

**FROSTFIRE CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
July 16, 2022**

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, A34

Owners participating were:

Stacy Huntoon, A1

John Phelps, A2

Jeff & Stephanie Pulverenti, A17/E41

Frank & Jeff McCurdy, A33

Timothy Johnson, A34

Ted Nelson, B3

Rich & Mary Roda, B7

Michael Paris, B36

Jeff Kraft, C5

Roy Ince, C6

Thomas Balma, D24

Mark Pintar, D40

Dennis Walker, E10

Chris Stewart, E26

Chris King, E43

Representing Summit Resort Group was Noah Orth. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVE PREVIOUS MEETING MINUTES

Motion: Chris King moved to approve the minutes of the July 17, 2021 Annual Meeting as presented. Ted Nelson seconded and the motion carried.

III. TREASURER'S/FINANCIAL REPORT

A. Balance Sheet as of May 31, 2022

As of May 31, 2022, the balances were \$17,364 in Operating and \$104,848 in Reserves for \$122,212 in total checking and savings.

B. Profit & Loss Statement as of May 31, 2022

There was an unfavorable Operating variance of \$9,240. There were overages in Electricity (\$1,371), Snow Removal (\$1,145), Building Repair & Maintenance (\$6,036) due to unbudgeted Building A back stairs replacement, Hot Tub Repair & Maintenance (\$1,056) and Legal & Professional (\$740) and savings in TV/Internet (\$409) and Roof Snow Removal (\$1,500).

Motion: Chris King moved to approve the financial report as presented. Ted Nelson seconded and the motion carried

IV. MANAGING AGENT'S REPORT

A. Completed Items

Noah Orth reviewed the list of completed projects:

1. Replaced parking lot lights with LEDs.
2. Repaired ceiling drywall in Unit 40.
3. Repaired the Building A front steps and replaced the Building A back steps.
4. The Building A hot tub gate was repaired and the filter was replaced
5. The Building A hot tub cover lifter was replaced, and the boiler was repaired.

B. Ongoing Work

1. Landscaping is underway. It was noted that there is a dead tree behind Building A.

C. Items to Report

1. There were two roof leaks.

Mary Parrott thanked Mike Webb, Patti Banks and owners Dianne Paris and the Walkers for helping with the landscaping around the property.

V. OLD BUSINESS

A. Roof Painting

The lower back section of the roof is discolored. Re-painting has been deferred until next year. The gutters were cleaned during the roof inspection.

B. Building B Bricks

The deteriorating bricks on the back stairs of Building B have been replaced.

C. Charcoal Grills

The two charcoal grills have been removed.

D. Ice Dams

Turner Morris removed ice dams.

E. Trees

The annual tree inspection and maintenance and first tree spraying was done and the second treatment is scheduled.

F. Parking Lot Striping

The parking lot lines were striped.

G. Entry Mats

New entry mats were purchased.

H. Hot Tub Cover

The hot tub cover was replaced

I. Carpet Cleaning

The common area carpet will be spot cleaned.

J. Reminders

The list of owner reminders was included in the meeting packet.

VI. NEW BUSINESS

- A. *Turner Morris Roof Inspection Report/Owner Update*
Turner Morris indicated the metal roof is in fair condition. The expected useful life is about 40 years and it is now 39 years old. They estimate it will need replacement in the next five year at a cost of \$525,000 – \$625,000. Maintenance recommendations to extend the life include resealing old and failing caulking, annual heat tape inspection and gutter cleaning. Preventative maintenance recommendations include re-securing the metal seams with failed rivets, adding EPDM patches to open seams and adding gutter hangers every 12”. The snow fence is in good condition but loose areas should be secured. The underlayment is starting to fail, resulting in leaks. Proposals have been requested to repair sections.
- B. *2022 Board Approved Maintenance Items to be Completed and Payment Options*
1. Association Vent Cleaning - \$2,100 (7/21/22).
 2. Common Carpet Cleaning - \$2,095 (7/28/22).
 3. Window Cleaning - \$2,396 (8/4/22).
 4. Turner Morris Roof Inspection - \$2,500 (completed).
 5. Turner Morris Roof Repairs - \$3,480 (to be scheduled). The repairs will be over Units D39 and D40 where there have been leaks.
 6. Legal Fees - \$2,225.
 7. Hot Tub Gate Repair - \$390.
 8. Total - \$15,186. The Operating balance is \$17,364 so the Association is short on cash. Total dues for the remaining seven months of the fiscal year will be \$106,000 with about \$19,000 of the total to be allocated to the Reserve contribution.
 9. Payment Options – The Board looked at options for paying the upcoming expenses for the projects which need to be done to maintain the integrity and aesthetics of the building. The Board is recommending using Reserves to pay the upcoming bills and to pay back the Reserves in 2023. A dues increase may be required in 2023. Frostfire has a Capital Plan that anticipates future projects and costs. The Board is considering having a professional Reserve Study done to provide a better understanding of where the Association stands. The cost would be about \$2,000. The annual Reserve contribution is \$32,940. Mary Parrott said historically, owners have voted to fund projects through Special Assessments rather than building a larger Reserve balance. There was a comment that an underfunded Reserve can impact the ability for buyers to obtain loans.
- C. *Capital Reserve Plan/Budget Discussion*
The Capital Plan assumes a 2% inflation rate. It is currently 9%. The Board will work on updating the Capital Plan for this coming fiscal year.
- D. *Policy for Architectural Review Application*
The Board will develop a standard application for owners who are planning to remodel.
- E. *Association Fireplace Inspections*
Owners with wood burning fireplaces are required to have them inspected annually. Noah Orth will be surveying owners to confirm which units have wood burning fireplaces.

Fireplaces should be cleaned if recommended from the inspection. Electric and gas fireplaces do not require inspection.

F. *Legislation House Bill 1137*

Mary Lams said HB 1137 goes into effect August 9, 2022. It includes several provisions that will increase costs for Associations such as requirements for translated documents for non-English speaking owners, modifications to record keeping and communication for violations, sending certain notices to owners by certified mail and posting them on the unit door, an extended timeline for delinquent owner payments and occurring violations and holding Executive Sessions for certain discussions to protect owner privacy. Another bill requiring a 100% funded level in the Reserve Fund was vetoed.

G. *Policy Updates*

The Conduct of Meetings, Collection Policy and Enforcement Policy were updated by Altitude Law for compliance with HB 1137. They will be posted on the website.

H. *Amendment to the Declaration*

Mary Lams summarized the amendment:

1. Article 5.6 Nuisance – The definition of nuisance is clarified.
2. Article 7.3 Fines – The \$50 maximum fine language and provision for daily fines were removed for compliance with HB 1137.

Action Item: Noah Orth will be sending a certified letter with the revisions and a ballot to all owners this week. Approval by at least 67% of the membership is required for adoption.

VII. OWNER EDUCATION/OPEN FORUM

A. *House Rules Update*

Mary Parrott reviewed highlights of the updated House Rules:

1. Smoking – The rule was changed to prohibit smoking in all common areas. Smoking in common areas is a fire hazard, nuisance and health issue.
2. Pets – Only owners are allowed to have pets. This rule is routinely violated but it is difficult to enforce.

Owners who rent are encouraged to post the rules in their unit.

Action Item: Noah Orth will provide a laminated summary of the rules that owners can post in their units.

B. *Owner Information Regarding Garbage Disposal Use*

Noah Orth reviewed the list of items that should not be put down the garbage disposal. They include potato peels, coffee grounds, egg shells, bread, rice, fruit pits, oatmeal, fibrous foods, pasta, grease, bones, non-food items and chemicals.

C. *Common Hallway Fire Doors*

The common hallway doors should be kept closed to reduce air flow and fire danger.

Action Item: Noah Orth will check all doors to ensure they are closing properly.

VIII. OWNERSHIP OPEN FORUM

1. There is a concern regarding wildlife in the wetlands. Owners should be aware of the potential for encountering moose when walking in that area. There was a suggestion to request trimming of the bushes along the path. The wetlands are owned and maintained by the County.
2. Mary Roda said the motion detector on the light in the hallway of Building D needs to be adjusted to turn on sooner for safety.
3. Ted Nelson said the Building B exterior light was turned off because it was pointing in to a unit. Mary Parrott said it is working again.
4. Thomas Balma said the wood of his deck handrail is rotting. Noah Orth said a walkthrough of all units will be done next year to determine if other units need handrail repair.
Action Item: Noah Orth will inspect the handrails for this unit.
5. Stephanie Pulverenti said some of their deck flooring is rotting.
6. Mary Roda asked if units are being checked regularly. Noah Orth confirmed that units that can be accessed are being inspected.
7. Ted Nelson maintains the owner directory. He asked new owners or owners who have changes to send them to him at rtnel@aol.com.
8. Jeff McCurdy said most people do not know how to remove the hot tub cover. The next replacement should be simpler to operate. He also sees use by Cinnamon Ridge III guests.
Action Item: Noah Orth will look into ways to improve security and reduce unauthorized access.
9. Dennis Walker said the lattice by the Building E hot tub needs repair.

IX. ELECTION OF DIRECTORS

The term of Mary Lams has expired and she was willing to run again. Michael Paris had submitted a self-nomination but withdrew since Mary Lams was running again. There were no other nominations from the floor and Mary Lams was re-elected by acclamation.

X. NEXT ANNUAL MEETING DATE

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

XI. ADJOURNMENT

Motion: Chris King moved to adjourn at 10:45 a.m. Ted Nelson seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature