



Crystal Lakes

Road and Recreation Association

300 Tami Road, Red Feather Lakes, CO 80545 (970) 881-2250

www.crystal-lakes.org

Crystal Lakes Road and Recreation Association
Board of Director's Meeting
January 18, 2020
MINUTES

I. Call to Order:

The meeting was called to order on January 18, 2020 at 10:00 a.m. at the Crystal Lakes Wapiti Room.

II.

Directors Present: President Jim McConnell
Vice President Cheryl Poage
Treasurer Steve Dirmeyer
Secretary Bob Chesnut
Member at Large Lala Jacoby

Others Present: General Manager Stella Anderson
Portfolio ABM Angela Stevens
Office Support Rachel Ownbey

Property Owners: 5 in attendance

III. Approval of Agenda:

The Board reviewed the agenda for the January 18, 2020 Board of Directors meeting. Cheryl Poage requested two (2) items to be added under New Business; F. Fire Department Agreement & G. Porta Pots Status. Bob Chesnut requested CenturyLink/Clink, to be added under New Business.

A motion was made by Bob Chesnut and seconded by Cheryl Poage to approve the amended agenda. The motion passed unanimously.

IV. Property Owner Forum: Nothing at this time.

V. Consent Agenda:

Meeting Minutes: The Board reviewed the minutes from the November 16, 2019 Board meeting.

A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to approve the consent agenda. The motion passed unanimously.

VI. Officer's Reports:

a. President's Report: Nothing at this time.

b. Vice President's Report: Nothing at this time.

c. Treasurer's Report:

Dates for Budget Meetings were discussed. Today, January 18th at 2:30 pm will be the expense meeting and the income meeting will be February 15th at 1 pm. Both are open to the membership for observation only. The third meeting will be held on March 21st at 1:00 pm. This is a closed session for Board to finalize the 2020 – 2021 budget. The final changes to the Reserve Study are in progress. Some items had to be added, i.e. snowplows, carpet divided between upstairs and downstairs. Some life years were added to items, i.e. roof on shop is metal not wood. GM will send changes in next week for the final Reserve Study.

The purchase of a new pickup and the sale of the 2012 Ford pickup including a new snow V-plow was briefly discussed. The new 2020 reserve study has a replacement expense of \$50,000 + V-plow. Motion #3 from the January 18th Treasure's Report will be discussed under New Business. No motion was made at this time.

The expiring CD of \$150,000 will be renewed at 1.65%. Lala Jacoby questioned why we appeared under budget. The Treasurer explained, time of year and items tracked under reserves were factors. Cheryl Poage further explained, due to the budget spread, things would eventually even out.

A motion was made by Steve Dirmeyer and seconded by Lala Jacoby to accept the financials for November 2019 and place them on file for the auditor. The motion passed unanimously.

A motion was made by Steve Dirmeyer and seconded by Cheryl Poage to ratify the expenses and payables for November 2019. The motion passed unanimously.

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- d. Secretary's Report: Bob Chesnut updated the Board on the Document Review Committee's progress. The Committee has finished up the document review process. Herb Hanlen has updated all documents with the exception of the Architectural Control Committee Guidelines. The Committee chair will meet with the Portfolio ABM and GM on Friday, January 24th to discuss what documents need to be reviewed by Legal Counsel.

VII. Other Reports:

a. Attorney Status Report:

Acct #: 50770 is at a Zero Balance. – A lien waiver was signed. It was noted this account has never been at a zero balance.

Acct #: 51336 Paid balance of \$13,000+

Acct #: 51413 Paid balance in full of \$2,073.31

A few accounts will be going to foreclosure.

The Portfolio AMB will be conducting an audit on attorney expenses from January - January. No write offs should be reflected. The audit results will be presented at the next BOD meeting in February.

- b. Manager's Report and Action Item Update: General Manager reported on the recent hire of a new Fishing Attendant for the ice fishing season. The GM was asked about the Beaver problem and the culverts on Seller's Causeway, the GM reported, this will have to be a collaborative effort with the Fishing Board and nothing is planned at this time.

VIII. Committee Reports:

Recreation Committee – Committee Board Liaison Lala Jacoby mentioned the outside door to the storage room needs to be sealed with a door sweep. This has been completed. There will be a potluck tonight and the Recreation Committee will have its first BINGO evening on Saturday, January 25th. This will be hosted by Bryon & Sharon Fessler. This is a non-profit event, for fun only. There will be a few prizes. Cheryl Poage asked if there was any consideration to a gaming license like RFL currently has for their BINGO games. Currently CLRRRA is not exploring a gaming license.

IX. Unfinished Business:

- a. Dues, Fees and Fine Schedule: Cheryl Poage suggested an increase in trailer storage fees and spaces to accommodate the waiting list. There was discussion of doing a study in the Spring to see if there should be an increase in the fees only after improvements are made. Cheryl Poage expressed concerns with the amount of the absence of a vehicle sticker fine. An updated Dues, Fees & Fines schedule will be sent before the next BOD meeting so an e-vote will be warranted.
- b. Bear Gulch Easement Litigation: There will be a trial commencing on January 27th at 8:30 am. The location has not been announced at this time. Cheryl Poage will provide this information as it becomes available. The focus will be on prescriptive use. The law firm representing the association will be contacting property owners expressing interest in testifying. During Cheryl Poage's 8 hours deposition, she was shown forest service documents that had been presented by the plaintiff's attorney. These documents had been obtained from the Association's previous attorney, Brandes. Cheryl Poage had been in contact with attorney Brandes but was told there were no additional documents, it was a surprise to see these documents and to find out they came from attorney Brandes. Cheryl Poage was thanked for all her countless hours and hard work she has put into Bear Gulch.
- c. Caddo Road Culvert Agreement: The Business Association Manager spoke with Legal Counsel, Altitude Law, about the two properties involved but was unaware one of the properties had recently sold. No further action is required. The property owner will install the culvert across his own driveway and not across Caddo, an Association road. No agreement for drainage is necessary from any other property owner.
- d. Westwind Financial/Consulting Contract: Nothing at this time.

- e. Agreement with the Fire Department: An agreement has been drafted however, according to the fire department they are not going to have a joint mock training. Steve Dirmeyer said the Fire Department does not plan on having any joint department training on Crystal Lake property in the future. General Manager said the Agreement will be sent to the Fire Department for future use if needed. Cheryl Poage agreed.
- f. Port-A-Pots & Vaults: General Manager, stated in her manager report that all of the vaults were pumped however, the trash did not get removed. This topic will be further discussed during the Joint Board meeting. The vendor hired to conduct the pumping of vaults was told not to pump the vault on Mohawk by Jacob with W&S due to questions on the location of the digester. Due to the issues surrounding the digester, the vault near Mohawk was not pumped and further discussions about this particular vault will be conducted during the Joint Board meeting. Lala Jacoby also mentioned that we want to make sure we have a plan for the summer.

X. New Business:

- a. Altitude Community Law 2020 Agreement: The ABM, asked everyone if they had the opportunity to review the agreement in the packet. ABM explained the agreement was a renewal. Cheryl Poage recommended the Board look at the rate issue very carefully before agreeing to the renewal rate. ABM suggested the Board table the topic until next month to allow a thorough review of the agreement. Steve Dirmeyer reviewed the agreement by Altitude Community Law in preparation for the Budget meeting and mentioned that there will be an increase in the standard monthly fees. Cheryl Poage stated we may want to enter into negotiations in regards to the standard monthly fee increase.
- b. Solar Power: Steve Dirmeyer Reported that solar panels were discussed during the Documents Review meeting and the Board needs to be prepared to answer questions. Some topics discussed; a Larimer County permit is needed and approval for the placement of the panels must go through the Architectural Control Committee (ACC). Placement of solar panels must be aesthetically pleasing to the rest of the community. The Association has to allow solar panels if a property owner wants to install them on their property. Larimer County has regulations for solar panels under one (1) acre. Property owners will need to obtain permission from neighbors under circumstances involving variances. Solar panels will be considered as a structure if placed on the ground surface however, not if placement is on a roof. Currently there is a request from a property owner to install a 60 solar panel section in front of their home. ACC is requiring the property owner to place the panel to the side of their home. Steve Dirmeyer will look into county and city regulations. The Portfolio ABM will review the issue with legal counsel for further clarification. This topic will be tabled for a later date once more information is aggregated.
- c. Employee Payroll Expenses: Bob Chesnut announced this topic is to be discussed in Executive Session.
- d. Book of Motions: Lala Jacoby went through the last 10 years of minutes and made a list of references to motions. The intent of the list is to get the topic of each motion then reference the meeting notes for the actual motion. The GM questioned why the actual motion was not referenced. According to Lala Jacoby, her program did not allow the copying of the actual motion. This list will be referred to as a reference to

motions and work will begin on an actual book of motions that will contain the actual motions. Once complete, the CLRRRA office staff will be responsible for updating the book of motions going forward.

- e. New Truck Purchase/Replacement of the 2012 Ford Pickup: Steve Dirmeyer referenced a quote on a Ford Truck with everything the field crew had requested. The Ford 250 all heavy duty for snowplowing and off roading was \$39,599+ tax +\$8,000 for a front plow. A general online bid was also referenced for a Chevy 2500 costing approximately \$50,000 and a Dodge at \$42,000. Bob Chesnut asked if the quotes were based on a gas or diesel vehicle. It was recommended that the trucks be gas due to a typical \$10,000 markup and with a useful life of 8 years, it is not cost effective to purchase diesel vehicles. The GM stated the field crew requested a 350/3500 versus a 250/2500 for the towing capacity. Cheryl Poage requested further clarification on the difference between a 250/2500 versus a 350/3500. The towing capacity of 20,000 lbs. and a price difference of \$1,800.00. General Manager reported on occasions, the field crew have to take heavy loads into town and the current 250/2500 pickups have overheated. Also, the current trucks overheat when the crew load and move the skid-steer from job site to job site. According to Steve Dirmeyer the 250 is equipped with a 7.3 engine/500hsp and may make the difference in towing. The general consensus of the board is to invest in a 350/3500 with only a \$1,800 price difference. General Manager suggested emphasis should be placed on the field crew's opinions as they are the ones using the vehicles under towing and plowing circumstance. At that time the Board is requesting more solid quotes and will be prepared to make a motion at the February board meeting. The cost for the new pickup is expected to be approximately \$45,000.

- f. Century Link: Base Camp currently has Hughes Net at a cost of \$153.00 per month for one phone line & internet. The Shop currently has Century Link at a cost of \$107.00 per month. The cost of home vs. business was brought up by Bob Chesnut and he shared his current cost for his private home as \$30+. The difference in price is contributed to home versus business. The GM was given a cost of \$5,000 to connect the 2 buildings with fiber optics by Todd with Century Link. This is a large sum of money to pay upfront, but it would eventually pay for itself. The connection would allow the 2 locations to be viewed as one and charged the \$107. This would eliminate an additional \$107 for a second location. The connection of the two (2) locations would allow the live stream monitoring of the trash compactor area from Base Camp via a monitor and the camera system currently in place. The board has requested a quote be obtained from Century Link for the fiber optic connection of both Base Camp and the Shop. Broadband is also listed on the Agenda for Commissioner Kefalas's meeting this month held at the Red Feather Lakes Library.

XI. Reports and Correspondence:

- A. Correspondence: The General Manager is requesting another motion to be entered due to a confusion for a new committee member appointed to the Architectural Control Committee at the August 17, 2019 board meeting. The Association has two residents with similar names. At the August meeting, there was some confusion in a motion as to which resident the committee was appointing. A motion is needed to correct the individual appointed to the committee.

A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to change the name of the committee appointee from Dick Clark to Richard "Dick" Clark 10069A. The motion passed unanimously.

Jim McConnel referenced an anonymous letter he received as board President re: Dark Skies. The letter is concerning because the author of the letter, also a property owner expresses concern with the property owner violating the Dark Skies program. This person is described as volatile and often carries a weapon. The property owner alleging the complaint wants the Association to deal with this matter. Another property owner in attendance expressed the same concerns about the property owner allegedly in violation of the Dark Skies program. Jim McConnell, believes this is a valid concern and has observed a lot of lights against the dark skies' canvas. Warning letters will be sent out to those not complying with the Dark Skies program followed by fines if necessary. President and General Manager will inform residents through the weekly electronic communication, "The View" and the monthly President's Newsletter of the Dark Skies Program.

- B. Work Order Report: No report was submitted at this time. A white easel board has been erected at the shop to assist the field crew on tasks to be completed.
- C. Violation Reports: Nothing at this time.

XII. Executive Session:

A motion was made by Lala Jacoby and seconded by Steve Dirmeyer at 11:34 am to enter into executive session after a 5-minute break. The motion passed unanimously.

A motion was made by Lala Jacoby and seconded by Bob Chesnut to adjourn from executive session at 12:38 a.m. The motion passed unanimously.

XIII. Adjournment:

A motion was made by Steve Dirmeyer and seconded by Lala Jacoby to adjourn the meeting at 12:39 a.m. The motion passed unanimously.

Next CLRRRA Board Meeting: March 21, 2020 in the Wapiti Room at 10:00 a.m.

Respectfully submitted by Rachel Ownbey & Maria Anderson

Approval Signature _____



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Crystal Lakes Road and Recreation Association
Board of Director's Meeting
February 15, 2020
MINUTES

I. Call to Order:

The meeting was called to order on February 15, 2020 at 10:00 a.m. at the Crystal Lakes Wapiti Room.

Directors Present:	President	Jim McConnell
	Vice President	Cheryl Poage
	Treasurer	Steve Dirmeyer
	Secretary	Bob Chesnut
	Member at Large	Lala Jacoby

Others Present:	General Manager	Stella Anderson
	Portfolio ABM	Angela Stevens
	Office Support	Rachel Ownbey

Property Owners: 3 in attendance

II. Approval of Agenda:

The Board reviewed the agenda for the February 15, 2020 Board of Directors meeting. Cheryl Poage added Century Link as G. under Unfinished Business and Contractor Plowing under New Business. Steve Dirmeyer added CL Fires under New Business.

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

III. Property Owner Forum:

Don Schiel (02001) asked if the loader was up and running? Jim McConnell responded with a yes and added, back up and running after the turbo was damaged due to regular usage.

IV. Consent Agenda:

Meeting Minutes: The Board reviewed the minutes from the January 18th, 2020 Board meeting.

A motion was made by Cheryl Poage and seconded by Lala Jacoby to approve the consent agenda. Motion carried unanimously.

Steve Dirmeyer questioned why emails were attached when an e-vote was cast. The General Manager replied it is an attestation to the way the BOD voted.

V. **Officer's Reports:**

- a. **President's Report:** Jim McConnell welcomed all residents in attendance and encouraged those interested to apply for the upcoming Board elections. A resume, questionnaire and a photo will be required and received by the CLRRA Office no later than February 28, 2020 by 5:00 pm. Lala Jacoby reiterated, we need to obtain correct mailing address information from property owners. Portfolio AMB said the electronic "View" has been running a reminder for property owners to provide the office with their correct mailing address and will continue to run this reminder until the board elections.
- b. **Vice President's Report:** Cheryl Poage reported on AED's as she has been working with Brenda Poage from the non-profit South Metro Safety Foundation on options to purchase 2 AED's. The Association will purchase 2 units and place one in the Community Center and one in the Wapiti Room.

Cheryl Poage provided the GM with 2 quotes, one from Phillips and one from Medtronics Lifepak. The Phillip onsite are \$1,300 plus cabinet. Cheryl recommends the Medtronics Lifepak CR Plus AED. This unit has Escalating Joules 200-300-360 and costs \$1,600 per unit plus \$150 for the wall mounted storage cabinet with alarm. This includes the AED, 1 charge pak, carrying case with battery & carrying case, two sets of adult pads, one set of child pads & pouch for the child pads as well as a first responder kit. Cheryl recommends Lifepak because this unit works with different levels of impedance. With this nonprofit, the Emergency Services Physician with Centura who covers Colorado and writes the prescription. This is needed because of liability issues. For the purchaser of the AED, he/she would write an operational & service plan. Staff will have to be trained, but bystanders do not. There was discussion as to pro & cons. Cons being the risk having an AED due to liability. The pros being that we are a mountain community with slow response time and an older population. Jim McConnell said the number one tool we can give someone to help them survive is an AED. Steve Dirmeyer as a member of the CLVFD said this was a good price, the fire department paid \$1,800.00 for each unit.

A motion was made by Lala Jacoby and seconded by Bob Chesnut to purchase two AED's not to exceed \$4,000 for placement in Base Camp. Exact locations to be determined at a later date. The motion carried 4 to 1 with Cheryl Poage abstaining due to a conflict of interest

- c. **Treasurer's Report:** Nothing at this time, January's financials were not received.

A motion was made by Steve Dirmeyer and second by Cheryl Poage to proceed with the foreclosure on Acct #:51925. Motion carried unanimously.

- d. **Secretary's Report:** Nothing at this time

VI. **Other Reports:**

- a. **Attorney Status Report:**
Acct #: 51010 A CD offer from the investor in the amount of \$9,000.00 is being declined by the Board, the amount due is \$13,130. Lala Jacoby pointed out the report shows an incorrect amount of \$8,920.63.
Acct #: 51147 – Balance in the amount of \$2,425.92 was paid in full on 2/3/20
Acct #: 52019 –Remaining balance of \$362.85 was paid.

Steve Dirmeyer questioned the aging status of Accounts 51771 and 51770, same owner with, different properties. This will be reviewed in the attorney status report.

Lala Jacoby questioned if the Association is spending more on attorney fees as opposed to what the Association is collecting. Portfolio ABM said yes, we are because the Association pays upfront. These expenses are reimbursed/collected as the cost is passed on to the property owner. Westwind did an audit on last year's accounts and there were no errors in reporting. Thus, the Association is getting a full return.

- b. Manager's Report and Action Item Update:** Steve Dirmeyer asked what the new color for the upcoming year would be, the GM replied florescent orange. The GM included the Code4 contract in the Board Packet and requested a motion to accept the contract. The GM reported Code4 has accommodated all of the Association requests. The only concern GM has is for the vehicle. The Association paid \$275 per month last season and this year it is considerably more. It is also the understanding of the GM that the company will be using an ATV not a car. One of the CEO's is a property owner for Crystal Lakes. Steve Dirmeyer wanted the Board to know that the contract for the time periods of May 1st – September 7th including 3 holidays & random week days is \$17,975.00. Jim McConnell asked if this was something the Board wants to move forward on? Cheryl Poage brought up the association is to use the funds from ATV sales plates for ATV's. Steve Dirmeyer noted that last year's revenues were \$25,214 and this year higher revenues are anticipated. With what has been allocated for the OHV Attendant, administrative fees and HOV fees at \$25,000, this should cover close to the cost on the contract. Jim McConnell recommended to accept the contract with Code4, stating it is good for PR and it shows were attempting to address property owner's concerns/problems. Portfolio ABM discussed that the Association said with the increase in dues last year the Association was going to increase security. The GM reported in addition to Code4, additional OHV attendants will be hired. Cheryl Poage wanted to make it clear that we are taking a harder approach for violators and expect more tickets to be issued as opposed to warnings. Portfolio ABM agreed. Board President said if it's a violation, it's a fee. Lala Jacoby would like to see more regular reports from Code4. GM stated Code4 would sending weekly reports via email.

A motion was made by Cheryl Poage and second by Bob Chesnut to accept the contract presented by Code4 Security in the amount of \$35 per officer per hour and \$5 per hour for marked patrol vehicle. Motion carried unanimously.

VII. Committee Reports:

Policy and Documents Committee: Cheryl Poage stated after looking over the CCR's, there is a discrepancy with the ACC documents & the CCR's. Under circumstances where variances are involved, the final decision must be rendered by the Board of Directors and this correction needs to be written in the document. Herb Halen warned against "hamstringing" the ACC. The ACC should be given autonomy and authority and Board of Directors should be the last resort. Jim McConnell reiterated the only times the Board of Directors needs to be involved is for a variance. It was agreed upon that these revisions need to be made at which time the CCR's will go to the attorney for review. Portfolio ABM thanked Herb Hanlen and the Committee for all their hard work and time invested, everyone concurred. Herb Hanlen will provide the WORD Documents to the GM for future committees.

A motion was made by Bob Chesnut and second by Steve Dirmeyer to accept the CCR's with the revisions as noted by Cheryl Poage in her email dated February 14, 2020 at 4:05 PM. Motion carried unanimously.

Hearing Panel: The Hearing Panel was presented with two cases at their January 2020 meeting. The first case was the discharging of firearms by multiple individuals in the subdivision. The discrepancy was how many individuals were discharging the firearms, 3 or 4. No proof was presented of the 4th shooter so the Hearing Panel recommends adjusting the fine to reflect 3 shooters versus 4 shooters.

A motion was made by Lala Jacoby and seconded by Bob Chesnut to accept the Hearing Panel's recommendation to adjust the violation fine to support 3 individuals discharging firearms in the subdivision and not 4 individuals. Motion passed unanimously.

The second case involved the illegal registration of an OHV. The OHV was either registered by the property owner and the OHV did not belong to him, or guests of the property owner registered the OHV under the false pretense they were the property owners. The facts surrounding the scenario are different as presented by the Staff versus the property owner. Because the facts were not clear, the Hearing Panel has proposed the responsibility is split between the Association and the property owner. Therefore, the Hearing Panel has recommended the fine be adjusted and the property owner be responsible for only ½ of the fine. Bob Chesnut believes the Hearing Panel is trying to hold the Association to higher standards which is a good thing. Considering this event, the GM will revamp the OHV registration process for the office.

A motion was made by Cheryl Poage and second by Jim McConnell to reject the recommendation by the Hearing Panel and enforce the original fine amount in its entirety. Motion carried unanimously.

VIII. Unfinished Business:

a. Dues, Fees and Fine Schedule: GM stated she along with the ABM consulted with Legal Counsel and Legal recommends having a miscellaneous fee structure for unique circumstances. This would cover situations where a violation against the CCR's would occur but there is no existing monetary value in regards to a fine. Portfolio ABM suggested this is a good idea so the process is seamless when it comes to Due, Fees, Fines and Enforcement of these policies. Another line will be added per the recommendation by Legal and the Enforcement Policy.

A motion was made by Cheryl Poage and seconded by Steve Dirmeyer to approve the Dues, Fees and Fines as amended with the additional line. Motion carried unanimously.

b. Bear Gulch Easement Litigation: Cheryl Poage provided an update. Counsel for both sides have until February 26, 2020 to submit their written closing arguments to the judge. It could be 1 - 4 months before a decision is rendered.

c. Book of Motions: Lala Jacoby was able to finish the "Reference of Motions" document. Some are left open as documentation was unclear. The intent for this document is to help the Board of Directors find information going forward on what motions have been rendered. The CLRRA office staff will be responsible for updating the book of motions and making it part of the Board of Directors Meeting Packet.

Herb Hanlen is concerned this document will be considered an internal document and can be used as discoverable document. Portfolio ABM will confer with Legal Counsel.

- d. Westwind Financial/Consulting Contract: Nothing at this time.
- e. Solar Power: Steve Dirmeyer has checked with Larimer County which he found has two rules. If you are in the country, solar panels can be placed anywhere. If you are in a residential area solar panels must be 5 feet from the property line and must not be an obstruction to neighboring properties. Here in Crystal Lakes, we have setbacks and easements that must be adhered to. It was discussed that the solar panels should not be placed in the front of homes. Lala Jacoby is concerned this is a broad statement. Depending on how a home is situated on a property that might not be the best placement. The board determined that the Architectural Control Committee (ACC) needs to regulate this and if a property owner does not agree with the placement, his constitutes and will require a decision from the Board of Directors
- f. New Truck Purchase / Replacement of the 2012 Ford Pickup: Steve Dirmeyer brought forth some further information about the trucks prior to a decision being made. The Chevy 3500 does not have a front support system for a v-plow (\$44,600). The Ford 350 has everything including a heavy-duty front & rear waring lights already wired (\$43,674). According to Steve Dirmeyer he does not believe the Tradesman Dodge 3500 does not a heavy-duty front & rear end (\$39,323) Cheryl Poage expressed concerned with the transmission on the Tradesman. The plow attachment is tabled until next month.

A motion was made by Lala Jacoby and seconded by Bob Chesnut to purchase the FORD 350 pickup at a price not to exceed \$45,000. Motion carried unanimously.

- g. Century Link: General Manager has been in touch with the Century Link's local service installer. It is possible to get a separate line to the shop and use an "extender" to allow Base Camp & The Shop to be connected. The current cost for Base Camp is \$153.00 for Hughes Net and \$108.00 the Shop. The cost for Century Link will be \$108.00/month at Base Camp and the same amount for the Shop. Services will include a phone line and internet. With this connection, Base Camp will have the capability to view the trash area in live time by connecting a hard line from the shop to the Conex where the cameras are located. Cheryl Poage followed up with updated information that Global Broadband is under contract with the State of Colorado, but anticipated operations is the summer of 2021.

A motion was made by Cheryl Poage and seconded by Bob Chesnut to move ahead with the installation of Century Link for internet and phone and not renew services with HughesNet. Motion carried unanimously.

IX. New Business:

- a. Altitude Community Law 2020 Agreement: (Dave Closson with Altitude Law entered the meeting at 11:30 AM) Portfolio ABM noted that the Altitude Contract was in the Board Packet and that monthly retainer went up from \$195.00 to \$205.00 per month. Steve Dirmeyer asked if it has been determined if over the last year, the retainer which allows the Association a reduced hourly rate, unlimited phone calls and attendance at meetings has been a benefit. Dave Classon with Altitude Law will get

us this information and the Board can discuss next month. Cheryl Poage asked if the charges get added to the property owner's accounts? Mr. Closson replied, "yes". Steve Dirmeyer stated he agrees with the aggressiveness of the firm. Cheryl Poage asked about garnishments and if any have been done? Mr. Closson explained this was a different department and he did not have the numbers. Mr. Closson also stated, it is not a threshold for a lien, it a judgement would need to be obtained. Once a judgement is obtained, then a garnishment should follow.

- b. Enforcement Policy: Portfolio ABM discussed the Association enforcement policy. An initial warning letter will be sent, then a 1st, 2nd and 3rd letter. General Manager has an example of this from Portfolio ABM.
- c. Incorporation Discussion: Cheryl Poage is in favor of looking into Incorporation due to the issues the Association is having with easements, public versus private roads and properties wanting to succeed. All these are under the control of the county who has not been favorable to Crystal Lakes. Mrs. Poage has looked at being a "Special District", however, this will not work for the Association. As a Council woman for the town of Parker, Mrs. Poage has access to information about Incorporation; How do we balance financials, how do we split resources, How do we treat non-residents and resident voters, these are just some of the questions that need to be answered. Mrs. Poage believes Crystal Lakes has exceeded HOA limits, noting, the smallest town recorded is 4 blocks and they maintain their services from revenue collected from speeding tickets. Mrs. Poage requested that a committee be setup to investigate financial feasible for the Crystal Lakes area.

A motion was made by Cheryl Poage and second by Steve Dirmeyer to form a committee to investigate forming a municipality. Motion carried unanimously.

- d. CL Fires: Steve Dirmeyer, on behalf of CL Fires for donations from Crystal Lakes Road & Recreation Association to include two fishing passes and two gift certificates for Slash Depot for up to 5 cubic yards of slash each.

A motion was made by Lala Jacoby and seconded by Bob Chesnut to make a donation of two fishing passes and two gift certificates to Slash Depot for up to 6 cubic yards of slash each. Motion passed unanimously.

- e. Contractor Plowing: Cheryl Poage brought up the topic of having contractor plowing where the contractor uses their own vehicle and equipment. General Manager and Cheryl Poage will draft a contract that can be filled in ahead of time by the Contractor wishing to assist the Association on an on-call basis. It must be clearly stated the contractor is plowing for Crystal Lakes and no other contractor jobs will be done while the contractor is on Association time. The Contractor must provide proof of liability insurance before a contract will be accepted.

X. Reports and Correspondence:

a. Correspondence:

A property owner submitted a facility use agreement requesting authorization for a private special event and rental of the Community Center for the date of September 12, 2020 from 2 pm - 6 pm.

A motion was made by Steve Dirmeyer and seconded by Lala Jacoby to accept the facilities use agreement from account #51437 for the date of September 12, 2020 and in the rental amount of \$1,150.00. Motion carried unanimously.

b. Work Order Report: Nothing at this time.

c. Violation Reports: Nothing at this time.

XI. **Executive Session**:

XII. **Adjournment**:

A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to adjourn the meeting at 12:04pm. The motion passed unanimously.

Next Meeting: CLRRRA Board, March 21, 2020 in the Wapiti Room at 10:00 a.m.

Respectfully submitted by Rachel Ownbey and Maria Anderson

Approval Signature _____



Crystal Lakes

Road and Recreation Association

300 Tami Road, Red Feather Lakes, CO 80545 (970) 881-2250

www.crystal-lakes.org

Crystal Lakes Road and Recreation Association
Board of Director's Meeting
March 21, 2020
MINUTES

I. Call to Order:

The meeting was called to order on March 21, 2020 at 10:01 a.m. at the Crystal Lakes Wapiti Room. Due to the COVID 9 pandemic, this meeting was held via WebEx conferencing, only audio preferences were implemented.

Directors Present:	President	Jim McConnell
	Vice President	Cheryl Poage
	Treasurer	Steve Dirmeyer
	Secretary	Bob Chesnut
	Member at Large	Lala Jacoby

Others Present:	General Manager	Stella Anderson
	Portfolio ABM	Angela Stevens
	Office Support	Rachel Ownbey

Property Owners: 2 in attendance

II. Approval of Agenda:

The Board reviewed the agenda for the March 21, 2020 Board of Directors meeting. Cheryl Poage requested the progress on the new map to be added to unfinished business, documents to be discussed under committee reports for Policy & Docs and Survey be added under new business.

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

III. Property Owner Forum: Nothing at this time

IV. Consent Agenda:

Meeting Minutes: The Board reviewed the minutes from the February 15, 2020 Board meeting. Cheryl Poage requested her quote under section 5, subsection B, to be stricken from the minutes.

A motion was made by Cheryl Poage and seconded by Lala Jacoby to approve the consent agenda as amended. Motion carried unanimously.

V. Officer's Reports:

a. President's Report: Nothing at this time.

b. Vice President's Report: Nothing at this time.

c. Treasurer's Report:

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

A motion was made by Steve Dirmeyer and seconded by Cheryl Poage to ratify the expense and payable for the period ending January 2020. The motion carried unanimously.

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

A motion was made by Steve Dirmeyer and seconded by Cheryl Poage to ratify the expense and payable for the period ending February 2020. The motion carried unanimously.

A motion was made by Steve Dirmeyer and seconded by Cheryl Poage to transfer \$14,785.06 to fishing reserves based on the audit conducted by Griffin Group. The motion carried unanimously.

A motion was made by Steve Dirmeyer and seconded by Cheryl Poage to reallocate the payment for the Reserve Study from GL Acct# 9515 to GL Acct# 7571 Contingency. The motion carried unanimously.

- d. Secretary's Report: All the revisions to governing documents and policies have received BOD approval and are going to be sent to the Attorney for review; Bylaws, CCR's, ACC, administration, adoption and amendment, alterative dispute, election policy, conduct of meeting, conflict of interest, hearing procedure, firepit, fishing and boating, government funding procurement, inspection and copying, OHV, reserve funds, reserve study, snow removal, trailer storage, trash disposal and use of common elements.

A motion was made by Bob Chesnut and second by Cheryl Poage to accept the revisions made to the governing documents and policies and forward onto the Attorney for review. Motion carried unanimously.

VI. Other Reports:

- a. Attorney Status Report: Regarding foreclosure, the Association will adhere to Governor Polis' recommendations of suspension.
- b. Manager's Report and Action Item Update: General Manager asked the Board if a property owner running for a Board position could also have a paid position with the Association? Portfolio ABM reported consulting with Legal on this matter and Legal advised there was no problem and added an employee will probably make a wonderful Board of Director because of the relationship they have with the Association. Discussion surrounding the conflict of interest with employee situations including salaries was addressed and was decided the individual would not be permitted to be present or involved in any discussions or motions involving employee situations
General Manager reported CenturyLink informed her of the ability to increase to 80

mps from the current 40 mps to allow WIFI access to the membership. Bob Chesnut expressed concerns that this would allow movies to be downloaded. Cheryl Poage thought a second line would be a better option. The GM will provide additional information on the costs for the increased mps versus a second line for the next board meeting. A suggestion was made to put the question of WIFI availability to the membership in the survey that will be offered to the membership. The cost for the increase from 40 mps to 80 mps would be approximately \$50.00.

The General Manager is preparing the materials for the Annual Meeting Notice and the Board of Director ballots to go out by April 24, 2020.

The GM would like to purchase an energy efficiency washer for the Laundry facilities and seeks board approval to spend \$1,662.24.

A motion was made by Bob Chesnut and second by Cheryl Poage to authorize the GM to purchase an energy efficiency washer in the amount of \$1,662.24. Motion carried unanimously.

A motion was made by Steve Dirmeyer and second by Bob Chesnut to allocate the purchase cost of the AED's of \$3,500 to GL Acct #: 7571 Contingency. Motion carried 4 to 1. Cheryl Poage abstained due to her relationship with the vendor.

VII. Committee Reports:

Recreation Committee: Lala Jacoby reported that Sue Chesnut would like an exterminator for the Community Center including the kitchen. The Committee is researching vending machines to replace the one they currently have.

Finance Committee: Bryon Fessler would like to explore other options for a credit card processor fees are a bit high and it has been about eight years since the current process was implemented.

There was a misunderstanding involving a couple of accounts on the aging report, they were accidentally dropped off due to combining versus consolidation of lots. When accounts on the aging report are removed due to a consolidation, the Board needs to be informed.

The Water and Sewer yearly charges were paid in advance last fiscal year and we want to avoid that this year. Let us wait until Water and Sewer produces an invoice for the year before we make a payment. Bryon Fessler also reported on some member changes for the Finance Committee.

A motion was made by Lala Jacoby and seconded by Bob Chesnut to accept Noreen Floods resignation from the Finance Committee. Motion passed unanimously.

VIII. Unfinished Business:

a. Bear Gulch Easement Litigation: Nothing at this time.

b. Westwind Financial/Consulting Contract: The Westwind Contract came in a little under budget according to Steve Dirmeyer. Jim McConnel believes the accounting side seems reasonable and the Board will need a second contract for consulting. The consulting side of the contract will be tabled for next month's meeting pending additional information.

A motion was made by Steve Dirmeyer and seconded by Cheryl Poage to accept the contract from Westwind Management in the amount of \$2,265.00 for 2020-2021 fiscal year. Motion carried unanimously.

- c. New Truck Purchase / Replacement of the 2012 Ford Pickup: Due to change in pricing, the Board once again reviewed the new truck purchase. Steve Dirmeyer advocated for the Ford with the 4.3 locking axle. Jim McConnel spoke with the field crew and preference was for the Ford pickup. Motion still stands from February Board Meeting.
- d. Enforcement Policy: A fee structure has been approved to be added to the Dues, Fees & Fines schedule for actions not listed in the schedule but in clear violation of the CCR's or Association policy. The ABM advised to add this verbiage into the enforcement policy.
- e. Incorporation Discussion: Nothing at this time.
- f. Map Progress: Cheryl Poage reported on the Greenbelt Committee. The committee held two separate meetings to identify as many trails as possible for the new map. The map create by the committee has been given to the GM to pass onto the printing company for the new map.

IX. New Business:

- a. Altitude Community Law 2020 Agreement: Altitude law is raising rates to \$2,460 per year or \$205 per month from the current rate of \$195 per month. Chery Poage expressed concerns because the agreement was not in the current board packet. The agreement was in the board packet for last month's meeting and was located allowing the board to proceed.

A motion was made by Steve Dirmeyer and second by Lala Jacoby to accept the new Altitude Law Agreement at the new rate of \$2,560.00 per year; \$205/month. The motion carried 4 to 1 with Cheryl Poage abstaining.

- b. Road Repair Contractors: Steve Dirmeyer is proposing that the use of the \$80,000 from GL Acct# 5318 be used to hire two companies for road work and assign each contractor a different part of the Association, Lala Jacoby, this would be a perfect project for the funds. Cheryl Poage questioned if there was a description of the work that needs to be done. General Manage expressed that RFQ's need to be sent out for this type of project and that research needs to be done on drainage, ditches, new culverts, clearing of culverts, rock removal, road base and how many inches are needed in different locations. General Manager suggested resurrecting the Road Committee and having the committee involve the field crew to analyze and prioritize roads in need of work. Chery Poage offered to help.
- c. Lifesaving Supplies: CL Fire Department and Air Med were called in for an incident at a community event. Lala Jacoby discussed the need for having several medical supplies at the Base Camp area. Some of these might include: gloves, bleed kit, blanket, glucose, oxygen and a Sharp Disposal. Steve Dirmeyer spoke of a kit that Evan Rau put together for the fire department. Steve Dirmeyer will get a list to of the kit to present at a later date. Cheryl Poage advised, we are not trained in the use of oxygen and the use of that product is not part of the AED training in the American Heart Association, physician authorization, and is not covered for liability in the state statutes covering placement and use of an AED in places of business or public locations.
- d. Review Changes to Policies: Bob Chesnut reminded the board that two additions need to be made. One to the Administration Policy to include the combining,

consolidation and amendment of properties as discussed earlier. Second to include Collection policy enforcement by the Association lawyer.

e. Griffin Group Engagement Letter:

A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to accept the 2020-2021 engagement letter from Griffin Group in the amount of \$6,750.00. Motion passed unanimously. Steve Dirmeyer expressed concerns because the rate increased from \$4,000 to \$6,000. Bryon Fessler as the finance committee chair believes this in a phenomenal price and explained how it is not uncommon for a company to come in and make a low-ball offer to get a contract only to find out the true scope of the work involved and then adjust their rates accordingly.

f. Documents Report: Discussed in the Secretary's report by Bob Chesnut.

- g. Survey Program: Bryon Fessler has found a survey program for \$35.00 per month allowing property owners to give feedback on 15 questions. These are standard questions that will allow the Association to compare statistically how they are doing in comparison to other communities in the State and Nationwide. The final two questions allow property owners the opportunity to comment or express concerns. Considered Best Practice, this will help the Association know why the property owner had a positive or negative experience. One of the question could be whether property owners want WIFI capability at Base Camp as discussed earlier. There was discussion as to a few restraints being put on the application so not to skew the feedback in a positive or negative way. Property owners must include their name, lot & filing and can complete a total of 2 surveys per property owned. This program will be part of the Annual Meeting Notice so everyone is informed and the survey will also be posted in the weekly "View". For those property owners who may not have internet services, a survey may be obtained and filled out at the office Presently Bryon Fessler is the owner of the survey as he set it up and paid the \$35.00 for the first month so he could research it for the Association. Going forward, he will place it in the Crystal Lakes Association name and Ad-hoc Committee will have access to the data.

A motion was made by Cheryl Poage and seconded by Bob Chesnut to allow Bryon Fessler to work with the GM on transferring the account into an Association account and to access the information obtained by the survey. The motion carried unanimously.

A motion was made by Bob Chesnut and seconded by Steve Dirmeyer to reimburse Bryon Fessler for the \$35 he initially paid for the SuveyHero account. The motion carried unanimously.

X. Reports and Correspondence:

a. Correspondence:

A property owner submitted a facility use agreement requesting approval for a private special event and rental of the Community Center for the date of September 5th, 2020. This is the day before the large craft fair and vendors set up tables and food is prepared in the Base Camp kitchen. An alternative weekend would be considered as this day cannot be approved.

A property owner submitted a facility use agreement requesting authorization for a private special event and rental of the Community Center for the date of September 12, 2020 from 2 pm - 6 pm.

A motion was made by Cheryl Poage and seconded by Bob Chesnut to deny the facility use agreement for the date of September 5, 2020 due to the Craft Fair event. Motion carried Unanimously. The GM will contact the property owner and offer to entertain a different date for their private event.

Jim McConnell, Board President, wanted to make sure everyone had received an email he had forwarded to everyone involving a complaint from a property owner against another property owner. Cheryl Poage expressed the severity of the complaint and questioned if a violation letter would be sent and fine assessed. The GM stated in addition to the email, which is considered a formal complaint, there was also an affidavit from another individual; with the email and affidavit, a violation letter would be sent and a fine would be assessed..

b. Work Order Report: Nothing at this time

c. Violation Reports: Cheryl Poage questioned why there were so many violations still on the report and if any had been resolved and could be removed. Portfolio ABM explained that slash inspections had to be advanced as inspections have not been completed due to weather. Steve Dirmeyer would like a new format as there are dates going back to 2018. Portfolio ABM will remove earlier dates from the report if they are resolved.

Portfolio ABM advised the Board of action needed on account #51697. The property is up for cash sale and the board needs to make a motion to purchase the tax liens. Certified funds in the amount of \$1,600.90 must be paid to the Larimer County treasures office by March 31st by 4pm. Steve Dirmeyer as Treasurer will obtain the certified funds and make the payment. The amount owed to the Association on this account is \$12,115.76. Steve Dirmeyer stated the property is a desirable piece of land.

A motion was made by Cheryl Poage and seconded by Bob Chesnut to pay the tax liens on this property. Acct #:51697 in the amount of \$1,600.90. The motion carried unanimously.

XI. Executive Session: Not needed at this time.

XII. Adjournment:

A motion was made by Cheryl Poage and seconded by Steve Dirmeyer to adjourn the meeting at 1:08pm. The motion passed unanimously

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

Respectfully submitted by Rachel Ownbey and Maria Anderson

Approval Signature _____



Crystal Lakes

Road and Recreation Association

300 Tami Road, Red Feather Lakes, CO 80545 (970) 881-2250

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.

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

Others Present:	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 18th, 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 24th, 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 15th, 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 27th, 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 _____



Crystal Lakes

Road and Recreation Association

300 Tami Road, Red Feather Lakes, CO 80545 (970) 881-2250

www.crystal-lakes.org

Crystal Lakes Road and Recreation Association
Board of Director's Meeting
May 16, 2020 (Held via Zoom Conferencing due to COVID-19 Pandemic)

MINUTES

I. Call to Order:

The meeting was called to order on May 16, 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	Cheryl Poage
	Vice President	Lala Jacoby
	Treasurer	Steve Dirmeyer
	Secretary	Bob Chesnut
	Member at Large	Jim McConnell

Others Present:	General Manager	Stella Anderson
	Portfolio ABM	Angela Stevens
	Office Support	Rachel Ownbey

Property Owners: 8 in attendance (end of meeting 15 in attendance)

II. Approval of Agenda:

The Board reviewed the agenda for the May 16, 2020 Board of Directors meeting. Steve Dirmeyer requested the addition of C. Book of Motions, E. Selder's Causeway, F. Counting Volunteers, G. Annual Meeting, H. Study Work Sessions and I. Special Trash Day under Unfinished Business. Cheryl Poage requested the addition of SurveyHero and deletion of Incorporation Discussion under Unfinished Business.

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

III. Property Owner Forum:

Janet Stellema, 12146 requested clarification on the questionnaire for the BOD Candidates and the Bear Gulch easement/Trail litigations. Discussions ensued where questions were asked and answered.

Jenny Price, 12146A inquired about future plans for thinning trees in Trac A. The BOD responded with no knowledge of a future plans.

Bryon Fessler, 08060 would like to recognize Jim McConnell, Bob Chesnut and Lala Jacoby, thank you to all three Directors for their time served on the Board. Everyone in attendance concurred.

Paige Niederer 12136B, expressed interest in making the New Property Owner Orientation mandatory for all new property owners.

IV. **Consent Agenda:**

Meeting Minutes: The Board reviewed the minutes from the April 25, 2020 Board meeting. BOD would like to have the meeting minutes removed from the consent agenda due to errors. The minutes will be corrected and revisited at the next Board of Director Meeting.

A motion was made by Jim McConnell and seconded by Bob Chesnut to approve the Consent Agenda as amended without the April 25, 2020 meeting minutes. Motion carried unanimously.

V. **Officer's Reports:**

a. **President's Report:** Cheryl Poage reported, Westwind Management believes the GM, Stella Anderson, is doing a great job. They have confidence in her abilities and are offering their consulting services and want to be a resource for her going forward. Cheryl Poage would like to recognize Don "Tony" and Paula Luz and Carmel Mawle for all their hard work and time devoted to the Greenbelt Committee.

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

c. **Treasurer Report:**

A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to accept financials for the period ending April 2020 and place them on file for the auditor. Motion carried unanimously.

A motion was made by Steve Dirmeyer and seconded by Jim McConnell to ratify the expense and payable for the period ending April 2020. Motion carried unanimously.

A motion was made by Steve Dirmeyer and seconded by Bob Chesnut, not to accept the salary wages presented by the GM and to accept the budget the BOD agreed upon. Motion carried 4 to 1 with Jim McConnell entering a NO vote.

d. **Secretary Report:** Bob Chesnut, reported this would be his last Board Meeting and wanted to thank the entire board for allowing him to serve. Bob Chesnut stated during his term on the BOD he has noticed a lot of changes for the good of the Association and appreciates being a part of it. In addition, Bob Chesnut stated he would be stepping down from the Hearing Panel Committee and also from the Fire Pit Committee.

Bob Chesnut also reported on the policies and the revisions and requested permission to forward the policies to Altitude Law for Review.

A motion was made by Bob Chesnut and second by Cheryl Poage to accept the revisions made to the Bylaws, CCR's and policies. Motion carried unanimously.

A motion was made by Lala Jacoby and seconded by Bob Chesnut to send the Bylaws, CCR's and policies for review to Altitude Law at a cost of \$310/hour. Motion carried unanimously.

VI. **Other Reports:**

a. Attorney Status Report: Nothing at this time

b. Manager Report: Angela Stevens reported this would be her last board meeting and learned so much working with the General Manager Stella Anderson and truly appreciated the friendships she has developed. Angela Stevens reiterated, Stella Anderson works very hard and knows the Association policies, continues to put in many hours and advice would be to assure time off and vacation are taken.

Stella Anderson thanked Angela Stevens for being her mentor, everyone in attendance agreed special friendships have been formed.

Stella Anderson reported on the Board of Director Candidate ballot counting process that involved volunteers from the Community. Would like to recognize Shirla Race, Janice Hanlen, Mary Welk, Leslie Cohan and Anne Dirmeyer for volunteering an entire day to count ballots.

VII. **Committee Reports:**

Recreation Committee: Sue Chesnut, Co-Chair 12140, reported 1% activities fall under hospitality such as potlucks and Happy Hour. Request the BOD to consider the need for a second committee to focus on recreation activities such as the regatta, walks, scavenger hunts, emphasis to be more active. Split Recreation Committee into separate Hospitality and Activities committees. Cheryl Poage entertains the idea and the BOD will consider either sub-committees or changing Bylaws to allow for 2 separate committees. Request for members to be added to the Recreation Committee.

A motion was made by Lala Jacoby and seconded by Steve Dirmeyer to accept Randy and Deb Peonio, Paige Niederer, Tavia Wolf, Mark Beckner, Jody and Time Metzger and Deb Staberg to the Recreation Committee. Motion carried unanimously.

Finance Committee: Bryon Fessler, Chair, 08060, reiterated the reserve investment policy notes; the adoption of government mortgage bonds with rating of A or better. Two historical motions implement a ladder structure including mortgage bonds and a motion of no more than 25% percent in mortgage bonds. The Administrative policy, expenditures over \$2,500 requires three (3) competitive bids and RFQ/RFP to be posted on website. Request for member to be removed from the Finance Committee.

Fishing Board: Lou Phillippe Fishing Board, President, 12144 reported first fish stocking occurred this week. There is a shortage of trout, due to the Association's long-term commitment with this hatchery the Association will continue to get trout and at \$5 per fish. Lou Phillippe expressed concerns over the 48" culverts and the implementation of the fish ladders in said culverts and disappointment over the hiring of a fishing attendant without Fishing Board involvement.

Green Belt Committee: Committee BOD Liaison, reported, sapling deliver, sorting and order pickups will happen next week.

Road Committee: Steve Dirmeyer Committee BOD Liaison, reported, an evaluation was conducted of Jicarilla and Chickasaw and requests GM to reach out to contractors regarding scope of work

VIII. **Unfinished Business:**

a. Bear Gulch Easement Litigation: Cheryl Poage reported, the plaintiffs have expressed interest in an appeals process. The Association has access and side

obstacles such as stumps and debris can be removed however no signage, or the gate can be removed at this time. Association Attorney is requesting any members prevented from using the trail/easement to notify the office so that an affidavit can be mailed to said members.

- b. Book of Motions: Steve Dirmeyer would like to recognize the hard work and time invested by Lala Jacoby however was concerned nothing has been done with the Book of Motions. The GM replied there were some errors and the staff was just reviewing the document. The BOD expressed interest in posting the Book of Motions and the GM simply stated just to advise on how to proceed.
- c. SurveyHero: Bryon Fessler, 08060, There have been 259 responses to the 19 questions posted. Cheryl Poage would like to recognize Bryon Fessler for all his work and time given to the survey.

IX. New Business:

- a. Discussion on Water & Sewer and Road & Recreation Maintenance Responsibilities: Cheryl Poage referenced the list given to R&R by W&S and solicited suggestions from the BOD. The GM will work on the RFQ/RFP for the vault and porta pot cleanings for the end of season. A three (3) year proposal is desired.
- b. Road Repair Contractors: Steve Dirmeyer asked if the GM had been in contact with Jack Goodell, chair for the Road Committee. Cheryl Poage stated she would contact Jack Goodell since they surveyed the area together.
- c. 2020-2021 Budget: Discussed during the Treasurer's report
- d. Slash Depot: Steve Dirmeyer reported a profitable year last year for the first time versus all past years in the red. The goal is to break even with no profit and would like to propose a reduction in rates for property owners from \$6.00 to \$5.00 a cubic yard and leaving the current rate of \$10.00 for non-property owners.

A motion was made by Bob Chesnut and seconded by Lala Jacoby to change the current rate per cubic yard for the Slash Depot from \$6.00 to \$5.00 for CL property owners effective immediately. Motion carried unanimously.

- e. Selders' Causeway: Bryon Fessler reported a delay in the project due to COVID-19 and the closure of the office of the Army Corps of Engineers. With the help of Lou Phillippe and Jack Goodell, this project will be evaluated to assure the area will withstand a severe flood scenario.
- f. Counting Volunteers: The volunteers for the BOD Candidate counting volunteers were recognized during the General Manager's report. Steve Dirmeyer questioned the election of the volunteers, Angela Stevens stated this was not a committee and volunteers do not need to be appointed by BOD motion. Bob Chesnut stated there is a policy for procedures for conducting written ballots that will be sent to the Attorney for review and eventually approval.
- g. Annual Meeting: Cheryl Poage expressed concerns over COVID-19. Angela Stevens and Stella Anderson do not recommend postponing the meeting as it is written in the governing documents that the Annual Meeting will be held the 2nd Saturday in June. Consensus is to hold the meeting via Zoom conferencing. Details to be discussed,

at a later date.

- h.** Study Work Sessions: Postponed in the interest of time.
- i.** Special Trash Day: Steve Dirmeyer would like to explore offering this service. The GM will aggregate information on costs and probability and will report for next board meeting.

X. Reports and Correspondence:

a. Correspondence:

A Facility Use Agreement was submitted requesting September 5th, 2020 for a private event.

A Facility Use Agreement requesting September 12, 2020 from 2 pm - 6 pm for a private event.

A motion was made by Cheryl Poage and seconded by Bob Chesnut to accept the Facility Use Agreement for the date of September 12, 2020. Motion carried unanimously.

Jim McConnell forwarded a complaint from a property owner against another property owner to all BOD members. Cheryl Poage expressed the severity of the complaint and questioned if a violation letter and fine would be issued. The GM stated addition to the email, which is considered a formal complaint, there was an affidavit from another individual; with the email and affidavit, a violation letter and fine would be issued.

b. Work Order Report: Nothing at this time.

c. Violation Reports: BOD questioned why there were so many violations some dating back to 2018. Angela Stevens will see to it violations with earlier dates be removed from the report if resolved.

XI. Executive Session: Not held.

XII. Adjournment:

A motion was made by Steve Dirmeyer and seconded by Bob Chesnut to adjourn the meeting at 1:02 pm. Motion carried unanimously.

Next Meeting: CLRRRA Board, June 20, 2020 in the Wapiti Room at 10:00 a.m.

Respectfully submitted by Maria "Stella" Anderson

Approval Signature _____



Crystal Lakes

Road and Recreation Association

300 Tami Road, Red Feather Lakes, CO 80545 (970) 881-2250

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 _____



Crystal Lakes

Road and Recreation Association

300 Tami Road, Red Feather Lakes, CO 80545 (970) 881-2250

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 ERRR Roads: Mark Weeks ERRR, 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 CLRRR 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 _____



Crystal Lakes

Road and Recreation Association

300 Tami Road, Red Feather Lakes, CO 80545 (970) 881-2250

www.crystal-lakes.org

Crystal Lakes Road and Recreation Association
Board of Director's Meeting
August 15, 2020 (Held via Zoom Conferencing due to COVID-19 Pandemic)

MINUTES

I. **Call to Order:**

The meeting was called to order on August 15, 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: 35 in attendance

II. **Approval of Agenda:**

The Board reviewed the agenda for the August 15, 2020 Board of Director's meeting. Steve Dirmeyer requested a correction in the date to reflect August 15, 2020.

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

III. **Property Owner Forum:** Robin Lauric 13122, expressed health concerns related to vehicles, including OHV's, and the dust produced by these vehicles when traveling at higher speeds. Recommended lower speed limits for OHV's for safety concerns to pedestrians i.e. dog walkers, hikers and bikers as community has grown substantially in the last few years.

IV. **Meeting Minutes Approval:**

Board reviewed the minutes from the July 18, 2020 meeting. Bryon Fessler and Cheryl Poage are pleased with the detail in the meeting minutes.

Motion was made by Cheryl Poage and seconded by Lala Jacoby to approve the July 18, 2020 meeting. Motion carried unanimously.

V.

Officer's Reports:

President Report: Bryon Fessler reported the following: Commissioner Kefalas' monthly meeting held on July 23, 2020, three Board members and the General Manager were in attendance. The topic was Illegal shooting and is on the agenda to be talked about later in the meeting.

A meeting with the USFS was scheduled for August 14, 2020 to discuss forest service access. The meeting was cancelled due to the Cameron Peak Fire and will be rescheduled at a later date

A meeting was attended with two representatives from Code4 on July 24, 2020 to discuss enforcement expectations; Sheriff involvement with criminal incidents, daily logs, and the violation observation form. On August 14, 2020, a follow up telephone conference call was held with General Manager and the Chief Operations Officer and Director of Operations for Code4. The relationship is strong and both are committed to improving communications for a unified enforcement front.

Had an opportunity to interface on a couple of occasions with the Field Crew; Tami Bridge inspection for repairs - creative problem solving was shared regarding the upcoming repairs. Issues involving Lone Pine Drive by a property owner - Field Crew were professional, respectful and eagerness was expressed to meet the property owner's reasonable expectations.

Recognition was given for the amazing first responders and public safety agencies involved in fighting the Cameron Peak Fire. Recognition for the tremendous efforts put forth to protect our properties and lives and asked for collective thoughts and prayers for them during this difficult time.

Encouraged property owners to sign up for reverse 911 calls at nocoalert.org.

Vice President Report: Nothing at this time

Treasurer Report: Steve Dirmeyer provided an overview of the balance sheet and reserve account status. A brief report was given on the Slash Depot and reports of unauthorized materials being disposed of in the slash, decking, carpet, items unacceptable to burn by Larimer County standards.

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

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to transfer excess under budget funds from fiscal year 2019/2020 to Alliance operating reserves account #1684 in the sum of 150,000 from Independent Bank account #2349. Motion carried unanimously.

Secretary Report: Nothing at this time.

VI.

Other Reports:

Attorney Status Report: Report was reviewed. Account # 51525 reflected no activity the General Manager explained this generally denotes account has been paid in full. General Manager will confirm with Westwind Management.

Motion was made by Cheryl Poage and seconded by Ken Nickson to proceed with foreclosure by signing a foreclosure resolution for #59727. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to proceed with foreclosure by signing a foreclosure resolution for #50985. Motion carried unanimously.

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to proceed with foreclosure by signing a foreclosure resolution for #51400. Motion carried unanimously.

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to proceed with foreclosure by signing a foreclosure resolution for #51399. Motion carried unanimously.

Motion was made by Cheryl Poage and seconded by Ken Nickson to proceed with foreclosure by signing a foreclosure resolution for #51696. Motion carried unanimously.

Manager Report: Stella Anderson submitted an estimate in the amount of \$20,325.20 for a Ryland V-Plow for the grader and requested a motion from the BOD for the purchase. Reported the V-Plow purchased last year for the loader has cut down on time/money.

Motion was made by Cheryl Poage and seconded by Lala Jacoby to approve the quote presented by the General Manager for the purchase of a Ryland V-Plow for the grader at a cost of \$20,325.20 to be paid from reserves. Motion carried unanimously.

A request was presented for a motion to allocate \$553.41 to GL #7571 Contingency. The amount covers the cost of rented barricades and temporary road closure banners used during the July 4th weekend for security measures.

Motion was made by Ken Nickson and seconded by Cheryl Poage to allocate \$553.41 to #7571 Contingency for the barricade rentals and temporary closure banners used during the July 4th weekend, Motion carried unanimously.

Announced Special Trash Day will be held Saturday September 12, 2020 from 7:30 am to 3:00 pm. Services provided by Nunn Better Disposal and 30 yard dumpster will be delivered and returned same day. Service will be offered at no cost to the membership.

WIFI for Base Camp is on hold indefinitely all CenturyLink ports are full and cancellations will need to occur for ports to become available.

Put the BOD on notice to begin giving thoughts to replace the Freightliner/Water Truck. Parts are hard to come by and the truck is currently operational and would be a good time to sell before parts are needed again. The truck will be hard to sell if not in running condition.

VII.

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

Architectural Control Committee (ACC): Steve Dirmeyer, committee BOD Liaison reported ACC is seeking new committee members and requested of the General Manager to advertise in the Weekly View for new members.

Fire Pit Committee: Per emails received, the following changes will be made to the committee.

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to appoint Bruce and Kathy Shriner, Marilyn and Milo David and Jeanne Rowe to the Fire Pit Committee and to appoint Richard Rowe as committee chair. Motion carried unanimously.

Fishing Committee: Lou Phillippe (12044) reported a delay in fish deliveries. Interstate I-70 is currently closed due to the fire activity in the area and there is no alternative route. To date 8k pounds have been stocked. Last stocking, unable to access the gate at Lower Lone Pine property owner changed lock. The owners have been contacted and the plan is to stock 750 pounds the next stocking. The demand this season has been greater than previous years and stocking is being conducted to meet demand. Much improvement with property owners wearing their badges and guests wearing day passes and filling the day passes out properly.

Green Belt Committee: Discussions ensued regarding trail maintenance. Committee charter will be updated and revisited next month.

Hearing Panel: The General Manger presented the case and the panel's recommendation.

Motion was made by Cheryl Poage and seconded by Lala Jacoby to accept the recommendation of the Hearing Panel to dismiss the violation on #61333. Property owner was out of town when the violation occurred, clear case of mistaken identity. Motion carried unanimously.

Activity Committee: This year's Poker Run has been cancelled due to COVID.

Hospitality Committee: Sue Chestnut (12140A) reported BINGO has resumed with COVID restrictions and attendance has been good. Craft Fair will be replaced with a Craft Crawl, 25 vendors are scheduled to participate, and the Food truck will not be available for the event. The Craft Crawl is scheduled for Labor Day weekend. The annual dinner is cancelled due to COVID. FAC gatherings will resume and will be held outdoors while weather permits, attendance is generally around 30 people. Larimer County allows no more than 70 if held indoors.

Motion was made by Lala Jacoby and seconded by Steve Dirmeyer to accept Becky Hults' resignation from the Hospitality Committee and extends gratitude for her volunteer services. Motion carried unanimously.

-----BREAK 12:00 pm - 12:30 pm-----

VIII. Unfinished Business:

Bear Gulch Easement Litigation: Cheryl Poage confirmed the BOD will know by the end of August if the findings will be upheld. Litigation costs are estimated to be approximately 10k, including the insurance deductible of 5k and the cost of the expenses travel, food and lodging for the Denver hearings. Exact costs will be revealed to membership once obtained.

Special Road Projects: Steve Dirmeyer clarified the arrangements with Red Feather Excavating, field crew will not be involved, culverts and road base will be provided by the Association. General Manager will contact Fred Barlow with Red Feather Excavating for required materials. Martin Marietta quoted \$29.00 a ton for road base, an increase of \$1.00 from last season. Increase is contributed to the limited gravel pits in Colorado and the need to use gravel pits in Wyoming. Red Feather Excavating was able to obtain road base for \$28.00 a ton and nicer quality product. Product will be supplied by Connell at a savings of \$3,900.00, including delivery. With a significant savings, BOD agrees to change vendors for this season.

Covenants and Rules Enforcement Policy: Altitude Law reviewed the policy submitted with a three-tier schedule. Legal advised to reduce the fine schedule to 1) Warning, 2) \$100.00, 3) \$200.00, 4) \$400.00, 5) escalate to attorney. Objective is not to make money but to change the behavior. The advice from the attorney will be upheld with the current fines for illegal shooting and unauthorized fires of \$1000.00 each to remain.

Motion was made by Lala Jacoby and seconded by Ken Nickson to approve the Covenants and Rules Enforcement Policy with legal revisions and the current fines for illegal shooting and unauthorized fires to remain. Motion carried 4-1 with Cheryl Poage casting a NO vote.

Hearing Procedures Policy: The Hearing Procedure Policy will be removed from the Crystal Lakes' website and replaced with the new Covenants and Rules Enforcement Policy. The BOD will meet with Hearing Panel members to discuss new policy.

Motion was made by Lala Jacoby and seconded by Ken Nickson to rescind the Hearing Procedure Policy dated 4/22/17 and replace with the new Covenants and Rules Enforcement Policy. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to rescind the fines listed on the Dues, Fees & Fines Schedule dated 2/15/2020 with the exception of the Hunting, Trapping or Shooting and Unauthorized Fires fines both of \$1,000.00. Motion carried unanimously.

Trash Compactor Security and Illegal Dumping: General Manager is working with vendor that does security cameras for the Greeley School District. The estimate cameras and camera placement. Poles may need to be erected by Field Crew to keep cameras out of harms way.

Review of Governing Documents and Policies: Working sessions will be scheduled to discuss the process. Altitude laws recommendations of 10 step process will be applied. Herb Hanlen and General Manager will send the red line policy copies to all board members. Further discussion will be held during working session.

Ad Hoc Wages and Salaries Committee: Don Wenninger and Bob Graham have been appointed to committee. Updates will be presented next month by Steve Dirmeyer and Cheryl Poage. Altitude Law will draft confidentiality agreement to be signed by committee members.

Property Owner Survey Results: Lala Jacoby will provide feedback regarding the concerns expressed through the Survey.

Finalize Reserve Study: The study was updated on 8/6/2020.

Motion was made Steve Dirmeyer seconded by Ken Nickson to approve the Reserve Study updated on August 6, 2020. Motion carried unanimously.

Request to Maintain ERRR Roads: A field trip is scheduled for August 16, 2020 at 9 am for the GM and Board members to review the Elk Ridge Road conditions.

IX.

New Business:

Emergency Town Hall Meeting to Discuss Safety and Compliance Issues: The Safety and Compliance committee was asked to stand down temporarily until issues raised could be addressed. The committee requested Board direction and staff involvement. A meeting will be scheduled to discuss the concerns expressed at the Town Hall.

Recreational Use of Lakes and Ponds Agreement: This topic will require some homework and will be kept on the agenda for next month. The current policy holds W&S harmless, if R&R accepts this responsibility, R&R needs to be prepared.

Community Fund Proposal (Gazebo/Structure): Lala Jacoby presented the Community Fund desired gazebo which is slightly different from the one the board approved a couple of years ago. The structure will be erected on the North end of playground area and will be considered a permanent structure. The project will require ACC approval and possibly a Larimer County permit.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to accept the Community Fund's proposal of erecting a gazebo on the North side of playground pending ACC approval. Motion carried unanimously.

-----BREAK 2:38 pm - 2:43 pm-----

OHV and National Forest Access Ad Hoc Committee: An Ad Hoc Committee is needed for research only. This would not be an action committee.

Motion was made by Chery Poage and seconded by Steve Dirmeyer to establish OHV and National Access Ad Hoc Committee for research only. Motion carried unanimously.

Committee Liaisons as follows: Question was raised whether BOD Liaisons should be appointed to committees and, also whether a liaison can also serve as a committee chair. Hearing panel- Impartial by state law, cannot have BOD as a member, more volunteers needed. Would like to expand to 7 members, charter will be reviewed.

The following BOD's will be appointed as liaisons for the following committees.

ACC - Steve Dirmeyer	Fire pits - Ken Nickon
Finance - Bryon Fessler	Fishing - Bryon Fessler
Greenbelt - Cheryl Poage	Policy and Docs- No liaison for now
Activity and hospitality- Lala Jacoby	Roads- Steve Dirmeyer
Safety and compliance- Ken Nickon	

Payment Plans and Members in Good Standing: Are members on a payment plan considered members in good standing? The Current CCR's and article of incorporation state, member privileges are suspended and are not considered in good standing. Yellow passes currently issued per month. Further discussions will be held during work session.

Online Guest Passes: No online guest passes will be available at this time. Further discussions saved for work session.

Body Cameras and Other Gear for Safety and Compliance Committee Members: Topic tabled for a work session with committee members.

Real Estate Agent Access into Crystal Lakes: Topic tabled for a work session.

Wildfire Safety Coordinator for Larimer County: Steve Dirmeyer volunteered to reach out to Larimer County Emergency Services regarding tree mitigation and mitigation during building.

Property Owner Contact List: The e-blast list does not contain all owners, just ones who chose to sign up, anyone can sign up. Some information such as bathroom codes should only go to members. Staff will sort through list and create a member only list during the slower winter months.

Speed Limit Discussion: Governing documents state 10 mph by Base Camp and everywhere else is 20 mph.

Fire Mitigation for Common Areas and Greenbelts: Discussions ensued on what areas to address first. Greenbelt Committee will pinpoint problematic areas. Bryon Fessler will present an RFQ to review next month.

Pearl Creek Resident OHV Request: The Governing Documents clearly states property owners only.

ACC Building Requirements-Metal: A field trip was conducted to observe a home displaying metal siding appearing to look like board and batten wood siding.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to authorize the variance for the use of architectural metal vertical simulating a board and batten wood look for Property 15038. Motion carried unanimously.

Special Trash Date: Discussed during General Manager's report.

Larimer County hazard Mitigation Planning: Cheryl Poage requested authorization to submit information to Larimer County, concerning known CLRRRA hazards, flooding, wildfire concerns. Discussions ensued and Cheryl Poage will share information with BOD before submitting information to Larimer County.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to allow Cheryl Poage to participate and provide Crystal Lakes' Information to Larimer County Hazard Mitigation Planning Project. Motion carried unanimously.

Illegal Shooting in Crystal Lakes Subdivision: The meeting between Bryon Fessler and General Manager with the USFS was postponed due to the Cameron Peak Fire. Immediately affected are the 9th and 14th filings. Recommendations, signage, speed and entrance need to be standardized. CLRRRA and USFS are advised by Sheriffs' Department to use CDOT standards.

Motion was made by Bryon Fessler and seconded by Lala Jacoby to authorize the General Manager to procure standard "no trespassing" signs to be installed at all the Crystal Lakes' entrances to include the courts coming off the County road. The final verbiage on signs to be approved by Board. Motion carried unanimously.

Motion was made by Bryon Fessler and seconded by Lala Jacoby to authorize the General Manager to procure standard 20mph speed limit signs for all Crystal Lakes' entrances to include the courts coming off the County road. Motion carried unanimously.

Property Owner Forum: Susan Kelley 09055 shared an adverse experience with illegal shooting in the 9th filing. Bryon Fessler stated these are incidents that are criminal and need to be reported to the Larimer County Sheriff's Office. Emergency closures in 9th and 14th filings are in the best interest of the association and the ultimate goal.

X. Reports and Correspondence:

Road Maintenance Report: Going forward, the road maintenance reports will be posted on Nextdoor.

Work Order Report: The Field Crew continues to work on the none-revenue work order list. The Field Crew is also currently working on pilot areas for snow fencing with a goal to be in place by for this winter season.

Violation Report: Bryon Fessler reiterated the importance of hard copies in property owner files, currently violations are processed in the Westwind Management system.

Correspondence: Bryon Fessler stated he received many emails regarding safety and compliance and answered as many as possible. Many of the emails were shared during the work session.

Don Simpson 09050 shared a plethora of suggestions and recommendations for the Safety and Compliance Committee. These suggestions and recommendations have been noted and will be discussed at the next work session with the committee.

Discussions ensued around the stretch of Navajo Road near Poudre Meadows that does not exist however, is a continuous road. The 2020 CLRRRA map does not depict a continuous road. Referencing the new map Cheryl Poage mentioned some of the trails have been named after corresponding roadways.

XI. Executive Session

Motion was made by Steve Dirmeyer and seconded by Ken Nickson to enter Executive session to discuss legal contracts and contract issues at 4:54 pm. Motion carried unanimously.

Motion was made by Lala Jacoby and seconded by Cheryl Poage to adjourn from Executive Session at 5:29 pm. Motion carried unanimously.

XII. Adjournment:

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to adjourn the meeting at 5:30 pm. Motion carried unanimously.

Next Meeting: CLRRRA Board, September 19, 2020 in the Wapiti Room at 10:00 a.m.

Respectfully submitted by Carmen Uribe and Maria "Stella" Anderson

Approval Signature _____



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 _____



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

October 17, 2020 (Held via Zoom Conferencing due to COVID-19 Pandemic)

MINUTES

I. Call to Order:

The meeting was called to order on October 17, 2020 at 10:00 a.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: 3 in attendance

II. Approval of Agenda:

The Board reviewed the agenda for the October 17, 2020 Board of Director's meeting.

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

III. Property Owner Forum:

Andrew "Chip" Walters (05005) asked if surveillance occurred during mandatory evacuation. Reported his septic lids were off when he returned home. Steve Dirmeyer confirmed that the firefighters and sheriff did conduct surveillance during the mandatory evacuation.

The BOD received an email from Kendall Kelly (09055) – Which was read by Lala Jacoby. Kendall Kelly suggested a committee of qualified property owners be formed pertaining to the Emergency closure of public lands on Tiny Bob. She also proposed that the committee include Don Simpson and to attend any future meetings. The topic is on the agenda and will be discussed at that time.

IV. Meeting Minutes Approval:

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to ratify the e-vote, motion that was made on 9/29/20 by Lala Jacoby and seconded by Cheryl Poage to pay our exempt (salaried) and nonexempt employees (full and part-time hourly) during the mandatory evacuation from the Cameron Peak Fire which started on 9/20/2020, providing the Board reviews the hours before they are paid. Motion carried unanimously (4/1). Ken Nickson abstained due to conflict of interest.

Board reviewed the minutes from the September 17th, 2020 meeting. Steve Dirmeyer requested a correction in spelling be made in the treasurer's report. Lala Jacoby requested a spelling error found in violation report correspondence be corrected.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to approve the amended September 19th, 2020 meeting minutes with spelling corrections. Motion carried unanimously.

V. Officer's Reports:

a. President Report: President reported, as mentioned on Nextdoor while we all left during the mandatory evacuation, most of our CLVFD volunteer firefighters and special duty responders stayed behind to help save lives and protect structures. These professional volunteers deserve our unwavering gratitude and appreciation and I want to thank them on behalf of the entire Association. They are truly unsung heroes and a beacon of hope during this time of need. Our appreciation also goes out to the Red Feather and Glacier View volunteer fire departments. We are planning an appreciation BBQ in the future so stay tuned.

On September 20th, 2020 my wife's birthday, we went from voluntary to mandatory evacuation. 21 days later, Cameron Peak fire officials downgraded the evacuation status to voluntary. This has been an extremely stressful time for our community and neighbors, especially those who lost homes due to the fire. We are not out of the woods yet and we need to remain vigilant. Our community vision statement will help guide us during these uncertain times: *Let our legacy be a peaceful, caring, and cooperative community.* Given time, we will bounce back from this tragedy stronger than ever before. If this disaster has taught us anything, it is the importance of connection and positive interactions as members of our beloved Crystal Lakes community. Please continue to take care of yourself and each other.

b. Vice President Report: Vice President and Secretary to collaborate on updating the master calendar.

c. Treasurer Report: The treasurer went over the balance sheet and also gave summary of slash depot usage totals and income made to date. The treasurer reported we have exceeded the projected income of the season and that we are having a good year in regards to slash revenue even with the fee decrease this season.

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

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to ratify the expenses and payables for September 2020 and place them on file for the auditor. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to amend the previous 2020 Ford Truck motion dated March 21, 2020 from the purchase price not to exceed \$45K to not to exceed \$47K for truck, delivery, sales taxes, registration tags. Funds will be payable through RBC funds. Motion carried unanimously.

d. Secretary Report: Ken Nickson thanked Lala Jacoby for the collaboration in updating the master calendar.

VI.

Other Reports:

a. Attorney Status Report: Attorney status report reviewed.

Motion made Steve Dirmeyer and seconded by Lala Jacoby to proceed with foreclosure on # 51400 and to sign the foreclosure resolution form. Motion carried unanimously.

Motion made by Steve Dirmeyer and seconded by Cheryl Poage to authorize President to sign a five-thousand-dollar Surety Bond for # 50985 as part of the Sheriff's sale. Motion carried unanimously.

Motion made by Steve Dirmeyer and seconded by Ken Nickson to authorize the President to sign the Affidavit of Holder of Indebtedness for # 59727. Motion carried unanimously.

b. Manager Report: General Manager reported on Selder's Causeway. The beavers are filling the culverts with debris and the Field Crew has had to clean the culverts routinely. This will be an ongoing issue. Cheryl Poage recommended using a Canadian solution. This process does not disturb the beaver and protects the culvert. The process consists of a grid that is placed in front of the culvert. Bryon Fessler to work with the Fishing Board.

The BOD also discussed the new "No Trespassing Signs" that were ordered. The signs were displayed and discussed the chosen verbiage displayed on the signs and why. The signs will be placed at all private roads/entrances to Crystal Lakes along the county road.

VII.

Committee Reports:

a. Hearing Panel Committee: The Hearing Panel had two recommendations one for a fishing violation and one for an animal violation. Both violations were handled under old policy. Moving forward new violations will follow new hearing panel policy. BOD accepted Hearing Panel's recommendation on # 65878 and # 74052.

b. Policy and Docs Committee: On the behalf of the BOD, Thank you Rich Cohan for all your hard work and time spent volunteering on this Committee.

Motion was made by Ken Nickson and seconded by Lala Jacoby to accept the resignation of Rich Cohan from the Policy and Docs Committee. Motion carried unanimously.

g. Safety and Compliance Committee: Working session to be scheduled.

-----LUNCH BREAK 11:56 am -1:01 PM-----

VIII.

Unfinished Business:

a. Bear Gulch Easement Litigation: Update pending court hearing October 19, 2020.

b. Special Road Projects: The contractor will commence work on Mosquito Drive mid-November.

c. Trash Compactor Security and Illegal Dumping: Nothing at this time

- d. Review of Governing Documents and Policies: Bryon Fessler reported the rough draft of the rewrite done by Altitude Law of the Articles of Incorporation and Bylaws looked great. The rough draft will be sent out no later than November 30, 2020 to the membership. Per legal advice 60 days will be given to membership to review the documents and submit feedback. The CLRRRA Board email address will be used to receive responses. A conference call to the Association's Attorney will take place to review the final draft with the BOD in January 2021. March 2021 is when Ballots will be mailed out for the approval of the new Articles of Incorporation and Bylaws.
- e. Recreational Use of Lakes and Ponds Agreement: The 2015 agreement between Water & Sewer and Crystal Lakes Road and Recreation will be discussed at scheduled luncheon today.
- f. OHV and National Forest access Committee: Four members have been appointed to the Ad Hoc committee and Lou Phillippe with his expertise in the area will be involved.
- g. Fire Mitigation for Common Areas and Greenbelts: This topic is very important in the wake of the Cameron Peak Fire. A request for Quotes (RFQ) created to find contractors to help clean up 563 acres of greenbelts and hiking trails. Saved reserves will be used. Focus of RFQ will be on standing dead and downed trees and debris. The RFQ has a candidate evaluation system that will be used for accepted bids. BOD gave 30 days for the RFQ posting.
- h. Illegal Shooting near Crystal Lakes Subdivision: President thanked the property owners in the lower filings who carried the torch these past years and continued to push for an emergency closure with the USFS and the County Commissioners. This is a team effort that is really starting to pay dividends. The Association has been involved in this issue off and on since 2017. Thanks to the work of the property owners and the Board, we now have a clearer platform to work from and a better seat at the table. As recently as August 19, 2020, the President participated in a work session on behalf of the Association with the Commissioners to discuss an emergency closure. The Commissioners are consulting with the County Attorney to see if they have the legal authority to institute an emergency ban. There is a question regarding who would be responsible for enforcement if the Commissioners were to enact such a ban.

USFS stated that they too have the power to institute an emergency ban but that they were reluctant to do so preferring instead to follow the current process, which has taken nearly five years to date. That process is called the Northern Front Range Recreational Sport Shooting Management Partnership, or NFRSSMP, and the goal is to develop a landscape-level, multi-jurisdictional strategy to provide safe, responsible and accessible recreational sport shooting opportunities while addressing conflicts near residential areas and with other recreation users across the northern Colorado Front Range. USFS and CPW are involved in the process along with the Commissioners from Larimer, Boulder, Clear Creek, and Gilpin counties.

These agencies and counties are committed to providing alternative sport shooting areas before USFS closes the unsafe shooting areas along the front range, including near Crystal Lakes. That is why, despite repeated requests from property owners and the Board, an emergency closure has yet to be implemented. The Association does not have an issue with the goal of the NFRSSMP; however, we cannot wait any

longer as it is only a matter of time before one of our property owners are seriously injured or killed. There is precedent for USFS and/or individual counties to close illegal and unsafe shooting areas and we will continue to push for an emergency closure. We are working to educate everyone involved and the next step is a site visit with all the players on November 5, 2020.

So that the President can better carry your voice with him, he asked any property owners in the lower filings who would like to talk to him about how we can continue to move forward and make progress on this subject to contact him at clrrapresident@crystal-lakes.org. All he asks is that the conversations remain positive and constructive and that we continue to work as a team.

- i. Shop Roof Leaking: General Manager Stella Anderson gave a brief update. The meeting had to be rescheduled due to the Cameron Peak Fire. The meeting was rescheduled for 2pm on October 27th, 2020 between Scott the contractor, roofer, framer and Donny Anderson part of the field crew due to his Builder/Contractor experience.
- j. Website Transition: RFQ to replace outdated content management system that is no longer supported by our provider. They are updating their platform and will no longer support the one we are currently using. The RFQ entails the re-creation of the entire website by March 31, 2021. Second part of this RFQ is asking the chosen company to also maintain the website. BOD gave 30 days for the RFQ posting. Release the RFQ for website rebuild and maintenance no later than November 30, 2020.

IX.

New Business:

- a. FY2019-2020 Audit: Treasurer reported we are in good shape according to the auditor. We did receive the engagement letter from the Griffin Group The cost for the 2020/2021 year will cost \$6,750.00. Typo "laundry" spelled wrong on pg. 117.

Motion made by Steve Dirmeyer and seconded by Cheryl Poage to accept the independent audit for the fiscal year 2019/2020. Motion carried unanimously.

Motion was made by Steve and seconded by Cheryl to pay the Griffin Group invoice 3303 in the amount of \$6750.00. Motion carried unanimously

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to authorize the Treasurer to sign the engagement letter from Griffin Group for an audit for Fiscal year 2020/2021 at the contracted rate of \$6750.00. Motion carried unanimously.

Motion made by Steve Dirmeyer and seconded by Ken Nickson to authorize the Treasurer to sign the 2019 tax returns provided by Griffin Group. Motion carried unanimously.

- b. Electronic Property Owners Folders: Bryon Fessler, Lala Jacoby, Stella Anderson and Carmen Uribe will work on this project. Creating the electronic property owner files will begin with filing 1 lot 1 and proceed from there until all filings and lots are done.
- c. Unsecured Slash Loads: Discussion went over current slash hauling policy. Currently we do not require loads of slash to be tied down within Crystal Lakes. Although once

on county road we are under different regulations that require property owners hauling slash to tie down loads while transporting to slash depot. BOD to start with more education of securing slash loads thru the Weekly View and Monthly BOD Newsletters. Next year we will require loads to be tied down.

- d. Portable Restrooms: RFQ created for maintenance on 7 Porta Restrooms. The BOD will give 2 weeks for RFQ posting responses. The chosen vendor to do monthly pumping November- April, May- September pumped every two weeks. The Crew will begin installing the new Portable Restrooms as soon as possible and closing the vaults. Due to the time frame an E-vote may be necessary to approve the vendor. But the other RFQs will be done at the next BOD meeting.
- e. Amend Motion for 2020 Truck Purchase: Addressed earlier in BOD discussion under treasurer's report.
- f. Appreciation BBQ for Local Volunteer Firefighters: David Lilja came up with this fantastic suggestion. General Manager began planning immediately. The event is scheduled next Saturday at 4:30pm to show appreciation of Crystal Lakes and Red Feather Lakes Volunteer Fire Departments. The field crew will also graciously assist with set-up and clean-up of the BBQ. BOD agrees to preparation for 150 people to attend and eat.

X. Reports and Correspondence:

Violation Report: When someone has a complaint, they must fill out the CLRRRA observation form. In the month of October 42 violations went out. Expectation moving forward is to have letters out within two weeks of violation.

Motion was made by Cheryl Poage and seconded by Ken Nickson to enter into executive session at 3 pm to discuss legal issues. Motion carried unanimously.

XI. Executive Session:

Motion was made by Lala Jacoby and seconded by Cheryl Poage to adjourn from Executive Session at 3:56 pm. Motion carried unanimously.

XII. Adjournment:

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to adjourn the October 17, 2020 meeting at 3:57pm. Motion carried unanimously.

Next Meeting: CLRRRA Board, November 21, 2020 in the Wapiti Room at 10:00 a.m.

Respectfully submitted by Carmen Uribe and Maria "Stella" Anderson

Approval Signature _____



Crystal Lakes Road and Recreation Association

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

BOARD OF DIRECTORS MEETING

Saturday, November 21, 2020, 10:00 a.m.

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

Minutes

I. Call to Order:

The meeting was called to order on November 21, 2020 at 10:00 a.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: 13 in attendance

II. Approval of Agenda:

The Board reviewed the agenda for the November 21, 2020 Board of Directors 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:

Janet Stellema 12146 – Expressed appreciation for the Pie Chart denoting the allocation of expenses in the Monthly Newsletter. Steve Dirmeyer explained the items allocated to the Expenses, i.e. consulting charges, legal collections, and advised to reference the financials located on the website.

Jim Hohnstein 15109/110 – Questioned why the October minutes were not posted on the website and asked about protocol for office hours during COVID. Stella Anderson explained minutes were approved at the following meeting and the October minutes would be approved at this meeting. Always one month behind. Office is currently open, and guidelines are implemented, i.e. masks, gloves, plexiglass was installed, and temperatures are being monitored. This is subject to change should restrictions change. Also inquired about the bid process and asked for the date of the next quarterly meeting. Bryon Fessler clarified, 3 bids are required, and this is consistent with policy. Stated at this time due to COVID no meeting is scheduled. Lastly, questioned why ZOOM video recordings of the Board of Director meetings were not posted on the website. Bryon Fessler stated this practice was advised against by Legal Counsel.

IV. Approval of Meeting Minutes:

Board reviewed the October 19, 2020 meeting minutes. Steve Dirmeyer requested the addition of funds to be payable from RBC reserves regarding the 2020 Ford 350 Pickup truck.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to approve the amended October 19, 2020 meeting minutes, Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to amend the previous 2020 Ford Truck motion dated March 21, 2020 from the purchase price not to exceed \$45K to not to exceed \$47K for truck, delivery, sales taxes, registration tags. Funds will be payable through RBC funds, to include the addition of the funds to be paid from the RBC reserves fund. Motion carried unanimously.

V. Officer Reports:

- a. President Report: Bryon Fessler, in the spirit of the Thanksgiving holiday, expressed gratitude for the talented and creative staff currently employed by the Association. For fellow Board Members and ALL volunteers for the countless hours, hard work and dedication. And, to ALL property owners who demonstrate why we all live here and through working together in a positive and respectful manner, there is nothing that cannot be accomplished. In summation, wished everyone a joyous season, full of peace, happiness, and good health in the coming year.
- b. Vice President Report: Nothing at this time.
- c. Treasurer Report: Steve Dirmeyer presented a brief overview of the balance sheet. Cheryl Poage requested clarification on the calculation process for operational reserves. Steve Dirmeyer explained the average of 3 months is calculated then, multiplied by 3 as a good formula.

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to accept the financials for the month of October 2020 and place them on file for the auditor. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to ratify the expenses and payables for the month of October 2020. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to rescind the motion dated August 15, 2020; Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to transfer excess under budget funds from fiscal year 2019/2020 to Alliance operating reserves account #1684 in the sum of \$150,000 from Independent Bank account #2349. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Ken Nickson to make a 2020/2021 fiscal year contribution to GL #8803, Fishing Habitat Reserves, in the amount of \$28,086.00 per the Independent Auditor's Report by The Griffin Group dated October 13, 2020. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to transfer to ICS Alliance Operating Reserves the excess under budget funds from fiscal year of 2019/2020 in the amount of \$84,346.00, also to RBC Reserves in the amount of \$80,795.00 as an additional 2020/2021 fiscal year contribution. This will be after taking the Fishing Reserves contribution of \$28,086 from the under budget \$193,227.00 including depreciation expense for the fiscal year 2019/2020 period. Motion carried unanimously.

- d. Secretary Report: Nothing at this time.

VI. Other Reports:

- a. General Manager Report: Stella Anderson extended an invite to Scott Cisco, owner/operator of Critter Gitter and Lou Phillippe regarding the beaver problem on Lone

Pine Creek. Both gentlemen were available to answer questions from the Board. A request was submitted by Scott Cisco to access Association property to assist property owners with the beaver problem. Beavers are finding their way onto private property and causing destruction/damage to trees. Discussion ensued and the Board has given approval for the General Manager to issue a letter solely for the purpose of evaluation. No further action will be granted until the Board has an opportunity to discuss the findings. Stella Anderson reported on the following:

- Staff changes, sadly, Jerry Davis has resigned and will be missed. Erick Diersen and Steve Ault have been hired as on call snowplow drivers.
- Cost increase request, based on expertise advice, the tire chains required for the grader and loader will cost more than the amount allocated.
- Property owner request, #63763 has requested a waiver in interest fees totaling \$55.55.
- Purchase request, 3 bids were presented for the V-plow for the new 2020 Ford Pickup.

Motion was made by Lala Jacoby and seconded by Ken Nickson to amend the motion dated September 19, 2020; 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. To increase the cost by \$1,706.81 and decrease the quantity of chains for the grader from 4 to 3 sets. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to deny the property owner's request to waive interest on the # 63763 in the amount of \$55.55. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to purchase the Snow EX (8' x 6") V-plow from Fort Collins 4x4 Center. For the new 2020 Ford F- 350 at the cost of \$9,207.36 (including installation). Motion carried unanimously.

b. Committee Reports:

Fishing Board: Lou Phillippe reported the last 2 fish stockings have been delivered. Due to the mandatory evacuation these stockings were postponed. Gratitude was expressed for the field crew for assisting in breaking the ice to allow for the dispensing of the fish. It was important to honor the contract with the vendor on the amount of fish purchased for the year. A positive move towards maintaining and fulfilling the contract and fostering a positive working relationship. Reported on record sales for the season. Concerns were expressed over the placement of the new saplings around lakes/ponds. Fishing lines can get tangled up and saplings can be damaged by foot traffic. Going forward, the Fishing Board will work with the Greenbelt Committee on sapling placement.

Architectural Control Committee (ACC): Steve Dirmeyer expressed concerns over utility tents that are being erected around the Association. Requested guidance from the Board as these units are not addressed in the guidelines. A discussion ensued, and the Board would like a recommendation from the ACC on how the committee would like to proceed. An email request was submitted by Sherry Griffin to join ACC.

Motion was made Steve Dirmeyer and seconded by Ken Nickson to appoint Sherry Griffin to the ACC. Motion carried unanimously.

Greenbelt Committee: Carmel Mawle presented a website created by the committee to be used as a resource for property owners. Would like a link inserted in the CLRRRA website. Would like to implement an Adopt a Sapling program. Recommended changes in the sapling order going forward, to decrease the number of saplings, alternate species and include the cost of planting materials in the total cost per sapling. The Board offered support for all the recommendations.

A list of interested property owners to serve on the committee was presented.

Motion was made by Cheryl Poage and seconded by Ken Nickson to appoint Lucy Boswell, Jane Koeckeritz, Steve Koeckeritz, Craig Mawle, Paige Neiderer, Mark Rode, Kellie Sponberg, and Steve Sponberg to the Greenbelt Committee. Motion carried unanimously.

-----Lunch Break 12:02pm - 1pm-----

Policy and Docs: Herb Hanlen confirmed Rich Cohan did indeed tender his resignation from the committee.

Activity committee: Paige Neiderer announced her resignation from the Activity Committee in light of joining the Greenbelt Committee.

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to accept the resignation of Paige Neiderer from the Activity Committee. Motion carried unanimously.

- c. Attorney Status Report: The report was reviewed, and concerns were expressed over the aging report not matching the accounts on the Attorney Status Report. Bryon Fessler explained the process from the time an account goes delinquent to the time it is reported will always reflect a difference between reports. By November, reports should reflect the same accounts. Stella Anderson will follow up with Westwind Management on the aging report.
- d. Violation Report: Bryon Fessler explained the methodical process applied per policy and violation procedures.

VII. Unfinished Business:

- a. Bear Gulch Easement Litigation: Cheryl Poage reported no updates at this time. Bryon Fessler reiterated the question posed by the membership on the expenses to date. Steve Dirmeyer reported a total of \$8,526.68 has been paid by the Association since September 2018 and approximately \$55,000 has been paid by insurance.
- b. Special Road Projects: Steve Dirmeyer reported, Fred Barlow with Red Feather Excavating will commence work the Friday after Thanksgiving. Work has been delayed due to the mandatory evacuation. Several property owners have been contacted to install/clean culverts along the route. The Board recommends certified notification be sent to said property owners.
- c. Trash Compactor Security and Illegal Dumping: Stella Anderson provided specifications on equipment. This late in the season work will have to be postponed until Spring. If conditions permit, Field Crew will commence erecting posts for cameras and trenching for conduit for cable placement in the Spring.

Motion made by Cheryl Poage and seconded by Steve Dirmeyer to create a new reserve component item #2188 for Video Surveillance. Motion carried unanimously.

- d. Review of Governing Documents and Policies: Bryon Fessler stated the Articles of Incorporation and the Bylaws have been posted on the website. Stella Anderson will include the documents in the Weekly View no later than December 31, 2020 to further allow for property owner feedback. Once feedback is collected a meeting will be scheduled with Legal. By February the Board is prepared to approve the final

recommendations from Legal, drafted solicitation letter and ballot. Ballots will be mailed in March and 60 days will be allotted for property owners to submit ballots.

- e. Recreational Use of Lakes and Ponds Agreement: Bryon Fessler reported on a meeting with the insurance agent. Per the agent's recommendation, the agreement needs to be redrafted. In addition, risk management issues including signage must be implemented. The added cost to include the two lakes owned by W&S, Crystal Lake/Panhandle Reservoir and Lower Lone Pine Dam Reservoir, is \$1,862.00. A discussion ensued surrounding the existing agreement and all agreed a meeting with Legal will be scheduled for further advice.

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to pay the \$1,862.00 to cover the two reservoirs owned by W&S, Crystal Lakes/Panhandle Reservoir and Lower Lone Pine Dam Reservoir. Motion carried unanimously.

- f. OHV and National Forest Access Committee: Bryon Fessler reported the committee has satisfied the membership quota. USFS very clear, NO OHV access for now and request an Environmental Study. Study is cost prohibitive.
- g. Fire Mitigation for Common Areas and Greenbelts: Stella Anderson reported no official RFQ's have been submitted and one contractor inquired. RFQ's will remain open allowing for submissions.

Illegal Shooting near Crystal Lakes Subdivision: Bryon Fessler reported, A site visit was held on November 5, 2020 to discuss the illegal and unsafe recreational sport shooting near the Crystal Lakes subdivision. The participants included Commissioner Kefalas and representatives from USFS, LCSO, CPW, DNR, and CLRRRA. Two areas near Crystal Lakes have been identified as unsuitable for dispersed recreational sport shooting in the USFS Final Decision Notice (June 2019). The first area is North of Deadman Road to South of Filings 9 and 14. The second area is North of Filing 9 on Tiny Bob Road to South of Filing 7.

We summarized the takeaways from the site visit in an email to all property owners on 11/6/2020. The Board agreed to send a letter from Crystal Lakes to the Forest Supervisor requesting an immediate closure of the unsafe recreational sport shooting areas in Northern Larimer County and the two areas close to Crystal Lakes. Additionally, we plan to follow up with the District Ranger on several issues regarding the Tiny Bob Road and Deadman Road areas.

We want to personally thank Commissioner Kefalas for his leadership on this issue. He scheduled a meeting with LCSO and DNR on 11/30/2020 to discuss the enforcement issue and a cooperative law enforcement agreement between USFS and LCSO as a potential option. He also reiterated that before the Commissioners can consider a county initiated emergency closure option, they need to figure out the enforcement part of this complex equation.

In responding to some of the negativity from a few property owners, Commissioner Kefalas recently said, "It would be helpful to this process if we received some acknowledgement of the actions that have been and will be taken." We believe in the Proverb that you can catch more flies with honey than with vinegar. It is easier to persuade others with polite requests and a positive attitude rather than with rude demands and negativity. We have had several positive conversations with property owners in the 7th, 9th, and 14th filings and together, we are making progress on this issue. To the few property owners who insist on being negative we suggest you let bygones be bygones, stop worrying about the past, be part of the solution, be polite, and be positive.

- h. Shop Roof Leaking: Bryon Fessler reported NeuMark Construction offered several options to repair the shop roof leak. Background information on deviations from the original building plans were divulged. Proposal of \$8,044.00 was presented by NeuMark Construction and a request to split the cost 4 ways between NeuMark Construction, Roofer, Builder and Crystal Lakes. In addition, information for warranty coverage for 15 years at a cost of \$1,000 was presented. A discussion ensued over temporary fix to prevent further damage to roof and insulation until repairs can be conducted in the Spring.

Motion was made Lala Jacoby and seconded by Ken Nickson to go with the overlay option and split cost of \$8,044.00 four ways plus the cost to replace the insulation, unknown at this time. The added cost of \$1,000 for the warranty to be paid by the Association. Motion carried unanimously.

- i. Website Transition and Maintenance: One RFQ to date has been received.
- j. Portable Restrooms: No RFQ's have been received. RFQ will remain open and will be posted in the Weekly View until further notice.
- k. Wages and Salaries Committee: Nothing at this time.

VIII. New Business:

- a. Snow Plowing Lessons Learned and Communications: Correct chains for Association application have been purchased. Property owners have requested more communication of when roadways have been plowed in real time. Bryon Fessler reported on a company offering the software and support for a GPS program that tracks equipment during plowing endeavors. Annual costs ranged from \$4,500 to \$13,000 with an initial set up cost of \$2,500 – \$5,500. At this time, the Board has chosen not to pursue this technology based on costs and other expenses pending this fiscal year.

-----Break: 3:37pm-3:45 pm-----

- b. Paying our Contractors: Steve Dirmeyer questioned the pay schedule for the Association's contracted cleaning services during the mandatory evacuation. Stella Anderson explained the porter has worked extra hours to make up the time lost.
- c. Master Calendar: Ken Nickson and Lala Jacoby requested the Board and General Manager to review the calendar and submit any changes/corrections. All changes/corrections should be submitted no later than January.
- d. Slash Depot: Several property owners requested extra days in November for slash services to be made available. The Board gave approval for Stella Anderson to offer slash services for Saturday November 28, 2020 regular hours 10 am to 4 pm.
- e. Disposition of Ford 2012 Pickup: The Board authorized the Stella Anderson to post the 2012 Ford Pickup as a bid item in the Weekly View for 2 weeks. If additional bids are needed, bidding will be extended to the public. Sealed bids will be accepted until December 23, 2020 by 5 pm.
- f. FY2021-2022 Budget Preparation and Timeline: Bryon Fessler stated a limited agenda is desired for the December meeting to allow for an extensive Executive Session. Due to the sensitive nature of the wages and salaries this must be pushed into Executive Session.

- g. Insurance Adjustments: Bryon Fessler introduced the increase cost of \$8,119.00 regarding adjustments made to current coverage. Referred to Cheryl Poage to explain said adjustments; commercial costs have increased, errors existed in square footage for Base Camp, Tami Bridge and the trailer storage were not listed in previous coverage.

Motion was made by Lala Jacoby and seconded by Ken Nickson to approve the insurance increase in the amount of \$8,119.00. Motion carried unanimously.

- h. Committee Charters: Stella Anderson will reach out to committee chairs for any changes to current charters. Will revisit next month.

IX. Executive Session. "if necessary":

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to enter into executive session at 4:32 pm to discuss legal matters. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to adjourn from executive session at 4:45 pm. Motion carried unanimously.

Motion was made by Cheryl Poage and seconded by Ken Nickson to pay Charles, Wendy up to \$500 for tax lien expense in order to remove said person from the lawsuit. The actual amount to be added to #51697, the property owner's ledger. Motion carried unanimously.

X. Adjournment:

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to adjourn the November 21, 2020 meeting at 4:47 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 CLRRRA Board Meeting: December 19, 2020 (10:00 a. m.)

Respectfully submitted by Carmen Uribe and Maria "Stella" Anderson

Approval Signature _____



Crystal Lakes Road and Recreation Association

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

BOARD OF DIRECTORS MEETING Saturday, December 19, 2020 10:00 a.m. via Zoom Video/Audio Conferencing

I. Call to Order:

All BOD members in attendance. This meeting is being recorded for transcription purposes only. Lunch will be 30 min. The BOD meeting will be kept short to allow for a longer end of the year executive session to discuss salary and wages.

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: 13

II. Approval of Agenda:

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to approve the amended December 19, 2020 agenda with the addition of Video Surveillance and Fencing under item C in Unfinished Business. Motion passed unanimously.

III. Property Owner Forum: (3 min. per person) Nothing at this time.

IV. Approval of Meeting Minutes:

Motion was made by Lala Jacoby and seconded by Steve Dirmeyer to approve the November 21, 2020 minutes. Motion passed unanimously.

Motion was made by Lala Jacoby and seconded Steve Dirmeyer to edit the October 2020 meeting minutes. Edits include, remove the filing and lot number under Committee section in Hearing Panel Recommendations and replace with the account #. Include the recommendations by the Hearing panel that the BOD accepted. Motion passed unanimously.

V. Officer's Reports:

a. President Report – Bryon Fessler discussed the operations of the office while under COVID-19 and Larimer County's level 4 (Red) status on Colorado's Dial Framework. He reiterated that the office is open for business. Property owners can call and make an appointment. OPEN sign will be on to indicate we are open but door is locked to walk-in business. Bryon Fessler discussed the All Hands meeting with staff that occurred on 12/7/20, discussion included legacy items, trash, water truck, and the cleanup of the common areas. Finance 101 meeting was held on 12/08/20 it proved to be very productive covering Budget, Insured Cash Sweep (ICS) account, CDARS,

Balance Sheet, Income Statement, Check Register, and Aging documents (120) were discussed. Additionally, discussions included Fiduciary duty and specifically duty of care, duty of loyalty, and duty to act were discussed. The Financial 101 workshop will be offered to new Board members going forward. The Association's most delinquent account went to trial on 12/10/20, Stella Anderson and Bryon Fessler testified. The account includes 4 years of assessments, interest, accounting fees, and attorney fees, 3 liens, and a Chapter 7 ruling in early January. The lien on the account will now be foreclosed on due to the property owner refusing to pay their assessment. It left the Association with no other remedy for the account. A Safety and compliance committee meeting was held on 12/16/20 to solicit suggestions going forward, Board and staff support, contract security expectations, additional training, Larimer County Sheriff reporting requirements, and expectations were also discussed. Bryon Fessler wished everyone a Happy Holiday & a Happy New Year!

- b. Vice President Report- Lala Jacoby gave a brief overview of the Recreation committee budget spending for the fiscal year as requested at the last Board meeting. Lala Jacoby discussed briefly plans and activities to raise money for the 2020/2021 fiscal year.
- c. Treasurer Report- Steve Dirmeyer gave a recap of the balance sheet, income statement and delinquent accounts and amounts. Steve Dirmeyer highlighted we exceeded the budget concerning trash and office operations due to following preparations for COVID protocols such as plexi-glass, and PPE etc. Steve Dirmeyer further discussed how well the slash depot did this year and would like further discussion with BOD concerning lowering the cost per cubic yard for residents in 2021 slash depot season.

Motion was made by Steve Dirmeyer seconded by Ken Nickson to accept the financials for November 2020 and put them on file for the auditor. Motion passed unanimously.

Motion was made by Steve Dirmeyer and seconded by Ken Nickson to ratify the expenses and payables for the month of November 2020. Motion passed unanimously.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to combine the ICS sweep account# 6092 with account #2158 together as one, Alliance Checking account #2158. Motion passed unanimously.

- d. Secretary Report- Ken Nickson gave an overview of the Master calendar concerning the due dates for the BOD applicants. Ken Nickson stated the resumes and questionnaires are due in February and the candidates will be placed in the View. He also discussed the due dates in December for the employee evaluations and Stella Anderson clarified that they were moved to April 2021 to align with the fiscal year. Ken Nickson clarified remaining calendar dates to be amended and confirmed on the Master Calendar by January 2021.

VI. Other Reports:

- a. General Manager Report- Stella Anderson briefly discussed the expenses associated with the Shop roof leak and subsequent repair due to warranty being expired. Briefly discussed the boiler in the basement going out earlier in the week. Stella Anderson was told by the repair tech Ryan with Fort Collins Heating & Air that the boilers are very dated and at their end of life. Bryon Fessler asked Stella Anderson to have the field staff work on proposals to replace the dated boiler units in the near future. The new trash compactor access door/bag access opening will be smaller in size to deter

dumping of unauthorized items in the compactor. Further discussion topics included Laundry facility damage due to frozen pipes bursting due to door being left open to the elements. Cheryl Poage suggested that we look at closing the laundry facilities from December-March. Further discussion to happen in January 2021 meeting. Stella Anderson will continue to align the association insurance policies to fiscal year.

Motion was made by Steve Dirmeyer and seconded by Ken Nickson to adjust the Pinnacol insurance expiration date from, 2/1/21 to 6/1/21 at the cost of \$1,902.00, GL code #7531. Motion passed unanimously.

VII. **Committee Reports:**

a. Architectural Control Committee (ACC)-

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to remove Doug Race, Wayne Gilbert, Harold Gile and Mark Nichol from the ACC. Motion passed unanimously.

b. Finance Committee-

Motion was made by Bryon Fessler and seconded by Ken Nickson to remove Tim Shepard from the Finance Committee. Motion passed unanimously.

c. Fire Pit Inspection Committee-

Motion was made by Lala Jacoby and seconded by Steve Dirmeyer to remove Dean Staberg from the Fire Pit Inspection Committee. Motion passed unanimously.

d. Greenbelt Management Committee- President thanked Richard Rowe and Carmel Mawle for the nicely written reports they provided the Board. Carmel Mawle asked for a reoccurring section in the View for educational purposes pertaining to the Greenbelt committee updates. The BOD approved the addition to the View. Kathy Dillon-Durica submitted a letter of resignation from the Greenbelt committee.

Motion was made by Ken Nickson and seconded by Lala Jacoby to remove Kathy Dillon-Durica, and Rick Marosey from the Greenbelt Management Committee. Motion passed unanimously.

e. Hearing Panel Committee-

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to appoint Dennis Seger to the Hearing Panel. Motion passed unanimously.

f. Safety Compliance Committee-

Motion was made by Lala Jacoby and seconded by Steve Dirmeyer to remove Corinne Hembree, Mary Trevena and Jann Barron from the Safety and Compliance Committee. Motion passed unanimously.

Motion was made by Ken Nickson and seconded by Lala Jacoby to appoint Don Simpson and Bill Twinem as co-chairs to the Safety and Compliance Committee. Motion passed unanimously.

- g. Attorney Status Report- Discussion among the Board included the status of accounts with Altitude Law and noted changes that need to be made to accounts with Altitude Law. Bryon Fessler apologized on behalf of the BOD for the clerical error effecting the property owners in regard to Acct#72112 in the failure of proper notification due to address error in Westwind system resulting in the collections account error.

Motion was made by Bryon Fessler and seconded by Steve Dirmeyer to waive all interest, pay all Attorney fees and ask Westwind Management to waive the administrative fees on account #72112 due to a contractor error. Property owner must pay the \$665 assessment by 12/31/2020. Motion passed unanimously.

-----Lunch 12.00 pm-12:30 pm-----

- h. Violation Report- Stella Anderson provided the BOD with report including all outstanding violations and several to be heard by the hearing panel on 12/20/20. Bryon Fessler briefly explained the process of the Violation letters and Hearing Panel.

VII. **Unfinished Business:**

- a. Bear Gulch Easement Litigation- Cheryl Poage shared that we heard from the Judge and Attorney. The Judge ruling was in CLRRRA favor for lot 10 and 11. The plaintiff has 49 days to respond for request for change and have made this request. Concerning Lot 12 the case is completed. We will request that the gate be removed from the Lot 12 access point based on court ruling.
- b. Special Road Projects- Contractor Fred Barlow with Red Feather Excavating submitted progress to Stella Anderson and reported the road work is almost complete for Mosquito Drive. General Manager called every homeowner in direct vicinity of road work to give notification that they will need to install culverts.
- c. Trash Compactor Security and Illegal Dumping/Video Surveillance and Fencing- Fencing improvements around trash compactor were discussed. An RFQ to be sent out via the View and posted on the website.
- d. Review of Governing Documents and Policies- Bryon Fessler attended a meeting with Herb Hanlen to go over documents. January 15, 2021 is the new deadline for the membership to submit feedback. General consensus of the BOD is to accept the extended deadline. Bryon Fessler to update the webpage.
- e. Recreational Use of Lakes and Ponds Agreement- Per the Recreational Use of Lakes and Ponds agreement Road & Recreation had to insure the two lakes owned by Water & Sewer, Crystal Lake/Panhandle Reservoir and Lower Lone Pine Dam & Reservoir. Discussions are underway to revise/ update the current agreement.
- f. Request for Quotes (Fire Mitigation, Website Transition, Portable Restrooms)- Board discussed and reviewed the RFQ's out currently.
Fire Mitigation- Stella Anderson received two quotes to date, one from Harlan Mountain Services and the second from Old Fella Mountain Services. Steve Dirmeyer stated that the quote from Old Fella Mountain services will be more cost effective for the Association. President spoke with Tom BonGiovanni about how these services are quoted and it's not billed hourly its per job. Looking at Greenbelt Liaison Carmel Mawle to give direction on areas to be mitigated and cleaned up. Cheryl Poage stated the Committee already has recommendations for the said areas to be mitigated.
Website Transition- One submission to RFQ. The submission is from Mountain Web Design. This company has good working relationship with CLRRRA and built the current

site. The current provider is phasing out the current platform and the website will need be recreated from scratch.

Portable Restrooms-RFQ for Portable Restroom Cleaning is still open no bids currently. Stella Anderson will solicit National Forest Service for possible contractors/vendors.

Motion was made by Steve Dirmeyer and seconded by Ken Nickson to accept the bid from Mountain Web Design. Cost of \$1,500 for website transition and a \$200 monthly maintenance fee at a yearly renewal. Motion passed unanimously. Bryon Fessler abstained due to a conflict of interest.

- g. Illegal Shooting near Crystal Lakes Subdivision- Bryon Fessler sent letter to Monte Williams, Supervisor of Arapahoe Roosevelt National Forests (ARNF) concerning the shooting ranges and proposed National Forest access closures bordering Crystal Lakes subdivision around the Filings 7,9, and 14. Bryon Fessler is looking for Board approval to send letter. Bryon Fessler requested that Courtesy Copies be sent to Sheriff, USFS and Commissioner Kefalas Certified. General Board consensus is to send a postcard to the homeowners effected by the illegal shooting in filings 7, 9 and the 14th from the Us Forest Service regarding who to call.

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to approve the draft letter to be signed and mailed to Monte William, Arapahoe Roosevelt National Forest Supervisor. Copies to be sent to other entities involved. Motion passed unanimously.

- h. FY2021 – 2022 Budget Preparation and Timeline- Budget preparation complete. First meeting is January 9, 2021 starting time of 9 am. Stella Anderson to send out notice via the View and Bryon Fessler will put dates in monthly newsletter a week before the meeting day and time. The second meeting will be February 13, 2021. The January and February meetings are open to property owners for observation only. Third meeting will take place March 13, 2021 and will be closed to property owners. The April 10, 2021 date is the finalization that will take place at the Board meeting.
- i. Committee Charters and Committee List- Architectural Control Committee Charter- Changes to include adding staff member Liaison Rachel Ownbey. Second change to be made concerning that the BOD will appoint the committee chair. Third change to add "Charter" to all the committee's names at the end.

Motion was made by Lala Jacoby and Seconded by Ken Nickson to add the Charter to Architectural Control Committee name, and list the BOD as the appointee for the committee chair. Motion passed unanimously.

Finance Committee Charter-

Motion was made by Lala Jacoby and seconded by Ken Nickson to approve the amended charter for the Finance Committee. Motion passed unanimously.

Fire Pit Committee Charter-

Motion was made by Ken Nickson and seconded by Steve Dirmeyer to add Charter to the Fire Pit Committee name. Motion passed unanimously.

Fishing Board Committee Charter-

Motion was made by Steve Dirmeyer and seconded by Ken Nickson to add Charter to the Fishing Board Committee name. Motion passed unanimously.

Greenbelt Management Committee Charter- Greenbelt committee chair requested a revision concerning responsibility #10. Revision to read, develop and maintain a resource data base for mitigation best practices and homeowner grant resources. The BOD approved the revision.

Motion was made by Ken Nickson and seconded by Cheryl Poage to approve the amended charter for the Greenbelt Management Committee with the addition of Charter In the name and the revision to item #10. Motion passed unanimously.

Policy and Docs Committee Charter-

Motion was made by Cheryl Poage and seconded by Ken Nickson to approve the charter for Policy and Documents Committee with the addition of Charter in the name. Motion passed unanimously.

Recreation Committee Charter-

Motion was made by Lala Jacoby and seconded by Ken Nickson to approve the Recreation Committee Charter as it was approved in June 2020 Board Meeting. Motion passed unanimously.

Road Committee Charter-

Motion was made by Steve Dirmeyer and seconded by Ken Nickson to approve the Road Maintenance Committee Charter. Motion passed unanimously.

Safety and Compliance Committee Charter-

Motion was made by Lala Jacoby and seconded by Ken Nickson to approve the Safety and Compliance Committee Charter. Motion passed unanimously.

VIII. New Business:

- a. Road Maintenance Map- GM to create color coded map showing the roads grading/work that has been completed in the last few years and moving forward.
- b. Commercial or Utility Uses- Discussion ensued concerning commercial business being ran out of a property owner lots which is currently prohibited. Stella Anderson to send letter to property owner to temporarily cease and desist any commercial activity on said lot by property owner until legal advice can be obtained.

Motion was made by Cheryl Poage and seconded by Ken Nickson to issue a cease-and-desist letter to account #72705 for retail-based business activity. Motion passed unanimously. Lala Jacoby voted No.

- c. Square Card System- Steve Dirmeyer gave a brief overview of the credit card system to be used at slash depot. Possible cost savings associated with switching from the current POS system in office was also briefly discussed.

- d. Greenbelt Conservancy (501c3)- Cheryl Poage discussed federal grants and whether we can apply for grants for mitigation. Cheryl Poage and Carmel Mawle are looking at creating a none-profit organization. Further discussion over Operating agreement between none-profit and Association arm's length agreement discussed. Some cost will accrue for attorney review for articles of incorporation. The Greenbelt has 4 and the HOA has 3 committee seats. All work to be done on HOA Greenbelt land. General consensus of BOD is to proceed with paying the \$50 application fee. BOD approves the Greenbelt conservancy (501c3) creation pending further legal review.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to approve the creation of a 501c3 titled Crystal Lakes Greenbelt Conservancy pending further legal review. Motion passed unanimously.

- e. ACC Correspondence Letters to Property Owners- Stella Anderson discussed the guidelines in issuing letters. Steve Dirmeyer discussed the scope of the letters and why they were generated. Bryon Fessler highlighted the dates of application and said violations. Stella Anderson clarified procedural process for the ACC letters and who should be writing them. Changes to be made to the form. Brief discussion that Zoom meetings need to take place per State Law. Steve Dirmeyer to review and submit changes to the form to Stella Anderson.

IX. Executive Session. "if necessary":

Ken Nickson left meeting shortly after motion was made to enter into Executive Session to discuss Salary and Wages due to conflict of interest (Association Employee).

Motion was made by Steve Dirmeyer and seconded by Ken Nickson to enter into Executive Session at 4:17 pm to discuss Salary and Wages. Motion passed unanimously.

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to adjourn from Executive Session at 5:55 pm. Motion passed unanimously.

X. Adjournment:

Motion was made by Lala Jacoby and seconded by Steve Dirmeyer to adjourn the December 19, 2020 meeting at 5:56 pm. Motion passed unanimously.

Tabled Items:

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

Next CLRRR Board Meeting: January 16, 2021 (10:00 a. m.)

Respectfully submitted by Carmen Uribe

Approval Signature _____

