

**FROSTFIRE CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
August 3, 2013**

I. CALL TO ORDER AND INTRODUCTIONS

Mary Parrott called the meeting to order at 9:00 a.m. in the Keystone Center.

Board Members Present Were:

Mary Parrott, President, Unit D39
Marie Keeney, Secretary, Unit C38

Owners Present Were:

Stacy Huntoon, Unit A1	Mitch Drantch, Unit A17
Bud Clifford, Unit A34	Ted Nelson, Unit B3
Robb and Jessica Glenn, Unit B36	David Duncan/Darold Douglas, Unit C5
George Fornnarino, Unit C6	Lisa Kehaya, Unit C22
James Keeney, Unit C38	Tom Bodine, Unit D8
Diane Johnson, Unit E9	Gary Howard, Unit E42

George Fornnarino dismissed himself from the meeting at 11:15 am and gave his proxy to Mary Parrott.

Representing Summit Resort Group were Peter Schutz, Kevin Lovett, and site manager, Wendy Curry.

II. PROOF OF NOTICE AND DETERMINATION OF QUORUM

Notice of the meeting was provided in accordance with the Bylaws. A copy was included in the meeting packet. With 13 units represented in person and 5 by proxy a quorum was reached. Owners introduced themselves.

III. REVIEW PREVIOUS MEETING MINUTES

Bud Clifford made a motion to approve the minutes from the July 28, 2012 Annual Meeting as presented. Ted Nelson seconded and the motion carried.

IV. FINANCIAL REPORT

Kevin Lovett presented the Treasurer's Report.

A. 2012 Year-End Status

- December 31, 2012 financials report \$13,215 in Operating and \$46,056 in Reserves. The Association ended the year \$2,850 over budget. Areas of major variance include:
 - Under Spent Line Items
 - Electricity: \$2,608
 - Roof Snow Removal: \$2,000
 - Over Spent Line Items Repairs and Maintenance was \$3,569 over budget primarily due to the leak repairs and replacing two parking lot light ballasts.

- Repairs and Maintenance on the Hot Tub was \$1,710 over budget.
 - Landscaping was \$2,730 over budget.
 - Insurance was \$1,027 over budget.
 - All Reserve and Hot Tub Reserve contributions were made in 2012.
- B. 2013 Year-to-Date Status
 - As of June 30, 2013 the Association financials report \$6,040 in Operating and \$54,281 in Reserves. Frostfire is \$3,644 over budget in year to date Operating expenses. Major areas of variance include:
 - Over Spent Items
 - Snow Removal is \$1,584 over budget.
 - Repairs and Maintenance is \$1,280 over budget due to carpet cleaning and the installation of gutters.
 - All Reserve and Hot Tub Reserve contributions are current for 2013.
- C. Reserve Plan
 - Frostfire is projected to close 2013 with \$55,000 in Reserves. 2013 is the last year slated for the \$15,120 of additional Hot Tub Reserve collections. It was noted that in 2017, 2018 and 2019, a Reserve building special assessment is planned for \$10,000 each year. Marie stated that it was the Board's intent to let the three-year contribution to the E Building Hot Tub expense end as planned as of January 1, 2014.
 - Discussion continued on the current Reserve balance and the potential need to increase the amount collected for replacing the roof. It was agreed that SRG will do additional investigation into the roof status to include:
 - How much longer the roof should last
 - Update cost of replacement
 - SRG will update Capital Reserve Plan based on the new information received. The replacement cost and amounts and schedule for the siding will be reviewed as well and included in the report. The new Board at the next Board meeting will review the update.

The Financial Report was accepted as presented.

V. MANAGING AGENT'S REPORT

Kevin Lovett reviewed the Manager's Report. He expressed his thanks to site manager Wendy Curry for her hard work, Mary Parrott for the beautiful landscaping, and to the Board for their service.

- A. Completed Projects
 - a. Touch-up painting has been done in various areas.
 - b. Annual inspections of the fireplace and fire alarm systems have been completed.
 - c. Comment column has been added to the Vendor list. Owners are asked to get Kevin Lovett comments and they will be added to the list and reposted.
 - d. The rental units have been noted on the owner list.
 - e. The television system has been upgraded and new receivers installed in units.
 - f. Carbon Monoxide detectors were confirmed in the hot tub boiler rooms.
- B. Completed Capital Projects

- a. Exterior painting was completed on the “front side of building phase”
- b. The E building hot tub has been installed
- c. The A building hot tub improvements to become in compliance with the Virginia Graham Baker Act have been made.
- d. Exterior window frame painting is complete – an owner commented that painting the window frames in the future might not be a good expenditure.
- e. Gutter and heat tape has been installed on the backside of building entries.
- f. The parking lot has been cracked sealed, seal coated and striped.

After discussion, it was agreed that exterior windows should be cleaned professionally once per year after pollen season. This was confirmed via a motion by David Duncan and a second by Gary Howard. The motion passed.

An owner of a lower floor unit mentioned that a piece of patio furniture was taken and owners of similar units should keep an eye out.

Owners were reminded to place only recycling items in the recycle containers, not trash.

VI. OLD BUSINESS

- A. The Tree Trimming Policy was brought up for discussion. The current policy and the new proposed policy proposed by the Tree Committee were included for owners to review and they are as follows:
 1. The current Tree Trimming Policy reads “The Board’s role in managing our property at Frostfire is to find the right balance between the overall health and appearance of the entire complex and the desires of the individual owners. In this light, the Board is willing to consider “judicious view trimming” of the aspens blocking the view of the individual units. We want to maintain the overall pleasing appearance the complex now has, so any trimming must be done with the approval of the Board and using skilled tree specialists to do the work, which will be arranged for by a Board member. We have, in the past, allowed individuals to do their own trimming with undesirable results, and in the future this will not be allowed. By “judicious view trimming”, we mean to minimize any amount of trimming to just what is necessary to enhance the view from the individual unit. This will not entail large amounts of limb removal, but will be enough to improve the viewing. We want to find the right balance so it will behoove the owner to work with the Board to find the right compromise. It will not be “**no trimming**” nor will it be “**all**” limbs in the way.
 2. The proposed tree trimming policy for Frostfire is “Tree trimming or tree removal at Frostfire will only be done by a certified arborist and for reasons of improving the health and beauty of the trees and the complex (for example, removal of dead trees or limbs, trees or limbs that are obstructing the structure of the building, walkways, or other common property, or pruning of trees deemed necessary for the health or appearance). Specifically, no view trimming requests from individual owners will be considered. At least two members of the Board will meet annually with a certified Arborist for a walkthrough of the property to identify any tree trimming or tree removal needs. The Board must approve the recommendation of the certified Arborist. The certified Arborist must do any tree trimming or tree removal, and at least one Board member must be present at this time.

Bud Clifford moved to adopt Tree Trimming Policy #2 as proposed by the committee. Daryl Douglas seconded. Discussion followed with Mary Parrott and Alice Clifford, of the Committee, explained the motivation for the new policy. After extensive discussion and various Amendments to Option 2, the final wording was adopted as follows:

“Tree trimming or tree removal at Frostfire will only be done by a Certified Arborist and for reasons associated with A) view trimming and B) improving the health and beauty of the trees and the complex (for example, removal of dead trees or limbs, trees or limbs that are obstructing the structure of the building, walkways, or other common property, or pruning of trees deemed necessary for their health or appearance). View trimming requests from individual owners will be considered directly by the board and not any committee. Individual unit owner view trimming requests must be submitted to the Board in writing by August 1 of each year.

The Board must notify affected owners of view trimming requests and take their comments into account. The owner or owners requesting view trimming or removal will bear the cost of the tree trimming or removal.

At least two members of the Board will meet annually with a certified Arborist for a walk through of the property to identify any tree trimming or tree removal needs. The Board must consider the recommendation of the certified Arborist. Any tree trimming or tree removal must be done by the certified Arborist, and at least one Board member must be present at this time.”

VII. NEW BUSINESS

- A. The bike rack will be moved to the parking lot; the Board will consider the appropriate location.
- B. There is a worn area in the C entrance carpet square. SRG will look into replacing the carpet square.
- C. The C and B building front locks are not working. SRG will have them repaired.
- D. The Board should consider hiring a professional to clean all of the dryer vents because clogged vents can be a fire hazard and responsibility should not be left to individuals. This will be discussed at the next Board meeting.
- E. An unloading area was requested in the parking lot closer to buildings A and B.
- F. The light post by the hot tub needs to be repaired, as it is loose.
- G. Replacing light timers with photocells should be considered. SRG will obtain bid to have photocells installed.
- H. Competitive bidding is important to board decisions.
- I. Owners should notify the Board of interest in revisiting or adding TV channels with the understanding that there are increased costs associated with additional channels.

VIII. ELECTION OF DIRECTORS

Merrel Miller has sold his home in Frostfire and resigned from the Board effective July 26, 2013. The remaining two years of his term is vacant. Marie Keeney’s term is expiring. She has chosen not to serve another term, so her three-year term is also vacant. Bruce Blank, Gary Howard, Stan Tymms and Mitch Drantch volunteered to run for the positions. Ballots were distributed to owners and counted by Summit Resort Group. Gary Howard and Mitch Drantch were elected to serve fill the two board positions. The Board will determine terms and officers.

IX. NEXT ANNUAL MEETING DATE

The next Annual Meeting will be held on Saturday, August 2, 2014 at 9:00 am

X. ADJOURNMENT

A motion was made to adjourn at 12:10 p.m. The motion was seconded and carried.

Approved By: _____ Date: _____
Board Member Approval