

**FROSTFIRE CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
July 17, 2021**

I. CALL TO ORDER/INTRODUCTIONS

The meeting was called to order by Mary Parrott at 9:02 a.m. via videoconference.

Board members participating were:

Mary Parrott, President, D39
Mary Lams, A34

Bruce Blank, Secretary/Treasurer, B20

Owners participating were:

Bev & Tim Johnson, A34

Stacy Huntoon, A1

John Phelps, A2

Ted Nelson, B3

Stephanie Pulverenti A17/E41

Steve & Cynthia Waite, B35

Gilbert Roman, C21

Millie Kitchen, B4

Chris Stewart, E26

David Ripple, C37

David Duncan, C5

Representing Summit Resort Group were Deb Borel and John Morgan. Emma Spofford of Summit Management Resources was recording secretary.

II. PROOF OF NOTICE

Notice of the meeting was sent June 17, 2021. With 13 units represented in person and nine proxies received, a quorum was confirmed.

III. APPROVE PREVIOUS MEETING MINUTES

Motion: David Duncan moved to approve the minutes of the July 18, 2020 Annual Meeting as presented. Millie Kitchen seconded and the motion carried.

IV. TREASURER'S/FINANCIAL REPORT

A. Balance Sheet and Income Statement as of May 31, 2021

As of May 31, 2021, the balances were \$26,110 in Operating and \$83,058 in Reserves. There was a favorable operating variance of \$3,418.

David Duncan asked if the Board has access to the checking account,

Action Item: Deb Borel will provide log-in information to Bruce Blank.

V. MANAGING AGENT'S REPORT

A. Completed Operating Projects

Deb Borel reviewed the list of completed projects:

1. Common area tile replacement.
2. Window cleaning.
3. Common entry door improvements.
4. Door kick plate replacements.
5. Touch up painting.

B. Pending Items

1. East building hot tub heater – Waiting for parts.

C. Owner Education – Insurance

The Association's insurance policy information was provided in the packet. Owners are strongly advised to carry a HO6 policy for their unit. The coverage should include liability, contents and loss of use. It was noted that if there is a leak that causes damage to another unit, the owner of the unit with the leak is responsible for the repair costs and potentially the Association's deductible. Kinser Insurance is the agent for the Association and can provide coverage for individual units. Contact information can be found on page 14 of the meeting packet.

VI. OLD BUSINESS

There was no Old Business.

VII. NEW BUSINESS

A. Roof Painting

Bids are being obtained to paint the roof. Gutters will be cleaned this year.

B. Building B Bricks

The deteriorating bricks on the back stairs of Building B will be replaced.

C. Charcoal Grills

The two charcoal grills will be removed. They are unsightly and a fire hazard.

D. Ice Dam

Ice dams form on the corner of Building D and require maintenance.

E. Trees

The annual tree inspection and maintenance including tree spraying will be completed.

F. Parking Lot Striping

The parking lot lines will be re-painted when the paint is available.

G. Entry Mats

New entry mats have been ordered.

H. Hot Tub Cover

A new hot tub cover has been ordered.

I. Carpet Cleaning

The common area carpet will be spot cleaned. New carpet will be considered for next year.

J. 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 removal. Mattresses may not be disposed of in the dumpster. There is a mattress recycling program at the Summit County landfill.
3. Parking for trailers and RV's is limited to three weeks per unit per year and requires prior Board approval.
4. Water shut off valves should be exercised regularly to ensure they are functional. It is recommended that water heaters be drained annually.
5. Parking permits (yellow) are required at all times and permits from rental agencies are not allowed. Replacements can be obtained at the SRG office.

VIII. OPEN DISCUSSION

Stacy Huntoon asked about dryer vent lint cleaning. This item has not been completed in a few years and will be added to the action item list.

Ted Nelson stated that the light in front of B Building has not been working for some time. It was noted that this light was purposely disconnected as it was shining directly into units. Solutions for re-connecting and re-directing the light will be considered.

Ted Nelson stated that he maintains a homeowner directory. Owners are asked to inform him of any changes or updates by email at rtnel@aol.com.

It was suggested that the no smoking regulations be added to the House Rules.

David Duncan asked about the general condition of the roofs. An inspection and minor repairs are completed every year. The roof is 38 years old.

IX. ELECTION OF DIRECTOR

Bruce Blank's term has expired and he indicated he would be willing to run again. Other nominations included Stephanie Pulverenti and Sue Walker. Gary Howard sold his unit and the Board appointed Mary Lams to serve the remainder of his term. The candidates present provided biographical information and their reasons for wanting to serve on the Board. An electronic vote via zoom was conducted and Bruce Blank was re-elected to serve another term.

X. SET NEXT MEETING DATE

The next Annual Meeting will be held July 16, 2022 at 9:00 a.m. The meeting will be held in person if possible.

XI. ADJOURNMENT

Motion: Bruce Blank moved to adjourn at 9:46 a.m. Chris Stewart seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature