

**Frostfire
Board of Directors Meeting
5/25/2023 9:00AM
Bruce Blanks Unit B20**

1. Call to order:

- a. The Frostfire 5/25/2023 Board of Directors Meeting was called to order at 9:33AM

2. Introduction of those present and determination of quorum:

- a. **Frostfire Board Members Present:** Mary Parrott, Mary Lams, Bruce Blank
- b. **Frostfire Ownership Present:** N/A
- c. **Summit Resort Group Members Present:** Noah Orth

3. Approve Meeting Minutes:

a. [Frostfire 4/18/2023 Meeting Minutes](#)

- i. **Mary Lams had a few edits which were corrected during the meeting**
 - 1. **Motion to approve the 4/18/2023 Meeting Minutes as presented**
 - a. **Motion passed unanimously**

4. Regular Business:

a. **Financials - [Frostfire April 30th 2023](#)**

i. [Frostfire April 30th 2023 Balance Statement](#)

- 1. The Frostfire April 30th 2023 balance statement reports the following financial account balances of:
 - a. Operating: \$3,188.98
 - b. Reserves: \$149,384.12
 - c. Total Checkings & Savings: \$152,537.10

ii. [Frostfire April 30th 2023 Profit / Loss Budget Performance](#)

- 1. The Frostfire April 30th 2023 Profit and Loss statement reports a total of \$76,363 in total expenditures through April 30th vs \$70,658 of budgeted expenditures resulting in a budget deficit of \$5,705
- 2. **Major areas of significant over \$500 expense variance include:**
 - a. Electricity \$1,173
 - b. Reserve Study \$900
 - c. Roof Snow Removal \$985
 - d. Building Repairs & Maintenance \$1,754
 - e. Landscaping \$1,360
 - f. Insurance \$1,985
 - g. Legal & Professional \$1,272

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

- a. Snow Removal \$584
- b. Repairs & Maintenance Hot Tub \$517

iii. Frostfire April 30th 2023 Accounts Receivable

- 1. All dues are current
- 2. All owners assessments are paid
- 3. Snake River Water District has a check in the mail \$70.00
- 4. Everything else is prepaid

iv. Frostfire As of April 30th 2023 General Ledger

- 1. The Board requested a reclassification for the mold remediation cost to be placed in reserves.

v. Frostfire 2023 Expense Worksheet (through April 2023)

vi. Mary Lams motioned to approve the April 30th 2023 financials as presented, Mary Parrott seconded the motion, motion passed with no dissent.

5. Old Business: (Building C needs a replacement)

a. Exterior door / lock issues:

- i. Current Lock: Schlage FE575 (Grade 2)
 - 1. \$121.00
- ii. Yale Assure YRL216-NR (Grade 2)
 - 1. \$181.08
- iii. **Trilogy T2 Recommended Commercial Lock**
 - 1. \$375- 811.33 depending on indoor / outdoor and color choice
- iv. **Vortex strike plates**
 - 1. Noah discussed with the Board that Vortex was onsite and stated that the door issues were caused due to function of the door mechanisms as well the strike plates being bent. Noah stated that he was looking into the possibility of having the strike plates corrected or replaced.
- v. **Building Entrance Lock Replacement**
 - 1. The Board approved the replacement of building C entrance electronic lock with the Schlage model.

2. The Board discussed the replacement of the electronic locks and have decided to stay with the Schlage model and to replace when needed.

b. Baseboard heaters

- i. Mike Webb checked them all and all were turned off
 1. It was noted for the 2023/24 winter season to not have the baseboard heaters set to high during the winter months and to have them set to medium as the heaters located near the entrance and exit could have an effect of the expansion and contraction of the metal doors.

c. Deck inspections

- i. Unit inspections 4,22,35,36,42
- ii. “Red Unit Decks for demo to start 24,25,37,40
 1. As of 5/22 Unit D39 was reinspected and was taken off the “Red” listed decks. Demo inspection was to start

d. Security check form and notification to the ownership

- i. [Letter to Homeowner Security Checks](#)
- ii. [Security Check Form](#)

e. Crack Seal & Sealcoat Update

- i. Contract was submitted and no specific date was given at this time as Jet Black puts together a list of associations that they are doing before communication goes out to the ownership when the service will be completed
 1. Bruce had requested a proposal on the bike path to be completed as well

f. Summit Roofing and Gutters

- i. Noah is in communication with Summit Roofing & Gutters with a date for repairs to be completed
 1. The Board inquired the cost for gutter clean out at an hourly rate as well to have the entire building cleaned

g. Interior Paint Proposals

- i. [Dr. Custom](#) \$18,750
- ii. [Renew Painting](#) \$18,500 with drywall repairs and touch ups

1. The Board requested that that painter paint the metal unit door frames and to see if there was an additional cost to do so.
2. The Board requested a proposal for exterior deck metal railings to be painted due to the reported rust
 - a. **Mary Lams made a motion to have ReNew painting complete the interior hallways, Bruce Blank and Mary Parrott seconded the motion.**

h. Carpet Replacement Proposals

i. Ruggs Benedict

1. [Estimate 1](#) \$56,190.20
2. [Estimate 2](#) \$64,178.54 updated carpet

ii. New Century Construction

1. 64,000.00

- iii.** The Board discussed that there were a few sections of carpet that needed to be addressed as there were some edges that were fraying, however, the carpet was in good shape. The Board agreed to have the carpets cleaned this summer.

i. Carpet Cleaning

- i. [Mountain Pride Cleaning & Restoration](#) \$2387.65
- ii. New Century \$2,350

1. **Mary Lams made a motion to approve Mountain Pride's proposal for carpet cleaning as the association had used them in the past and knew what they were getting. Mary Parrott seconded the motion, motion passed with no dissent**

j. Window Cleaning -

- i. The Board discussed annual window cleaning and had requested this be scheduled after the pollen has fallen.

k. Gutter cleaning for mid october

- i. The Board approved for all building gutters to be cleaned out in mid October after the majority of the leaves have fallen.
- ii. The Board approved for the section of gutter to be cleaned (B20) as water was cascading over the top of the gutter during a recent rainfall.

l. Insurance & Maintenance Chart posted to website

- i. Noah stated that the I&M chart was posted to the website

m. C38 sidewall leak update:

- i. Both exterior and interior repairs are scheduled to be 100% completed by May 24th 2023

n. Snake River Water District Snow plowing and asphalt maintenance responsibilities

- i. Noah has spoken with Snake River Water District and they have agree to take responsibility for their owner maintenance and were fine with signing an agreement.
 1. Agreement draft is in process for signature

o. New Forms

i. Maintenance & Insurance Chart

1. Posted to the website

ii. Application for Architectural Improvement

1. Board is going to supply Noah with edits before posting
 - a. Mary is going to send to Mary L and Bruce for review prior to sending to Noah.

iii. Enforcement / Covenant Policy

1. Mary Parrott is going to update the enforcement policy to include the updated fine schedule.

iv. House Rules Update

1. Policy Unit Emergency Unit Access

- a. House Rules Policy Emergency Unit Access to be drafted by the Board of directors
 - i. The Board requested policies to be presented so that the association could update the website with the correct information.

6. New Business:

a. Reserve Study

- i. The Board suggested that the Reserve Study be included in the Annual Meeting packet for owners to have the change to review.
 1. Mary Lams spoke in regards to some of the key points presented in the reserve study that should be discussed. Items included
 - a. Increase contribution to reserve
 - b. Parking lot replacement
 - c. Deck railings
 - d. Hardie board paint
 - e. Carpet

- f. Interior paint
- g. Spa
- h. Roof replacement
 - i. Mary Parrott stated that the wood benches should be added to the list as they were starting to deteriorate

7. Annual Meeting Preparation Meeting

- a. The Board discussed getting together prior to the annual meeting to organize and put together a rough agenda
 - i. June 21st 9:00AM

8. Miscellaneous Discussion:

a. Schedule carpet cleaning and then do an inspection

b. Hot Tub discussion

- i. It was presented that the emergency shut off button was being compressed when owners / guests were exiting the tub which shuts off the heating system.
 - 1. The board suggested signage be placed so that owners / guests would not push the emergency shut off button.

9. Next Board of Directors Meeting Date:

- a. Board of Directors Meeting: June 21 via zoom 9:00AM
- b. Frostfire Annual Meeting Date: July 15th 9:00AM via Zoom
 - i. Board of directors terms 3 years
 - 1. Mary Parrott 2023 term ending
 - 2. Mary Lams 2025
 - 3. Bruce Blank 2024

10. Adjournment:

- a. Mary Parrott made a motion to adjourn the 5/25/2023 Board of Directors meeting, Mary Lams and Bruce Blank seconded the motion. The meeting was adjourned at 11:51AM