

Frostfire Association Roof Reserve Assessment Meeting

4/3/2024 12:00 PM

Zoom Link: [Frostfire Roof Assessment Meeting](#)

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- 1. Call to order: The Frostfire 4/3/2024 Association Roof Reserve Assessment Meeting was called to order at 12:06PM**

- 2. Meeting notation:**
 - a. Noah Orth asked those owners present at the meeting to give the Board of Directors time to go through the informational portion of the agenda and to hold all questions and comments until the Owners Open Forum Question and Answer section of the meeting.

- 3. Introduction of those present and determination of quorum:**
 - a. **Frostfire Board Members Present:** Mary Parrott (President) Mary Lams (Vice President) Michael Paris (Secretary /Treasurer)
 - b. **Frostfire Ownership Present (In attendance):** Stacy Huntoon (A1), Sherri Connor (A33), Tim Johnson (A34), Aleksandr Segalchik (B20), Michael Paris (B36), Roy Ince (C6), Donna Roman (C21), David Ripple (C37), Jennifer Atkinson (C38), Richard & Mary Roda (D7), Casey Bodine (D8), Mary Parrott (D39), Sue DeRose (E9), Mary & Mike Lams (E26). **(Proxys)** Unit B3, Unit D24
 - c. **Summit Resort Group Members Present:** Noah Orth

- 4. Meeting Purpose:**
 - a. Mary Parrott addressed the ownership stating the reason for holding the Frostfire Association Roof Reserve Assessment Meeting was to bring to attention to the ownership the need for a roof replacement due to the age of the roof, occurred leaks, ongoing maintenance and repairs costs, as well as to vote to start collecting funds for a roof replacement reserve to be used for a roof replacement in 2025.
 - b. Mary Parrott indicated that several leaks had occurred with our roof. A sectional roof replacement over the D section of the building was completed in 2022 due to major leaks that had occurred in two different D units. Mary indicated that in 2023 a major leak occurred in the C building which was paid out from an insurance claim as well in 2024 a leak had occurred.
 - c. Mary Parrott indicated that the association had a professional reserve study completed and the study confirmed the age of the roof and the need to start thinking of replacement sooner rather than later as the roof is currently aged at 40 plus years old.
 - d. Mary Parrott stated that in order to get on a contractors schedule the association needed to start collecting funds for downpayment for a replacement in summer of 2025.
 - e. Mary Parrott commented in regards to a past siding reface project assessment and how the timing was off as when materials had arrived that the association did not have the

funding in which the association had to get a loan which they are trying to avoid with a major project such as a roof replacement.

- f. Mary Parrott spoke in regards to timing of the project and fee structure which was based on giving the ownership time to get the funds together as well as being able to have the funds within the roof replacement schedule.

5. Mary Lams presented current association financial information

a. **Financials as of April 1st 2024:**

i. **Operating:** \$5,599.68

- 1. Mary Lams made note that when the Board prepared the 2024 association budget that there would be an insurance premium increase which was budgeted for, however, after receiving the April 1st, 2024 insurance renewal proposal the premium came in \$11,410 more than was budgeted. (The budgeted amount was \$28,419.00).

- a. Mary Lams commented that as many owners are aware insurance prices have increased significantly in the last few years.

ii. **Reserves:** \$109,637.91

iii. **Total Checkings and Savings:** \$115,237.59

- 1. Mary Lams discussed known 2024 reserve expenses that are to take place spring 2024 which consist of deck repairs costing an estimated \$33,840 as well exterior repairs repairs which include building E hot tub security fencing and gate, lighting bollards repairs along the recreation path, common bench top replacement, Association entrance signage painting and repairs, parking lot light pole painting and building B and E siding touch up. The estimated cost of the repairs is \$25,000.

- a. Mary Lams stated that after known expenses it would leave the association with an estimated \$51,000 in reserves, which the Board did not feel comfortable with draining the reserve account to zero and there are also unknown expenses that have to be thought of.

- i. Mary Parrott addressed Mary Lams regarding the planned carpet replacement for 2024 however after further inspection the carpet was not in that bad of shape to have to replace. However, the Board agreed to have any areas where the carpet was fraying to be repaired as well to have two carpet cleanings one in the spring of the lower sections of each entrance.

1. Mary Parrott indicated to the ownership three proposals for carpet replacement were received in which Noah confirmed proposal amounts for \$68,000, \$82,000 and \$86,000.
- b. Mary Lams indicated that the Board felt that the decks were a priority in terms of safety as well as some of the exterior repairs.

6. Roof History and Details

a. 2023 Frostfire Reserve Study

- i. Mary Parrott commented that the association had a professional reserve study completed in April 2023. The study confirmed that the roof was 40 plus years of age and a roof replacement cost estimate of \$350,000.00-\$428,000.

b. 2022 Sectional D Replacement Cost

- i. Mary Parrott identified that two major leaks as well ongoing minor leaking had occurred to two units in entrance D which it was decided after discussion with Turner Morris, that a sectional replacement was needed as it was believed that the underlayment was the source of the leaking due to the age. The cost of the sectional replacement was \$51,804.00 in 2022. It was also stated that the new section of roof could be tied into a complete reroof.
 1. Mary Parrott commented that in 2022 Turner Morris confirmed a 30 to 40 year lifespan of the association's metal roof and suggested a full replacement in 2025. The cost estimation in 2025 from Turner Morris was between \$525,000 and \$625,000.

ii. **Known Leaks and Inspection Notables:**

- a. Mary Parrott stated that in the past few years there have been 3 major leaks which have occurred. Two of those leaks occurred in entrance D and the other major leak occurred in entrance C front as well back.
- b. Mary Parrott stated that in 2022 the Board approved Turner Morris to complete a roof inspection and indicated that Turner Morris was charging the association \$2,500 annually to inspect the roof for damages and make their repair recommendations at a cost to the association. In the 2022 inspection report Turner Morris Estimated Roof

Replacement costs at \$525,000 - \$625,000 which was two years ago.

iii. Kingdom Roofing:

1. Mary Parrott commented in 2023 the Board was introduced to Kingdom Roofing who was a new company, however had been in the mountain roofing industry for several years. The Board had Kingdom Roofing complete at no charge a roof inspection and on 12/5/2023 the Frostfire Board of Directors and the SRG manager met with 3 Kingdom Roofing representatives to gain an in-depth understanding of the roof and needs. One of the representatives had 31 years of roofing experience, in which 8 of those years were in the mountains. Another representative had 16 years roofing experience, in which all representatives were local to Summit County. It was noted that in speaking with Kingdom Roofing about past repairs and issues that Turner Morris had completed, one of the representatives was a lead project manager for Turner Morris and had a good understanding of the association's roofing system and updated metal roofing systems on the market.

c. Roof Inspections and Proposal Discussion

- i. Mary Lams spoke regarding the [2022 Turner Morris Inspection / Condition Report](#) as well the updated [2023 Kingdom Roofing Inspection Report](#) which gave the roof a fair to poor status. Mary Lams explained Kingdom Roofing's inspection process in that a drone is used to get aerial footage of the roof and then second they physically get on the roof and get close up images of areas that need to be addressed. The inspection report shows current condition and repairs needed as well as previous repairs that have been completed.
 1. It was noted that the roof was completed in 1983 and is 41 years old and that from both Turner Morris and Kingdom Roofing that the roof is on borrowed time as typically in the mountain regions you will get 30 to 40 years out of a roof system due to the high alpine environment.
 2. Mary Lams spoke in after the Board review of the inspection report, that the Board felt it was necessary to meet with Kingdom Roofing not only to get a better understanding of the current condition of the roof, but to also meet and better understand the company, which occurred on December 5th 2023

- a. Mary Lams made note that no matter the contractor the Board felt that it was important that the contractor was experienced in mountain region roofing as well the understanding of having a contractor that was local which could be responsive to the associations needs as well emergency items.
3. The Board explored a roof replacement with Kingdom Roofing keeping in mind finances. The Board had requested costs for a phased approach as well total replacement. The phased approach was to spread out the financial obligation over a longer time period.
4. Mary Parrott indicated that another reason why Kingdom Roofing appealed to the Board outside of their experience and being local, was that they were very communicative during the process in this past season's extensive repairs that were completed, as well as providing a post repairs report of everything that was completed along with providing jobs that were completed with SRG other association work. Mary also stated that the Board was not taking anything away from Turner Morris, however their prices were much higher due to being a larger company with more overhead.

d. Kingdom Roofing Replacement Proposals

- i. Mary Lams stated that the Board initiated conversation with Kingdom Roofing as to roof replacement options knowing that a section had already been replaced. Kingdom Roofing was open to a phased approach tying the new roof section into that approach or a full replacement option which would also tie into the new roof section.
 1. At that time the Board requested roof replacement options of a phased approach as well full replacement costs. In 2024 a full replacement cost was listed at \$427,485.00.
 2. In 2024 a 2 phased approach was offered to replace the front side (parking lot side), excluding the new D section at a cost of \$206,493.00. The second phase of the proposal was in 2025 the back side of the building (wetlands side) to be completed at \$281,266.00. Mary Lams indicated the reason for the two different prices was due to the difference in the size of the front and back square footage. The total cost of the 2 phase approach would be \$487,759 in 2024 dollars.
 3. Kingdom Roofing also offered a 3 phased approach at a cost of \$566,124.00.

- a. Mary Lams indicated that the Board had reviewed Kingdom Roofings proposals; the Board could not engage in contracts for 2024 due to lack of reserve funding which is why the Board is meeting with the ownership to get approval to start collecting for a Roof Reserve Assessment Account.

ii. Kingdom Roofing 2025 Full Roof Replacement

- 1. Mary Lams stated that since the association was not able to enter into a 2024 phased roof replacement the Board requested a full replacement cost to be completed in 2025. Kingdom Roofing provided another proposal for a full replacement cost of \$478, 398.
 - a. Mike Paris indicated to the ownership that the new D section replacement would not be replaced.
- 2. The Board recommended completing the roof all at once as this approach will be the least disruptive to our community as a phased approach would disrupt the association for 2-3 years.
- 3. Mary Lams indicated that in order to secure funds and prior to engaging in any contractors, regardless of the vendor the association needs to begin to collect funds so that the roof may be replaced in 2025.

iii. Payment Options

- 1. Mary Lams spoke in regards to the payment plan of 30/30/30/10
 - a. The 30% payment up front is a roofing industry standard. It was noted that (Turner Morris required the same terms, 30% up front, when completing the D section).
 - i. Mary Parrott indicated that the association got in trouble when the siding reface project took place as they did not have all the money collected and had to get a loan to cover material costs which the board did not want to go through again.
- 2. The first 30% would be due mid-March 2025 in the amount of \$143,519. This assumes a target date to start construction late May/early June 2025.
- 3. The next amount of 30%, \$143,519, is required on day one of construction.
- 4. The next 30%, \$143,159 would be due at the completion of construction.

5. The last 10%, \$47,840 would be due once all work is completed and all punch list items are completed and customer satisfaction.

iv. Contractor warranty

1. Kingdom Roofing will provide a 3 year labor and workmanship warranty. This includes addressing any leaks or wind damage (winds not exceeding 90 mph). Extended warranties are available for an additional cost.
2. The standard material warranties for materials will prevail. The snow guard warranty is for the life of the roof. The coated metal roofing material has a 30-35 year warranty depending upon the material chosen.
 - a. It was stated that the current metal roof gauge was 12 and Kingdom Roofing would be installing a 24 gauge metal roof which 24 to 26 gauge was commercial industry standard.
 - i. **Correction Notation:** Noah inquired with roofing contractors that the current roof was a standing seam 24 gauge roofing material.

v. Project oversight

1. Mike Paris addressed the ownership regarding project oversight in that he and Mary Parrott were full time residents and it would be simple enough to meet with the contractor on a daily / weekly basis to go over the execution plan for the time period. Mike indicated that the purpose was to make sure that the installation goals and schedule were being met.
 - a. Mary Lams indicated in speaking with Kingdom Roofing that they would be able to provide a daily digital report for the Board to review; however, it was unknown if it would be a report that would be sent to the entire ownership however it seemed like Kingdom had a really good communications system by the work that they have already completed for Frostfire.
 - b. Mike Paris stated that Kingdom Roofing would be responsible for acquiring the appropriate permits (all companies that Frostfire uses must obtain COI, W9 and permits), our SRG representative will be the communication link.

- c. The Board indicated that in speaking with Kingdom Roofing's owners, Ned Parker & Blake Holmes they would be onsite not only working but supervising the job upon completion.
- d. Kingdom Roofing indicated that in many cases the county inspector as well as an OSHA certified inspector will be on site in which Kingdom Roofing complies with all OSHA requirements.
- e. Kingdom Roofing will work closely with the association and SRG to determine the scope and sequence of the project to be completed in a timely manner.
- f. Owners will be kept updated, including a digital daily report. Further, owners will be kept abreast of the schedule, phases of construction, location of equipment storage, active construction sections, safety plans and any schedule changes due to weather.
- g. Mike Paris indicated that an estimated completion of the roof was 6-9 weeks time.
- h. Communication and notifications include flyers posted on site as well as electronic communication.
 - i. Mary Parrott stated that if the association is able to execute a contract and pay a deposit early the association will be able to get on a contractor's schedule early for 2025 to be priority. For anyone that has attempted to complete a remodel and or has viewed the ongoing construction contractors with good reputations are booked out.

7. Owners Open Forum Question and Answer:

- a. **Sue DeRose Unit E9** - Sue indicated that she resided full time in Keystone however not at Frostfire and when she reviewed the documentation of the high cost of replacement she started reaching out to local business owners and surrounding HOAs and indicated that roofing costs were half the cost. Sue inquired if the board was open to receiving other bids.
 - i. Mary Parrott indicated that the only thing that the Board did not want to occur was for the replacement to be delayed another year due to the continuing repair costs and the potential of future leaks due to age and felt that the price presented was very competitive however it would be open.

1. Mike Paris inquired if Sue could provide those contractors names and contact numbers as he was in agreement that any lower bid would be evaluated and considered.
 - a. Mary Parrott indicated to Sue that other associations may not have the same square footage and or metal roof system that Frostfire had but would be happy to reach out to other contractors for proposals.
 - i. Mary Lams indicated to Sue that no matter who the vendor was the association still needed to start collecting for a replacement as funding is needed.
 1. Sue stated that she would be in touch with Noah with contractor names and contact information.
- b. **Aleksandr Segalichik Unit B20** - Had indicated as a new owner that if there were going to be further competition proposals, why doesn't the Board wait to hold the vote until a later time. Aleksandr also inquired about the dues increase that occurred in December. Would those funds go towards the funding of the roof replacement?
 - i. Mary Lams indicated that the association needed to start collecting funds sooner rather than later to be able to execute a contract and get on a contractors schedule for 2025. If the Board were to delay collecting we may not have enough based on spacing out the collection of funds and wanting to give the ownership time to gather the funds. Mary went on to explain that the dues increase was to fund the association's operating account, as in the past few years the association has been over budget. The increase was strictly to cover operating costs.
 1. Mike Paris again reiterated that if the association did not start collecting now they may find themselves to be in trouble with not having enough money to execute a contract for 2025 based on the numbers from the reserve study as well past and present numbers received. Mike commented that as Sue mentioned, to receive some other proposals and if proposals are comparable to what the Board has already they certainly would be considered.
 - a. Aleksandr thanked Mary and Mike for their response.
- c. **Stacy Huntoon Unit A1**- Stacy inquired what was in the budget for any current year repairs for the roof if the project did not start in 2025?
 - i. Mary Lams reported that under the roof account the board had budgeted in 2024 for inspection and repairs at \$5,000. Mary Lams also indicated that there were funds in the building repairs and maintenance account at \$10,146 as well the Board budgeted for roof snow removal at 8,000.

1. Mary Parrott commented that in 2023 \$8,000 was spent on roof repairs which was the extensive work that Kingdom Roofing Completed.
 - a. Noah Commented that in 2022 it was presented to the Board by Turner Morris to install more gutters and heat tape however after reaching out to some other roofing and gutter contractors it was stated that the association sufficiently covered regarding gutters and heat tape and that when the roof is being replaced to look at the condition of the gutters and the age of the heat tape as the effective lifespan of heat tape is 10 years. It was recommended for the Board budget for roof snow and ice removal in which the budget for roof snow and ice removal was not all used which could go towards roof repairs as well.
 - b. Stacy Huntoon inquired if the estimate provided by Kingdom Roofing included gutter and heat tape and or updated features.
 - i. Noah commented in that the proposal did include updated gutters and heat tape as well as updated snow guard technology
 1. Mary Parrott commented that with all the different contractors that the Board has had out to do different repairs there has been controversy regarding adding more gutters and heattape from what the building already has. However Turner Morris wanted to continue to add more heattape even to suggest adding a heating panel system under the roof which the Board was advised against as to if they were to get damaged there was no real way to repair or replace without lifting up the metal panels. Mary stated that over the years the Board has tried different things to mitigate the snow and ice and the Board was just throwing money away. The best solution that the Board agreed upon was to utilize the current heat tape, however budget for manual snow removal as well which was confirmed by contractors.

- a. Stacy agreed as you're always looking for either snow or ice that could potentially fall down on people or just create heat which eventually builds ice dams.
 - b. Mary Parrott indicated that the Board has placed a \$20,000 contingency for potential upgrades
 - c. It was also discussed that the heat panel system only lasted for 5 or so years and heat tape effectiveness was around 7 to 10 years. Further, snow guards which are a safety measure over entrances to prevent slides, manual snow removal would be needed in those areas.
- c. Stacy Huntoon Unit A1** - Stacy stated that she had a recommendation based off of what Sue had mentioned as there seemed to be some conflicting information. Does the association have enough quotes to make an informed decision? Is this something that the association should wait to get that information and postpone the assessment (Not for here at this meeting, but to have another meeting and change the assessment schedule to collect within an appropriate time frame to allow the rest of the ownership the comfort knowing that this is the right cost and the right company). Suggestion that the Board consider that.
- i. Mike Lams commented that he wanted to echo what Mike Paris was speaking of in that the ownership agreed to the principle that we need to complete an assessment to fund a new roof. Mike commented that the best bid is the one that we have in front of us, however if we approve on the dollar amount and put in the contingency that if something better comes in we can always reduce the assessment schedule at a later point however otherwise the fear is that the association is going to be in a situation where we are going to keep waiting and waiting and having experience doing remodeling in our condo it

takes a long time to get anything done in Summit County and believes time is of the essence.

1. Stacy Huntoon agreed with Mike Lams also having the experience with remodels and what was presented as a good alternative. Stacy went on stating that for someone that has been involved in the condo for nearly 25 years completely understands where the Board is coming from and is supportive that we need to do something for the roof to your point and that if something comes in lower and we go with something else and adjusting the assessment schedule that I would be fully supportive of that.
 - a. Mary Lams agreed that was a really good point in that if something came in lower that the Board would want to adjust the payment amounts, however, it's really about the funding and to make sure we have funds in which the Board has been looking at the roof replacement for several years and confirmed that she liked the contingency of adjusting the assessment schedule.
 - i. Stacy Huntoon stated from a governance perspective and appreciates the work that the Board has and continues to do that the Board considers putting as much information on the website for owners to review as association condo owners don't get to see all the details that the board is viewing. Stacy stated that being able to show to the owners what was considered as well as a plan as to whatever comes out of this

meeting as several items on the website could be updated for further clarity.

2. Mary Parrott commented that if something is noticed missing from the website to make either the board of Noah aware so that they could be addressed.
 - a. Noah indicated that he would take a look to see what needed to be updated as well reach out to Stacy.

d. Mary Lams made a motion to continue with the vote along with the contingency that with a Board approved contractor with a lower contract amount the assessment amount would be adjusted appropriately. Mike Paris seconded the motion, Motion carried with no dissent.

- i. Noah stated to Stacy Huntoon that the motion would be presented in the meeting minutes confirming the adjustment with a Board approved lower bid.

8. Association Roof Assessment Voting Procedures

- a. Noah presented to the ownership the associations governing documents regarding special assessment voting procedures in that any assessment over \$25,000 requires 2 / 3 vote of all owners voting in person or by proxy at a meeting duly called for such purpose. 1 representative per unit shall vote.
 - i. Noah indicated that he would be going through roll call again for those owners present or any proxy received to complete the vote of the presented assessment schedule with the contingency that with a Board approved contractor with a lower contract amount, the assessment would be adjusted appropriately.
 1. Unit A1 - Yeah
 2. Unit A33 - Yeah
 3. Unit A34 - Yeah
 4. Unit B3 Proxy to Mary Parrott - Yeah
 5. Unit B20 - Yeah
 6. Unit B36 - Yeah
 7. Unit C6 - Yeah
 8. Unit C21 - Yeah (**Notation**) that if the Board accepted a higher proposal that the board would have a responsibility in writing to the ownership why that's the case.
 9. Unit C37- Yeah

10. Unit D7 - Yeah

11. Unit D8 - Yeah

12. Unit D24 Proxy to Mary Parrott - Yeah

13. Unit D39 - Yeah

14. Unit E9 - Neh

15. Unit E26 - Yeah

a. Noah reminded the ownership of the notation that the vote requires 2 / 3 of all owners present or by proxy at the meeting duly called for such purpose.

i. Sue DeRose inquired if there was a provision for owners to vote electronically for those who are not here.

1. Noah indicated that the governing documents state the vote is to be completed in person or by proxy.

a. Mary Parrott indicated that was in the governing documents and if the ownership wanted to change that 67 percent of the ownership would need to vote to approve to amend the declarations.

i. Sue stated that we do not have 2 / 3 vote here and is there a way for those owners not present to vote.

ii. Stacy Huntoon explained to Sue that in order to have a quorum that 25% is needed in which we have 25% present of the ownership present or by proxy. So we do have quorum as well 2 / 3 of those present approved the assessment.

iii. Sue DeRose commented that with such a large dollar figure one would think that we would want more of the association present.

- iv. Stacy Huntoon commented that the reasoning behind that is a number of the units are rentals and that a lot of out of state folks forget to send proxies in and things of that nature.
- v. Mary Roda commented that if owners were concerned they would be present at the meeting as a notice of the meeting went out well in advance.
- vi. Noah indicated that with 14 Yeahs and 1 Neh the vote of the Roof Reserve Assessment has passed.

9. Miscellaneous Discussion

- a. Mary Lams inquired if a statement notice will go out to the ownership for those that did not attend.
 - i. Noah indicated that the meeting minutes as well assessment notice will go out to the ownership regarding the approved assessment along with payment schedule as well ACH options.
- b. **Jeff Connor Unit A33** - Inquired what the two gauges that were discussed during the meeting.
 - i. Noah indicated that per previous records it was believed that the current roof was a 12 gauge standing seam metal roof.
 - 1. Jeff indicated that the smaller the number in gauge of metal is thicker so we want to make sure we are getting commercial garage metal roofing materials.
 - a. Noah indicated that he would confirm current and replacement gauge metal.
 - i. Update 4/4/2024: The industry standard for commercial grade metal roofing is 24 to 26 gauge metal. The current roof is a standing seam system. Noah confirmed with both Turner Morris as well Kingdom Roofing would replace with a standing seam double lock that the metal roof replacement would be 24 gauge metal. The mechanically

seamed, double locked profile provides the highest air & water infiltration rating available.

- c. **Mary Lams of the Board** - Thanked the ownership for attending and commented as one of the association's Board members, the ownership entrusts the Board with not only the little things, however the large items as well. Mary stated that she really appreciates owners attendance and voicing their thoughts, concerns and support.
 - i. Mary Parrott agreed with Mary Lams comments that we would not be a functional association without owners' communication and participation.

10. Owner / Unit Frostfire Owners 2024-2025 Roof Assessment Schedule

- a. Mary Lams indicated that the first of four assessment payments is due on July 15th 2024

11. Adjournment:

- a. **Mike Paris motioned to adjourn the 4/3/2024 Roof Reserve Assessment Meeting, Mary Parrott seconding the motion, meeting was adjourned at 1:08PM**