

Frostfire
Board of Directors Meeting
10/17/2023 9:00AM
Zoom Link: [Frostfire BOD Meeting Link](#)
(Click to Join)

1. **Call to order: The Frostfire 10/17/2023 Board of Directors Meeting was called to order at 9:02AM**

2. **Introduction of those present and determination of quorum:**
 - a. **Frostfire Board Members Present:** Mary Parrott, Mary Lams, Mike Paris
 - b. **Frostfire Ownership Present:** N/A
 - c. **Summit Resort Group Members Present:** Noah Orth Community Manager

3. **Approve Meeting Minutes:**
 - a. **[Frostfire 6/22/2023 Meeting Minutes](#)**
 - i. **Mary Lams motioned to approve the 6/22/2023 meeting minutes as presented, Mary Parrott, seconded the motion, motion carried.**

4. **Regular Business:**
 - a. **Financials - Frostfire August 2023 ([Full Set](#))**
 - i. **[Frostfire August 2023 Balance Statement](#)**
 1. The Frostfire August 2023 balance statement reports the following financial account balances of:
 - a. Operating: \$4,630.33
 - b. Reserves: \$90,635.39
 - c. Total Checkings & Savings: \$95,265.72
 - ii. **[Frostfire August 2023 Profit / Loss Budget Performance](#)**
 1. The Frostfire August 2023 Profit and Loss statement reports a total of \$132,718.00 in total expenditures vs \$140,159.00 of budgeted expenditures resulting in a budget surplus of \$7,441.00.
 2. **Major areas of significant over \$500 expense variance include:**
 - a. Electricity - \$606.00
 - b. Reserve Study - \$900.00
 - c. Landscaping - \$1,038.00
 - d. Insurance - \$3,241.00
 - e. Legal & Professional - \$922.00
 3. **Major areas of significant budget \$500 surplus variance include:**
 - a. Sewer - \$588.00
 - b. Snow Removal - \$584.00

- c. Carpet Cleaning - \$2,500
 - i. Note that carpet cleaning had not taken place which is why the association was viewing it as a surplus
 - d. Roof Inspection / Repairs - \$3,000
 - i. Note that roof inspection / repairs had not taken place which is why the association was viewing it as a surplus
 - e. Building Repairs / Maintenance - \$2,633
4. Mary Parrot commented that as Patti was going to be completing some landscaping items so that there would be a couple of accounts that we would view overages on.

iii. **Frostfire August 2023 Accounts Receivable**

- 1. All dues are current. Noah notes that any account with a negative was a prepaid or credit

iv. **Frostfire YTD 2023 General Ledger**

v. **Frostfire 2023 Expense Worksheet** (through August 2023)

- 1. Noah commented that the monthly expense worksheet give the board a good indication if operating expense accounts are on budget or if they are over budget in preparation for the following year's budget.
- 2. Mike Paris inquired as an example in the month of July was the association under budget however a transfer was not made.
 - a. Noah stated that even though the association was under budget there was not enough remaining in operating for the following moneys invoices so the money that would have been place into the reserve contribution was withheld in making sure there was enough in operating to pay invoices and that any monies remaining would go towards the reserve contribution.

vi. **Financial Notables**

- 1. The association has missed reserve transfers of \$2,719 in the months of January, April, May, and July. Through August of 2023 the association has collected \$16,290 out of budgeted \$21,747 resulting in an account deficit of \$5,456. The association has set an annual budget of their reserve contribution account at \$32,620.00

- a. Mary Lams was concerned that the association was not able to make reserve contributions due to operating too tightly and not planning for unknown costs. Mary L. stated that the association has to realize that building is aging and that that costs are getting to be more and more expensive and that we are going to need to budget with a little cushion
 - i. Mary Parrott commented that historically the board had budgeted as to the need to operate and based on the ownership's feedback that they would rather pay an assessment for projects rather than a dues increase.

vii. Motion to approve the August 2023 financials as presented

- 1. Mike Paris made a motion to approve August 2023 financials as presented, Mary Lams seconded the motion, motion carried**

5. Old Business:

a. Completed

i. Exterior door locks

- 1. Board replaced the malfunctioning lock on Building C however the board had agreed to instead of replacing all at once, replace as needed.

ii. Deck Repairs

- 1. Completed by Montauk Inc and have provided proposal figures for “Yellow” listed future deck repairs.

- a. Mary L. inquired how long the proposal was good for/

- i. Noah stated that he believed the proposal to be for 20 days.

- 1. Mary L. commented that if the board was able to get a contract signed and prices locked in that might be beneficial as material / labor prices will increase some.

- a. Noah stated that there was discussing a 10% to 15% increase for the following year however we might be able to go back to the contractor to see if we can lock pricing and sign a contract for the following spring.

- i. Noah stated that in most cases is always going to be a

little markup but would inquire.

- i. Interior painting**
 - 1. Completed by ReNew Painting**
 - a.** The board stated that there were a lot of positive comments with the contractor's work in that several owners utilized the contractor to paint their unit's interior as well.
- ii. Carpet Cleaning**
 - 1. Completed by Mountain Pride Cleaning**
 - a.** There were a couple of proposals reserved, however the board decided to go with Mountain Pride due to knowing the quality of cleaning that was provided.
 - i.** Mary P. discussed with the board having repairs made to the areas where carpet was fraying and then in 2024 have the carpet being replaced.
 - 1.** Mary Lams stated that if the repairs were minor we may want to have SRG attempt to make repairs to save dollars if the association is just going to replace the carpet in the spring.
 - a.** The board agreed
- iii. Window Cleaning**
 - 1. Completed by P4 Services**
 - a.** The board agreed to have window cleaning completed in the beginning of August instead of later.
- iv. Unit C38 Repairs**
 - 1.** Unit C38 sidewall repairs were completed and paid through insurance. The leak occurred from snow build up on the sidewall which penetrated through the siding.
- v. Snake River Maintenance Agreement**
 - 1.** The Snake River Water District agreed to follow the easement amendment that was in place. Snake River was happy to provide funding for asphalt repairs and maintenance and was willing to work with Frostfire on plowing services however they have several locations in which that are on a plowing contract and would prefer to keep the plowing contracts separate.
- vi. Forms / Documents**
 - 1.** Collection / Enforcement/ Conduct of Meeting forms were all signed by the board of directors and will be posted to the website.

- vii. **Building B Front Door Frosted Glass Replacement**
 - 1. Completed by BreckenGlass
- viii. **Gutter Back of Building B Gutter Clean Out**
 - 1. Leo's Roofing and Services cleaned out the back side B gutter by unit B20 as well is going to come back mid October to do a complete association gutter and downspout clean out and seal all end caps
- ix. **Entrance Letter "B" Replacement**
 - 1. Board table replacement at this time however stated that when all letters needed to be replaced that they would be completed at the same time to look consistent.
- x. **2nd floor entrance door sticking**
 - 1. The onsite manager Mike Webb corrected the sticking door
- xi. **Unit D7 Deck Staining**
 - 1. The owner had their property management company attempt to clean the deck. It was found that grease stained the deck surface and the owner was going to take care of it. Mary P. commented that the association replaced the deck and that it is the owner's responsibility to maintain the condition.

6. New Business:

- a. **Gutter Clean Out/ Gutter End Cap Repairs**
 - i. Scheduled for the week of October 23rd through 27th
 - b. **Hot Tub E Electronic Lock**
 - i. SRG Techs looked into installing an electric lock and stated that currently anyone can reach over the gate to open it so the first thing that would need to take place is updating the fencing to code minimum of 6 feet.
 - 1. It was requested that a proposal was provided for the Building E hot tub enclosure fence to be updated to not allow non Frostfire owners / guests from using the hot tub. It was also discussed that the Build A hot tub enclosure should be looked at as well
 - a. Mike Paris brought up that the Building A hot tub cover needed to be replaced.
 - i. **Mary Lams made a motion to replace the Building A hot tub cover. Mary Parrot seconded the motion, motion carried.**
- c. **Wood Burning Fireplaces**
 - i. In 2022 it was stated that owners were responsible for having "Wood Burning" fireplaces inspected and to turn in reports to Summit Resort Group.

1. Mary Lams made a motion that a new association house rule be put in place stating that owners with wood burning fireplaces may have an annual fireplace inspection completed by November 1st of the year and a report submitted to the association's managing agent.

a. Mary Parrot and Mike Paris seconded the motion, motion carried.

d. House Rule Emergency Access

i. The board is going to update the House Rules to include mandatory emergency unit access to the association's managing agent.

e. Finalize Board Approved Budget

i. [Frostfire 2024 Draft Budget](#)

1. The board made an adjustment to the budget to show dues from reserves in the income portion of the budget.

7. Miscellaneous Discussion:

a. Mary Lams presented that there was a gray van that has been parked for several days with no parking permit. It was believed to be a unit owners contractor however the van has not moved in several days

i. Noah is going to investigate

b. The board scheduled quarterly meeting dates to be posted on the website

i. January 30th 9:00AM

ii. April 30th 9:00AM

iii. July 30th 9:00AM

iv. October 29th 9:00AM

8. Next Board of Directors Meeting Date:

a. Board of Directors Meeting: January 30th 9:00AM 2024

b. Budget Ratification Meeting November 28th 12:00PM Zoom

9. Adjournment: The Frostfire Board of Directors meeting was adjourned at 10:35AM