

**FROSTFIRE CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
July 15, 2023**

I. CALL TO ORDER/INTRODUCTIONS

The meeting was called to order by Mary Parrott at 9:04 a.m. via videoconference.

Board members participating were:

Mary Parrott, President, D39

Mary Lams, Vice President, E26

Bruce Blank, Secretary/Treasurer, B20

Owners participating were:

Stacy Huntoon, A1

John Phelps, A2

Jeff & Stephanie Pulverenti, A17/E41

Sheri & Jeff Connor, A33

Timothy Johnson, A34

Ted Nelson, B3

Michael & Lisa Burns, B4

Cynthia Waite, B35

Michael Paris, B36

David Duncan, C5

Gil Roman, C21

David Schmidt, C38

Rich & Mary Roda, D7

Casey Bodine, D8

Thomas Balma, D24

Mike Lams, E26

Chris King, E43

Representing Summit Resort Group was Noah Orth. Kate Willis of Summit Management Resources transcribed the minutes from recording.

With 20 units represented in person and three proxies received, a quorum was confirmed.

II. APPROVE PREVIOUS MEETING MINUTES

Rich and Mary Roda requested a correction to their unit number to read "D7" instead of "B7".

Motion: David Duncan moved to approve the minutes of the July 16, 2022 Annual Meeting as amended. The motion was seconded and carried.

III. TREASURER'S/FINANCIAL REPORT

A. Balance Sheet as of May 31, 2023

As of May 31, 2023, the balances were \$2,505.85 in Operating and \$153,590.30 in Reserves for \$156,096.15 in total checking and savings.

B. Profit & Loss Statement as of May 31, 2023

There was an unfavorable Operating variance of \$2,096. There were overages in Electricity (\$1,068), Reserve Study (\$900), Repair & Maintenance (\$1,212), Insurance (\$2,299), and Legal & Professional (\$1,097) due to the amendment made to the Declaration. There were savings in Sewer (\$392), Snow Removal (\$584), and Repairs & Maintenance Hot Tub (\$253).

There have been three missed Reserve contributions in the months of January, April, and May as well overages in the Operating budget for the months of January, February, March

and April. This is a cash flow issue and typically any missed transfers are made up by the end of the fiscal year.

David Duncan asked if the insurance coverage was related to the tax valuations. Noah Orth explained that it was the rising cost of coverage in general.

Motion: David Duncan moved to approve the financial report as presented. Tom Balma seconded, and the motion carried.

IV. MANAGING AGENT'S REPORT

A. *Completed Items*

Noah Orth reviewed the list of completed projects:

1. Repaired "red-labeled" decks.
2. Painted interior common hallways.

B. *Ongoing Work*

1. Parking lot crack seal and seal coat is scheduled to be completion.
2. Association gutter clean out and end cap repairs is scheduled.
3. Carpet cleaning is scheduled for completion.
4. Window cleaning is scheduled for completion.
5. Roof inspection and repairs proposal is scheduled.

C. *Items to Report*

1. C38 had a sidewall leak due to snow and ice that has been taken care of.
2. E9 & E10 had sink backups due to improper use of garbage disposals in upper units. Noah Orth reminded owners to use their garbage disposals properly.

V. OLD BUSINESS

A. *Turner Morris Roof Repair*

Roof inspection and replacement have been completed over the Building D entrance with no further leaks since.

B. *Completed 2022 Association Approved Maintenance Items*

1. Parking Lot Light Inspection
2. Unit D39 & D40 Leak Repairs
3. Building A Front Steps Repair
4. Building A Back Steps Replacement
5. Association Vent Cleaning
6. Common Carpet Cleaning
7. Window Cleaning
8. Turner Morris Roof Inspection
9. Turner Morris Roof Repairs — section replacement over Building D and minor repairs to complete Association roof
10. Legal/Amendment Fees
11. Hot Tub Gate A Repair
12. Landscape improvements — removal of dead trees

C. *Owner Reminders*

1. Owners should make sure guests are aware of the House Rules including no pets.
2. The dumpster is for household trash only. Large items and construction debris must be taken to the landfill and management can help facilitate removal for a fee.
3. Trailers and RVs are restricted to three weeks parking with prior Board approval.
4. Yellow parking permits are required at all times and rental agency permits are not allowed.
5. Outlets are not to be used for charging cars. The Board did look into charging stations, but the cost was not worth the current projected usage.

VI. **NEW BUSINESS**

A. *Reserve Study*

Mary Lams presented the Reserve Study and emphasized its usage as a tool to help plan for the future. She also highlighted the Association's preference for lower dues and Special Assessments to fund projects rather than a robust Reserve Fund. There were questions about the wood siding lifetime and reasoning behind the estimates. It was noted that the remaining life of the siding is listed as only 16 years, although it was replaced five years ago and has an estimated useful life of 50 years. In addition, it is composite material, which should last longer than wood. Mary Lams emphasized that this document is a rough draft guide. Stephanie Pulverenti requested more details for the recommendations.

Action Item: The Board will create a five or ten year plan for capital projects based on the Reserve Study.

Action Item: The Reserve Study will be posted on the website for review and feedback.

B. *2023 Board Approved Maintenance Items*

1. Deck/Railing Repairs — Six “red-labeled” decks were completed. The Board has requested pricing for future repairs for yellow-labeled decks.
Action Item: Michael Paris will email management regarding the labelling of his deck.
2. Railings — There were missing bolts and rusts on the railings. ReNew Painting who did the hallway painting also sanded and refinished the railings. Owners were encouraged to contact management about any needed touch-ups.
3. Parking Lot Crack Seal and Seal Coat — Notification and instructions will be sent to the ownership in the next week. It is tentatively scheduled for July 25th.
4. Gutter Cleanout/Repairs — Spot cleanouts were completed and the entire system will be cleaned out this fall. End caps will also be resealed to prevent ice buildup.
5. Carpet Cleaning — Mountain Pride Cleaning Services is completing the carpet cleaning on July 28th.
6. Window Cleaning — Proposals are being received and scheduled to be completed.
7. Roof Inspection — Summit Roofing and Gutters is a better option for the inspection than Turner Morris.

C. *Newsletter and Communication*

Mary Lams asked for feedback regarding a quarterly newsletter. There was discussion of including project updates, current local items of interest, and a link for the Board meeting

minutes. David Duncan noted drafting a newsletter is a lot of work and recommended reminding ownership of the open meeting policy instead.

VII. OWNER EDUCATION

- A. *Water Shut-Off Valves/Hot Water Heaters*
Owners were reminded to shut off the appropriate circuit breaker when shutting off the water heater to prevent fire hazard. Draining the water heater annually is recommended. There was discussion of how to enforce this, inspections and unit access problems, and including reminders to inspect in the newsletter.
- B. *Hot Tub Emergency Button*
Owners were reminded to educate their guests on the correct button to use on the hot tub for the jets. Signage will be updated to include “On/Off” for the jet button and “Emergency Use Only” for the shutoff button. Owners were also reminded to cover the hot tub. Stephanie Pulverenti asked for a maximum capacity sign for the hot tub. The Board will take this into consideration.
- C. *Maintenance and Insurance Obligations Chart*
Mary Parrott highlighted the new chart outlining maintenance and insurance obligations. The chart has been posted on the website. Owners were reminded that they must provide SRG a key or valid key code for their units for emergency access.
- D. *Architectural Form*
There is a new form for remodeling so the Board can notify other owners of projects.
Action Item: Noah Orth will make sure this form is posted on the website.
- E. *State of Colorado Policy Updates*
Mary Parrott outlined the new State policies and the Board’s efforts to comply. The Enforcement Policy specifies that owners in violation will be issued a written warning, followed ten days later by a \$100 fine, and thirty days after up to another \$400 fine for non-compliance. All new policies have been posted to the website.

VIII. OWNERSHIP OPEN FORUM

1. Chris King asked if anyone had had success fighting the tax assessment. Mary Parrott highlighted how the assessment is calculated.
2. David Duncan asked if the Board had considered raising the Operating account balance so there is less shifting of funds in and out of Reserves. Mary Parrott said this will be taken into consideration for the next budget. Noah Orth clarified that Reserves are not being used to pay Operating expenses. When there is inadequate cash flow to cover Operating expenses, the Reserve contribution is suspended and the transfer is made at a later date when funding permits. He has created an expense sheet for the Board to take into consideration for a dues increase, Special Assessment, or a hybrid of both.
3. David Duncan requested that the Board investigate a policy regarding required annual inspection of hot water heaters or installation of a water sensor to detect leaks.
Action Item: The Board will discuss this at the next meeting.

4. Tom Balma asked for feedback regarding Keystone becoming self-governing. Mary Parrott gave an update on the continuing process and projected timeline if everything passes. There will be a vote on the Charter in September. If it passes, there will be an election for the Town Council members and Mayor. The process will probably take about one year. She also mentioned that all meetings are open but voting is restricted to primary residents and there is currently no anticipated tax increase.
5. Gil Roman asked if there was an anticipated Special Assessment this year and if the Board could put together a priority with ranges, possibly updating through the newsletter. Mary Lams responded that she could not guarantee there would not be a Special Assessment. The Board will be putting together a five-year plan to identify upcoming major expenses.
6. David Duncan asked if the Board anticipates a monthly dues increase for Operating costs. Mary Lams said it was likely. He indicated his support for a dues increase if necessary. The topic will be discussed at the upcoming budget meeting, and ownership will be encouraged to attend.
7. Mike Lams commended the Board for how well kept the property is.
8. The budget meeting will likely be scheduled in late fall.

IX. ELECTION OF DIRECTORS

The term of Mary Parrott has expired and she was willing to run again. There were no other nominations from the floor. Mary Parrott was nominated and re-elected for a three-year term by acclamation. Mary Parrott thanked the Lams', Dionne Paris, the Roda's, Mike Webb and Patty Banks, who have helped her to maintain the property.

X. NEXT ANNUAL MEETING DATE

The next Annual Meeting date will be established by the Board and posted on the website.

XI. ADJOURNMENT

Motion: Tom Balma moved to adjourn at 10:28 a.m. Ted Nelson seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature