

PINE MEADOW RANCH OWNERS ASSOCIATION  
MONTHLY BOARD MEETING  
VIA ZOOM VIDEO CONFERENCE  
APRIL 20, 2021

In Attendance: George Sears, President; Nick Jackson, Vice President; Michelle Sutor, Secretary; Andrew Pagel, Treasurer; Dwaine Anderson (Area 1); Bennett Wetch (Area 2); Jill Wilson (Area 3); Nicole Irving (Area 4); Bruce Hutchinson (Area 5); Paul Sutor (Area 6); Scott Boyle (Area 7)

Ex Officio: Jody Robinson, Ranch Manager

Excused: Robert Rosing, legal counsel

Guests: Lisa Avila, PI-G-10; Dave & Molly Telian, PI-44; Lesley Aleksa, PI-C-31, 32; Nolan Mitchell, PI-F-17; Colby Cain, PI-B-46; Mike Ochtebec, PI-B-24; Heidi Vincent, PI-19; Jason Smith, FM-C-57; and Chris Bell, PI-D-35.

George Sears called the virtual meeting to order at 6:31 p.m.

### **Approval of Minutes**

#### March 16, 2021

MOTION: Michele Sutor moved to approve the Minutes of March 16, 2021. Paul Sutor seconded the motion.

VOTE: The motion passed unanimously.

### **Ratify Email Votes**

Mr. Sear noted that during the last month the Board approved several items via email and those votes needed to be ratified this evening as part of the official record.

#### Unpaid Bills for March

Mr. Sears noted that the unpaid bills were not approved during the March meeting; however, they were approved the following week.

MOTION: George Sears moved to ratify the approval to pay the unpaid bills for March. Michelle Sutor seconded the motion.

VOTE: The motion passed unanimously.

ARC Approval of SS-144-D

Mr. Sears noted that Steve and Lauren Angerosa, participated in the March meeting and the Board approved their plans via email pending additional information.

MOTION: George Sears moved to ratify the approval for Lot SS-144-D, Steve, and Lauren Angerosa. Jill Wilson seconded the motion.

VOTE: The motion passed unanimously.

ARC Approval of the Bloom cabin on PI-E-46

Mr. Sears noted that these plans were approved during the past month.

MOTION: George Sears moved to ratify the approval for the Cabin on PI-E-46. Jill Wilson seconded the motion.

VOTE: The motion passed unanimously.

**Ranch Manager's Report**

Jody reported that the equipment appears to be in good condition. He will need front tires for the water truck. They have been doing a lot of equipment maintenance to have everything ready to start roadwork in May.

Jody noted that the roads are muddy, which is typical in the Spring, making it difficult to do much work. They have been working on the roads as much as possible, but not much can be accomplished.

Mr. Sears stated that when he spoke with Jody earlier in the day, Jody reported seeing cement trucks coming up on the Mountain. He did not know where the trucks were going, but Mr. Sears thought it was still early to have concrete trucks coming up to start a building project and foundation. Mr. Sears intended to address this issue later in the agenda

Mr. Sears noted that last month the Area Reps were asked to identify roads in their area to be considered for roadwork. He noted that Paul Suitor has given a preliminary list to Jody from his area. Mr. Sears stated that the list of roadwork for this year needs to be compiled no later than the middle of May. He encouraged all the Area Reps to compile their list and to copy the Executive

Committee so they would have it. He also asked the Area Reps to send a copy to Scott Boyle since he is the Chair of the Roads Committee. The Board needs time to discuss the lists and prioritize the work.

Mr. Sears pointed out that Jody is seldom able to do every road that needs work, but they need to prioritize the items that have the greatest need initially. They will do their best to get the others done during the remaining Summer and Fall seasons.

Jill Wilson asked if Mr. Sears wanted the Area Reps to compile a list to have just one list to send to Scott Boyle and the Executive Committee; or whether the Area Reps should send each communicate when they receive it from owners in their area. Mr. Sears asked Jody for his preference. Jody preferred to get them as they come in so he can start working on the smaller road projects as they come in. Mr. Sears suggested that the Area Reps keep a list as well so when the Board reviews the priorities with Jody they can make sure everything is covered.

### **Water Company Report**

Paul Suitor had attended the Water Company Board Meeting.

Mr. Suitor reported that the Water Company purchased the rest of the new meters and Brody will begin installing the meters when the ground thaws.

Mr. Suitor noted that the plan they had for Trevor Townsend to work part-time helping Brody is less likely to occur as planned. The Board approved additional funding for emergency and 48-hour calls to have BTM, Brian Myers' company, which is the company Trevor works for, come to help when needed.

Mr. Suitor reported that a 6-inch water line was frozen due to the lack of use. It was an issue, but the line thawed out recently and Brody just needs to clean it out. Mr. Sears asked where the 6-inch line was located. Mr. Suitor replied that the line goes down the driveway of Lot FM-D-149. The driveway has never been plowed in the past, but it was plowed this year. Brody believed the snow acted as insulation. Only one person uses that water line in the winter, and when the driveway was plowed the line froze.

Paul stated that during the Board meeting he found out that whether the line is buried 6-feet deep or 10-feet deep if the water line is not being used it can easily freeze. This particular water line is poorly placed, and it will probably need to be redone so more water can flow through it to prevent it from freezing.

Mr. Wetch asked if the Water Company has a plan to address the pipes that were put in a long time ago and have been impacted by increasing development. He stated that his house and a few of his neighbors are impacted by the fact that a neighbor cut in a driveway and now a pipe that used to be 10-feet deep is only a couple feet deep. Mr. Wetch noted that they use the water all the time and it still freezes. Mr. Sutor replied that it has not been discussed. He suggested that Mr. Wetch ask the Water Company that question. Mr. Sears agreed that this was important information for the Water Company. He remarked that part of the justification for the loans was to bury the lines for the entire Ranch down to five or six feet deep. If they missed some places or something was done in a slightly different way, they should notify the Water Company to let them know these scenarios are occurring.

Mr. Sutor understood that this was the only line on the entire Ranch that is not in the road and instead runs down a private driveway. If anyone knows of others that someone else has graded, the expense would probably be to the property owner and not the Water Company. Mr. Sutor urged Mr. Wetch to bring this to the attention of the Water Board. Mr. Wetch noted that the Water Company is aware of it. He was just curious as to whether there was a broader plan to address the problem as construction continues.

Mr. Sutor noted that the Water Board is looking into the possibility of hiring Brody Blonquist's son to help with meter installations this summer because it is a two-man job. His son is underage and the Board needs to verify whether they can legally hire him.

### **Recent Area Items or Issues**

#### Area 1

Dwaine Anderson had difficulty accessing the meeting.

Mr. Anderson noted that several sections of Forgotten Lane and Bull Moose need attention. Three or four homes are anticipated to be built on Forgotten Lane and Bull Moose is a well-traveled road. He stated that people in this area were properly asking for acknowledgment that some type of maintenance would be done to make these roads better.

Mr. Sears informed Mr. Anderson that before he joined the meeting, the Board talked about the Area Reps providing road information from their area directly to Jody as they get it. Mr. Sears knew that Jody had Bull Moose on the list, but he was not sure about Forgotten lane.

#### Area 2

Bennett Wetch stated that he received similar questions from the Forest Meadow side of his area regarding roads.

Mr. Wetch reported that there were also questions at the end of the snow season about the general quality of plowing received on the connector. He commented on other requests to have similar plowing quality next season as good as the Pine Meadow side. Since he does not experience it directly, he was not able to speak to the concern.

#### Area 3

Jill Wilson stated that she also had a couple of requests for roadwork. There have been requests for an area off of Crow Loop and Modoc. For Modoc, people have said they have three tractors available and if the HOA would provide a couple of loads of gravel the owners would do the work. Ms. Wilson offered to follow up with more details in an email.

Ms. Wilson had heard concerns about fire debris on the other side of the road that the HOA maintains. The owners in her area are concerned that because of the low snow year the fire danger will be higher than usual.

#### Area 4

Nicole Irving has nothing to report for Area 4. She encouraged anyone in Area 4 who had concerns to contact her.

#### Area 5

Bruce Hutchinson reminded Jill Wilson to make sure that individual property owners do not do any work on the roads. The HOA is responsible for the roads and they do not want other people with tractors grading the roads. Mr. Hutchinson thought they should post the information to both the Executive Committee and Jody.

Mr. Hutchinson had communicated with Jody about one road issue, and he will be looking at it this summer on Alexander Canyon.

#### Area 6

Paul Suitor reported that roads were the only concern in his Area and he had already forwarded those to Jody.

#### Area 7

Scott Boyle had nothing to report.

### **Committee Reports**

Architectural Committee-- Nick Jackson reported that PI-E-81, Wendy and Kyle Dorton, were

planning to build a new log cabin on Heather Lane. The Architectural Committee met and recommended approving this application. Mr. Jackson stated that the application was straightforward, but a couple of things were mentioned to the owners. One is that the retaining walls on the north side might be a little close to the property line. Summit County was going to address that issue to see if they are too close. Mr. Jackson reminded the owners that there is no parking in the street. He also informed them of the winter construction rules.

Mr. Jackson stated that the Architectural Committee was also asking all new builds to voluntarily adopt the PMR new fire mitigation rules, which at this time were still pending and not binding.

Andrew Pagel had reviewed the building plans and noted that the site plan was done by Gus Sherry of Canyon Engineering, who is the only State licensed septic and drainage engineer in the County. Mr. Pagel felt very confident about the site plans and the location of the retaining walls.

Mr. Hutchinson stated that a big concern this year is staging areas for some of these cabins. He thought the Architectural Committee needed to make sure there is adequate staging on the property to avoid using cul-de-sacs and roadways. Mr. Hutchinson noted that some of the new homes are very large and there is not much room to stockpile the building materials on the lot. They need to make sure the owners are fully aware that all staging needs to occur on their property as they begin to build.

Mr. Pagel pointed out that larger cabins or homes require more consumption of natural resources and water. He thought this was something to consider as they approach buildout.

Mr. Sears thought Mr. Pagel raised a valid point. He believed Mr. Jackson was looking into whether the larger cabins will create more challenges from a road maintenance standpoint and if the current fees are adequate to cover the actual costs. Mr. Sears was amazed at the size of some of these cabins. However, people own their lot, and they should be able to build what they want. It is up to the Board to make sure it is done appropriately.

MOTION: Nick Jackson moved to approve the application for a log cabin on PI-E-81, Wendy and Kyle Dorton. Bruce Hutchinson seconded the motion.

VOTE: The motion passed unanimously.

Mr. Jackson stated that two applications would be coming to the Board for approval in the next week or so. Those applications were recently received, and the Architectural Committee did not have the opportunity to review them before the meeting. The Committee would review the applications and email the Board for a vote before the next meeting.

Mr. Jackson had nothing further to report. Mr. Sears believed the Architectural Review Committee will be very active this year based on the number of sales occurring on the Ranch.

#### Communications Committee

Mr. Sears commented on problems with the email and suggested that everyone check their spam to make sure the emails are getting through. He also indicated problems with dropbox. If anyone has an issue logging into dropbox, they should notify him or Carol.

Ms. Suitor explained the problem with the email and what was being done to resolve it.

Roads and Parking Committee-- Mr. Boyle reported that Scott Clausen did a write-up on information for the website but he had not yet reviewed it. He would look it over this week and forward it to the rest of the Committee for review so it could be added to the webpage. Mr. Boyle explained that they were trying to strengthen some of the content on the webpage, particularly on safety to consider when driving up during the winter months.

Mr. Boyle noted that he was asked to look into parking issues at the bottom of Tollgate Canyon. He planned to contact Summit County next week to see what they can do about that parking issue.

Mr. Boyle stated that he has been working with the Fire Committee regarding the fire exits.

Fire Committee-- Ms. Irving stated that the Fire Committee held a meeting on Sunday to go through everything the committee needs to accomplish. She noted that the Committee was working on the fire exits and they hope to make contact with the owners within the next few weeks to at least start the conversation.

Ms. Irving stated that the Fire Committee would be meeting again on Monday.

Ms. Irving asked about progress on the building of the fire station. Michelle Suitor stated that she had spoken with Lisa and Sue Smith. Ken Smith has the plans, but he is not heading up the project. Ms. Suitor suggested that Ms. Irving reach out to North Summit Fire District.

Ms. Irving reported that budget is a major concern for the Fire Committee. They were trying to figure out what a budget would look like for the scope of what needs to be done and how to do it. She wanted the Board to be aware that a budget will be a major factor.

Ms. Irving commented on the Community Day scheduled for June 5<sup>th</sup>. She did not have specific

details at this time, but she was talking with people to get it organized.

Ms. Irving asked if one of the emergency exits was down the water line on Mr. Bawden's land. Mr. Sears stated that one exists on A-Plat over towards Stagecoach. Ms. Irving asked if the Water Company had a legal agreement for that exit. She had other questions on the same issue but preferred to address those questions in the closed meeting. Mr. Hutchinson stated that if the emergency exit goes through the Bawden's property, there is a crash gate. Ms. Irving wanted to know if there was an agreement between the Water Company and Mr. Bawden, whether that agreement was ever finalized, and if the agreement is clear that this was an official emergency exit for the community. Mr. Sears noted that he was meeting with Mr. Rosing this week and he would ask him about it. Mr. Sears stated that the Bawden agreement was finalized, and he thought Mr. Rosing had a copy of that agreement. Mr. Jackson pulled up the HOA website and noted that the HOA does not have any fire exit agreements with individual property owners. Mr. Sears commented on the importance of making sure there are agreements in place for all the fire exits. Ms. Irving stated that Mr. Boyle was helping to get all the contact information and Mr. Rosing drafted an agreement for the Fire Committee to use as a starting point.

Mr. Boyle stated that one issue to keep in mind with these agreements is that the landowners have concerns about people on four-wheelers knocking down the crash gates to cut through their property. Mr. Boyle remarked that when the agreements are set up, they should address this issue with the other landowners and also make sure that the owners inside the Ranch understand that it is private property that needs to be respected and should only be accessed in an emergency.

Nolan Mitchell, PI-F-17, a member of the Fire Committee, thought it was important to understand the individual committees are dependent upon other committees. For example, if he calls the Road Committee for information on a road and it takes three months to get that information, they could already have a fire. He stressed the importance of quick responses. Mr. Mitchell volunteered to contact North Summit Fire to talk about the fire station.

Ms. Irving stated that for situations like the Fire Committee where they try to pull in people with fire expertise, she asked whether the Board should vote them in as official committee members to make sure they are covered by HOA liability insurance. Mr. Suitor noted that they have subject matter experts on the Fire Committee, as well as people like Nolan Mitchell, who are crucial to their success. The concern is making sure those people are covered by the insurance if something were to happen because they are putting themselves at risk. He wanted to know the process or what would logistically happen to make sure those protections are in place.

Mr. Jackson offered to ask the insurance agent the best way to proceed to make sure the non-Board committee volunteers are covered. Ms. Irving recalled that the Board voted for Alan Powell

to be covered by insurance from a liability standpoint. Mr. Suitor stated that at this point at least four people on the Fire Committee should be covered. Mr. Sears stated that he would confirm with Mr. Rosing the process for voting them in and how it works from a legal perspective and Mr. Jackson would also contact the insurance agent regarding coverage.

Mr. Mitchell noted that the subject matter experts who live on the Mountain are very good and need to be utilized. However, they are up against the fire season starting and their normal job of putting out fires. He stated that the Fire Committee was working fast to continue moving down the path of being a better and safer environment to avoid becoming Northern California. Mr. Mitchell pointed out this can only be accomplished with community volunteers and budget increases for equipment and other necessities. Mr. Sears agreed. He recalled a previous discussion regarding the need to create financial opportunities to support what needs to happen for fire safety. It is important to get people engaged to clean up debris and fallen trees on their property so the properties themselves are not a fire hazard. Mr. Sears stated that as they talk about the Rules and Regulations, they were trying to emphasize that the owners have a duty and a responsibility to prepare their places for a potential fire. It is not an option. The Board needs to be proactive in a way that gives the owners that accountability.

Colby Cain, PI-B-46, volunteered to help the Fire Committee. Chris Bell, a new property owner, also volunteered to help.

Mr. Sears pointed out that Jody Robinson is also a firefighter, and they should keep Jody involved and use him as a resource. Ms. Irving offered to contact Jody this week.

Mr. Hutchinson stated that within the current Regulations if someone requests a fire pit, it is unclear whether the Area Rep is the one to review the fire pit and submit it, or if someone else should be called. Mr. Sears replied that the Board made a decision late last year after they lost Alan Powell and asked all the Area Reps to step in and review the fire pits in their area and identify compliance with all the criteria that is outlined in the Summer Fire Policy. Mr. Suitor stated that if an Area Rep is not comfortable doing the review, they could reach out to someone on the Fire Committee.

Mr. Hutchinson clarified that he asked the question because some of the new Board members may not be familiar with the criteria for fire pits. He wanted to make sure the Board was on the same page in terms of who has the responsibility to physically inspect a fire pit before the written authorization of approval. Ms. Irving stated that if any Board member had questions or wanted further information on how to do the review & inspection, they should contact someone on the Fire Committee.

### Compliance Committee

Mr. Sears stated that the Compliance Committee has not met. He tried to set up a time, but it has been challenging.

### Community Improvement

Ms. Irving stated that they were able to walk around the area by the winter lot on Saturday to identify potential areas for a pavilion and gathering area. Ms. Irving remarked that the committee was making plans and hoping to do some fundraising this summer. She thought their walk was productive and they looked at potential concerns with noise and visuals from the street. The goal is to be sympathetic to everyone in the neighborhood.

Ms. Suitor stated that she and Jan LeVitre received the questionnaire a few days ago, but she had not had a chance to look at it. Once she and Jan review it, they will ask Carol to send it to all the homeowners.

### **Rules and Regulations**

Rentals - Mr. Sears reported that the Rentals Committee did not have the opportunity to meet this month. He thought they would be able to schedule a meeting soon now that everyone is back from vacation. Mr. Sears stated that he was able to gather additional information and clarifications that will be helpful when they begin looking at the Rules and Regulations.

Compliance-- Mr. Sears stated that he and Mr. Jackson had identified four areas that need to be modified: 1) Fire; 2) Roads, including plowing in the winter; 3) Rentals, both short-term and long-term, not to constrain them but to have some control of the process. 4) The ARC, building scenarios, and tightening up some of the rules for building during the winter. Mr. Sears stated that the Board collectively agreed that the Rules and Regulations need modifying or strengthening and that new regulations could be added for some important issues.

Mr. Wetch stated that one issue that came up in the past few months is the perceived inconsistency in the rules regarding signs on properties, particularly real estate signs. He recognized that the subject has already been hotly debated but without any resolution. Mr. Sears added signs to the list.

Mr. Sears stated that this was a two-step process. Once the Board identifies the Rules and Regulations they want to put in place and are ready to move forward, they need to give the owners a 15-day notice that the Board will hold a meeting to review these Rules and Regulations. He

remarked that as a courtesy the Board could provide the owners with copies of the proposed changes before the meeting. It is not required, but it would save time. The Board would not need to explain everything at the meeting, and it would be easier for the owners to provide input if they have already seen the modifications. Mr. Sears pointed out that once they get input from the owners, the Board can decide whether to change, modify, add to, or leave the same Rules and Regulations they established. Once the Board approves the revised Rules and Regulations, they are required to send them to the owners within 15 days to let them know these are the new Rules and Regulations and the date they go into effect.

Mr. Sears suggested that each Committee work on their identified category. Once the rules and regulations are narrowed down for each category, the Board will have a collective meeting to review all the changes and identify other needed modifications or changes, and then vote on them to move forward. They need to go through that process before they can establish the required meeting with the owners to allow their input.

Ms. Irving suggested that the Board establish a date for the various Committees to submit their information. Mr. Sears suggested having everything ready by either June 1<sup>st</sup> or June 15<sup>th</sup>. He thought the Rentals Committee could be ready by or before the middle of June. Nick Jackson thought the Architectural Committee could be ready by June 1<sup>st</sup>. Ms. Irving stated that June 1<sup>st</sup> could be the target date for the Fire Committee. Mr. Boyle thought the Roads committee could be ready around June 1<sup>st</sup>.

Mr. Sears set June 1<sup>st</sup> as the target date for submitting the Committee reports to the Executive Committee. The full Board would then review the proposed changes in a separate meeting independent from the monthly Board meeting. Mr. Sears emphasized that the Board has talked about doing this in the past and it is now time to execute. A lot is going on and if they do not do it now, they will continue facing the same challenges. He thought the rules will give the Board more guidance and it will help the owners be more in control of what they do.

Ms. Suitor reported that she had updated the Fire Safety Distribution list during the meeting. Colby Cain and Chris Bell were copied on it. Paul Suitor, Nicole Irving, Nolan Mitchell, and Nick Jackson were also on the list. If someone else should have received it, they should let her know. Ms. Suitor had added the names of the people who should be getting it in the body of the email.

Ms. Irving stated that she had sent an email from Zoom with the information for a Fire Safety Committee meeting; however, not everyone received it. Ms. Suitor stated that she had included that information in the body of the email she just sent. Ms. Suitor remarked that with all the email problems, she was not made aware of any issues with fire safety. The Board and Building Committee have had problems. Ms. Suitor stated that one of the problems identified is if someone

on the Board distribution list sends an email to the Board, it essentially goes back to him and creates a loop. That is what Gmail is flagging as spam. It does not appear to be a problem with MSN accounts.

### **Monthly Budget Review**

The Board reviewed the detail of the unpaid bills.

Mr. Pagel commented on the increased need for expanding some of the amenities and overall services provided by others. He noted that the requirements for some of the contractors are increasing and one of those requirements is making sure the HOA gets as much billing information and clarity as possible from any contractor they use. He asked if Mr. Sears, Mr. Jackson, and Ms. Suitor had the chance to review the charges from either Robert Rosing or KGC Associates, which is Carol, and whether they felt the clarity of those invoices was acceptable.

Ms. Suitor stated that she reviewed the invoices and was ready to approve the unpaid bills. She thought one of the invoices in particular still needs additional granularity. Mr. Sears remarked that he got feedback on the one Ms. Suitor was referring to and that should change for next month. He did not get the feedback as quickly as he had hoped to get the granularity on this bill.

Mr. Hutchinson stated that he was intrigued with the large bill that was paid in the amount of \$7,000. He got clarification that it was to repair the transmission on the tractor.

Nick Jackson commented that Summit OPS is road base. He noted that there is a more detailed bill on Dropbox. It was 42.1 tons of roadbase, which is three loads. Mr. Hutchinson assumed it was the gravel Jody was spreading on top of the ice. Mr. Sears stated that Jody did purchase roadbase because he ran out.

Mr. Hutchinson stated that normally on a profit and loss professional and legal services are combined under one heading. He noted that on their profit and loss, legal is down by fuel and gas as a variable expense. He recognized that it could be a clerical change, but he suggested that Mr. Pagel looks at it. He offered to work with Carol because they provide one format with the Annual Budget and he would like the monthly information to follow that format.

Mr. Suitor noticed on the profit and loss an escrow for the fire building. Mr. Sears stated that he also noticed it. He recalled a discussion last year about eventually having some expenses associated with the fire building. Mr. Pagel would ask Carol to explain the actual costs inside that escrow.

Mr. Suitor asked if the reference to one of the bills is the fact that the expenses for KGC Associates have increased over the last few months. Mr. Pagel explained that he was only pointing out that the HOA has two primary contractors, Robert and Carol, and they bill every month with information on the number of hours and the services provided. Mr. Suitor noted that Robert Rosing has a cap with limits, and anything over that amount requires approval. They do not have a similar requirement for Carol and her invoice keeps increasing. Mr. Sears suggested that Mr. Suitor looks at trending on an annualized basis looking month to month. He noted that January, February, and March are when Carol does all the billing and collections. Her hours do increase during that time frame. He stated that in looking at the trending, Carol's hours are always higher during the first quarter and then it begins to drop off. He had put together a spreadsheet showing the trend and he offered to send it to Mr. Suitor.

Mr. Suitor pointed out that they always know what Robert Rosing is working on and what his time involves but the Board has no idea what Carol is doing for the time she bills. He asked if Carol might be doing something that the Board members can do to help lower the expenses. Mr. Sears again suggested that Mr. Suitor looks at the annual model. He reiterated that the first quarter is the most expensive of the year based on his spreadsheet, and it mostly relates to billings and collections. Mr. Sears agreed that the Board has a fiduciary responsibility to manage the expenses. Mr. Suitor stated that he would just like to know what Carol spends her time on.

Mr. Pagel reiterated that the Board will be asking their contractors to increase what services they are providing, which includes clarity of their invoices. Mr. Pagel noted that Mr. Sears was correct about trending. Breaking up into four quarters and looking at the expenses over each quarter, the primary secretarial services fees are during the first and fourth quarter. Mr. Pagel stated that starting the second quarter in April they were on track. He pointed out that the first quarter is higher because of collections and the last quarter is higher because Carol is preparing for the Annual Meeting and sending out the voting information.

Mr. Wetch thought it would be helpful to start getting more itemized detail behind the invoice and to get a three-year trailing plot of quarterly totals so the Board can see how things are trending. Mr. Jackson stated that beginning next month Carol will be providing more detail on her invoices similar to how Mr. Rosing does his invoices.

Mr. Sears stated that he has asked Carol to give him formats of what she has done in the past. He also had guidance from Nick, and he has given Michelle some information so they can try to capture more salient information so they can understand where Carol spends her time. Mr. Sears clarified that it is not just for Carol, it is also her Staff and how they spend time on the Board's behalf.

Ms. Irving asked at what point the Board should consider having a full-time secretary that only works for Pine Meadow. Mr. Jackson stated that he has thought about the possibility of another Ranch employee to do some of the things that do not fit within Carol's job duties or Jody's job duties. As the Ranch grows there is more to do. He was in favor of a serious look at what their needs are and the best way to move forward. He suggested having a future conversation to keep track of how they are growing and what they need. Ms. Irving thought it would be worth looking into whether they need to hire another employee and it should be done soon.

Mr. Pagel stated that they were coming to a point where the Board needs to create proper management and tracking programs before expanding on employees or contractors. He noted that currently, the issue is that as the Board provides more for the members they are asking more of their contractors and they realize they do not have actual job descriptions and requirements for their employees and contractors.

Mr. Sears stated that the reality is that the Ranch is growing. They are about to see a water company change and they will not have the flexibility they have had with four people who are held accountable to them as an ownership. He was referring to the HOA and the Water Company. Mr. Sears pointed out that those changes will change what the Board needs to do and how they can accomplish things. He challenged the Executive Committee to come up with a three-to-five-year plan and to start looking to the future and not just sit in the present. He referred to Mr. Jackson's point about hiring another person and Mr. Pagel's points about structure. Mr. Sears stated that Pine Meadow is the least expensive HOA on the Mountain. They should start looking at what they will need in the next two to three years, so they have a plan to get there. Mr. Pagel agreed.

MOTION: Andrew Pagel made a motion to approve the unpaid bills in the total of \$16,004.93. Michelle Suitor seconded the motion.

VOTE: The motion passed unanimously.

### **Public and Open Forum**

Colby Cain, PI-B-46, stated that he submitted his building plans last week, but he had not received an email confirmation that it was received. He understood there were email issues and he asked who he should follow up with just to make sure he had submitted everything correctly.

Mr. Jackson informed Mr. Cain that his application was received. He would forward it to the Building Committee and contact Mr. Cain to make sure his application is complete. They can also talk about the next steps in the review process.

Mr. Cain asked if the Board votes on building approvals once a month at their Board meeting. Mr. Jackson replied that voting occurs on a rolling basis. Once the application is complete the Board can act on it electronically, so they do not have to wait until the next meeting.

Someone asked about the fire building and where it is located. Ms. Sutor explained that there is an existing temporary fire station in the upper winter lot by the Water Company building. Pine Meadow Ranch did a land swap with Summit County a few years ago and the new fire building will be built just east of the winter lot on HOA-owned property. Ms. Sutor clarified that the fire building will be just off of Arapaho to the south side of Arapaho and east of the current winter lot.

The meeting of the Pine Meadow Owners Association Board adjourned at 7:50 p.m.

---