

**FROSTFIRE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
April 23, 2013**

I. CALL TO ORDER

The meeting was called to order at 10:00 am MTN

Board members in attendance were:

Mary Parrott in person

Merrel Miller via telephone

Marie Keeney via telephone

Representing Summit Resort Group were Kevin Lovett, Deb Borel and Peter Schutz.

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

II. NOTICE OF MEETING / OWNERS FORUM

Notice of meeting was placed on the website. No owners, other than board members, were present.

III. APPROVE PREVIOUS MEETING MINUTES

Merrel moved to approve the minutes of the December 12, 2012 Board Meeting as presented. Mary seconded and with all in favor, the motion carried.

IV. FINANCIAL REPORT

Kevin Lovett presented financial report as follows:

March 31, 2013 financials report \$10,467 in Operating and \$54,728 in reserves.

Frostfire is \$3,915 over budget in year to date operating expenses. Areas of major variance were reviewed to include:

- 516 – Snow Removal is \$983 over budget due to an abundance of spring snow.
- 531 – Hot Tub Repairs and Maintenance is \$1,873 over budget. Explanation is as follows:
 - Chemicals – A 55-gallon drum of peroxide was purchased that cost \$675.
 - The bad O-ring on the multiport of the A building hot tub was replaced.
 - The filter was replaced and a spare filter was purchased for the A building hot tub. They each will last for six months.
- 540 – Insurance was \$876 over budget. This overage will be recovered, as the total premium is \$12,643 vs. budget figure of \$13,733. The current overage is due to the one-time umbrella liability premium that was paid. This will catch up as the year progresses.

The Frostfire tax return is complete and \$0 is owed.

All reserve and hot tub reserve contributions are current for the year.

V. MANAGING AGENTS REPORT

Kevin Lovett reported on the following items:

Completed items

- The A building hot tub is closed for the slow season. The plan is to re-open it on July 1.
- There were gutter and heat tape additions to the backside of the building.
- The Window Policy was changed per revisions made at the last Board meeting and placed on the website.
- Temporary “Owner / Guest Parking Only” signage was installed in the parking lot.
- The Satellite TV receiver upgrade was completed at no cost to the association.

Pending / Report Items

- Insurance Renewal – The following are the costs for the insurance renewal:
 - The 2013-2014 base premium is \$9,113.
 - The increase of the building value to \$200 per square foot costs an additional \$2,604.
 - The addition of the \$5,000,000 umbrella liability policy costs an additional \$926.
 - The total of the 2013-2014 premium is \$12,643 (\$1,090 less than budgeted this year)
 - Colorado Casualty is the company providing insurance for the Frostfire HOA for the 2013-14 term.
- The owner of unit D-7 requested a back deck gutter addition to deflect falling ice and snow from his deck. This issue occurs on seven other decks as well, but no other requests have been made.
 - Mary looked at D7 and stated that the gutter recently installed over the D building rear entry could simply be extended to cover the roof line above D7 deck and she recommended extending the gutter.
 - Merrel asked what the process was to decide individual owner requests and suggested creating a policy that addresses how to handle individual requests. This will maintain consistency among requests.
 - The Board agreed to place the extended gutter on D7 this summer, and if it works, they may decide to place it on the other areas that have the same issue.
- SRG continues to monitor the E building hot tub boiler as it has a small leak.

VI. RATIFY BOARD ACTIONS VIA EMAIL

Mary made a motion to ratify the following actions that were taken via email.

- 12/28/12 – A34 glass replacement request was approved.
- 2/28/13 – The Board approved the owner of D7’s request for back gutter (discussed via email and approved above in the minutes)
- 2/28/13 – The Board approved the 2012 tax return.
- 2/28/13 – The Board approved Proff Paint for the 2013 painting project.
- 3/25/13 – The Board approved the insurance renewal and building value increase.

Marie seconded and the motion carried.

The details of House Bill 1237 as they pertain to action items conducting via email by the Board between meetings, was discussed. Kevin reported that all Board emails pertaining to action items are saved and a spreadsheet has been created to log Board email votes.

VII. OLD BUSINESS

A. Landscape Plans 2013

- a. Spring clean up - planned to be completed as soon as snow melts
- b. Aerate - an aeration is planned to be completed as soon possible
- c. Irrigation start up- irrigation start up is planned to take place as soon as weather permits

B. Trees

- a. Tree spraying 2013 – the Board discussed bids for tree spraying and tree fertilization.
 - The Board reviewed a spreadsheet comparing proposals received from Ascent Tree Service and A Cut Above Forestry. Tree work priorities were outlined as follows:
 1. Mountain Pine Beetle - recommend completing in Spring
 2. Aspen Scale - recommend completing in Spring
 3. Pine Needle Scale - recommend completing in Spring
 4. Spruce root fertilize - recommend completing in Fall
 5. Aspen Aphid - recommend completing in mid- summer
 6. Aspen root fertilize - recommend completing in Fall
 - Mary recommended completing the deep root feed on the Spruce trees. She also recommended treating the Aspen Aphids. Total would be \$536 for priority 1, 2 and 3 items.
 - Marie said that she recommends completing priority items 1, 2 and 3. She likes the idea of the pheromone bags for combating the Mountain Pine Beetle. She is also in favor of priority 4, if this work is deemed necessary by Fall 2013.
 - Marie made a motion to hire A Cut Above to complete priorities 1, 2, and 3 and if appropriate in the fall, add number 4. Mary seconded and the motion carried.
 - Merrel discussed the budget for landscaping and said that it has increased annually for the last several years.
 - SRG will ask Ascent to bid the same scope as A Cut Above did before a decision is made on priorities 5 and 6.
- b. Tree Trim Policy
 - A Cut Above completed a site analysis of the tree trimming requests and provided a report.
 - Branches outside unit C37 were trimmed as requested.
 - Branches outside of units A17 and C38 were trimmed as per the recommendation of the certified arborist.
 - SRG reported on completion to the Board via email.

- Mary said that the trimming looks okay.
- Merrel suggested coming up with process for tree trimming.
- Mary does not want to discuss this issue any more.
- Marie sent an email to the Board prior to this meeting with language suggested to be added to the cover letter of the annual owner meeting notice re tree trimming.
- The tree committee is working on a new tree trimming policy for the Board to review and for presentation to the owners at the annual owner meeting.
- Merrel reported on the email he sent to the Board requesting a compromise and a trial tree trim policy in which tree trim requests would be reviewed by the arborist for his impartial review and then report to the Board for final review.
- Marie said that the recommendations have been accomplished and at this point the board should move on.

VIII. NEW BUSINESS

- A. Capital Projects 2013 - the following Capital projects planned for 2013 were discussed:
- a. Asphalt – There is \$6,500 in the budget for asphalt maintenance this summer. This amount is for seal coat, crack seal and re-striping. This does not include infrared patching, mending, heating or overlay, just parking lot maintenance. The bids are pending. Marie was not pleased with Jet Black's crack sealing work last summer. She said that the cracks should be filled to be even with the parking lot. Kevin explained the difference between crack seal and crack fill. SRG will obtain bids to include negotiating with Jet Black to strive for a credit for the crack sealing work from last summer. Bids will be sent to the Board for review.
 - b. Exterior Staining – There is \$8,800 in the budget for the exterior staining of the parking lot side of the building. This is a decrease from the \$13,500 previously budgeted amount.
 - The Board reviewed the staining bids. Marie made a motion to hire Proff Paint at a cost of \$8,500 to stain the exterior front side of the building this summer. Mary seconded that the motion carried.
 - c. Window Trim Painting – Proff painting has been contracted to do this at a cost of \$15,980. This will be scheduled at the same time as the exterior front side of the building painting. Advance notice will be sent to owners. The goal is to have this project completed by the annual meeting.
 - d. Brick Work in front of building C – There is \$2,500 in the budget for the brickwork. SRG will review the project on site with Mary to set the scope of work. Bids will be retrieved and SRG will determine if the work can be completed by SRG maintenance personnel. Marie made a motion to approve no more than \$1,800 for brickwork. Mary seconded and the motion carried.
- B. Non-Capital Projects 2013 - the following non-capital projects are slated to be completed this year:
- a. Spring Clean Up
 - b. Irrigation Start Up and Aerate

- c. Window Washing – SRG will get bids for professional window washing to be completed after window painting and report back to the board. SRG will find out if Proff Paint can complete the work as they will be on site completing the painting project.
- C. 2013 Annual Owner Meeting
 - a. Meeting Date – Saturday, August 3, 2013
 - b. Location – Keystone Center (Keystone Science School)
 - c. Official Meeting Notice – will be sent on July 3, 2013
 - d. Marie sent an email to the Board regarding tree trimming language recommended to be include in the annual meeting cover letter. The Tree Committee will also prepare a statement regarding tree trimming. Marie made a motion to place the language that she emailed to the board in the official notice to the owners. Merrel seconded and the motion carried. The Tree Committee will make a proposal to present to the owners at the annual meeting and circulate it to the Board. The Agenda will be changed to read “Existing and Proposed Tree Trimming Policies”. Marie said that the tree trimming committee could circulate an alternative tree-trimming proposal at the annual meeting. Per Board agreement, this will not be added to the proxy, but only to the notification letter.
 - e. PUD Update – There was a proposal to add 110 employee-housing units on the opposite side of Campfire Mountain Homes, near the River Run parking area. The revised proposal would change zoning to 55 residential units. The Board will take no action with this new zoning change. An additional proposal to install a cell tower disguised as a tree has been approved. It will be located across the street at Mtn. View Center. The Board will take no action with this new zoning change.
 - f. SRG will let Marie know each time a unit sells.
 - g. Merrel said that effective Thursday, C37 is to be placed on the market. Price will start at \$338,500.
 - h. Common entry door weather-stripping repairs –Adjustments have been made. SRG will further investigate this issue this summer. The doors are warped and the weather-stripping seal is not tight; contractors have recommended replacement.

IX. NEXT MEETING DATE

The next Board of Directors meeting will be on August 2, 2013 at 10:00 am.

X. ADJOURNMENT

With no further business, Marie made a motion to adjourn the meeting at 11:37 am. Mary seconded and the motion carried.

Approved By: _____
Board Member Signature

Date: _____