

Frostfire
Board of Directors Meeting
2/3/2026 9:00AM
Zoom Link: [Frostfire Zoom Meeting Link](#)
(Click to Join)

1. **Call to order:** The Frostfire 2/3/2026 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:**
 - c. **Summit Resort Group Members Present:** Noah Orth

3. **Regular Business:**
 - a. **Financials - Frostfire December 2025 ([Full Set](#))**
 - i. [Frostfire December 2025 Balance Statement](#)
 1. The Frostfire December 2025 balance statement reports the following financial account balances of:
 - a. Operating: \$15,669.00
 - b. Reserves: \$69,022.21
 - c. Total Checkings & Savings: \$84,671.21
 - ii. [Frostfire December 2025 Profit / Loss Budget Performance](#)
 1. The Frostfire December 2025 Profit and Loss statement reports a total of \$219,283.00 in total expenditures vs \$218,930 of budgeted expenditures resulting in a budget deficit of \$353.00

 2. **Major areas of significant over \$500 expense variance include:**
 - a. Water - \$945.00
 - i. Annual Budget - \$12,000
 - b. Trash Removal - \$749.00
 - i. Annual Budget - \$7,000
 - c. Security Expense \$800.00
 - i. Annual Budget \$1,500.00
 - d. Carpet Cleaning - \$1,028.00
 - i. Annual Budget - \$0.00
 - e. Repair & Maintenance Buildings - \$590.00

- i. Annual Budget - \$5,030.00
- f. Repairs & Maintenance Hot Tub - \$4,618.00
 - i. Annual Budget - \$3,500
- g. Landscaping - \$2,845.00
 - i. Annual Budget - \$7,000
- h. Insurance \$7,319.00
 - i. Annual Budget \$40,000
- i. Legal & Professional \$785.00
 - i. Annual Budget \$700.00

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

- a. Miscellaneous \$8,740
- b. Gas Hot Tub \$1,305
- c. Electricity \$1,615
- d. Sewer - \$932
- e. Internet - \$1,194
- f. Roof Snow Removal \$1,383.00
- g. Vent Cleaning - \$2,800
- h. Gutter Cleaning - \$1,425

4. Board Discussion

- a. Mary Lams inquired about the miscellaneous or contingency account funds, if that amount could be transferred to the reserve account.
 - i. Noah indicated that it could be transferred or it could be held within the operating account as the purpose was to support any unknown expenses that may come up.

ii. [Frostfire December 2025 Accounts Receivable](#)

- 1. All dues are current
- 2. Anything (-) is a prepaid
- 3. B19 - \$64.00 fireplace inspection
- 4. E25 - \$64.00 fireplace inspection

iii. [Frostfire Year to Date December 31st 2025 General Ledger](#)

- 1. Board Review / Reclassifications

iv. Board Discussion:

- 1. Mary Lams indicated that she reviewed the end of year general ledger and didn't see anything that she felt was out of place.

- iii. **Upcoming 2025 invoices to be paid**
 - 1. Consider It Done Vent Cleaning - \$3,000 in process posted to 2025
 - 2. High Country Aqua Tech - \$108.61
 - 3. Note: Railing Reimbursement Montauk Inc

- iv. **Motion to approve December 2025 financials as presented**
 - 1. **Mary Lams made a motion to approve the December 2025 financials, Mike Paris and Mary Parrott seconded the motion. Motion passes unanimously.**

4. Old Business:

- a. **Crawlspace updates:** including, outline plan moving forward including the cleaning of the crawlspaces and the pump/electrical situation.
 - i. **Exclusive Cleaning** - A,B,C,D & E crawl space debris cleaning and dehumidifier installation
 - ii. **Summit Remediation Solutions** - pump replacement
 - iii. **Electrician** - Cost to put each pump on individual circuits and place an alarm light tree
- b. **Board Discussion:**
 - i. The Board was in agreement that with all the debris removed and installation of dehumidifiers to each crawlspace, given age and condition of the current sump pumps that all pumps and basins should be replaced and put on separate electrical circuits along with an alarm light tree per the recommendation of the engineer as well Summit Remediation solutions.
 - ii. The Board discussed the recommendation of adding additional sump pumps through A and E crawlspace areas, however given the unknown if their current setup was working properly and instead of just spending money the Board decided to withhold until thaw runoff occurred to view if ground water presented itself to better make a decision if additional pumps and basins were needed after the new pumps and basins were installed.
 - iii. The Board discussed the associations current reserves and although the reserve account supported the planned crawlspace work, an assessment would be needed as it was agreed that they did not want to take the reserves down to very little given the age of the property. The Board was in agreement regarding an assessment regarding the crawlspace work but to also include the

cost of carpet replacement as well to recuperate current reserve expenses that went towards the crawlspace work.

1. Mary Lams inquired about the \$10,000 that SRG was going to support regarding the assistance with the debris removal of the crawlspaces

- a. Noah commented that he would speak with Kevin and reach out to the Board as to how those funds would be added

iv. **Dryer Vent Repairs:**

1. Awaiting on Consider It Done to give me schedule availability
2. Owners notification and responsibility

v. **Board Discussion:**

1. Noah indicated that Consider It Done has a place schedule for mid March for unit repairs which would give the Board time to draft a notification to those specific units where repairs are needed and financial responsibility.

- a. Mary Lams indicated that she would start working on a draft notification to units where repairs are needed.

vi. **Unit C22 Communication:**

1. A certified letter was mailed to the owner for non association compliance

- a. Emergency Unit Access
- b. Annual Fire & Security Alarm Monitoring
- c. FirePlace Inspection
- d. Dryer Vent Inspection

- i. Noah indicated that he has attempted to email as well as call and both the listed email gets kicked back as well as the phone number on file has been disconnected. Noah commented that a certified letter has been mailed as well as a letter slipped under the unit door to be able to gain communication back with the unit owner.

- ii. The Board has agreed that the owner is in violation in which the enforcement policy should be in place.

1. Noah indicated that he was awaiting response from the certified letter attempting to regain communication with the owner.

- a. The Board was in agreement to allow for response time before penalties were assessed.

vii. DCPS Roof Maintenance Service Contract:

1. Roof Service Maintenance Contract

- a. Noah commented that in discussion with DCPS that a service agreement was not needed and that realistically you would not want anyone up on the metal roof unless a problem presented itself.
- b. Noah followed up with DCPS in which it was discussed that after the winter season they would send a crew to inspect the roof for any maintenance needs that are viewed.
- c. Noah indicated that he wanted to gain knowledge as to how many years they would provide this seasonal inspection in that if a budget number was needed in the future the Board could plan for it.

viii. Crawl space pest control:

- 1. Noah met with Vail Mountain Pest Control as well as Quality Mountain Pest Control in which they indicated that in crawl spaces A and E where there are penetrations for the hot tub plumbing and venting annual caulking could be completed however outside of some minor issues the crawlspaces looked fine. QMPC is going to provide a service inspection proposal.
 - a. Mary Lams indicated at minimum we should have the penetrations caulked as reported
 - i. Noah indicated that that SRG would be able to caulk around those exterior foundation penetrations.

5. New Business:

a. Special Assessment Discussion: Crawl space and carpet.

- i. Board was in agreement to get numbers on all maintenance related items that need to be addressed within the assessment with the ownership.

b. House Rules Update:

i. Dryer Vent Repairs

- 1. The Board was in agreement that dryer vent repairs would be considered an owners responsibility as the vents are only supplying one unit.

- a. Policy: Annual dryer vent inspection will be coordinated by the HOA and the initial inspection will be paid for by the HOA. Once the inspection report is received by the HOA, the HOA will coordinate with the contractor to complete repairs. Repair costs will be billed back to the unit owner. As noted by the Maintenance and Obligation Chart, dryer vents are limited common elements because they serve one owner.

ii. Fireplace Inspection Policy Update

- 1. The Board discussed the original policy in allowing the owner to work with a contractor of choice and providing an inspection report however being that this was not being completed by a set date the Board agreed that hiring a contractor to complete inspections and bill back the owner due to insurance reasons.

- a. Updated Policy: Annual fireplace inspections are required for all units that have Wood Burning Fireplaces. The HOA will hire a contractor annually to complete the inspection. The cost of the inspection and any related repairs will be billed back to the unit owner.

c. Updated Carpet Replacement Bids:

- i. Noah commented that he had reached out to the contractors that had provided carpet replacement proposals for the association in 2025 and is currently awaiting for updated proposals to discuss as two options of carpet / pad quality were requested. Noah indicated that once formal proposals were received that he would present them to the Board for review.

- 1. Mary Parrott commented that the Board has to consider all factors regarding carpet and pad quality given how long their current carpet has lasted and not to cheap out.
- 2. The Board discussed materials and installation techniques that have probably changed over time.

- a. Noah indicated that once proposals were received his recommendation would be to either meet with contractors for them to go over materials with the Board to help make decisions.

- i. The Board was in agreement

d. Property Maintenance / Inspections:

- i. Mary Lams made a general comment regarding property inspections and maintenance and it seemed like items were being missed.
 1. Noah indicated that the property is inspected each day by his staff. Kyle is the property manager that completes the daily tasks for the association whereas Bernie completes the daily hot tub inspections as he is CPO (Certified Pool Operator) certified.
 2. Noah indicated that by no means would ever make any excuses for himself and or the team that takes care of the association. Noah indicated that Kyle was a new hire and his responsibility is to take care of the property and or report anything that needs to be addressed.
 - a. Noah listed items that were brought to attention:
Hallway debris, crawl space door access key left in lock, hot tub area loose Boards, hot tub area shoveling, baseboard heaters end caps in buildings A and B that were hit and ajar, light timers adjusted for daylight savings time.
 - i. Noah indicated that he had a meeting with his team and discussed the word attention and details to attention in that in many cases among the large items it was the small items that stand out and that his team needed to focus on those small items that were being missed. Bernie needed to focus on all aspects of the hot tub and its mechanicals as well the exterior hot tub surround and Kyle needed to pay more attention to the interior of the common hallway space for items such as baseboard heaters where if an end cap was hit and heater fell apart to correct it.
 - ii. Noah commented that unfortunately in losing SRG staff member Mike Webb who was the manager for the association for many years knew the property very well and with the difficulty within Summit County regarding employment SRG is already on their second manager for the Frostfire. Noah indicated that

he would continue to work with his team in providing more attention to detail; however also indicated that if any member of the Board or ownership noticed anything to make Noah aware, action would be taken right away as the Board knows.

- b. Mary Lams commented that her intent in presenting items was not to point fingers and to comment on fault however just bring it to attention and regain focus on continuing to maintain the association a high standard as it always had.
 - i. Mary commented that as an owner she often took care of minor things herself such as taking care of scuffs with a magic erase on the wall from skis.
- c. Mary Parrott commented that come spring we need to have some wall touch up painting completed and have that as an annual item of attention.
 - i. Noah commented that he would add that to the seasonal list
- d. Noah indicated he would continue to strive for his team to have attention to detail and if a Board or owner noticed anything to let him know.

6. Final cost of railings / reimbursement:

- a. Reimbursement has been inquired of Montauk Inc now that the back railing systems are installed and in place.

7. Miscellaneous Discussion:

- a. Mary Lams commented that she was going to draft a Frostflyer Owners Notification to include the updated crawlspace work, carpet replacement, added updated fireplace and dryer vent policies, and lastly updating the ownership of the back railing installation.
 - i. Mary Parrott commented to add the July 21st annual meeting date reminder

8. Next Board of Directors Meeting Dates:

- a. April 28th 9:00 AM
- b. June 16th 9:00 AM Onsite Walkthrough
- c. July 21st 5:00 PM Annual Meeting Zoom

- d. August 18th 9:00 AM
- e. October 20th 9:00 AM

9. Adjournment: The Frostfire 2/3/2026 Board of Directors Meeting was adjourned at 10:26AM