

**FROSTFIRE HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
December 12, 2012**

**I. CALL TO ORDER**

The meeting was called to order at 2:33 pm

Board members in attendance were:

Mary Parrott in person  
Merrel Miller via telephone  
Marie Keeney via telephone

Representing Summit Resort Group was Kevin Lovett (in person), Deb Borel (in person) and Peter Schutz (via telephone).

President, Mary Parrott, requested that Kevin Lovett run this meeting.

**II. OWNERS FORUM**

Notice of the meeting was posted on the website. Bud and Alice Clifford were in attendance. (A-34)

- Mary-apologized for miscommunication for not getting letter from the tree trimming committee to rest of the Board.
- Bud-spoke of the tree letter and tree situation:
  - His general feeling is that trees surrounding building are general common elements.
    - Owned by all owners and not individual owners
  - He said that selective view trimming is judgmental and problematic
    - Should consider to disallow completely
    - In other properties selective view trimming does not happen
    - If threatening to building or dead branches / trees, those trees should be cut down or trimmed
  - Bud reported that 8 letters representing 9 units were received in response to Mary's Oct 31, 2012 letter outlining the Tree Committee's position. These 8 letters supported the recommendations of the Tree Committee stated in the letter.
- Alice-stated that view trimming was an appropriate topic to bring up this summer at the annual meeting
- Bud- proposed that the board create an alternative tree philosophy statement to present to owners and discuss at annual meeting. Policy should be distributed in advance, so owners can come prepared to discuss at meeting.
- Peter- clarified that SRG does not represent that view trimming does not happen in any of the associations that they manage
- Bud - A 34 did request tree trimming several months ago. However, after learning of the tree trimmer recommendations, Bud and Alice dropped their request.

**III. APPROVE PREVIOUS MEETING MINUTES**

Marie moved to approve the minutes of the July 27, 2012 and July 28, 2012 Board Meetings as presented. Merrel seconded and with all in favor, the motion carried. Board reviewed annual meeting minutes. Marie moved that the board accept the draft of the annual meeting minutes for purposes of discussion. Merrel seconded and with all in favor, the motion carried.

**IV. FINANCIAL REPORT**

Kevin Lovett presented financial report as follows:

October 31, 2012 financials report \$11,106 in Operating and \$38,198 in reserves.

Frostfire is \$1,139 over budget in year to date operating expenses. Areas of major variance include:

Budget 2013 - the budget for 2013 was approved via email; following are listed revisions from the 2012 operating budget.

Revenues - overall a 1.9% increase to dues with a 2.7% increase to operating dues

Expenses - overall increase in annual expenses \$3,325

Changes from 2012 to 2013 budget include:

- 500 Management fee - increase, 1.7% per agreement
- 504 Gas hot tub – decrease 9% (\$171 decrease)
- 505 Electricity - decrease 7% (\$901 decrease)
- 509 Satellite - decrease \$1430 annual
- 512 Internet - increase 4% (\$342 annual)
- 515 Trash - increase, 5% (\$240 annual)
- 525 Security – decrease \$58 annual
- 535 Landscaping – increase \$2436
- 540 Insurance - increase \$2292 10% over actuals

Marie moved to approve the 2013 budget. Merrel seconded and with all in favor, the motion carried.

**V. MANAGING AGENTS REPORT**

Kevin Lovett reported on the following items:

**Completed items**

- Roof repairs
- C building drywall repair from old Internet – put cover plate over hole
- E building bird hole fix
- Vendor list - comment column added; will fill in and repost as comments are received (no comments received to date)
- CO detectors in each hot tub mechanical room
- Owners who rent added to owner list
- Common area window screens replaced
- Parking lot light ballast replaced

- Winterization (irrigation blow out/ secured snow plow contractor for season)
- E building front entry heat tape replace, \$575

### **Pending / Report Items**

- a. HB 1237 -Deemed the "records bill", House Bill 1237 is new legislature, which speaks to association record keeping. Kevin Lovett reported the following:
  - i. Deemed the “records bill”, HB 1237 is new legislation, which addresses association record keeping and opens up board member communication that may be reviewed by all owners. HB 1237 goes into effect January 1, 2013.
  - ii. For the most part, HB 1237 requirements are currently being fulfilled posted on the website and make available for all owners:
    - Association Governing Documents (Declaration, Bylaws, Amendments, Policies, House Rules, etc.
    - Meeting Minutes
    - Financials
    - Owner/Board lists
    - Written Owner Communication
    - Board member emails with respect to votes and action items
  - iii. Board meeting agenda-a new item entitled “Ratify Board Actions via email”; we will ratify any decisions made via email to include disclosures of individual votes.
  - iv. Additionally, the bill states that individual owner information to include phone numbers and email addresses may not be published or given out without prior written approval from the owner. Published Owner lists must state name, mailing addresses and number of votes each unit has.
  - v. Board member lists must include mailing address and email addresses
  - vi. Removes the requirement that SB 89 put in place that requires the owner state "proper purpose" when requesting association records.

Windows - information on "painting" the exterior window (and door) metal frames. Powder Coating would require removal of the windows and send to factory, as you cannot powder coat in place (need specialized large kilns). Painters can sand, apply primer and then topcoat of paint; believe application will be aesthetically pleasing for 5 years (can not guarantee any longer). Price between \$15k (Proff Paint - sand and apply Direct to metal paint) and \$28k – (Peak-to-Peak Maintenance - sand, apply XIM peel stop bonder primer and then apply Sherwin Williams Solo).

- Expenses allocation for exterior window frame painting is in the Capital budget for 2013.
- Per the Association Governing Documents, windows maintenance and replacement remains the responsibility of the individual owner, not the association.
- Board stated that the painting project has been approved.

A Hot tub items – The Board reviewed Snowshoe letter. Summary of items listed:

- Replace circulating pump (complete)
- Replaced jet pump earlier and is now is in compliance with Virginia Graham Baker Act
- Replace plumbing lines to 2" for circulating pump (complete)
- VGBA compliance (pump and screens) (complete)
- Boiler power venter replaced; boiler cleaned (complete)
- Skimmer leak repaired (complete)
- Cleaning of jet air lines (air injection system) (complete)
- Replaced sand in sand filter (consider switch to paper filter upon new tub install)
- Jet pump lines (upgrade to 2 1/2" lines upon new tub install)
- Cost to complete all items was approximately \$4,000; expense was allocated in the Capital Budget.

Jet Black - Jet Black came back for additional crack sealing. However, the Board was not fully satisfied and additional crack sealing is necessary next spring. Jet Black, their bill has been paid, stated that they will come back for additional crack sealing in Spring 2013 at no additional cost to the association.

Owner request - A -17; requests access to A building basement workbench to tune skis occasionally. Hot tub control room and hot tub chemicals are stored there. No children would be allowed there. Association is liable if someone gets hurt. Mary moved not to approve this request. Merrel seconded and with all in favor, the motion carried. This area is not a maintained common area and the reason it is not approved is because of liability issues.

Gutter, Heat tape and down spouts install - back of building, all 5 entries - Armando Sanchez, \$2,824. Kevin will email Board the drawing to see how each section will run. Mary made the motion to install gutter, heat tape and down spouts in 2013 and it will be added to the reserve budget. Merrel seconded and with all in favor, the motion carried. This expense will be added to the Capital budget for 2013.

## **VI. NEW BUSINESS**

- A. Sign at entrance for parking-Mary discussed placing a sign for owner and guest parking only. Board approved placing a sign. SRG will take care of placing the sign.
- B. Marie made a motion to approve the revised Record Inspection Policy. Merrel seconded and with all in favor, the motion carried.
- C. The Board supports the owners supplying email and phone numbers. Marie moved to inform owners that they support the permitting of email addresses and phone numbers. Merrel seconded and with all in favor, the motion carried.
- D. Window Replacement Policy - Will change policy to include the necessity of board approval to reglaze window (replace the glass).

- E. Exterior painting project-SRG will look into the different processes of painting the exterior clad. Marie made a motion to approve Proff Paint to paint the exterior trim of the windows. Kevin will talk to Proff and ask if they will do a 5-year written warranty. There was no second and the motion died.

## **VII. OLD BUSINESS**

- A. Trees – Report from tree trimming committee was presented to the board.
  - a. Marie made a motion to put the existing 2007 Tree Trimming Policy as well as a proposed Tree Trimming Policy presented from the Tree Committee on the agenda for the annual meeting on August 3, 2013. Merrel seconded and with all in favor, the motion carried.
  - b. Marie made a motion that the Board thank the Tree Trimming Committee for its hard work and 2012 recommendations, and accept those recommendations to the extent that they conform to the established tree trimming policy, but reserves the right to direct judicious view trimming in addition to the committees recommendations. Merrel seconded. Marie is not in favor of the motion. Marie note that, for the time being, she has withdrawn her current personal request to view trim her trees. Several discussion points followed:
    - i. Mary - The Tree Committee followed the process and made recommendations to the Board and the Board does not plan to follow recommendations. What is purpose of having a tree trimming committee if the Board does not follow the recommendations?
    - ii. Merrel - Noted that the Tree Trim Policy was put in place in 2007 for compromise as a result of previous tree trim requests. Policy states Tree Trim Committee is an advisory committee and that Board has ultimate decision.
    - iii. Mary - Does not recommend that the Board pursue view trimming at this time based on owner input and recommended waiting until Owners can vote at the 2013 Annual Owner Meeting.
    - iv. Mary said there could be legal problems if the Board proceeded to override the recommendations of the Tree Committee. This was based on some comments in the owners' responses. Merrel reaffirmed the Board's right to exercise its authority under the 2007 Tree Trimming Policy.
    - v. Marie asked Peter if FF BOD had liability insurance? Peter said that the board had Directors and Officers insurance in case of a lawsuit.

In consideration of Board discussion, the vote was called. Merrel and Marie were in favor and Mary opposed. The motion carried.

Marie made a motion that the Board directs the management company to carry out the explicit four items of the tree trimming committees report and

add removal of 2 branches from the tree behind C 37 to improve the view. Merrel seconded. Marie and Merrel were in favor and Mary was opposed.

Mary left the meeting at 4:53 pm.

Merrel noted that A-17 has made a view trimming request. Marie moved to ask tree tree trimming committee to review the request from A17 and respond with their recommendation before the end of the current tree dormant period. Merrel seconded. All that were present were in favor, and the motion carried.

**Actions:**

- Merrel subsequently decided to not cut 2 branches behind C 37 at this time, but after conversation concerning the just passed motion to instruct SRG to cut the limbs, Merrel suggested that the final decision will be pending actual observation during his ski trip Christmas week. Peter and Merrel will discuss whether trimming the 2 branches is feasible at this time.
- SRG will call tree trimming committee regarding request from A-17

**VIII. NEXT MEETING DATE**

The next Board of Directors meeting will be in May. In mid-March, Kevin will email board with a date.

**IX. ADJOURNMENT**

With no further business, the meeting was adjourned at 5:07 pm.

Approved By: \_\_\_\_\_  
Board Member Signature

Date: \_\_\_\_\_