



# 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, June 19, 2021, 10:00 a.m.

### I. Call to Order:

Meeting called to order on June 19, 2021, at 10:00 a.m. in the Crystal Lakes Wapiti Room chaired by President Lala Jacoby.

<b>Directors Present:</b>	President	Lala Jacoby
	Vice-President	Cheryl Poage
	Treasurer	Steve Dirmeyer
	Secretary	Patrice Diem
	Member at Large	Tom Bongiovanni

<b>Others Present:</b>	General Manager	Maria “Stella” Anderson
	Administrative Assistant	Jen Lansing

**Property Owners in Attendance: Six (6)**

*Moved by Lala Jacoby and seconded by Steve Dirmeyer to ratify the new appointments for officers made at the Annual Meeting as follows; Lala Jacoby, President, Cheryl Poage, Vice President, Steve Dirmeyer, Treasurer and Tom Bongiovanni as Member at Large. Motion carried unanimously.*

*Moved by Lala Jacoby and seconded by Tom Bongiovanni to appoint Patrice Diem to the Board of Directors. Motion carried unanimously.*

*Moved by Cheryl Poage and seconded by Tom Bongiovanni to appoint Patrice Diem to the office of Secretary. Motion carried unanimously.*

### II. Approval of Agenda:

a. E-Vote: On May 31, 2021, it was moved by Lala Jacoby and seconded by Steve Dirmeyer to appoint Cheryl Poage as Interim Secretary from May 31, 2021, to June 12, 2021.

*Moved by Lala Jacoby and seconded by Tom Bongiovanni to ratify the E-Vote made on May 31, 2021. Motion carried unanimously, Cheryl Poage abstained.*

b. E-Vote: On June 16, 2021, it was moved by Cheryl Poage and seconded by Lala Jacoby to assign the lien to RMG and to allow Altitude Law to prepare the lien assignment and include the cost for doing so in the amount charged to the investor. Reference Account #51925.

*Moved by Steve Dirmeyer and seconded by Tom Bongiovanni to ratify the E-Vote made on June 16, 2021. Motion carried unanimously.*

*Moved by Tom Bongiovanni and seconded by Steve Dirmeyer to approve the June 19, 2021, agenda as presented. Motion carried unanimously.*

### III. Property Owner Forum (3 min. per person)

Barbra Groves (03028A) & Sharon Cooper (07062)– Community Fund Representatives, extended a wealth of gratitude to the Directors and Manager. Fund would like to beautify the Campground close to the mailboxes. Mission, to keep area looking good. Estimation of twelve (12) ton rock will be necessary to lay a circle area about 450 feet and will take

care of fire pit. Cost estimation, \$12,600 and is asking for revenue generated from rental spaces to contribute to cost. Sharon Cooper requested permission as soon as possible to get started. Steve Dirmeyer recalled \$3,200 in revenue generated two (2) years ago from the campground, and \$3,675 last fiscal year. Over \$9,000 has been generated in revenue in the last three (3) years.

***Moved by Cheryl Poage and seconded by Tom Bongiovanni to authorize the Community Fund to proceed on the improvements and CLRRRA will contribute to the expenses. Motion carried unanimously.***

Kathy Dillon Durica (12078) expressed concerns over the removal of the portable restroom near Otter Pond. Also questioned the trees that were cut down on Bear Gulch Trail/Easement and why the Association erected a new gate. Cheryl Poage briefly explained the manager acting on advice from the Association's attorney was involved and the gate erected is a larger one to allow heavy equipment for maintenance, if necessary, in the future. All actions on the Association's part, has been under direction of legal counsel.

Trish McHugh (08092) expressed concerns over the ongoing issues with Code4. Also, the number of incidents involving dogs at large and the potential danger to wildlife, specifically fawns.

**IV. Approval of Meeting Minutes:**

***Moved by Cheryl Poage and seconded by Patrice Diem to approve the amended April 20, 2021 meeting minutes with the addition from the ground up regarding the 36" of fire barrier. Motion carried unanimously.***

Lala Jacoby requested the correct spelling for Evan Rau under the Greenbelt Management Committee.

***Moved by Lala Jacoby and seconded by Tom Bongiovanni to accept the amended May 15, 2021, meeting minutes with the correction of the spelling of Evan Rau. Motion carried unanimously***

**V. Officer Reports:**

a. President Report: Lala Jacoby expressed gratitude for fellow Directors, Staff and Volunteers, "We may be small, but we are mighty". Reported on some vandalism to the Men's restroom, broken showerhead, reminded membership we are only costing ourselves money, if it is a friend or family member, they are costing you money. Please treat things at CL as your own because they are! People are picking up after their dogs but then leaving the doggie bags on the trails.

Lala Jacoby requested reimbursement in the amount of \$353.61 for the purchase of Checkpoint Ahead Flags and posts for the Safety and Compliance Committee.

***Moved by Tom Bongiovanni and seconded by Steve Dirmeyer to reimburse Lala Jacoby in the amount of \$353.61 for Checkpoint Ahead flags purchased for the Safety and Compliance Committee. Motion carried unanimously.***

b. Vice President Report: No Report

c. Treasurer Report: Steve Dirmeyer provided an overview of the balance sheet, reminded the April financials were ratified for expenses and payables but were not accepted. Expressed concerns over transfers that have not occurred. General Manager will follow up with Westwind Management. Due to concerns over these transfers, the May financials will not be accepted as well. A transfer of \$50,000.00 from RBC Reserves will be conducted to purchase AAA Government Mortgage Bonds and place them into Reserve Securities. A transfer of \$245,000.00 from RBC Reserves will be conducted to purchase a one (1) year CD at the current rate of interest. CD will replace a 4/22/2021 CD that did not get renewed. A request to have Altitude Law update the lien amounts at the beginning of each fiscal year to include accruing fines/fees was also expressed.

***Moved by Steve Dirmeyer and seconded by Cheryl Poage to ratify the expenses and payables for the month of May 2021. Motion carried unanimously.***

*Moved by Steve Dirmeyer and seconded by Cheryl Poage to purchase a nine (9) month CD in the amount of \$100,000.00 from #xxx2158, Alliance Checking at the current rate of interest. Motion carried unanimously.*

*Moved by Steve Dirmeyer and seconded by Cheryl Poage to purchase a six (6) month CD in the amount of \$100,000.00 from #xxx2158, Alliance Checking at the current interest rate. Motion carried unanimously.*

*Moved by Steve Dirmeyer and seconded by Cheryl Poage to make our yearly Reserve Contributions from #xxx8801, transfer to Reserves in the amount of \$240,067.00 as agreed upon in our 2021/2022 Annual Budget. Motion carried unanimously.*

*Moved by Steve Dirmeyer and seconded by Lala Jacoby to make our first yearly Fishing Habitat Reserves installment from #xxx8803, transfer to Reserves in the amount of \$15,600.00 as agreed upon in our 2021/2022 Annual Budget. Motion carried unanimously.*

Steve Dirmeyer requested a report from the General Manager for PeopleKeep and Slash Depot. General Manager will report on Slash Depot in the General Manger's report. PeopleKeep is new and the General Manger will explore what reports are available.

d. Secretary Report: No Report.

## **VI. Other Reports:**

a. General Manager Report: Stella Anderson;

- Requested Director consensus to replace the bed on the 2015 Ford pickup that was damaged during snow plowing due to safety issues. Three (3) estimates were presented to replace, repair the bed, or replace with a flatbed. Stella Anderson recommended the flatbed and the Directors concurred. Reported no applications for a qualified Field staff, discussion ensued, and position will be revised to a maintenance person rather than heavy equipment. Cheryl Poage suggested contacting Laramie and Larimer Unemployment Centers. The cleaning position was also discussed and will be revised from a contractor to an employee as the insurance factor maybe the issue.
- Requested discussion on the replacement on the Water Truck. Discussions ensued, Stella Anderson will gather quotes for a 3000 – 3500 gallons water trucks, Directors still express concerns for a 4000 gallons truck but will consider a bit smaller truck. Relayed the Field crews view of the Dump Truck loaded is more weight than a 4000 gallons water truck.
- Reported on a meeting with Code 4 CEO's and Lala Jacoby in attendance. Concerns were expressed regarding logs (not detailed enough), Cheryl Poage suggested a spreadsheet with what CLRRA expects and have Code4 fill out the spreadsheet each shift. Cheryl Poage will work with Stella Anderson on a spreadsheet.
- Reported several emails have been sent to the Storm Response Committee with no response. Tom Bongiovanni said no one could meet for the committee based on their schedules. Tom Bongiovanni will be the Board Liaison for the committee. Lala Jacoby recommended the committee meet and include Stella Anderson and Lala Jacoby. Tom Bongiovanni agreed.
- Reported on the switch from Verizon to TMobile for Slash Depot due to poor service. TMobile seems to be working better.
- Requested approval for the \$3,699.00 for the portable restroom pumps. Lala Jacoby informed the Directors Stella Anderson was in contact regarding the costs and the opportunity to have them all pumped as the vendor sent up a second truck.

*Moved by Steve Dirmeyer and seconded by Cheryl Poage to approve Lion Home Service for septic vaults and pay the \$3,699.00 charge on invoice number 65273499 dated May 28, 2021. Motion carried unanimously.*

- Updated on RFQ's for the bathroom remodels. Steve Dirmeyer suggested bringing someone into power clean tile, refurbish it, and replace the toilets with mega-force toilets. One estimate has been solicited by NeuMark Construction and Re-Bath has expressed interest.

- Reported on the dilapidated electric panel on Wapiti Drive. The box is very bad shape and needs immediate attention. A second electrician has come out to see the panel and expressed concerns on how dangerous the situation is. It has been difficult getting electricians up to the area and one quote has been provided. Cheryl Poage recommended Leading Edge out of Loveland. An attempt will be made to obtain three (3) quotes. It has been recommended that cones and caution tape be placed around the box area due to safety issues.

b. Committee Reports:

Greenbelt Management Committee: Carmel Mawle, Committee Chair reported thirty (30) individuals showed up to help with the mitigation project around Base Camp. Requested Sarah Chaney, John and Julie Ryan to be appointed as committee members. Once appointed, Sarah Chaney would like to add a bug/insect page to the website for the committee

Pilot Project/Mitigation: Grant for \$458,000.00 will allow 154 acres to be mitigated, \$20,693.00 matching funds can be volunteer hours. Volunteer hours are approximately 700 hours over 3 years.

Trail work projects-Colin Bonfoey, Scouts approved his proposal for the Midgard Trail bridge project. Logs for the bottom of the bridge have been obtained. Plan is to bring a group of scouts and have bridge completed by August. John and Julie Ryan would like to adopt the Bear Gulch Trail. Signage, more trail signs are ready. Carmel will have signs ready for the Volunteer Day.

Lala Jacoby would like the GMC to assist with cleaning up the illegal shooting area on Tiny Bob. No date has been set.

***Moved by Cheryl Poage and seconded by Lala Jacoby to appoint Sarah Chaney, John and Julie Ryan to the Greenbelt Management Committee. Motion carried unanimously.***

*Fishing Committee:*

***Moved by Lala Jacoby and seconded by Cheryl Poage to appoint Mark Liss to the Fishing Board. Motion carried unanimously.***

*Safety and Compliance Committee:* Bill Twinem, committee Co-chair has requested to be removed as Co-chair, will remain as a member on the committee. The Board would like to thank Bill for serving as Co-chair. Volunteers are needed to help the committee over the July 4<sup>th</sup> weekend. Please volunteer even if you can do one (1) hour. It is not necessary to join the committee, can sign up to simply help by signing a liability waiver. Deana Lehman has volunteered to be Co-chair another Co-chair is needed. The committee is using SignUpGenius for the committee and it is recommended the link be posted in the Weekly View and Nextdoor.

***Moved by Lala Jacoby and seconded by Cheryl Poage to accept Bill Twinem's resignation as Co-chair and appoint Dave Clark to the Safety and Compliance Committee. Motion carried unanimously.***

*Recreation Committee:* There is a social gathering tonight at the Community Center at 5:00 PM.

*Fire Pit Committee:* Two (2) individuals have resigned (Board would like to thank Kathy and Bruce Schreiner for their service) and four (4) new individuals have requested appointments. Stella Anderson reiterated; renters are not permitted to have fires even in approved fire pits, Larimer County's restrictions and guidelines regarding short term rentals.

***Moved by Lala Jacoby and seconded by Cheryl Poage to accept the resignation of Kathy and Bruce Schreiner from the Fire Pit Committee. Motion carried unanimously.***

***Moved by Lala Jacoby and seconded by Cheryl Poage to appoint Debbie Peonio, Cheryl Beavers, and Ren and Donna Coleman to the Fire Pit Committee. Motion carried unanimously.***

Lala Jacoby requested assignments for the committee Board Liaisons. Board Liaison role is to know the policy pertaining to the committee. A Liaison is not a member of the committee, serve as an advisory role to the committee. Board Liaisons assigned as follows: Safety and Compliance Tom Bongiovanni, Policy and Documents Cheryl Poage, Fishing Board Patrice Diem, Finance Committee Steve Dirmeyer, Hearing Panel Committee Lala Jacoby, Fire Pit

Committee Cheryl Poage, Counting Committee Lala Jacoby. Stella Anderson will send each liaison the charter and list of their committee members.

***Moved by Lala Jacoby and seconded by Cheryl Poage to appoint Trish McHugh to the Policy and Documents Committee. Motion carried unanimously.***

c. Attorney Status Report: Report was reviewed.

d. Violation Report: Cheryl Poage pointed out the majority of violations for the month are for culvert and slash/debris. Tom Bongiovanni concurred and, pointed out the numerous trailer violations.

## **VII. Unfinished Business:**

a. Bear Gulch: Cheryl Poage provided an update, the new gate erected, a larger gate was warranted due to the heavy equipment that may be necessary in the future for maintenance, as trees fall etc. Signage regarding use and denoting private property boundaries will be erected at a later date. Trail is open year around for biking, hiking and equestrian use only.

b. Colorado State Forest Service (CSFS) Grant for Filings 15 and 12: No updates.

c. Crystal Lakes Open Space Conservancy (501c3): No updates.

d. Community Wildfire Protection Plan: Lala Jacoby reported the CL Volunteer Fire Department cannot participate due to status of non-profit and donating to another non-profit. Cheryl Poage suggested following up with an official letter requesting financial support, Lala Jacoby will follow up. Discussion ensued regarding vendors Ember Alliance (\$36,440.00) versus Blue Mountain (\$30,712.00) and internal support for the plan. Cheryl will draft a list of deliverables for both vendors and present to the Board and Carmel Mawle. Carmel Mawle will present the list to each vendor.

***Moved by Steve Dirmeyer and seconded by Tom Bongiovanni to support the Community Wildfire Protection Plan (CWPP). Motion carried unanimously.***

e. Review of Governing Documents: The Architectural Control Requirements require updating. Stella Anderson will send the Covenants, Conditions and Restrictions to the Board so the revisions can commence. Once revisions are finalized, the draft will be sent to Altitude Law for legal recommendations and revisions. Stella Anderson stated it may be necessary to update the plat maps before revisions can be aggregated into one document due to the unified covenants.

f. Memorandum of Agreement CLRRA/CLWSA: Crystal Lakes Water and Sewer has requested an hour workshop session to discuss a lease in perpetuity for the wellhouse and cistern located on CLRRA property. Lal Jacoby will research three dates to propose. The CLRRA road crew dismantled the Catawba vault on CLWSA property. CLWSA offered to reimburse CLRRA for the cost, CLRRA declined to pursue reimbursement.

g. Request for Quotes (Janitorial Service, Portable Restrooms, Chain Link Fence): Lala Jacoby reported two (2) quotes, one from A+ Fencing and Deck and Border Line Fencing, both commercial contractors, cost difference is \$4,000.00. Request was made to change from two (2) mechanical locks to one (1) mechanical lock. Lala Jacoby placed calls to eight (8) cleaning vendors, two (2) made an onsite visit, neither were interested in serving Crystal Lakes. The cleaning position will be discussed in executive session.

***Moved by Cheryl Poage and seconded by Tom Bongiovanni to accept the Borderline Fencing quote #21867 for a chain link fence around the trash/compactor area with the reduction to one mechanical lock. Funds to be allocated to #2195 Trash Compactor Fencing, reserves. Motion carried unanimously.***

- h. Illegal and Unsafe Shooting near Crystal Lakes Subdivision: Lala Jacoby reported shooting is still occurring off Deadman Road, however the occurrences have been reduced from 6-8 hours of continuous action to 1-2 hours.
- i. Video Conferencing Equipment: No further updates, will be removed from future agendas.
- j. Special Road Projects: Discussions ensued over the budget for Special Roads Projects. Steve Dirmeyer requested the cancellation of line item #5315 Special Road Projects, current budget \$80,000 and combine with #8005 mitigation reserves. Transfer the \$37,027.17 from last fiscal year budget for Special Road Projects and create a New Crystal Lakes Mitigation Allowance #2183 and transfer \$117,027.17 for the 2021/22 budget. Stella Anderson expressed a need for a budget as \$1,700.00+ of 1-1 1/2 inch rock was just ordered for repairs on Caddo Road. Foresees other similar projects in the future. Cheryl Poage originally seconded the motion but upon further discussion removed her second.
- Moved by Steve Dirmeyer that the current Special Roads Project #5315 be removed from the current 2021-2022 budget and transfer to a new line item, Mitigation Reserve Transfer fund #8005 and transfer current available funds of \$117,027.17 into new formed account. Motion failed due to no second.***
- k. Selders Causeway Culvert Replacement Project: Bryon Fessler, Authorized Agent for the project will be Applying for a permit for the project. A list of items necessary for the permit process will be given to the Fishing Board to complete. Stella Anderson will provide Bryon Fessler with the appointment motion as Authorized Agent.

### **VIII. New Business:**

- a. Reserve Study Update: Steve Dirmeyer recommended a non-site visit for this year's reserve study.
- b. Crystal Lakes Community Fund: Randy Peonio (08135) presented a plan to erect a pickle ball court either at the site of the old swimming pool or in the large parking lot to the left of Base Camp. Preference for location is the large parking area left of Base Camp. Fund is requesting fund from CLRRRA.
- Moved by Steve Dirmeyer and seconded by Tom Bongiovanni to authorize the Community Fund to explore costs for a pickle ball court to be erected at the overflow parking lot located to the left of Base Camp. Motion carried unanimously.***
- c. New Committee – Subject Matter Experts: Lala Jacoby presented the draft of the charter for the committee. Committee will consist of individuals, do not need to be property owners, with extensive knowledge in specific areas. These individuals will be sought when advice, consulting is required in the area of knowledge, i.e., Bryon Fessler appointed as Authorized Agent for the Selders Causeway Culvert Replacement Project. Lala Jacoby will inform membership via the Monthly Newsletter with the intent to solicit individuals.
- Moved by Lala Jacoby and seconded by Tom Bongiovanni to approve the implementation of the Subject Matter Expert Committee and accept the charter for the committee. Motion carried unanimously.***
- Moved by Lala Jacoby and seconded by Steve Dirmeyer to appoint Bryon Fessler to the Subject Matter Expert Committee for waterway management. Motion carried unanimously.***
- d. COVID Vaccination Clinic: Cheryl Poage contacted Larimer County Health Department regarding a clinic. Steve Dirmeyer reported Red Feather Lakes will be hosting another clinic next month. Cheryl Poage will not pursue since Red Feather Lakes will be hosting a clinic.
- e. Insurance for FY 2021/22: Cheryl Poage has information on an insurance specifically for not for profits, the information will be given to Stella Anderson.

**IX. Executive Session:**

*Moved by Tom Bongiovanni and seconded by Steve Dirmeyer at 4:06 pm to discuss salaries and wages and legal issues. Motion carried unanimously.*

*Moved by Steve Dirmeyer and seconded by Cheryl Poage to adjourn from Executive Session at 4:46 pm. Motion carried unanimously.*

*Moved by Steve Dirmeyer and seconded by Tom Bongiovanni to allow the General Manager to employ and individual for cleaning services to include the portable restrooms. Motion carried unanimously.*

**X. Adjournment:**

*Moved by Cheryl Poage and seconded by Tom Bongiovanni to adjourn the meeting at 4:53 pm. Motion carried unanimously.*

Tabled Items:

- Request to Maintain ERRRA Roads

*Next CLRRRA Board Meeting: July 17, 2021 (10:00 a.m.)*

Respectfully submitted by Jen Lansing and Maria “Stella” Anderson

Approval Signature \_\_\_\_\_