

Frostfire
Board of Directors Meeting
6/4/2024 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 9:01AM
2. **Introduction of those present and determination of quorum:**
 - a. **Frostfire Board Members Present:** Mary Parrott, Mary Lams, Mike Paris
 - b. **Frostfire Ownership Present:** Tim Johnson (A34), Tom & Angie
 - c. **Summit Resort Group Members Present:** Noah Orth
3. **No current meeting minutes to approve**
4. **Regular Business:**
 - a. **Financials - Frostfire April 2024 ([Full Set](#))**
 - i. **[Frostfire April 2024 Balance Statement](#)**
 1. The Frostfire April 2024 balance statement reports the following financial account balances of:
 - a. Operating: \$2,719.23
 - b. Reserves: \$89,145.55
 - c. Total Checkings & Savings: \$91,864.78
 - ii. **[Frostfire April 2024 Profit / Loss Budget Performance](#)**
 1. The Frostfire April 2024 Profit and Loss statement reports a total of \$69,112.00 in total expenditures vs \$69,895.00 of budgeted expenditures resulting in a budget surplus of \$783.00
 2. **Major areas of significant over \$500 expense variance include:**
 - a. Electricity - \$839.00
 - b. Snow Removal - \$636.00
 - c. Snow Shoveling - \$3,205.00
 - d. Repairs & Maintenance Hot Tub - \$2,310
 3. Board Discussion
 - a. Mary Parrott commented on the snow removal in that the management contract allows for a certain number of hours of shoveling services within the contract whereas there are additional fees for overages.

- b. Mary and the board commented that Mike Webb and the rest of the SRG team did a good job this past winter with ground snow management.

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

- a. Sewer - \$1,372.00
- b. Roof Snow Removal - \$1,733.00
- c. Security Expense - \$791.00
- d. Repairs & Maintenance - \$2,860.00
- e. Landscaping - \$1,319.00
- f. Insurance - \$1,337.00

5. Board Discussion

- a. Mary Parrott inquired about the surplus in Landscaping as they really just recently started.
 - i. Noah indicated that the board budgeted a total of \$8,000 and currently have spent a total of \$1,333. Mary Parrott indicated to the board that Plant and Flower fees along with Patties annual fees would be coming out of this account along with tree treatment.

ii. Frostfire Year to Date General Ledger (As of May 23rd 2024)

- 1. Board Review
- 2. Noah indicated that the board should continue to review the general ledger in that if any items need to be reclassified to make him aware.
- 3. Mary Lams inquired about account 525 security expense Allied Security Monitoring
 - a. Noah indicated that was the associations invoice for fire panel monitoring.

iii. Frostfire April 2024 Accounts Receivable

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

iv. Frostfire 2024 Monthly Expense Worksheet

- 1. Noah presented to the board the monthly expense worksheet which shows account monthly expenses as well helps the board prepare for the upcoming budget preparations.

v. Financial Noteables:

1. Noah reported that there was nothing to report other than reminding the board as they will continue to see fluctuation within their budget due to cash flow and where funds were placed however currently have a budget surplus of \$783.00

vi. Mary Lams made a motion to approve the April 2024 financials as presented, Mike Paris seconded the motion, motion carried with no dissent.

5. Old Business:

a. Capacity signage for hot tubs

- i. The board discussed signage regarding hot tub occupancy use due to high occupancy times as it was noted in the annual meeting. The board commented that during high occupancy times the hot tub gets used however the hot tubs are not noticed to be an issue and in most cases signs are not always read.
- ii. The board was going to keep signage in consideration however at this time monitor if overuse issues come up.

b. Annual Meeting Notice

- i. Noah made the board aware that per the association's Bylaws the annual meeting notice needs to be sent out no less than 10 days and no more than 50 days. Noah stated that he likes to get the notice and proxy out 30 days in advance which was June 16th 2024
 1. Noah indicated that Mike Paris's term is up
 - a. Mike indicated that he would get back to Noah and the board if he would be running for another term.

c. Association Repairs

i. E Hot Tub Fence Extension / Lattice Replacement

1. Montauk Inc provided a proposal of \$6,071 for the E hot tub fence extension as well painting.

ii. Board Discussion

1. The board decided to table the conversation as Noah was awaiting a second proposal
2. The board also commented on the condition of the lattice fencing on top of the deck structure that needs to be addressed as well.

- a. Noah indicated that he would work with his service team once the board decided on what they would like to do with the E hot tub extension.
- iii. **Parking Lot Light Pole Painting**
 - 1. ReNew Painting will complete this
- iv. **Outdoor Bench Top Replacement**
 - 1. Summit Resort Group will complete this
- v. **Siding repairs and paint touch up B & E**
 - 1. ReNew Painting will complete this
- vi. **Rec Path Bollard light fixtures**
 - 1. Summit Resort Group will complete this
- vii. **Concrete sidewalk crack fill**
 - 1. Summit Resort Group will complete this
- viii. **Entrance Signage Repaint**
 - 1. ReNew Painting to repaint
 - 2. Summit Resort Group has installed protective metal supports
- ix. **Carpet Fraying and Thresholds**
 - 1. Summit Resort Group is pricing out the replacement for wider thresholds in which Noah would report back to the board
- x. Board discussion
 - 1. Noah and the board discussed when the board starts looking at carpet replacement to also look into the cost differences between carpet, and commercial LVP flooring on wear, life and maintenance.
- xi. **Dumpster Enclosure Repairs and Paint**
 - 1. Renew Painting would replace damaged trim / broken post as well paint the interior as well exterior of the enclosure.
- xii. **Tool Shed Repairs and Painting**
 - 1. Renew Painting would replace rotted trim and paint
- xiii. **Outdoor handrails to be painted**
 - 1. Renew Painting will paint top caps and wood railing. It was stated that there is only one wood railing outside the E hot tub and that the rest of the railing were metal and that the board may want to consider replacing the one wood railing.
- xiv. Board discussion
 - 1. Mike Paris inquired if we were receiving multiple bids the repair items
 - a. Noah indicated that work through SRG is going to be much cheaper then going through a building contractor as well ReNew Painting was more cost effective then going

through painting companies as ReNew is typically the subcontractor that does all the work for the local painting companies.

- i. Mary Parrott stated that ReNew Painting did all the common hallways and did a wonderful job as well the bids we received for the hallways were much less.
- ii. Mary Parrott inquired about the transformer shed, at minimum it needs to be painted.
 1. Noah is going to have ReNew Painting look at it.

6. New Business:

a. Window Cleaning Schedule

- i. P4 Services indicated early to mid july
 1. Mary Parrott indicated that she would like to have it completed no later than the 1st week of August due to pollen.
 - a. Noah indicated that he would reach out to schedule the window cleaning service for August.

b. Fall Building Carpet cleaning

- i. Board discussion
- ii. Note Spring carpet cleaning was completed on May 31st 2024
 1. The board agreed that a November 1st cleaning date would be appropriate.

c. Wood Burning Fireplace Inspections

- i. Owners Responsibility per board approved updated house rules in that any unit with a wood burning fireplace would need to have completed a certified fireplace contractor and submit the report to Summit Resort Group to be on file
 1. Mary Parrott indicated that this needs to be discussed during the association's annual meeting.

d. Gutter Cleaning

- i. Mary Parrott indicated that gutter cleaning needed to be scheduled for mid to late october after all the aspen leaves fall.
 1. Noah to schedule to be completed mid to late October

e. Interior Building Cleaning

- i. Mike Webb takes care of the weekly cleaning
 1. Glass and vertical surfaces are completed on Thursdays
 2. Vacuuming is completed daily or as needed during daily walkthrough inspections
- ii. Board discussion
 1. Mary Lams stated that Mike is doing a wonderful job however was inquiring that in the past there used to be a cleaner which was not apart of Mikes duties.

- a. Noah indicated that one of SRG staff members is no longer with the company and that all of SRG property managers are responsible for cleaning.
 - i. Mary Lams stated to please make sure to pass on a thank you to Mike as he is doing a wonderful job outside of everything else he is doing for the association.

f. Deck Repair Final Cost

- i. \$38,470.00

g. Board Discussion

- i. Mary Lams stated that she felt that the job that was completed was great and can only speak to her unit however looked amazing. Mike Paris as well Mary Parrott also agreed.

h. Outdoor open flame equipment policies Effective in 2025

- i. Renewal date of April 1st 2025

i. Parking Lot Handicapped Spaces / Painting

- i. Noah approved with the board the adjusted locations of the handicapped signs and would follow up with Mountain Stripping to schedule to have completed.

- 1. Noah inquired if the board wanted to have a mobile loading and unloading sign put in place.

- a. The board agreed to move forward with mobile sign post as during the winter month the ground would cover the crossed lines.

- 2. Mary Parrott suggested having the lines completed again

- a. Mary Lams suggested getting a proposal for relining.

- i. The board agreed to review a proposal before approving

- 1. Noah will speak with Mountain Striping for a proposal

j. Roof Replacement Proposals

- i. DCPS (Metal \$477,098.97)
- ii. Kingdom Roofing (Metal 478,398)
- iii. Northwest Roofing (Metal 498,250)
- iv. G&G Roofing (Budgeted Cost \$475,000-\$500,000)
- v. Monroe Roofing - (Budgeted Cost 455,000 to 500,000)
- vi. Turner Morris Roofing - (Metal \$499,682)
- vii. Ked Martin Roofing (Asphalt Shingle \$264,680) advised against metal and declined a metal roof replacement
- viii. Summit Roofing and Gutters (Declined on a metal roof replacement as they also advised against a metal roof)
- ix. Hogan Roofing (No response to 3 different voicemails)

x. Board Discussion

1. The board discussed the replacement numbers and that they were all in the same general area outside of the budgeted cost numbers however felt that it comes down to workmanship, quality of work as well as someone that was local to take care of the association's roofing needs.

a. Noah commented that since an engineered RFP was not completed that the board would need to compare each proposal to to make sure proposals were apples to apples.

i. Mike Paris inquired the cost to have an engineered RFP completed

1. Noah commented that he had engineered RFP's completed at \$2,500 however was based on the square footage of the roof. Noah stated that he would reach out to some engineers to get a rough estimate to have completed and report back to the board.

ii. Mary Lams brought to the board attention that one decision that needs to be made is to move forward with Metal vs Asphalt. Mary Lams indicated that

1. Mary Parrott voted on staying with metal as per research showed that there are less repairs that are needed as well the association has already spent \$51,000 on the sectional replacement.

2. Mike Paris stated that he did not know enough between the differences to make a decision.

a. Noah commented to the board the the numbers that are listed were for a 2025 roof replacement. Contractors G&G and Monroe give budget cost estimates based on square footage as we were looking for proposals in a timely manner and stated they could tighten up numbers if the board decided to work with them.

b. Noah indicated there are differences between metal and asphalt. With Metal you can double the life expectancy however double the cost. Typically less maintenance and

repairs compared to asphalt. The only issue with metal is you have to deal with snow slides in installing snow guards which can be a liability. Asphalt has about a 30 year life expectancy however in the high alpine environment roofers stated you may get a 20 to 25 year lifespan. As asphalt roofs age shingles can become brittle and need more repair attention. The positive around asphalt is that you do not have to worry about snow slides as shingles are engineered to hold the snow in which roof systems in the mountains are over engineered to hold snow loads.

- c. Mike Paris indicated that with that knowledge he would then stay with the metal roof option as well.
- d. Mary Lams stated that when she went through the differences metal can withstand heavy winds better, prevent ice dams, resist temperature fluctuation in which metal roofs do a better job in extreme elements compared to asphalt. Mary went on to state that depending on the grade of asphalt shingle we could potentially get 30 years out of the roof and we may want to get some expert advice on the two types and the updated material technology.
- e. Noah indicated that working and speaking with roofing contractors in the alpine environment having a asphalt shingles roof that is warrantied for 30 or 50 years you are more likely to get 5 to 10 years less than the warranty due to the underlayment failure.
- f. Mike Paris requested that the board receive a firm engineered RFP replacement

- g. Mary Parrott commented when the sectional replacement was completed that the underlayment was rotted however underlayment today has improved.

3. Path forward:

- a. The board requested Noah to get a proposal from an engineer for the board to review.
- b. The board in the meantime is going to go through each proposal and complete their own comparison as well put together a list of follow up questions for contractors and their proposals.

7. Miscellaneous Discussion:

- a. The board stated that we need to keep working on dialing in on the roof replacement project
- b. Meet on June 24th to discuss annual meeting items as well potentially receiving questions back from some of the roofing contractors that we might have.
- c. Mary Lams inquired if SRG completed a key audit.
 - i. Noah indicated that Mike went through and did a key audit and there was one unit in which we did not have access to.
 - 1. The board would update the house rules indicating that a physical working key is needed
- d. Mary Lams inquired as to signage being placed and entrance doors being left opened.
 - i. Noah stated that that signage was ok during open house hours only and not 24/7.

8. Next Board of Directors Meeting Date:

- a. June 24th 9:00 AM
- b. Tuesday July 30th 9:00AM
- c. Annual Meeting Date 7/16/2024 6:00 PM Mountain Time

9. Adjournment: The Frostfire Board of Directors Meeting was adjourned at 10:29AM