

**FROSTFIRE CONDOMINIUM ASSOCIATION**  
**Board of Directors Meeting**  
**March 4<sup>th</sup> 2020**

**I. CALL TO ORDER**

The meeting was called to order at 1:38PM. Board members present were Mary Parrott, Bruce Blank and Gary Howard. A quorum was present.

Representing Summit Resort Group were Katie Kuhn and Kevin Carson.

**II. OWNER FORUM**

No owners, other than Board members, were present.

**III. APPROVAL OF MINUTES**

Bruce made a motion to approve the meeting minutes from the July 18<sup>th</sup> 2018 board meeting. Mary seconded and the motion carried.

**IV. FINANCIAL REVIEW**

January 31<sup>st</sup> financials report \$18,468.90 in the Operating account, and \$109,553.75 in Reserves.

Jan 31<sup>st</sup>, 2020 Profit and Loss reports \$18,385 of budgeted expenses vs. \$13,980 of actual expenses resulting in a favorable variance of \$4,405. The largest areas of variance are:

- Sewer - \$3,365 under (due to timing)

Reserve transfers are good.

A/R is good – All dues are current. We are working to collect two small balances from unpaid special assessments.

**V. MANAGEMENT REPORT**

Katie reviewed the management report with the board.

**Completed items**

- Window Cleaning
- Hot Tub Repairs
- Annual Landscaping and Irrigation Work
- Comcast installation from Resort Internet
- Repair of Split Rail Fence
- A Building Stair Timber Repair
- Fire Monitoring Switch from Allied to Apex.

**Pending Items**

- Refresh interior windows – The Board approved using John Julian for the repairs.
- B36 Bathtub Jets – The breaker for the jets has been disabled. We will continue to monitor for noise. If it is turned back on SRG will reach out to the owners about removing the breaker.

- Middle Street Lamp – SRG has reached out to Cain Electric. They will disable the light instead of repairing, per Board request.
- There was a roof leak in B36 by the chimney. SRG arranged for snow removal and SCMR is handling repairs.

## **VI. RATIFY BOARD ACTIONS VIA EMAIL**

Gary moved to approve the following actions via email;

- 2018 Tax Return (approved 3/25/19)
- 2019 Insurance Renewal (approved 3/9/19)
- 2020 Operating Budget (approved 11/27/19)

Bruce seconded and the motion carried.

## **VII. OLD BUSINESS**

## **VIII. NEW BUSINESS**

- Bruce reported that there are frequent noise disturbances from B36. SRG reached out to SCMR regarding this and will continue to monitor.
  - The Board will draft a simplified copy of the house rules for rental units to post.
- The Board discussed frequent false fire alarms at FF. Katie indicated that the fire dept does not charge us for visits unless it is an issue with the system or panel that we have not addressed.
  - The board requested that SRG look into pricing on “glass break” covers for the pull alarms.
  - In the event that the HOA is charged for a false alarm, that will be rebilled to the unit owner.
- SRG has scheduled a cleaning of the common area carpets up to the middle of the 2<sup>nd</sup> floor landing.
  - An additional carpet cleaning and window washing will be scheduled mid summer.
- Cleaning Crew Parking – The Board requested that SRG contact all management companies for units at Frostfire requesting that they park their vans in the rear.
- SRG will check with the fire department about installing doors to hide stand pipes in the common areas.
- The lifter bar for the E building hot tub was broken. Gary was able to get it working again.
- The wooden lattice on the E Building hot tub enclosure needs replacement. SRG will get bids.
- The A Building hot tub enclosure is in need of repair. Renters from Cinnamon Ridge have been observed forcing the door open to access the tub. The plexiglass is also fogged in many areas and does not clean well. The Board requested a new door and the replacement of most of the plexiglass with tempered glass and removing the spindles in areas where the view is affected. SRG will collect bids.
- The flood light for the A building rear entrance has been disabled.

- Door Kick Plates – Owners will be required to replace the kickplates on their exterior doors before the annual meeting. Following that the HOA will have the plates installed and rebill that expense to owners.
- 2020 Capital Projects
  - The Board elected to postpone common area painting and carpet replacement until 2021.
  - Replacement of entry way tiles was added to the list of 2020 capital projects. The Board will determine the style they would like before SRG requests bids.
  - Common Area Doors – SRG will reach out to Travis construction for a bid to replace the common area doors.
- The 2020 insurance renewal with Kinser Insurance was approved.

**IX. NEXT MEETING DATE**

The next meeting will be the Annual, on July 18, 2020 located at the Keystone Fire Department at 9am.

**X. ADJOURNMENT**

With no further business, the meeting was adjourned at 4:04 PM.

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Approved