

**FROSTFIRE CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
July 21, 2018**

I. CALL TO ORDER/INTRODUCTIONS

The meeting was called to order at 9:05 a.m. in the Keystone Fire Department Conference Room.

Board members present were:

Mary Parrott, President, D39
Bruce Blank, B20

Gary Howard, Vice President, E42

Owners present were:

Steve Loux, A1
Darold Douglas, C5
Lisa Kehaya, C22
Candi Vene, D24 & E26

Bud Clifford & Alice Ranney, A34
Gilbert Roman, C21
Richard & Mary Roda, D7

Representing Summit Resort Group was Katie Kuhn. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. PROOF OF NOTICE & DETERMINATION OF QUORUM

Notice of the meeting was sent June 21, 2018. With properties represented in person and proxies received, a quorum was confirmed.

III. APPROVE PREVIOUS MEETING MINUTES

Bud Clifford motioned to approve the minutes of the July 22, 2017 Annual Meeting as presented. Darold Douglas seconded and the motion carried.

IV. TREASURER'S/FINANCIAL REPORT

A. 2017 Year-End Results

The Association ended the year with \$7,736 in Operating and \$59,895 in Reserves. The Association was \$7,613 unfavorable to budget overall due to the insurance claim for the snow bars and associated roof repairs. Not all Reserve contributions were made in 2017 due to a low Operating account balance.

B. Balance Sheet and Income Statement as of June 30, 2018

As of June 30, 2018, the Association balances were \$5,723 in Operating and \$92,291 in Reserves.

The Income Statement reflected a \$702 positive variance in Operating expenses. Major variances included:

1. Roof Snow Removal - \$1,529 favorable to budget.
2. Security Expense - \$1,308 favorable to budget.

3. Repairs & Maintenance - \$1,563 unfavorable to budget due to the timing of the carpet cleaning.
4. Insurance - \$2,189 unfavorable to budget due to higher premium after the snow slide claim. There was also an insurance claim on the Association policy for damage to A33, A17 and A1. A window was left open in A33, causing a pipe to freeze and burst, flooding the units below. Katie Kuhn explained that the Association insurance policy is all-inclusive, so it covers drywall and floor coverings. The owner of A33 will be billed for the \$5,000 policy deductible since the damage was due to negligence. She reminded owners to carry an H06 policy that covers the Association policy deductible.
5. Reserve Transfer - \$5,330 unfavorable to budget (two months behind). The Reserve transfer was \$4,578 behind in the prior year. Attempts will be made to catch up as funds allow.

A suggestion was made to increase dues in the next budget so the Reserve transfers can be made.

C. Reserve Review

Katie Kuhn reported that there are not many projects scheduled in 2018. The Reserve Study lists roof inspection and repairs (\$2,000), crack filling, seal coating and restriping the parking lot and bike path (\$4,000) and an update to the hot tub enclosure by Building A, including addition of a key pad lock and raising the exterior fence.

V. MANAGING AGENT'S REPORT

A. Completed Operating Projects

Katie Kuhn reviewed the list of completed projects:

1. Repaired the hot tub.
2. Cleaned up trees damaged by a snow storm.
3. Repaired snow slide damage.
4. Replaced topsoil after construction damage.
5. Hooked up heat tape at Building B.
6. Replaced heater in crawlspace.
7. Delivered firewood to units with wood fireplaces and billed owners.
8. Reinstalled loose stones.
9. Repaired a pinhole leak in B4.
10. Repaired a crawlspace pipe and deodorized the space.
11. Completed major repairs in A33, A17 and A1 after the pipe leak.
12. Replaced the E hot tub cover.

B. Pending Items

1. Sealcoating the parking lot and bike path.
2. Scheduled window washing for July 24th.
3. Revamp the A hot tub surrounds.

C. Reminders

1. Owners are responsible for their tenants. Owners should review the House Rules with tenants. Only owners are allowed to have pets during their stays at Frostfire.
2. The dumpster is for household trash only. Large items and construction debris should be taken to the dump.
3. Parking for trailers and RV's is limited to three weeks per unit per year. Trailers should be parked by the water building. Parking permits are necessary for trailers as per the House Rules.
4. There is a Stage 2 fire ban in effect for the entire County. Fires and smoking outdoors and in common areas are prohibited. Notices have been posted at all entry doors.
5. Hot water heater shut off valves should be exercised regularly to ensure proper operation. The valves should be replaced if they are difficult to use. Shutting off the water to the unit and the power to the hot water heater is recommended if the unit will be unoccupied for an extended period of time. The utility doors should be left open when units with water lines on an exterior wall are unoccupied.
6. The yellow parking tags issued to Frostfire owners are required at all times and permits from rental agencies are not allowed. Displaying permits will be especially important once Keystone implements paid parking this coming winter. Contractors should be directed to park away by the water building.
7. The stairwell fire doors should be kept closed.

The Board is considering a \$250 remodeling deposit to cover costs for additional cleaning. Information will be included in the post-meeting mailer.

VI. OLD BUSINESS

There was no Old Business.

VII. NEW BUSINESS

A. Rental Surcharge

The Board has been discussing implementing a small surcharge for rentals to cover repair costs for damages. There was general discussion about renters and hot tub usage. Candi Vene thought it would be helpful if full time owners inform rental unit owners when there are issues or damage. Katie Kuhn said another Association she manages charges \$100/month for units that rent either short or long term. Lisa Kehaya asked if there was an occupancy restriction. Mary Parrott said there were state-mandated maximum occupancies but it is difficult to monitor.

An owner suggested making a motion to change the Declarations to ban short term rentals. Katie Kuhn explained that there is a formal process for changing the Declarations and it cannot be done by a motion at an Annual Meeting. She noted that she received communication from several owners who were unable to attend who were vehemently opposed to a rental surcharge.

An owner recommended that House Rules be posted in all rental units. Mary Parrott said this has been recommended several times in the past. The Board is requiring owners who rent to have proper insurance. Katie Kuhn said the Board is discussing requiring rental owners to have a rider on their individual unit H06 policies to cover renters, since renters are normally not covered, and inclusion of the Frostfire Association as an additional insured.

The Board will continue to discuss this issue. It appeared that the owners present at the meeting were generally in favor of a rental surcharge. A survey will be sent with the post-meeting mailer to determine how many owners rent their units.

B. TV/Internet Opinions

The Resort/Internet contract comes up for renewal next year. There has been feedback about slow internet speeds. The cost for the existing service is about \$50/unit/month. Comcast would be another option at a cost of approximately \$55/unit/month and would provide individual modems/routers for each unit (for three televisions), faster speeds, better customer service and fewer service interruptions during bad weather. Comcast will be on site to determine if new wiring would be needed, which they usually provide at their expense. The Board will continue to explore the options.

C. Pet Relief

Mary Parrott asked owners to take their dogs away from the grass around the buildings to relieve themselves to prevent the yellow spots and to pick up after their pets. She reiterated that owner guests and renters are not permitted to bring pets.

D. Landscaping

Mary Parrott thanked the Roda's for their work on the plants and the owners recognized Mary Parrott and Patti Banks.

VIII. OPEN DISCUSSION

1. Gilbert Roman thanked Katie Kuhn for her responsiveness to his requests for contractor recommendations. Katie noted that it is very difficult to find contractors in Summit County.
2. Lisa Kehaya requested a joint effort with the Cinnamon Ridge properties and the hotel to trim the bushes along the bike path. Mary Parrott said this would need to be addressed by the County.
3. Candi Vene said there should be thought given in the long-term plan to the large trees as they age. Mary Parrott said the trees are trimmed regularly.
4. The owner contact list will be sent out. Owners were asked to check the accuracy of their information. Owners who are not on the list and are willing to share their emails and phone numbers must provide written permission.
5. The owners recognized Summit Resort Group for their work at the property.
6. An owner asked about the process for the security checks. Katie Kuhn explained that the Property Manager knocks on the door before entering. If there is no answer but evidence that the unit is occupied when the door is opened, the unit is not entered. The inspections are required to preserve the insurance coverage.

7. An owner asked if electronic door locks were permitted. It was confirmed that they are allowed.
8. The owners present agreed that the quarterly schedule for changing the lock code should be continued. Katie Kuhn noted that the code change is delayed when the first of the month occurs on holiday weekends to avoid confusion for the guests.

IX. ELECTION OF DIRECTOR

The term of Bruce Blank expired and he indicated he would be willing to run again. The floor was opened for nominations and there were none. Bud Clifford motioned to nominate and elect Bruce Blank for another three-year term. Steve Loux seconded and the motion carried.

X. SET NEXT MEETING DATE

The next Annual Meeting will be held July 20, 2019 at 9:00 a.m. at the Keystone Fire Station.

XI. ADJOURNMENT

Bud Clifford motioned to adjourn at 10:47 a.m. Darold Douglas seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature