



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
January 16, 2021, 10:00 a.m.
Zoom Video/ Audio Conferencing due to COVID-19 Pandemic
MINUTES

I. Call to Order:

The meeting was called to order on January 16th, 2021 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 in Attendance: 8

II. Approval of Agenda:

The Board reviewed the agenda for the January 16, 2021 Board of Director's meeting. Steve Dirmeyer requested that Slash Depot be added under New Business Item D. In addition, Item I under Unfinished business, the name shall be changed to Crystal Lakes Open Space Conservancy.

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

III. Property Owner Forum:

Robert Sommerfeld of (09082) Stated he spoke with Stella Anderson concerning the lien placed on his property. He stated he had not received any notification from the association due to it mistakenly being sent to the Crystal Lakes address prior to the lien being placed. He then stated he did receive the letter from Altitude Law that was mailed to his non-Crystal Lakes address. Bryon Fessler explained the process, interest and Westwind fees that are accrued in this process.

Trish McHugh of (08092) Suggested the next time we review the contract with Westwind Management for renewal that we change the language to direct or to reword verbiage to waive administrative fees if error occurs of this nature in the future.

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to waive all of the interest fees totaling \$55.55 and to request that Westwind Management remove the fees totaling \$185.00 associated with the lien on Acct# 72163. Motion carried unanimously.

IV. Meeting Minutes Approval:

The BOD listed corrections to be made on the December 19,2020 meeting minutes. The corrections included formatting corrections, spelling correction to the last name Bongiovanni. Bryon Fessler requested that motion #2 be changed to “approve the amended agenda and that the amended portion was adding video surveillance and fencing. Cheryl Poage also requested that “hybrid be removed from the title of Greenbelts Committee Conservancy none profit section and replace it with Organization. Under item #F concerning RFQ’s motion to accept the Web design contract. Remove 4-1, state motion passed unanimously and state Bryon Fessler abstained due to conflict of interest. Under Item #G Correct spelling of Monte Williams. Under Executive session add motion coming out of executive session and time. Notate that Ken left due to conflict of interest for salaries and wages. Cheryl and Steve passed motion to end executive session. Motion to approve the amended minutes for December 19,2020 will take place at February 2021 Board meeting.

V. Officer’s Reports:

- a. President Report: Bryon Fessler reported that two BOD vacancies to serve on the board will be open. Submissions will need to be received by 2/28/21. He concluded by thanking our field staff for keeping the roads open with the high winds.
- b. Vice President Report: Nothing at this time.
- c. Treasurer Report: Steve Dirmeyer gave a review of the balance sheet. Discussion included issue with Westwind for unauthorized transfer of funds. Subsequently no motions to accept financials or ratify the payables for December took place due to BOD receiving them late. Bryon Fessler, Steve Dirmeyer and Stella Anderson will have a meeting with Westwind management representative Bethany to discuss this matter and others such as financials, sweeping, aging and other accounting topics.

Motion was made by Lala Jacoby and seconded by Cheryl Poage to ratify the Board’s decision to award 8 holiday gift certificates in the amount of \$50 for full-time staff and \$25 for part-time staff for a total cost of \$390.95 payable to Bryon Fessler who purchased the gift cards on behalf of the Board. Motion carried unanimously.

Motion was made by Lala Jacoby and seconded by Steve Dirmeyer to amend the November 2020 motion to pay Wendy Charles up to \$500 for tax lien on Acct#51697. The actual cost is \$525.83. Motion carried unanimously.

- d. Secretary Report: Ken Nickson gave a brief review of the Master Calendar upcoming dates. The next budget meeting to take place on 2/13/21.

VI. Other Reports:

- a. Attorney Status Report: Account updates were discussed.
- b. Manager Report: Stella Anderson stated that the 2012 Ford Truck had a bid come in for 21k.

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to accept the bid of \$21,000 for the 2012 Ford F-250 truck and authorize Stella Anderson to accept other offers from highest to lowest if the first bid should fail for any reason. Motion carried unanimously.

Motion was made by Lala Jacoby and seconded by Steve Dirmeyer to reclassify the expense of the v-plow for the 2020 Ford Pickup (cost of \$9,207.36), remove from GL Code #5108 and take out of reserves. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to refuse the \$5,000 offer as a settlement in full for Acct#51697, Motion carried unanimously.

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to move forward with the Sheriff Sale on Acct# 51697. Motion carried unanimously.

VII. Committee Reports:

- a. Recreation Committee Charter: Lala Jacoby reported that Sue Chesnut has requested that they hold a CPR class and the committee will fund this class. Discussion among the BOD ensued, Cheryl Poage stated she is a certified instructor and would be willing to do for free with equipment. Steve Dirmeyer stated the Crystal Lakes Fire department may be able to do for free as well. The BOD is in full support of this idea.
- b. Greenbelt Management Committee Charter: Carmel Mawle and Cheryl Poage will represent the Conservancy. Bryon Fessler spoke with Carmel Mawle regarding the mitigation, around Base Camp as it will be the first area to be mitigated. Cheryl Poage suggested that a red dot via spray paint should be used in place of red flagging tape since Elk and Deer will eat the plastic tape. The Committee agreed with the criteria for making decision pertaining to how areas of concern are picked and in what order based on factors such as risk.
- c. Architectural Control Committee Charter (ACC): Steve Dirmeyer reported on an inquiry from a property owner that wants a 600sq ft Tiny House variance. Bryon Fessler stated that even if a variance is granted with the county this would not succeed any further as it is stated in our Covenants that no such square footage can be permitted under 900 sq ft. The BOD will adhere to these stated covenants. Steve Dirmeyer went on to state that the Office is receiving more and more questions from property owners regarding the use of metal in residing their cabins and garages. Topic will be discussed later under New business item C- Existing Metal Structures. Bryon Fessler encouraged that all committee chairs send reports to BOD ahead of time to be added to the BOD packet within the BOD packet prep deadline for board members to review before monthly BOD meeting.

Ken Nickson left meeting at 11:36 am. BOD members remaining still constitutes a quorum.

- d. Violation Report- Carmen Uribe provided a brief overview. Bryon Fessler asked how things are progressing with the accounts that will be turned over to attorney. Carmen Uribe stated that every attempt to make contact with said property owners is taking place before the fifth letter is mailed.

VIII. Unfinished Business:

- a. Bear Gulch Easement Litigation: Cheryl Poage reported that a center line survey will take place to pin the easement. The quote from Flat Irons Incorporated came in at \$4,500. The pins will delineate the boundaries between lots 12, 11, and 10. The survey and pins will be placed in the Spring. This is only an estimate at this point in time.

Motion was made by Lala Jacoby and seconded Cheryl Poage to accept the estimate of \$ 4,500 from Flat Iron Inc. to set center line survey monuments on the Bear Gulch Trail. Motion carried unanimously.

- b. Special Road Projects: Stella Anderson reported the work will commence in the Spring to include laying road base, Culverts and clean-up of ditch debris. The Field staff reported that Red Feather Excavating contractor Fred Barlow did an exemplary job on the work that was completed on Mosquito.
- c. Review of Governing Documents and Policies: Bryon Fessler stated he received great questions and comments from property owners. Working session scheduled with Dave of Altitude Law on January 29, 2021. This is a closed work session. Bryon Fessler expressed appreciation to those who read through the revision and gave feedback.

.....Lunch 12:00-12:30pm.....

- d. Recreational Use of Lakes and Ponds Agreement: Bryon Fessler reported on the four-hour working session that took place with Water & Sewer on 1/5/21. Both Associations reached a consensus in creating a single agreement to cover issues that overlap between the two associations. The agreement includes 50/50 cost share in establishing an outside attorney to draft and approve the new agreement. Also concerning existing agreement covering reservoirs recreational use will continue on Lakes and Ponds until new agreement draft is completed and approved. Notable in the current agreement Road and Recreation will not be indemnifying Water & Sewer as current agreement states.
- e. Request for Quotes (Fire Mitigation, Porter, Portable Restrooms, Compactor Fencing):
 Fire Mitigation- Carmel Mawle to start painting the area around Base Camp. Bryon Fessler and Stella Anderson to update as progress is made.
 Porter- Current Porter is leaving at end of fiscal year (May 31,2021). RFQ to be created and approved in February 2021 and posted by March 2021.
 Portable Restrooms- Stella Anderson reported we have one vendor interested in the RFQ. Map of locations for the portable restrooms has been sent to perspective contractor.
 Compactor Fencing- Steve Dirmeyer and Stella Anderson strongly suggest the RFQ for chain link fence should be between 8 and 10 feet tall to inhibit animal access and individuals throwing trash over fence. Stella Anderson recommends sliding mechanism on the top and not the bottom to avoid freezing. Stella Anderson researched catwalk gate toppers, the field crew would also like an additional gate up against the hillside to prevent theft and vandalism. Stella Anderson will get map from the field crew with location of additional gate placement.
- f. Illegal Shooting near Crystal Lakes Subdivision: Bryon Fessler reported the Larimer County Board of County Commissioners held a virtual public hearing on Monday, January 11,2021, and they unanimously approved a resolution to limit the discharge of firearms and to temporarily close a portion of the Arapahoe/Roosevelt National Forest to recreation sport shooting near Crystal Lakes. This temporary resolution will address the immediate public safety issues while still allowing the RSS Project and USFS adaptive management strategy to continue. Ultimately, it is up to the USFS to do the right thing and permanently close these areas to recreational sport shooting. Bryon Fessler personally thanked one of our Property owners, Don Simpson for his assistance throughout this process. Don and Bryon routinely bounced ideas off each other and strategized on our approach. He has been extremely professional and respectful throughout the entire process and thanked Don for that.

- g. Committee Charters and Committee List: Stella Anderson is working on list and will have them ready in the near future for BOD.

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to approve the amended Hearing Panel Committee Charter as of 1/16/21. Motion carried unanimously.

- h. Road Maintenance Map: Bryon Fessler and Stella Anderson met with the road crew and everyone is in full support in creating a map. The map will have three zones and will highlight one color for multiple grading and another color for one time grading. As well as what roads have been completed. Stella Anderson to place on website with explanation of why this is being done.
- i. Greenbelt Conservancy(501c3): Cheryl Poage explained the change in title from Greenbelt Conservatory. Greenbelts are open space or the Crystal Lakes greenbelt open space conservatory, on its way to attorney for review. Since different from the Association there will be a start of a incorporating board. Steve Koeckeritz will be the 3rd person on the board. Bylaws will need to be created and will be pulled from the charter once it is updated. Submittal of the initial Bylaws with Articles of Incorporation. Internal Revenue Service will approve within 6-8 months. This is the stated timeline goal to get this out. The BOD is supportive of the conservancy, they just have questions to ask Altitude Law.

IX. New Business:

- a. Amend V-Plow Motion: Done previously in General Manager Report.
- b. Parking on Crystal Lakes Roads: Changes to be made to current policy under CLRRRA Snow removal Policy where the only reference is found. No person shall park any vehicle upon Crystal Lakes roadways in such a manner or under such conditions as to interfere with the free movement of vehicular traffic or street or highway maintenance. Concerning Abandoned Vehicles any car unattended in the public-right-of-way overnight will be towed and stored at owner's expense.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby that no person shall park any vehicle on any Crystal Lakes road in such a manner or under such conditions as to interfere with the free movement of vehicular traffic, to include maintenance and emergency vehicles, and that any vehicle parked on any crystal Lakes road overnight shall be towed and stored at the owner's expense. Motion carried unanimously.

- c. Existing Metal Sheds/Structures: Will reach out to property owner and give specific time frame for removal of metal shed. Discussion ensued over two cases involving metal buildings simulating Bat and Board. Steve Dirmeyer stated there is another case pending for variance, the said ACC applicants/ owners want to reside home with metal siding. The conditional variances do not allow for full metal siding. Motion variances were approved in July/August 2021 Minutes. Steve Dirmeyer to submit the samples of variance request for metal siding for 73C application.
- d. Slash Depot: Susan Bradley landowner of where the slash depot sits has asked that we help burn all of the slash along 73C estimated to be 700-800 cubic yards. The Board consensus is to allow her to hire a contractor and start moving the slash next Slash season of 2021 at the non-resident rate after Steve asks Larimer county emergency services this year if it is feasible. We will table this issue until further updates are available. BOD open to the idea may have to take place over two Slash seasons.

X. **Executive Session:**

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to enter Executive session at 2:25pm to discuss Legal, Fiduciary responsibilities and salaries and wages. Motion carried unanimously.

Motion was made by Cheryl Poage and seconded by Lala Jacoby to adjourn from Executive Session at 3:43 pm. Motion carried unanimously.

XII. **Adjournment:**

Motion was made by Lala Jacoby and seconded by Cheryl Poage to adjourn the meeting at 3:44 pm. Motion carried unanimously.

Tabled Items:

- Selder's Causeway Culvert Replacement Project
- Bathroom Refurbishment Project
- Wages and Salaries Ad Hoc Committee
- Request to Maintain ERRRA Roads

Next Meeting: February 20, 2021 at 10:00 a.m.

Respectfully submitted by Carmen Uribe

Approval Signature _____