

**FROSTFIRE CONDOMINIUM ASSOCIATION  
ANNUAL HOMEOWNER MEETING  
July 20, 2019**

**I. CALL TO ORDER/INTRODUCTIONS**

The meeting was called to order at 9:03 a.m. in the Keystone Fire Department Conference Room.

Board members present were:

Mary Parrott, President, D39

Bruce Blank, Secretary/Treasurer, B20

Gary Howard, Vice President, E42

Owners present were:

Steve Loux, A1

Ted Nelson, B3

Darold Douglas & David Duncan, C5

Peggy Bodine, D8

Bev & Tim Johnson, A34

Margy Malott, B4

Lisa Kehaya, C22

Wendy Helton, E10

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 20, 2019. With properties represented in person and 16 proxies received, a quorum was confirmed.

**III. APPROVE PREVIOUS MEETING MINUTES**

**Motion:** Steve Loux moved to approve the minutes of the July 21, 2018 Annual Meeting as presented. Ted Nelson seconded and the motion carried.

**IV. TREASURER'S/FINANCIAL REPORT**

*A. 2018 Year-End Results*

The Association ended the year with \$1,654 in Operating and \$81,491 in Reserves. The Association was \$1,013 unfavorable to budget overall due to repair costs for a pinhole leak. Not all Reserve and Hot Tub Reserve contributions were made in 2018 (\$13,326 behind) due to a low Operating account balance.

*B. Balance Sheet and Income Statement as of May 31, 2019*

As of June 30, 2019, the Association balances were \$1,948 in Operating and \$88,739 in Reserves.

The Income Statement reflected a \$703 positive variance in Operating expenses. The largest variance was in Snow Removal, which was \$1,891 unfavorable to budget. The Association is one month (\$2,665) behind on Reserve transfers. The transfer will be made up over the course of the year if funds allow.

C. *Special Assessment*

Last month, the Board approved a Special Assessment of \$500 (\$15,000 total), payable in two \$250 installments due at the end of August and November. The money will be kept in the Operating account to help maintain an adequate balance to pay bills and make the Reserve transfers. The Board will evaluate the 2020 Budget and determine if dues should be adjusted. It is anticipated that insurance, cable/internet and snow removal expenses will increase.

**V. MANAGING AGENT'S REPORT**

A. *Completed Operating Projects*

Katie Kuhn reviewed the list of completed projects:

1. Repaired the lift station.
2. Cleaned out the gutters.
3. Repaired the dumpster and hot tub enclosures.
4. Installed Trex around the A hot tub and added a coded lock.
5. Repaired damage from a pinhole leak.
6. Completed annual backflow testing.
7. Sealcoated the parking lot and bike path.
8. Installed a new E hot tub cover.
9. Cleaned carpet and tile floors.
10. Replaced rear glass on B common door.
11. Removed snow and ice from roof and window wells.
12. Repaired roof leaks.
13. Repaired split rail fence.
14. Sprayed trees and turf.
15. Moved the E lift station control panel.

B. *Pending Items*

1. Window washing is scheduled for July 29<sup>th</sup>.

**VI. OLD BUSINESS**

There was no Old Business.

**VII. NEW BUSINESS**

A. *Rule Change*

There have been issues with guests parking trailers for weeks and not displaying parking permits. The Board has approved a rule change to require written approval from the Board for parking trailers in the lot.

B. *TV/Internet*

Comcast will be the new provider starting in December when the ResortInternet contract expires. More information will be sent to all owners as the date draws closer. Comcast will be accompanied by a Summit Resort Group staff member when they access the units for installation. The service will include an X1 box and cabling for two

additional televisions. Owners will be able to upgrade their service individually at their own expense.

*C. Construction Deposit*

The Board has instituted a Construction Deposit Policy. Any owner planning to do renovations (including new carpet) is required to fill out the application and pay a \$250 refundable deposit prior to starting work. The deposit will be returned if there is no additional cleaning or repairs needed to the common areas. Owners should notify management if their contractors will have a trailer, as a parking permit is required. Contractors should be asked to protect the common area carpet when they are bringing materials in or out of the units.

*D. Short Term Rental Regulations*

Summit County has passed short term rental regulations. Owners who rent short term (less than 30 days) are required to obtain a permit and a business license, which must be included in advertisements. Information is available on the County website. There was discussion last year about collecting a rental deposit but it was not implemented.

*E. Reminders*

1. Owners are responsible for their tenants. Owners should make sure their rental guests are aware of the House Rules. Owners should remind their rental managers that guests are not allowed to bring pets.
2. The dumpster is for household trash only. Large items and construction debris must be taken to the landfill and Summit Resort Group can help facilitate.
3. Parking for trailers and RV's is limited to three weeks per unit per year and requires Board approval.
4. Owners should shut off the water in the unit if it will not be occupied for an extended period.
5. Hot water heater shut off valves should be exercised regularly to ensure proper operation. Hot water heaters should be drained annually to remove sediment.
6. Parking permits are required at all times and permits from rental agencies are not allowed. Replacement can be obtained at the SRG office for \$5 each.
7. The stairwell fire doors should be kept closed.

An owner commented that there are several multi-owner units and the three week per unit cumulative restriction on trailers might be insufficient for the ownership. Katie Kuhn said the three-week restriction has been in the rules for years. Mary Parrott noted that Frostfire is one of the few properties in the County that allows trailers at all. Construction trailers are not counted toward the three weeks.

*F. Owner Education*

Information was included in the meeting packet regarding the decisions that are made by the Board versus individual owners. All Association documents are posted on the website.

## VIII. OPEN DISCUSSION

A. *Fireworks*

Mary Parrott said there was an incident over the July 4<sup>th</sup> holiday involving an owner, with children close by, lighting fireworks on the bike path which sparked and caused a small fire. Fireworks are illegal in Summit County and owners should report violations to the Sheriff. A suggestion was made to send a reminder to all owners just prior to the holiday.

B. *In Unit Disturbances*

Owners should report any in unit disturbances to the Sheriff and SRG rather than 911, unless it is a true medical or safety emergency.

C. *Condominium Fire*

Lisa Kehaya commented that there was a large fire at The Enclave. It is believed that the fire was caused by a spark from an extension cord. There was discussion about changing the rules to prohibit use of the outdoor power outlets for charging electric vehicles. Katie Kuhn noted that it is not a common occurrence. There are public charging stations by Starbucks in Silverthorne.

D. *Bike Path Safety*

Lisa Kehaya suggested adding a sign on the bike path warning of the potential for encountering moose. There was not general support for this action given that moose are found throughout the Snake River Valley.

E. *General Information*

Peggy Bodine noted that the online version of the Summit Daily News is a good source for local information.

F. *Annual Meeting Packet*

An owner requested that the full meeting packet be sent to owners in advance of the meeting or posted online.

G. *Beaver Pond*

Ted Nelson asked about the status of the beaver pond. Mary Parrott said the large beaver lodge was dismantled and the beaver left.

H. *Paint Colors*

An owner requested the paint color code for touching up the door frames. Katie Kuhn said there is extra paint in the shed that can be provided upon request.

I. *Key Code Changes*

An owner requested reducing the frequency of changing the lock code to two or three times annually. Other owners were concerned about security and did not feel the frequency should be reduced.

*J. Short Term Rental Unit Notification Requirement*

An owner suggested changing the rules to require owners to notify the Board if a unit is used for short term rentals. Katie Kuhn noted that rules changes are a Board responsibility. This topic will be added to their next meeting agenda.

*K. 2020 Budget*

An owner asked if the Board had reached any conclusion regarding the need for a dues increase. Katie Kuhn said the new budget will be drafted in October/November, at this time the Board will examine the need for an increase.

**IX. ELECTION OF DIRECTOR**

The term of Gary Howard expired and he indicated he would be willing to run again. The floor was opened for nominations and there were none.

**Motion:** Bruce Blank moved to nominate and elect Gary Howard for another three-year term. The motion was seconded and carried.

Mary Parrot thanked Gary Howard, Mike Webb, Patty Banks, and the Rodas for their assistance with landscaping projects. The owners acknowledged Mary Parrott. Owners who are willing to plant flowers can purchase them and submit the bill to SRG for reimbursement. The SRG team and Board were thanked.

**X. SET NEXT MEETING DATE**

The next Annual Meeting will be held July 18, 2020 at 9:00 a.m. at the Keystone Fire Station.

**XI. ADJOURNMENT**

The meeting was adjourned at 10:16 a.m.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Signature