firefighters, law enforcement, and national guard personnel currently working to save lives and protect structures. We were deeply saddened to hear, several structures have been lost, our thoughts and prayers go out to these neighbors. The recent snowstorm provided a momentary pause, but we are not out of danger. Please remain vigilant and we will get through this together.

On to business, Bryon Fessler reported on trash dumping into the portable toilets. DVDs, Jell-O cups, dog poop baggies, diapers, jeans, and other trash. He pleaded with property owners and guests to please stop. Selfish actions of this nature are ruining it for the membership. The Water & Sewer Association will not remove the trash. If this continues, it may be necessary to remove the portable toilets if no vendor may be found to service the units.

Board of Directors and Manager are working extremely hard to improve communications and transparency with the membership. Mutual respect, exercise the Golden Rule, give each other the benefit of the doubt, especially in emails and social media posts. A rude email with insults or profanity is never acceptable to the Board or Manager. We are all property owners trying to do what is best for the Association.

- b. Vice President Report: Nothing at this time.

- c. Treasurer Report: Steve Dirmeyer mentioned the financial review meetings held monthly with the President and General Manager. An invite was extended to the rest of the board members. A brief overview was given regarding the Slash Depot. Revenue goal for this year has been reached even with the cost decrease from \$6 to \$5 this year for property owners. Piles are within the boundaries for licensing with the State and plans to burn slash pile sometime in the January- February 2021 time frame. Slash Depot will be open Wednesdays until the end of the season (October 2020). The BOD would like to recognize Steve Dirmeyer for all of his time and hard work.

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

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to ratify the expenses and payables for August 2020 and place them on file for the auditor. Motion carried unanimously.

- d. Secretary Report: Nothing at this time.

VI. Other Reports:

- a. Attorney Status Report: Report was reviewed, no actions were taken at this time.
- b. Manager Report: Stella Anderson submitted an estimate in the amount of \$3,272.00 plus taxes to replace the two rear tires on the Loader. Liquid filled tires are currently on the loader and are not needed for our terrain at additional cost of \$966 per tire

Permission was requested of the BOD to proceed with the repairs to Tami Bridge. BOD agreed to allow the crew to proceed provided the bridge could be accessed immediately should evacuation orders be issued. Fire Department will be consulted.

Twenty mph, entrance signs for 73C and break away posts have been ordered. Three bids were obtained, and the lowest bid was accepted. Twenty-seven signs are needed for all entrances off of 73C.

A second year around part-time person has been hired, Yolanda Nickson. Five applications were received and, Yolanda Nickson was the most qualified and best fit for the office. It was disclosed that Yolanda Nickson is Ken Nickson spouse. Welcome Yolanda.

Details of the accident involving the backhoe and Census worker were given. A claim has been filed with the Association's insurance agent.

Motion was made by Cheryl Poage and seconded by Ken Nickson to purchase two rear tires for Loader from Poudre Valley COOP at the cost of \$3,272.00 plus tax. Motion carried unanimously.

Motion was made by Lala Jacoby and seconded by Steve Dirmeyer to approve the purchase of 4 sets of tire chains for the Grader and 2 sets of chains for the Loader at the cost of \$3,193.13. Motion carried unanimously.

-----5 MINUTE BREAK 11:33 – 11:38 AM-----

VII. **Committee Reports:** Bryon Fessler requested an update of the current committee list and BOD/Staff contact list. General Manager will have an updated contact list as soon as possible to present at next month's meeting.

a. **Hospitality Committee:** Sue Chestnut reported September was challenging. The Craft Crawl was a success even under voluntary evacuation status. Vendors and shoppers would like to continue conducting this event via this method moving forward. Refunds will be issued to vendors that were unable to participate given the circumstances with the Cameron Peak Fire. Bingo will resume next Saturday. A request was presented to appoint Cathy Spencer and Leslie Armstrong Lee to the committee. The BOD extended a thank you to the participating vendors for flexibility during event.

Motion was made by Cheryl Poage and seconded by Lala Jacoby to appoint Cathy Spencer and Leslie Armstrong Lee to the Hospitality committee. Motion carried unanimously.

b. **Architectural Control Committee (ACC):** Steve Dirmeyer requested approval of a new committee member.

Motion was made by Steve Dirmeyer and seconded by Ken Nickson to appoint Bob McCoy as a member of the ACC Committee. Motion carried unanimously.

c. **Fire Pit Committee:** Per requests received, the following changes will be made to the committee. The BOD would like to thank Jim McConnell and Ted Noonan for their services.

Motion was made by Lala Jacoby and seconded by Ken Nickson to accept the resignations from Jim McConnell and Ted Noonan from the Fire Pit Committee. Motion carried unanimously.

- d. Hearing Panel Committee: The Hearing Panel recommends the fishing violation against #62369 be upheld and the fine in the amount of \$300 to stand.

Motion was made by Ken Nickson and seconded by Lala Jacoby to appoint Trish McHugh to the hearing panel. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Ken Nickson to accept the Hearing Panel's recommendation to uphold the \$300 violation fine against acct# 62369. Motion carried unanimously.

- e. Road Committee: Steve Dirmeyer reported on the major work scheduled for Mosquito and Jicarilla. There are 11-13 culverts that will need to be installed by property owners, letters have been sent. Work will commence in two weeks. Work will include, cleaning ditches, widening roads installing and cleaning Association culverts. This work will prep roads for road base that should be done by May 1, 2021 (road base required is estimated at 700-800 ton).

-----LUNCH BREAK 12:00 pm -1:00 PM-----

VIII.

Unfinished Business:

- a. Bear Gulch Easement Litigation: Cheryl Poage confirmed the plaintiff's filed a petition that will be conducted as a closed hearing October 19th, 2020. BOD to take field trip to look at condition of easement and identify what kind of work needs to be completed on it.
- b. Special Road Projects: Discussed in the Road Committee Report.
- c. Trash Compactor Security and Illegal Dumping: Stella Anderson reported on the cost for the cameras, around \$8,900 in total. Includes 5 digital cameras with zoom capability. A Private Investigator can be used to identify owners of plates captured on vehicles when the owner cannot be identified. Charges for the PI can be passed onto the property owner's account as outlined in the Dues, Fees & Fines schedule. A meeting is scheduled with the contractor, all BOD members are invited. Long term solutions such as fencing and a locking system to be addressed over winter out of reserves and done next Spring 2021.
- d. Review of Governing Documents and Policies: Bryon Fessler reported on the meeting with the Association Attorney regarding the governing documents. Documents are outdated, not to legal standards and do not comply. Attorney recommends the rewrite of the Articles of Incorporation and Bylaws. Once submitted, turnaround time should be one week for drafts. Articles will require membership approval and should be sent in a ballot solely for the purpose. If desired, the Association's Attorney can review the drafts with the BOD. Revisions are made and mailed to the membership for comments generally 60 days allowed. Another opportunity for revisions then a solicitation letter and ballot are sent, another 60 days for return of ballot.

Motion was made by Cheryl Poage and seconded by Ken Nickson to accept the Altitude Law proposal dated 2/17/2020 in the amount of \$1,710.00 for rewrites of the Articles of Incorporation and Bylaws. Motion carried unanimously.

- e. Wages and Salaries Committee: Nothing at this time.
- f. Request to Maintain ERRA Roads: Discussion ensued over long-standing issues with the 1.1 miles of road requested to be maintained by the Road and Recreation Association. Recommendation to tabled topic until November 2020.

Motion was made by Cheryl Poage and seconded by Lala Jacoby to table any further discussion on the request to maintain the Elk Ridge Road until the November 2020 BOD meeting. Motion carried unanimously.

- g. Safety and Compliance Issues: A work session was held to discuss the safety of the volunteers on the committee. Volunteers will work in pairs, guard shack will be moved from current location and vests identifying individuals as committee volunteers will be worn. The BOD will look at the addition of more guidance to the charter. More training will be provided, and debriefing sessions will be held. The BOD and staff see the value in this committee and want to see the committee in action and to succeed. and they have had a positive impact on our community. A meeting will be schedule with the committee in the near future. The current committee Chair Janet Stellema has resigned. The BOD and staff would like to extend their appreciation for the countless hours, hard work and leadership associated with Janet Stellema's services.

Motion was made by Lala Jacoby and seconded by Steve Dirmeyer to appoint Bill Twinem and Paige Niederer to the Safety and Compliance Committee. Motion carried unanimously.

Motion was made by Lala Jacoby and seconded by Ken Nickson to accept the resignation of the Safety and Compliance Committee Chairperson Janet Stellema. Motion carried 3 to 2 with no vote cast by Steve Dirmeyer and Cheryl Poage abstaining.

- h. Recreational Use of Lakes and Ponds Agreement: Discussions ensued regarding fishing Badges for Pearl Creek residents/guest. Badges for fishing privileges only should be a different color.
Concerning Lakes and Ponds, insurance policy only reflects 6 lakes and ponds, does not include Crystal Lake or Lower Lone Pine Lake. Current agreement holds the Water & Sewer Association harmless. An immediate short-term policy is needed for coverage of the two lakes. A luncheon will be held next month with the Water & Sewer Association to further discuss the issue.
- i. OHV and National Forest access Committee: The Ad Hoc Committee is currently looking for members and 4 individuals have expressed interest. This committee will exist to conduct research, engage in discussions.

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to appoint Lyle Fagala, Darla Piscioti, Jerry Gruber and Scott Brown to the newly formed OHV and National Forest AD HOC Committee. The motion carried unanimously.

- j. Property Owner Contact List: A list will be created based on the Westwind system. The current list existing in the Constant Contact program will not be deleted. The goal is to create a list for the membership only for information such as bathroom and laundry room codes. This will be done by creating the list, removing the ability to sign up via website and controlling new sign ups through the office.

- k. Fire Mitigation for Common Areas and Greenbelts: Current RFQ needed to do some clean-up work. Preferably written in 7 or less pages versus the current lengthy RFQ. Cost to be taken out of reserves fund. BOD agreed the slash debris can be dumped at no cost at the slash depot.
- l. Special Trash Day Lessons Learned: The 30 yard dumpster was full by 8:30 am, service was advertised from 7:30 am to 3:00 pm. An announcement was sent via a Special View notifying the membership at 8:00 am. The dumpster had to be manned until 3:00 pm. Fifty property owners were able to take advantage of the service and 25 property owners had to be turned away. Property owners were identified by a membership vehicle sticker or OHV plate. Future services will require a membership badge. A free service versus a fee for service was also discussed and offering the service multiple times per year. This topic will be removed from the agenda and will be discussed during the budget sessions.
- m. Illegal Shooting in Crystal Lakes Subdivision: The meeting scheduled for September 3, 2020 was rescheduled for October 1, 2020 due to the Cameron Peak Fire. This will be a site visit to discuss emergency closures of Tiny Bob and Deadman for public access to forest service land in that area. The Dept of Natural Resources, Commissioner Kefalas, US Forest Service, Sheriff's Office, CLRRRA President and GM are scheduled to attend.

IX. New Business:

- a. Shop Roof Leaking: The Architect's report reflects the cricket was not built according to the plans following a site visit at the cost of \$545 to the Association. According to Scott with NeuMark the roof is out of the warranty period. Scott, the roofer, builder, are scheduled for a site visit on September 24 to remeasure the cricket. Donny Anderson will also attend due to his contractor and building expertise. The GM will provide updates next month in the Manager report.
- b. Website Transition: Stella Anderson reported the current carrier has updated the platform and the current platform used by the Association is outdated and no future support will be offered. Consensus is to continue with the current provider but seek a contractor to create the new website using the new platform. An RFQ will be created and the service will go out for bid. Bryon Fessler stated his son is a graphic designer and is willing to recreate our snowflake at no charge.

X. Reports and Correspondence:

Violation Letters: The new Covenants and Rules Enforcement Policy was discussed. The General Manager was asked to describe the process under the old Hearing Procedure. Under the new policy, the violation letter will be sent affording the opportunity with 15 business days to request a hearing and remedy the violation. Letters should be sent by the GM on behalf of the BOD. Letters will be reviewed by the GM and President and templates will be created. Letters should be signed by the President. The Hearing Panel- To be the impartial decision maker. Complete control. The policy does not state that currently its open ended. Hearing panel will continue to be the impartial decision maker.

Motion was made by Ken Nickson and seconded by Lala Jacoby to appoint the Hearing Panel as eh impartial decision maker per the Covenants and Rules Enforcement Policy. Motion carried unanimously.

XI. **Executive Session:**

Motion was made by Lala Jacoby and seconded by Cheryl Poage to enter Executive session at 3:35 pm to discuss legal actions pertaining to a specific account. Motion carried unanimously.

Motion was made by Lala Jacoby and seconded by Ken Nickson to adjourn from Executive Session at 3:53 pm. Motion carried unanimously.

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to decline the settlement proposal from the daughter, a representative for #51696. Motion carried unanimously.

XII. **Adjournment:**

Motion was made by Cheryl Poage and seconded by Lala Jacoby to adjourn the meeting at 3:54 pm. Motion carried unanimously.

Next Meeting: CLRRRA Board, October 17, 2020 in the Wapiti Room at 10:00 a.m.

Respectfully submitted by Carmen Uribe and Maria "Stella" Anderson

Approval Signature _____