

Frostfire
Board of Directors Meeting
4/18/2023 9:00AM
Zoom Link: [Frostfire Board Meeting](#)
(Click to Join)

1. **Call to order:** The 4/18/2023 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, Bruce Blank
 - b. **Frostfire Ownership Present:** N/A
 - c. **Summit Resort Group Members Present:** Kevin Lovett, Noah Orth
3. **Approve Meeting Minutes:**
 - a. **[Frostfire 1/17/2023 Meeting Minutes](#)**
 - i. Mary Lams had a few grammatical errors to be corrected as well requested that the work Board be capitalized throughout the meeting minutes.
 1. Meeting Minutes were corrected
 - a. **Bruce Blank motioned to approve the 1/17/2023 Frostfire Meeting Minutes as Presented: Mary Parrott seconded, motion passed.**
4. **Regular Business: (Summit Resort Groups accounting team will have March updated financials on the 17th to Noah. He will update the agenda as soon as they are received**
 - a. **Financials - [Frostfire March 31st 2023](#)**
 - i. **[Frostfire March 31st 2023 Balance Statement](#)**
 1. The Frostfire March 31st 2023 balance statement reports the following financial account balances of:
 - a. Operating: \$3,715.79
 - b. Reserves: \$145,048.75
 - c. Total Checkings & Savings: \$148,764.54
 - ii. **[Frostfire March 31st 2023 Profit / Loss Budget Performance](#)**
 1. The Frostfire March 31st 2023 Profit and Loss statement reports a total of \$53,768.00 in total expenditures through March 31 vs \$49,593.00 of budgeted expenditures resulting in a budget deficit of \$4,174.00
 2. **Major areas of significant over \$500 expense variance include:**

- a. **Electricity** - \$1,086 should see a reduction in electricity costs with the heat tape being turned off. Annual budget \$16,453)
- b. **Roof Snow Removal** - \$1,235 (Annual Budget of \$1,500)
- c. **Security Expense** - \$667 (Total annual budget of 2111.40)
 - i. The over expense is based on payment as Allied Security bills out quarterly and they are charged for January. Note: Allied security was called out for Building D leak smoke detector replacement short and panel reset.
- d. Landscaping - \$2,377 (Annual Budget \$6,100)
 - i. Due to late 2022 invoicing from Greenscapes
 - 1. Mary L inquired if that was for tree removal in which Noah replaced the Greenscapes invoice for for spring start up
- e. Legal & Professional - \$802 (total budget for 2023 \$700)
 - i. Legal Services
 - ii. DORA Payments

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

- a. Reserve Study - \$550
- b. Repairs & Maintenance - \$1,009 (Annual Budget of \$7,000)

iii. Frostfire March 31st 2023 Accounts Receivable

- 1. All dues are current
- 2. There are 2 unit owners who have not made a payment on their special assessment. B4 & D8
- 3. There are 2 unit owners that have not made their final assessment payment which was due on March 31st 2023
 - a. Noteables - Negative numbers are owners who have prepaid and that are not late.
 - b. Summit Resort Group would be following up and notifying delinquent owners.
 - i. Would the Board like to assess late fees and interest?
 - 1. The Board approved giving those owners who owed on assessments until the end of

April 2023 to have it paid off without late fees and interests.

- iv. **Frostfire As of March 31st 2023 General Ledger**
 - 1. Noah presented the Board with a year end to day general ledger of expenditures and discussed with the board that if anything needed to be reclassified to let him know
- v. **Frostfire 2022 End of Year P&L**
 - 1. Noah had provided the Board 2022 end of the year P&L per the request of Mary Lams to be able to compare this year's current expenses to the previous years.
- vi. **Frostfire 2023 Approved Budget**
 - 1. Noah provided the Board to the 2023 approved budget for the board to review.
- vii. **Frostfire 2023 Expense Worksheet**
 - 1. Noah provided per request of the board a cost expense worksheet for the board to compared monthly budgeted charges.
 - a. Mary Lams thanked Noah for putting the worksheet together as it is an easy way for the board to see where expenses occur such as the late landscaping invoice from 2022
 - 2. **Mary Parrott motioned to approve the March 31st 2023 Financials as presented, Mary Lams seconded, motion passed unanimously**

5. Old Business:

a. Exterior door / lock issues:

- i. Noah and Mike Webb both inspected the doors and what was noticed was that on warm days the door operate without any issue however on colder doors the doors stick due to expansion and contraction.
 - 1. Noah contacted Vortex Doors and they stated that there could be several things happening from frame settling, hinges becoming loose and or expansion and contraction and or the strike plate. Vortex is going to inspect to see if they view anything out of place. It was stated that in many cases the strike plate would need adjusting.
 - a. Bruce stated that the doors had been an issue from the day that they had been installed with expansion and contraction

issues. Bruce stated that there continues to be locking issues with locking mechanisms re engaging and maybe time to replace.

- b. Mary Lams brought to attention that she also agrees that there are expansion and contraction issues however also noticed that the baseboard heaters were on high and suggested that during the winter month set on medium for cost efficiency as that could be leading to the expansion issues.
- c. The board agreed that there was an issue that needs to be addressed

6. New Business:

- a. **Decks: Status Update:** (status of inspection, details of work plan, signing of work contract, ...)

- i. Status update: There were a total of 5 units that we did not have access to. I was able to obtain access to 1 of those 5 units and I am trying to schedule the remaining 4 units with the contractor as he was away on vacation.

- 1. Units with no access

- a. 4,22,35,36,42

- 2. [Field Observation Report](#)

- 3. [Repair Proposal](#)

- a. Mary Lams inquired if it was mandatory for unit owners to provide for unit access. Mary Parrott Stated that it needed to be in the associations house rules.

- i. Noah stated that the association was responsible for the deck so in order to access the deck the owner would need to provide us access or would need to access from the exterior. Noah also mention that owners need to provide unit access for emergency purposes.

- 1. Bruce commented which is why the association had lockboxes installed to provide for emergency access.

- 2. Mary Lams was concerned the listed owners are holding up a major project.

- a. Mary Parrott stated that the Board would help with a letter to the

ownership regarding inspection and emergency access.

- b. The Board discussed capital improvements and that the “Red” deck repairs needed to be completed due to safety concerns. Bruce inquired about the other improvements being presented which were the addition of the gutters and heat tape. The board agreed that due to the decks being a safety concern to start with the red and work through the yellow and green listed decks for repairs over time.
 - i. **Mary Parrott made a motion to proceed with the repairs to the “Red” listed decks due to safety concerns followed by yellow and green. Motion was seconded by Mary Lams, Motion passed unanimously.**
 - ii. **Note: The deck repairs would be a capital improvement**

b. Roof / Gutters and Heat Tape: B,C,D,E Roof Gutters, Heat Tape (recommendation to sign contract, special assessment recommendation of Board to cover expense, plus recommendation for 2024 budget to include more periodic roof snow/ice clearings)

i. Proposals

- 1. Building A - Nothing Needed
- 2. [Building B](#) - \$4,705.00
 - a. [Photo](#)
- 3. [Building C](#) - \$2,335.00
 - a. [Photo](#)
- 4. [Building D](#) - \$6,388.00
 - a. [Photo](#)
- 5. [Building E](#) - \$4,615.00
 - a. [Photo](#)
 - i. **Total for all 4 areas = \$18,043.00**
 - ii. **Motion:**

b. Noah discussed with the Board his walkthrough with the roofing and gutter contractor the snowbars which were holding snow and ice up on the roof were not allowing water to escape causing water to find access to cause damage. It was stated anywhere where large amounts of snow and ice formed should either be removed or adding

heat tape and gutters in those areas to prevent possible intrusion. Noah explained that currently there are snowbars on the upper section of the roof holding snow and ice in which the metal roof is designed for that snow to slide down to the lower sections where heat tape and gutters are installed to mitigate the snow and ice. Noah stated that either the board have large amounts of snow removed more often on the upper roof sections to prevent damage or to have gutters and heat tape installed on the upper roof sections as well, however would see an increase in electricity costs.

- i. The board discussed the pros and cons of the costs around additional snow and ice removal compared to adding more heat tape.
- ii. Mary Parrott and Mary Lams thought that the additional gutters and heat tape would be a good long term solution to snow and ice mitigation. Bruce stated that he was frustrated as the board has gone back and forth with Turner Morris presenting ideas as to needing this that and other and the board approving not only for them not to work and its costing the association more money. Bruce felt that if the current contractor stated that we already had sufficient heat tape and gutters on the lower section then the idea to budget for more removal which the contractor stated we were going to have to have completed would be his option.
 1. Bruce was not comfortable with “ideas” that were thought be the solution however are only costing the association more money when it was was stated per the contractor that if more heat tape and gutters were installed that we would still have to have snow and ice removal completed.
 2. Mary Lams stated that she did not see that as a complete solution however see it as an enhancement to the roofing system which will help.
 3. Noah mentioned as a reminder that the contractor still stated that now and ice would

need to be removed. The board may want to try for a season of having more snow removal tape please

4. Bruce stated that when E building snow crashed down and insurance got on the association and the association updated all of the snow bars from stopping the slides to now having issues with the amount of snow that is being left up on the roofs dues to the snow bars holding the snow and ice. The feeling is that we just budget for snow and ice to be removed and get the snow out of there.
5. The board agreed to give the 2023/24 winter season a try with budgeting more money towards snow removal instead of adding on more gutters and heat tape.

6. Kevin Lovett thanked the board for the opportunity to work with the association. Kevin stated that he sent the 2024 management contract to Mary Parrott for the board to discuss as there will be an 8% increase due to labor and cost of doing business in Summit County.

c. Parking Lot Crack Seal and Seal Coating: Parking lot repairs (full or partial) for summer, review of past costs (and comparison to costs given in Reserve Study Report)

- i. Noah was in contact with Jet Black and is awaiting a proposal and will send the board as soon as it was received.
 1. Mary Parrott had a question on the reserve study in how they came up with their numbers.
 - a. Noah stated that in the study there are 3 items regarding the parking lot. Crack seal and seal coating, overlay and replacement which were all different costs. Noah stated that if the association did not stay on top of crack sealing and seal coating the asphalt that once the condition is too far gone they would have to look into overlayment or replacement at a much higher amount.
 - i. The board requested to receive a proposal for crack seal and seal coating

1. Mary Parrott inquired if the proposal would also include the painting of the lines
 - a. Noah indicated that stripping would be included in the proposal

d. Carpet Replacement: Carpet replacement bid? Painting of interior walls first?

- i. Noah was in contact with with Ruggs Benedict as well New Century Contracting for carpet replacement proposals
- ii. Does the Board want interior painting proposals as that was not discussed
 1. The Board requested for interior painting proposals to be completed
 - a. Noah would reach out to painting contractors for proposals
 - b. Mary Parrott inquired when the last time the carpet was replaced as well as if we could request to see what the current type of carpet was in place and if there was anything that would be considered an upgrade.
 - i. Noah stated he would inquire

e. Unit C38 Sidewall Leak: Update on C38 repairs? (costs and clarification of who pays what?)

- i. **Status update:** Montauk Contracting is waiting on the permit to be approved to start the exterior repairs to the sidewall before moving into the interior of unit C38. Noah stated that in Summit County that a timeframe for permit is 3 to 6 weeks.
 1. Association Cost for mold remediation
 2. [Montauk Unit C38 repair proposal to the associations insurance](#)
 - a. Insurance repair cost approved to start estimated at \$18,675 to \$25,000
 - b. Mary Parrott inquired about timeframe of completion in which the contractor had stated about a weeks time to complete
 - c. Mary Lams inquired if the claim would increase their premiums.
 - i. Noah indicated that it would and is based on how much is paid out and that the associations insurance premium increases occur based on yearly costs as well number of claims and total costs paid out.

f. New Forms Update:

- i.** Frostfire Maintenance and Insurance Obligation Chart (approved by Board and ready for posting on website)
 - 1.** Noah will post the document to the website once received
- ii.** Fine Schedules For Owners' Violation of Frostfire Rules (...) (approval of Board? If yes, needs to be embedded in Covenant and Enforcement Policy. Noah, can do?)
 - a.** Noah is going to update the associations Covenant Enforcement Policy
 - b.** Noah to send the board the update for approval to be posed to the website
- iii.** Frostfire Condominiums Application For Architectural Improvement (revisions underway)
 - 1.** Noah will post to the website once revisions are made by the Board of Directors

g. House Rules: New House Rule for owners to provide current unit access info to SRG for emergency use?

- 1.** Noah would like to draft a letter to the ownership to get written approval to enter units for inspection. In that letter clarifying physical access needs to be granted for emergency purposes. If physical working access is not granted per the associations declarations a financial violation will be assessed for each day access is not granted.

7. Miscellaneous Discussion:

- a.** The Board spoke regarding the 2023 annual meeting July 15 at 9:00AM. The members of the board agreed that that it would be best to have it zoom again to allow for more of the ownership to participate that could not physically make it
 - i.** Mary Lams inquired about board terms
 - 1.** 3 year terms
 - a.** Mary Parrott 2023 term ending
 - b.** Mary Lams 2025
 - c.** Bruce Blank 2024

8. Next Board of Directors Meeting Date:

- a.** Tuesday May 23rd 9:00AM
 - i.** **Notes:** Items for May Board Meeting (Budget update, reserve study discussion / best way to give info to owners, July owners meeting items

9. Adjournment:

a. Motion to Adjourn:

- i. Mary Lams motion to adjourn the 4/18/2023 Board of Directors meeting, Bruce seconded the motion and the meeting was adjourned at 10:47AM**