



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 MINUTES

Saturday, February 20, 2021, 10:00 a.m.

Call to Order:

Meeting was called to order on February 20, 2021 at 10:00a.m. in the Crystal Lakes Wapiti Room. Meeting chaired by the President.

Directors Present:

President	Bryon Fessler
Vice President	Lala Jacoby
Treasurer	Steve Dirmeyer
Member at Large	Cheryl Poage

Director's Not Present:

Secretary	Ken Nickson
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Others Present:

General Manager	Maria "Stella" Anderson
Office Support	Carmen Uribe

Property owners in attendance: 9

Approval of Agenda:

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to approve the Agenda for the Board of Directors Meeting for February 20, 2021. Motion carried unanimously.

Property Owner Forum: No property owners addressed Board.

Approval of Meeting Minutes:

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to approve the amended December 19, 2020 meeting minutes. Motion carried unanimously.

Motion was made by Cheryl Poage and seconded by Lala Jacoby to approve the amended January 16, 2021 meeting minutes. Correction of date to January 16, 2021, and the addition of Item D-Slash Depot under New Business, Item I under Unfinished Business, the name changed to Crystal Lakes Open Space Conservancy. Motion carried unanimously.

Officer Reports:

- a. President Report– President reiterated the Association's governing documents exist to provide the legal structure and operation of the community. Documents define the rights and obligations of the Association and members, create a binding relationship between both and establish the mechanisms for governing and funding operations. Director's, are committed to protect property owners/community, enhance property values and promote harmonious living. In the past 30 days, 52 emails were addressed, 4 conference calls and 11 meetings were attended. This demonstrates an active association with diverse and important issues and an active Board of Director's committed to fulfilling their volunteer duties with the community's best interest in mind.

Motion was made by Cheryl Poage and seconded by Lala Jacoby to reimburse Bryon Fessler the amount of \$111.40. Cost of a thank you and \$100 gift cards plus activation fee for Angela Stevens, a current Westwind CAM and a past mentor for the Association. Motion carried unanimously. Bryon Fessler abstained.

- b. Vice President Report– No report.
- c. Treasurer Report– Provided an overview of the financials.

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to accept the financials for the month of December 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 December 2020. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Cheryl Poage to accept the financials for the month of January 2021 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 the month of January 2021. Motion carried unanimously.

Motion was made by Lala Jacoby and seconded by Steve Dirmeyer to waive \$3,105.00 in post judgement fees on Acct# 51697. Motion carried unanimously.

Motion was made by Bryon Fessler and seconded by Steve Dirmeyer to direct Westwind Management to cease issuance of second notices, final collection letters and liens on balances of \$100 or less. The Association will continue to assess the 18% annum interest until debt is paid in full. General Manager will follow up with delinquent accounts and provide updates. Motion carried unanimously.

- d. Secretary- None; not present due to excused absence.

Other Reports:

- a. General Manager- Reported briefly on the compromised gift cards purchased for BINGO, stated the Fraud Department has received the necessary paperwork and will process the claims, this could take up to 90 days. Update on property owner email list, cleanup bounced emails, and the electronic property owner files.
- b. Committee Reports-
 - Hearing Panel Committee- Terri Meadows and Shirla Race have submitted email requests to join the Hearing Panel Committee.

Motion was made by Bryon Fessler and seconded by Cheryl Poage to appoint Terri Meadows and Shirla Race to the Hearing Panel Committee. Motion was carried unanimously.

- Greenbelt Committee-Paige Neiderer 12136B Summer mitigation plans commencing with Basecamp. Working with the Forest Guild and Forest Service Coalition for future mitigation plans. Discussions with Colorado Office of Emergency Management for Federal grants have been held and updates to the current Community Wildlife Protection Plan are underway.
- Architectural Control Committee- Steve Dirmeyer resigned as committee member and Board Liaison. Cheryl Poage volunteered to be Board Liaison. Directors would like to thank Steve Dirmeyer for the countless hours and hard work.

Motion was made by Lala Jacoby and seconded by Cheryl Poage to accept the resignation of Steve Dirmeyer as member of the Architectural Control Committee and Board Liaison. Motion carried unanimously.

- c. Attorney Status Report- Discussion ensued concerning accounts on the report versus the aging report. General Manager will follow-up with Westwind Management.
- d. Violation Report- There were no questions on the report for the month of February 2021.

Unfinished Business:

- a. Bear Gulch Easement Litigation- Member at Large stated the survey will take place in April 2021. Total cost spent to date is \$ 8,688.30.
- b. Review of Governing Documents and Policies-

Motion was made by Lala Jacoby and seconded by Steve Dirmeyer to approve the Solicitation Letter dated March 1, 2021, Ballot on the Proposed Amended and Restated Articles of Incorporation and Bylaws for the Crystal Lakes Road and Recreation Association. Motion carried unanimously.

Motion was made by Lala Jacoby and seconded by Steve Dirmeyer to send the Proposed Amended and restated Articles of Incorporation version DOCX;3 and Bylaws version DOCX; 4 for the Crystal Lakes Road and Recreation Association, Inc. to be mailed to property owners on March 1, 2021. Motion carried unanimously.

Motion was made by Cheryl Poage and seconded by Steve Dirmeyer to enter into Executive Session at 12:30 pm. Motion carried unanimously.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to adjourn from Executive Session at 1:30 pm. Motion carried unanimously.

- c. Recreational Use of Lakes and Ponds Agreement-President provided a brief update on discussions held with Jacob Hofmann from W&S concerning logistics surrounding the current agreement. It was agreed upon by both Associations, the agreement must contain a termination clause with reasonable notice.

Motion was made by Bryon Fessler and seconded by Cheryl Poage to retain Mike Samelson with Wick and Trautwein, LLC, to review the draft Memorandum of Agreement between the Crystal Lakes Road and Recreation Association (CLRRA) and the Crystal Lakes Water and Sewer Association (CLWSA), for an estimated 2-4 hours at \$250/hour with each Association paying 50% of the total cost. Motion carried unanimously.

- d. Request for Quotes-
 - Fire Mitigation- No updates.
 - Cleaning Porter- Change in title made from Cleaning Porter to Janitorial Services. Discussion ensued over job posting verbiage and changes to be made to the RFQ, to be posted in March 2021.
 - Portable Restrooms- One estimate received to date, still exploring other vendors and USFS and Larimer County as possible leads.
 - Chain Link Fence- An estimated 200 linear feet of fencing double swinging with a gate, will be needed for the trash/ compactor/fuel area. Board consensus height of 8' 45-degree angle at the top.
- e. Illegal and Unsafe Shooting near Crystal Lakes Subdivision- President discussed the meeting that took place on 2/10/2021 with Katie Donahue and Geoffrey Godfree. In attendance to the site meeting were Bryon Fessler, Stella Anderson, Lala Jacoby and Don Simpson who toured the areas

off Tiny Bob and Deadman Road. District is starting a new planning effort to address what to do with the dozer lines long term. Saturation patrols to begin this summer in the illegal shooting areas around subdivision bordering National Forest areas. Illegal camping area off Tiny Bob will be blocked off and signage posted. Postcard verbiage example reviewed and discussed. Postcard will be mailed to filings 7, 9, and 14 in Spring 2021.

- f. Committee Charter and Committee List- Both committee charters and lists have been updated and are currently on the website.
- g. Road Maintenance Map- General Manager presented a brief update on the creation of the map, draft will be ready by next month's Board of Director's Meeting.
- h. Crystal Lakes Open Space Conservancy- Discussion ensued over the Articles of Incorporation Draft. Director's consensus is to send the Bylaws to the IRS. Member at Large will create an operational document between Greenbelt Management Committee and the Conservancy.

Motion was made by Steve Dirmeyer and seconded by Lala Jacoby to approve the final version of Articles of Incorporation for the Crystal Lakes Open Space Conservancy. Motion carried unanimously.

New Business:

- a. Board Vacancies- Two Board vacancies, deadline to submit candidate questionnaire is February 28, 2021 by 5 pm. Mid-April approval of ballot, cover letter and Annual Meeting notice will be mailed April 23, 2021.
- b. FY2021-2022 Budget Update (Medical Benefits, Payroll/HR/Taxes, Consulting Contract) Review of expenses and income is completed. Currently investigating health benefits and researching payroll companies. Consulting contract with Westwind Management is being reviewed.
- c. Cleaning Contractor Payments- Board consensus, to continue to approve the current contractor for janitorial services monthly invoice a week or two earlier to allow for timely processing.
- d. Website Transition and Update- Board approved new design and requested modifications to logo.
- e. Architectural Control Committee Report- Discussion ensued over the process and time frame of ACC applications and member quorum required to review applications for decisions.
 - W&S Metal Container- General Manager to follow-up with Jacob Hofmann from W&S to get the siding samples before work is started.
 - Pizza Oven- The Board discussed the ACC variance request for a pizza oven.

Motion was made by Cheryl Poage and seconded by Lala Jacoby to approve the ACC recommendation for a variance for Acct# 51850 to build a pizza oven. Compliance with the Fire Pit Specifications and Open Fire Policy will be applied. Unit cannot be used for Commercial purposes. Motion carried unanimously.

- Metal Siding Request- ACC issued an approval letter in error. Property owner acted on approval and paid a large non-refundable deposit. Directors felt compelled to approve the variance due to no fault of the owner.

Motion was made by Lala Jacoby and seconded by Steve Dirmeyer to approve the variance for a metal garage for acct# 76889 as “approved” by the ACC at the meeting on 1/21/21. Motion carried Unanimously. Cheryl Poage rendered a NO vote.

- Metal Shed- Directors differed Acct# 51769 to the Hearing Panel.
.....Member at Large left the meeting at 4:43 pm. Quorum still satisfied.....
- f. Process, Open Meetings, and Charters- Discussed prior in ACC report.
- g. Slash Request from RFL Property Owner- Directors reviewed request to dispose a large amount of slash at the Slash Depot. Directors denied request due to the Slash Depot criteria.

After several years of coordinating slash depot efforts, Steve Dirmeyer stepped down. Directors expressed gratitude for his unwavering commitment and hard work. General Manager will resume responsibility for the Slash Depot.
- h. General Manager Position Description- Currently there is no position description, Vice President will work with the General Manager to create one.
- i. Counting Committee and Charter- Directors discussed drafting a charter for the Committee and updating procedures. President will work with General Manager to accomplish this task.

Executive Session:

Executive session took place earlier in the meeting due to weather concerns.

Adjournment:

Motion was made by Lala Jacoby and seconded by Steve Dirmeyer to adjourn the February 20, 2021 meeting at 5:56 pm. Motion carried unanimously.

Tabled Items:

- Selder’s Causeway Culvert Replacement Project
- Bathroom Refurbishment Project
- Request to Maintain ERRRA Roads

Next CLRRRA Board Meeting: March 20, 2021 at 10:00 a. m.

Respectfully submitted by Carmen Uribe

Approval Signature _____