

Frostfire
Board of Directors Meeting
1/30/2024 9:00AM
Zoom Link: [Frostfire BOD Meeting Link](#)
(Click to Join)

1. **Call to order:** The Frostfire Board of Directors Meeting was called to order at 9:06AM
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
3. **Approve Meeting Minutes:**
 - a. **[Frostfire 10/17/2023 Meeting Minutes](#)**
 - i. Page 5, 6bi - “Replace hot tub cover”
 1. **Mike Paris motioned to approve the 10/17/2023 Frostfire Board of Directors meeting, Mary Lams seconded the motion, motion carried with no dissent.**
4. **Regular Business:**
 - a. **Financials - Frostfire December 2023 ([Full Set](#))**
 - i. **[Frostfire December 2023 Balance Statement](#)**
 1. The Frostfire December 2023 balance statement reports the following financial account balances of:
 - a. Operating: \$5,396.91
 - b. Reserves: \$100,982.39
 - c. Total Checkings & Savings: \$106,379.30
 - ii. **[Frostfire December 2023 Profit / Loss Budget Performance](#)**
 1. The Frostfire December 2023 Profit and Loss statement reports a total of \$197,146.00 in total expenditures vs \$199,997.00 of budgeted expenditures resulting in a budget surplus of \$2,851.00
 2. **Major areas of significant over \$500 expense variance include:**
 - a. Gas Hot Tub - \$1,134.00
 - b. Water - \$726.00
 - c. Reserve Study - \$900.00
 - d. Trash Removal - \$711.00
 - e. Landscaping - \$1,527.00
 - f. Insurance - \$4,496.00

g. Legal & Professional \$747.00

3. Major areas of significant budget \$500 surplus variance include:

- a. Electricity - \$826.00
- b. Sewer - \$784.00
- c. Roof Snow Removal - \$640.00
- d. Carpet Cleaning - \$2,500.00
 - i. Noted - carpet cleaning took place in 2023 follow up to see if the invoice was paid
- e. Window Cleaning - \$552.00
- f. Gutter Cleaning - \$1,775.00
- g. Roof Inspection / Repairs - \$3,000.00
- h. Building Repairs & Maintenance - \$3,305.00

ii. Financial Noteables:

- 1. The association was short \$20 in making their full annual Reserve Contribution of budget 32,620. It was noted by accounting that one month's contributions were imputed incorrectly indicating the \$20 shortage.

iii. Frostfire December 2023 Accounts Receivable

- 1. All dues are current
- 2. Anything with a (-) is a prepaid

iv. Board Financial Discussion

- 1. Mary Parrott indicated that the profit and loss statement was showing a budget surplus and not a deficit as reported.
 - a. The verbiage in the meeting minutes reflected the correction.
 - b. Noah also explained to the board how the reserve contribution process works in that if SRG's accounting team determines the association has enough in operating to pay off monthly invoices as well make the reserve contribution they will, however if the accounting team feels that there is not enough in operating for the next months estimated monthly bills the reserve contribution is withheld and that in many cases is may up at year end.

2. Motion to approve

- a. Mary Lams motioned to approve the December 2023 financials as presented, Mary Parrott seconded the motion, motion carried with no dissent.

5. Old Business:

a. Fireplace Cleaning

- i. Noah noted that there were 7 units listed as having wood burning fireplaces remaining with the association. After contacting those units it was stated by two of the owners that their fireplace had been converted.
- ii. The board stated that a house rule needs to be drafted and put into place for those remaining owners with wood burning fireplaces to be inspected annually per the association's insurance policy.
 1. Board stated that the remaining units with wood burning fireplaces need to be inspected annually by October 31st of each year.
 - a. House Rule: All Frostfire association owners with wood burning fireplaces must complete annual fireplace inspections along with submitting inspection reports to the property management company by October 1st of each annual year.
 - i. **Mary Lams made a motion to implement a mandatory annual wood burning fireplace inspection to the association's house rules. Motion was seconded by Mike Paris, motion carried with no dissent.**
 1. Mary Lams stated she would add the house rule update to the upcoming newsletter

b. Mice / Rodents

1. Noah indicated that an owner on the first floor had reached out with mice issues. It was stated by pest control that with the colder climates as well snow rodents like mice and voles look for cover and it is common for rodents to find their way into units. Pest control stated that all they would do is come and set traps at this point. Noah stated that he had not heard back from the owner after it was stated that traps should be put out.
 - a. The board commented in concern that in the spring they may need to have pest control out to look for potential areas where rodents are able to gain entry to mitigate

- b. There was broad concern of the firewood pile being a place for rodents to habitat during the winter months and we may want to relocate the wood pile to another location.

c. Yellow Decks

- i. **The board spoke in regards to the repairs to the yellow decks and the continuation of all deck repairs needed in a phased approach. Red was completed in 2023, yellow to be completed in 2024 and green to be completed in 2025**

- 1. Noah spoke with Montauk Inc. and was stated that there was minimal difference between the yellow and green decks and is going to provide contract proposal options for both yellow and green decks to be completed in 2024

d. Maintenance Items

- i. **Concrete slab cracking**

- 1. Replace or fill? SRG can fill however replacement would be a contractor (Spring)
 - a. The board spoke regarding some of the cracks in the concrete sidewalks that are occurring that should be filled. Noah indicated that SRG would take care of the crack fill.

- ii. **Railings Secure**

- 1. A walkthrough was completed by SRG and all railings lag bolts were tightened. Noah noted that if the board noticed anything loose SRG to make him aware other wise Mike Webb would be continuing an ongoing inspection

- iii. **Trash Enclosure**

- 1. Fascia board crack - The board discussed and decided to get a proposal to have the storage shed, light post and the dumpster enclosure to have minor repairs being made for the spring.

- iv. **Frostfire Entrance Signage**

- 1. Post protectors to be installed as well structured posts to be painted (Spring)
- 2. **Parking lot light poles painting**
 - a. This would need to be contracted out due to height - The board discussed add this to the painting proposal from ReNew Painting
- 3. **Parking lot signage**
 - a. Bent sign posts will need to be removed and replaced (this will occur again due to snow storage. The board discussed removing the bent signage and having removable signage in place.

- 4. Light Ballard E hot tub**
 - a. SRG will inspect in the spring to see what needs to be completed in that if an electrician is needed or can be adjusted and secured
- 5. Outdoor benches**
 - a. SRG will utilize the wood bases however will reconstruct with a composite material
- 6. Siding Exterior Paint Touch Ups**
 - a. B and E Building siding paint touch ups. This project would be apart of ReNew Paintings proposal
- 7. Building C Fire Strobe Cracked**
 - a. The was completed by Allied Security
- 8. Carpet Threshold Repairs**
 - a. The cost to replace the thresholds to a wider transition was high which the board determined to make trimming repairs to protect from tripping hazards however save the money for replacement and having a 6 inch transition put in place.
 - i. The board noted that in 2024 the carpet is due for replacement and that the current proposals that have been received need to be updated. Noah stated he would reach out to get updated proposals for carpet replacement.
- 9. Building B fire door delamination**
 - a. SRG service team made this repair to the door
- 10. Lock Box C38 Removal**
 - a. I am confirming with Mike Webb that this was taken care of
- 11. Building B missing Baluster**
 - a. The baluster was repaired and put back in place by SRG
- 12. Tool Shed trim repair**
 - a. Noah suggested to have ReNew Painting come and and updated and trim needed repair and give it a fresh coat of paint
- 13. Building E electrical outlet faceplate**
 - a. This was replaced and updated by SRG
- 14. Hot Tub Enclosure**
 - a. The board is discussing updating both A and E hot tub enclosures. If the board decides to not upgrade, the recommendation is to have ReNew Painting give the hot tub enclosures a fresh coat of paint.
 - i. Discussion of the updating of the hot tub enclosures for consistency as well security. The concern with an all steel structure was that they would look like a prison.

- ii. Board discussion stated that the current condition with the wood decking as well the lattice was breaking up and needed to be addressed.
- iii. Noah suggested that come spring we look into options for utilizing the current structure and increasing the height to a code minimum as well add electronic lock for security.

6. New Business:

a. Parking Lot Signage

- i. In speaking with SRG service team as well Mike Webb it was recommended to remove and replace signage with movable signage as snow plows and storage are only going to bend the posts again.
 - 1. The board discussed handicapped and loading zone signage. The current bent in ground signage should be removed and movable signage be put in place.
 - 2. The board discussed the overloading of the parking lot and the visible untagged cars that needed to be addressed. Noah stated that his discussion with Mike Webb was that during the week the parking lot is inspected in the morning as cleaners and contractors are often onsite and that there are several spaces available. The problem is in the evening and on weekends. Noah is going to have his staff sticker any vehicle without the proper parking permits to make sure owners, guests and tenants have the appropriate passes.
 - a. **Mary Lams made a motion to purchase two movable handicapped parking signs and defer on the purchase of a loading zone sign. Mary Parrott seconded the motion, motion passed with no dissent.**

b. Building A hot tub cover

- i. The hot tub cover for building A has been placed on order and there was a 6 to 10 week turnaround.
- ii. Noah brought to the board's attention discussion with the spa contractor regarding options to hot tub covers due to the recurring commercial cover costs. Recommendations included getting rid of the cover lifter and potentially having the main cover removed in the morning and having a softcover underneath for guests to remove on and off throughout the day. The contractor was looking into the possibility of adding a roller to the structure however space was minimal.
 - 1. The board had requested for option examples to be sent for review.

c. Kingdom Roofing Update

- i. Noah had recently received a phased approach roof replacement proposal and had asked the board to take the time to review in which we can discuss at a later time and plan of action. It was brought to attention that the association is still going to want to continue to have preventative maintenance and repairs completed in 2024
 - ii. [Phased approach proposal](#)
 - iii. Mary Lams inquired about the conversation regarding adding more heat tape from the December's meeting.
 - 1. Mary Parrott stated that the board needed to review and then get back together to discuss the proposal.
- d. Plowing Contractor Concern**
- i. Adjustments have been discussed with All Summit as to clarification as to Snow Removal.
 - 1. The board inquired who was responsible for the road leading into the associations.
 - a. Noah stated that the county was responsible however would follow up to ensure.
- e. Hot Tub Enclosures**
- i. Montauk Inc - \$32,790.64
 - 1. The board discussed taking a closer look for the upcoming spring to discuss what could be done with the current structures or replacing with a steel structure.
- f. 2024 Capital Plan**
- i. Mary Parrott spoke in regards to capital financing for 2024 that carpet and yellow decks are planned for replacement and repair. There was also discussion of ongoing roof repairs and the cost associated with a full roof replacement or phased approach replacement. The board discussed starting an annual roof assessment in that the roof needs to be replaced.
 - 1. Noah suggested that now that a professional reserve study was completed we would be able to get a good understanding of remaining life on items that need to be addressed
 - a. Marry Parrott was working on capital plan updates

7. Miscellaneous Discussion:

- a. Mary Lams thanked the rest of the board for the approval for the dumpster to be placed on site as renovations are scheduled for March 11th.
 - i. The board approved the dumpster to be placed in the section of the parking lot to the Snake River Water District building.

b. House Rules Update

- i. Add emergency access as well fireplace rule draft

8. Next Board of Directors Meeting Date:

- a. May 14th 2024 9:00AM

9. Adjournment:

- a. The Frostfire 1/30/2024 Board of Directors meeting was adjourned at 11:22AM