

**FROSTFIRE CONDOMINIUM ASSOCIATION  
ANNUAL HOMEOWNER MEETING  
July 22, 2025**

**I. CALL TO ORDER/INTRODUCTIONS**

The meeting was called to order at 5:04 p.m. via videoconference.

Board members participating were:

Mary Parrott, President, D39

Mary Lams, Vice President, E26

Mike Paris, Secretary/Treasurer, B36

Owners participating were:

Stacy Huntoon, A1

Sheri & Jeff Connor, A33

Tom Cogan, A34

Ted Nelson, B3

Mike & Lisa Burns, B4

Aleksandr & Alla Segalchik, B20

Darold Douglas, C5

Thomas & Nancy Balma, D24

Jerilynn & Mark Pintar, D40

Mike Lams, E26

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

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

**II. PRESIDENT'S REPORT**

Mary Parrott announced that she will serve the remaining year of her term but will not be running for re-election next year.

**III. APPROVE PREVIOUS MEETING MINUTES**

**Motion:** Mike Lams moved to approve the minutes of the July 16, 2024 Annual Meeting as presented. Mike Paris seconded and the motion carried.

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

*A. Balance Sheet as of May 31, 2025*

As of May 31, 2025, the balances were \$17,849 in Operating, \$85,199 in Reserves and \$457,381 in the Roof Reserve for \$560,429 in total checking and savings.

*B. Profit & Loss Statement as of May 31, 2025*

There was a favorable Operating variance of \$6,199. There were overages in Snow Shoveling (\$975), Security (\$741), Insurance (\$1,627) and Legal/Professional (\$645) and savings in Miscellaneous (\$4,582), Roof Snow Removal (\$1,383) and Landscaping (\$2,264).

*C. 2025 Budget*

All Reserve contributions have been made in 2025. Some variances are due to cash flow and how funds were budgeted monthly.

**Motion:** Stacy Huntoon moved to approve the financial report as presented. Mike Lams seconded and the motion carried.

## V. MANAGING AGENT'S REPORT

### A. *Completed Items*

Noah Orth reviewed the list of completed projects:

1. Exterior cobblestone walkway leveling.
2. Emergency lighting replacement.
3. Hot tub cover and lifter replacement (Buildings A & E).
4. Back exterior common walkway stairs and hand railings.
5. Building A snow guard repairs.
6. Landscaping mulch and tree trimming.
7. Building A boiler inducer motor replacement and elevation.
8. Buildings A and E hot tub circulation pump replacement and plumbing repairs.

### B. *Ongoing Items*

1. Roof Replacement – DCPS has completed the second level roofs and is nearing completion on the first story roofs. Ridge caps, trim, snow fencing, chimney caps, gutters, heat tape and safety anchors are pending.
2. Railing Installation - Montauk Inc. and Breck Iron Works have been contracted to install hand railings on the back entryway stairs for code compliance per the insurance audit.
3. Carpet Replacement – This project is on hold due to the unknown cost for the insurance audit. The carpet will be cleaned if it is not replaced.

## VI. OLD BUSINESS

### A. *Update House Rules*

1. Condo Emergency Access – All owners must provide emergency unit access through a physical working key in a lock box or at SRG or an electronic code. SRG audits unit access biannually. Written authorization is required for entry and security checks.
2. Wood Burning Fireplaces – Owners who have wood burning fireplaces must submit an annual inspection report to SRG by October 31<sup>st</sup>. The woodpile was relocated away from the buildings for safety and pest control.
3. Open Flame Equipment - Per insurance requirements, open flame devices are prohibited. The compliance deadline was January 1, 2025 and all owners complied. Electric grills are permitted.

### B. *2025 Roof Replacement Update*

The budgeted project cost was \$500,000. An unexpected cost for replacement of the life safety anchors added \$9,000. Additional snow fence installations were approved. DCPS was recognized for their professionalism.

## VII. NEW BUSINESS

- A. *New Onsite Summit Resort Group Staff Members*  
Diego Cardenas and Bernie Romero now manage daily operations. Sarah Conley handles weekly deep cleaning.
- B. *Onsite Storage & Activity Rack*  
All stored recreational equipment must be removed by August 1, 2025. The policy was established to ensure fairness and safety.
- C. *Landscaping Tree Underbrush & Landscaping*  
The skirts of all trees were lifted and mulch was laid. The work has improved the aesthetics and air flow. The loss of long-time volunteer support will require alternative maintenance planning.
- D. *Insurance Audit Required Repairs*  
Four issues identified during the insurance audit were resolved:
1. Common cobblestone walkway leveling between the Building D and E entrances.
  2. Emergency lighting replacement.
  3. Hot tub cover replacement and lifter repair.
  4. Railing installation on exterior stairways.
- E. *Crawlspace Groundwater Flooding*  
There was groundwater in the crawlspaces of all buildings during spring runoff this year. Summit Remediation Solutions inspected the crawlspaces and sump pump systems. Sump pump capacity and water table changes are under review. The Board will be evaluating proposals and a future assessment is possible.
- F. *Building A & E Hot Tub Update*  
The hot tub circulation pumps and PVC plumbing lines were replaced due to leaks. The Board is discussing the best option for long-term replacement of the hot tub covers, which wear quickly due to UV and heavy use, and the lifter mechanisms.
- G. *Updated Capital Improvement Plan*  
The Capital plan was revised in alignment with the 2023 Reserve Study. Carpet replacement may be postponed due to financial constraints.

## VIII. OWNER REMINDERS & EDUCATION

- A. *Owner Reminders*
1. SRG must have emergency access to all units.
  2. Only electric grills are allowed.
  3. Frostfire is a non-smoking property (except inside individual units).
  4. Guests must follow the House Rules (no pets).
  5. Owners should exercise all water shutoffs regularly to prevent seizing.

6. The dumpsters are only for household trash. Large items must be hauled to the landfill. SRG can provide assistance.
7. Trailers/RVs need prior Board approval and parking is limited to three-weeks.
8. Yellow parking permits are required. Outside management company permits are not accepted.
9. The outdoor outlets cannot be used for EV charging.

**IX. OWNERS OPEN FORUM**

Stacy Huntoon noted maintenance issues with siding on unit A1.

**Action Item:** Noah Orth will follow up.

Darold Douglas asked about daily maintenance staffing hours and about the status of the window repair on Building D. Noah Orth said the roofers are handling the window repair but there is a 2 – 3 week waiting list for the glass to be cut. Breck and Glass is the recommended vendor for glass replacement. Owners are asked to inform SRG if excessive snow starts to accumulate on the roof in front of their windows.

**Action Item:** Noah Orth will provide a breakdown of the maintenance hours.

**X. ELECTION OF DIRECTORS**

The term of Mary Lams has expired and she was willing to run again. There were no other nominations from the floor and Mary Lams was nominated and re-elected for a three-year term by acclamation.

Mary Parrott was formally recognized for her longstanding contributions to the Association and Board leadership.

**XI. NEXT ANNUAL MEETING DATE**

The next Annual Meeting date will be established by the Board and posted on the website. There was a request to offer a live attendance option or alternatively to schedule an owner social following the virtual meeting.

**XII. ADJOURNMENT**

**Motion:** Darold Douglas moved to adjourn at 6:17 p.m. Stacy Huntoon seconded and the motion carried.

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