

Frostfire
Board of Directors Meeting
6/22/2023 3:00PM
Zoom Link: [Frostfire BOD Meeting Link](#)
(Click to Join)

1. **Call to order:**
 - a. **The Frostfire Board of Directors 6/22/2023 Meeting was called to order at 3:04PM**

2. **Introduction of those present and determination of quorum:**
 - a. **Frostfire Board Members Present:** Mary Parrott, Mary Lams, Bruce Blank
 - b. **Frostfire Ownership Present:**
 - c. **Summit Resort Group Members Present:** Noah Orth

3. **Approve Meeting Minutes:**
 - a. **[Frostfire 5/25/2023 Meeting Minutes](#)**
 - i. **Bruce Blank motioned to approve the 5/25/2023 meeting minutes as presented, Mary Parrott and Mary Lams seconded the motion. Motion carried.**

4. **Regular Business:**
 - a. **Financials - [Frostfire May 31st 2023 \(Full Set\)](#)**
 - i. **[Frostfire May 31st 2023 Balance Statement](#)**
 1. The Frostfire May 31st 2023 balance statement reports the following financial account balances of:
 - a. Operating: \$2,505.85
 - b. Reserves: \$153,590.30
 - c. Total Checkings & Savings: \$156,096.15
 - ii. **[Frostfire May 31st 2023 Profit / Loss Budget Performance](#)**
 1. The Frostfire May 31st 2023 Profit and Loss statement reports a total of \$87,032 in total expenditures vs \$84,936 of budgeted expenditures resulting in a budget deficit of \$2,096.
 2. **Major areas of significant over \$500 expense variance include:**
 - a. Electricity \$1,068
 - b. Reserve Study \$900
 - c. Building Repairs & Maintenance \$1,212
 - d. Landscaping \$517

- e. Insurance \$2,299
- f. Legal & Professional \$1,097

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

- a. Snow Removal \$584

iii. Frostfire May 31st 2023 Accounts Receivable

- 1. All dues are current
- 2. Everything else is prepaid

iv. Frostfire YTD 2023 General Ledger

v. Frostfire 2023 Expense Worksheet (through May 2023)

- 1. Board discussion - The board expressed their concern with the operating account and the need for an increase in order to pay for unknowns as they were operating too tightly.

vi. Motion to approve

- a. **Mary Lams motioned to approve the May 31st financials as presented, Bruce Blank and Mary Parrott seconded the motion, motion carried**

5. Old Business:

a. Exterior door locks

- i. Building C front entrance was replaced, does the board want to replace the other 9 entrances. Estimated \$1,350 for locks plus labor time to install
- ii. Strike Plates: Noah is attempting to locate new strike plates that would fit the metal door frame as Vortex would charge a bit
 - 1. The board discussed the electronic locks and Mary L and Mary P stated to replace as needed due to financials. Bruce Blank stated that he would replace them all as they would all be on the same replacement cycle. The board decided to agree on a needed basis however Bruce recommended for the board to do a walkthrough to look at the condition of each entrance lock and replace. The board is going to complete a walkthrough and make a list of need to replace based on condition

b. Deck repair / replace update:

- i. [Photo](#)
- ii. [Deck Repair Costs](#)

- c. **Gutter repairs:**
 - i. Summit Roofing and Gutter was not interested in completing end cap repairs however Leos roofing would complete this task for the association
- d. **Interior Painting**
 - i. ReNew painting has completed the painting of the common hallways. I did a site inspection however if you see anything that needs to be touched up please let me know as they would be happy to take care of anything
- e. **Carpet Cleaning**
 - i. Scheduled for July 28th
- f. **Window Cleaning**
 - i. The Board would like this to take place after pollen has fallen. Please request which month the Board would like this service to occur as contractors are booking out sometime in August
- g. **Gutter Clean Out**
 - i. Leos Roofing is scheduled to clean all buildings gutters mid October
 - ii. Leo will also do the gutter section that was noted to be full by B20
 - 1. Mary P felt that leaves needed to be cleared out twice a year, once spring so they are cleared for summer rain and fall after the majority of leaves have fallen.
 - a. Bruce stated the he noticed that his belief was the downspouts were clogged up and needed to be addressed.
 - b. Mary P. stated that there was a large bubble in which was filled with water. Mike Webb had popped the bubble and scraped off.
- h. **Unit C38 Leak Update**
 - i. Both exterior and interior work has been completed
 - ii. [Photos](#)
 - 1. Bruce inquired that the battens and how they were bowed out if the siding was painted and protected. Noah explain the the battens were not protected on the backside in which moisture caused the bowing.
 - 2. The board spoke in regard to snow and ice removal and that if it is completed more often it should take less time.
- i. **Snake River Maintenance Agreement**
 - i. Noah has followed up with SRWD on the maintenance agreement and stated that they would prefer to follow the in place easement amendment regarding asphalt and plowing.
- j. **Forms**
 - i. Policies to be sent to the board for review
 - 1. [Conduct of Meetings Policy](#)

2. [Collection Policy](#)
3. [Enforcement Policy](#)

a. Noah will update the board with these policies for signature to be put in place

6. New Business:

a. Annual Meeting Preparation

- i. [Owners Letter](#)
 1. Completed sent to ownership
- ii. [Notice / Proxy](#)
 1. Completed sent to ownership
- iii. [Agenda](#)
- iv. [2022 Annual Meeting Minutes](#)
- v. [May 31st Balance Statement](#)
- vi. [May 31st Profit & Loss Statement](#)
- vii. [2023 Budget](#)
- viii. [Frostfire 2023 Expense Worksheet](#)
- ix. [Capital Reserve Plan](#)
- x. [2023 Board of Directors List](#)
- xi. [SRG Property Management Team](#)
- xii. [Website information](#)
 1. The board went through the annual meeting packet and made final approvals to be able to distribute to the ownership

b. Items of Attention

- i. 1. The front door of B building is full of water. Notice the moisture on the glass and the bottom 2 inches of the glass is water in the door. Warranty?
 1. Noah is going to have Breckenglass to inspect and propose cost for replacement if needed
- ii. The right side of the gutter is leaking at the end cap against the building (what I can see from the ground). Caused what look like a big water pocket in the Hardie Board. The question is did this leak all the way through the wall as well? Can you get that water bubble popped right away?
 1. Mike Webb is going to pop the water bubble. I spoke with Summit Roofing and Gutters and they have passed on sealing the gutters end caps however Leos roofing will do it.
- iii. The rain gutter in the back of B is full of crud which is probably why it overflows. I believe this is already on a list from a few weeks back?

1. Leos roofing has been contacted for the gutter that was back up near Bruce's unit and it was stated that all the gutters are filled and should be completely done. May want to have Leo clean all of the gutters now and have the end caps sealed at the same time
- iv. The building number on the B building is starting to disintegrate. It is not a good look.
 1. Noah is going to get a proposal for a cost for replacement
- v. The front door lock, loosely described, looks like junk. Not sure where we are on the locks ie replace this year or not. If not we should repaint them again. We can discuss this at next meeting.
 1. Entrance door on unit C was approved to be replaced. During the last board meeting the board stated they would replace as needed.
- vi. B19 still has not removed the extra box on the door frame. This should be done before the frame is painted.
 1. Units E10 and B19 have been contacted to remove 2nd key boxes. To date approval was granted from owners to remove extra key boxes
- vii. E 2nd floor door sticking
 1. Noah is going to have Mike Webb inspect to make an adjustment
- viii. Request for access key pad on E building hot tub.
 1. Noah is going to have his team look at the possibility of adding an electronic lock placed on the E hot tub.
- ix. Unit D7 Decking Stain - Rich and Mary Roda reported significant staining on the deck. The owners had their property management agent clean the composite decking via power washing however stains were still present.
 1. Noah is going to look into this and see what can be completed. It was Noahs interpretation that the stains are grease from a deck grill.
 2. [Photo](#)
 3. [Repair Proposal](#)

7. Miscellaneous Discussion:

- a. N/A

8. Next Board of Directors Meeting Date:

- a. Board of Directors Meeting: July 11th Via Zoom
- 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

9. Adjournment:

a. Motion to Adjourn:

- i. **The Frostfire 6/22/2023 Board of Directors Meeting was Adjourned at 4:49PM**