

PINE MEADOW RANCH OWNERS' ASSOCIATION
MONTHLY BOARD MEETING
IN PERSON & VIA ZOOM VIDEO CONFERENCE
OCTOBER 15, 2024

In Attendance: George Sears, President; John Adams, Vice-President; Justin Call, Secretary; Pam Slaughter (Area 1); Marty Hansen (Area 2); Katie Winters (Area 4); Shaun Baker (Area 5); Taissa Folden (Area 7)

Ex Officio – Jody Robinson

Excused: Andrew Pagel, Treasurer; Joe Pagel (Area 3); John Kleba (Area 6)

George Sears called the meeting to order at 6:33 p.m.

Minutes

September 17, 2024

John Adams submitted minor changes to Carol prior to this meeting.

MOTION: George Sears moved to approve the minutes of September 17, 2024, as corrected. John Adams seconded the motion.

VOTE: The motion passed unanimously.

Ratification of FEMA Reimbursement

Mr. Adams explained that the HOA had contracted with Summit Forests Inc. for fire mitigation, and this reimbursement from FEMA totaled \$319,935, with PMRHOA responsible for 25% of the cost. This electronic motion had already been approved.

MOTION: John Adams moved to ratify the electronic approval of the FEMA reimbursement totaling \$319,935, to be paid to Summit Forests Inc., with 25% of the cost to be covered by PMRHOA.

George Sears seconded the motion.

VOTE: The motion passed unanimously with no abstentions or objections.

FEMA Vegetation Maintenance Requirements

Mr. Sears and Mr. Adams discussed the ongoing vegetation maintenance required every three years under FEMA's clearance guidelines. Mr. Sears proposed a rotating plan to clear one-third of the vegetation each year, allowing for budget adherence and effective use of volunteers and other resources. No objections were raised.

Road Status and Equipment

Jody Robinson reported the road status, citing dry red-flag weather that prevented grading operations. He updated the tractor repairs which would require the tractor to be transported up to Logan due to local Kubota service limitations. Mr. Sears and the board discussed potential equipment and vendor alternatives. Jody will update the board with service timelines.

Beaver Pond Overflow System Project

Katie Winters reported that the Beaver Pond overflow system installation was almost complete. The initial phase involved replacing the drainage pipe and installing a leveling device. The next step, supported by the Department of Natural Resources (DNR), involves extending the pipe further into the pond and constructing a protective cage around it to prevent beaver interference. The final addition will be a flexible pipe to further mask water flow sounds and prevent beaver damming. All necessary materials were prepared for DNR's arrival, expected the next morning.

Playground Equipment Preparation

Jody Robinson confirmed that the additional playground equipment was secured and covered for winter storage. Mr. Sears observed the coverings in place, ensuring protection from seasonal weather until installation could proceed in the following spring. The board discussed needing a volunteer team to assist with the project next year, as it was not feasible to complete the installation this season.

Maintenance Building Lighting Installation

Jody Robinson provided an update on the maintenance building, confirming that flooring, power, water, and heating were installed. The next step involved installing lighting fixtures and using the loader to lift them high enough to ensure proper placement of the lights. This project was planned for upcoming rainy or snowy days, allowing the cement floor additional time to cure before winter.

Unpaid Bills Approval

Mr. Sears outlined the unpaid bills, highlighting \$13,000 in property taxes and the regular seasonal filling of the propane tank and machinery expenses. The total amount owed was \$22,639.59.

MOTION: George Sears moved to approve the payment of unpaid bills totaling \$22,639.59;

John Adams seconded the motion.

VOTE: The motion was unanimously approved, with no abstentions or objections.

Budget Preparation and Review

Mr. Sears explained that the draft budget was completed, with Andrew Pagel distributing it earlier that day, though it had not yet been sent to the entire board for review. The budget requires board approval before the upcoming Annual HOA meeting on November 12th. Mr. Sears offered to facilitate a follow-up session, either via another formal meeting or a Zoom call, to address any board member questions or concerns regarding the proposed budget.

Mr. Sears noted specific budget considerations and adjustments:

- **Reserve Analysis:** A reserve analysis was scheduled for the next year, with an estimated cost of approximately \$6,000. This figure had initially been overlooked but was now included in the budget to ensure sufficient reserve planning.
- **Insurance Rates:** Confirmation that insurance premiums had increased. Adjustments were made accordingly to the budget to account for these higher costs.
- **Inflation Adjustments:** Inflationary factors were incorporated to reflect current financial trends, allowing for more accurate financial planning and cost projections.

Mr. Sears reassured the board that most key areas had been addressed and incorporated into the draft. He encouraged any board members with additional questions or suggestions to contact them directly to ensure the budget meets the board's expectations.

Dues Increase Discussion

John Adams reminded the board of the planned dues increase to \$800 annually, consistent with the projection communicated to members during the annual meeting last year. This increase aims to support ongoing projects and maintenance costs for 2025.

Balance Sheets and Financial Review

Mr. Sears mentioned that the current balance sheets which Carol had distributed, were available for board members to review alongside the budget. This financial snapshot was intended to help clarify the HOA's current financial status before the final budget approval.

Annual Meeting Budget Presentation

Mr. Sears confirmed that Andrew Pagel would prepare a detailed budget presentation for the November 12th meeting, ensuring members receive a clear explanation of the HOA's financial

status and planned expenditures. He anticipated questions about the use of previously assessed funds that would be addressed, and John Adams would provide an update on the CRS Engineering work.

CRS Engineering Project Update

John Adams and Mr. Sears reviewed the current status of the CRS Engineering project, which had *16 of 20* prioritized spots for water and road modifications. John shared that although a total of over 30 areas were initially identified for evaluation, only the top 20 were selected for immediate analysis and recommendations. The board emphasized that they chose these priorities based on observed needs and logical planning for safety and infrastructure improvements feasibility.

Long-Term Planning Discussion

Taissa Folden asked about projected timelines and phased approaches for implementing these planned modifications. John Adams explained that the board would receive bid-ready documents from CRS, which would enable them to obtain quotes from contractors. The speed of implementation would depend on budget availability, priorities, and logistics. Mr. Sears reiterated that while only 20 spots would be addressed initially, the remaining areas would be considered within a longer-term five-to-ten-year plan, depending on future funding and resources.

Annual Meeting Preparation for November 12th

Mr. Sears discussed the planning for the upcoming annual meeting, set for November 12th, to be held at the Sons of Utah Pioneers Building in Salt Lake City, the usual location. He explained that the board has chosen this central site annually due to the difficulty of bringing part-time homeowners up to the mountain or into Park City. He encouraged board members to arrive 20-30 minutes early to assist with setup. Carol, who had already coordinated with the facility, confirmed that staff would help with chair arrangements, though only one staff member would be on hand, so board assistance would ensure the timely set up of materials and seating.

Online Attendance Limits

Mr. Sears clarified that online Zoom meeting attendance would be capped at 100 participants on a first-come, first-served basis. He noted that last year, there had been last-minute login attempts, with some members deciding to attend in-person to vote on key issues. Owners would be notified by email of the online attendance limit. The board suggested the board might consider a reservation system to manage online spots more effectively.

Election Preparations and Voting Method

Mr. Sears confirmed that Katie Winters and John Adams were managing the election process. They had already approved the content of an informational postcard to be mailed to members, detailing upcoming board elections and encouraging attendance at the November 12th Annual Meeting. Paper ballots would be mailed as per the Bylaws. However, the board agreed that electronic voting would continue to be the primary method, particularly to accommodate absentee members and part-time residents. The board would update the website to accommodate this voting method and inform members of the process through both electronic and mailed communication.

Open Board Positions

Mr. Sears asked for responses regarding candidate interest in open board positions. Katie Winters and John Adams mentioned they had not yet received volunteer confirmations but expected interest to increase as the meeting date approached. Mr. Sears mentioned the nomination deadline was approaching on October 25th, giving prospective candidates around ten days to submit their intent to run.

Road Sign Maintenance

Mr. Sears mentioned that several access signs on poles had been knocked over, likely due to weather, and suggested addressing the issue before winter snowfall worsens the problem. He noted that Jody usually repairs the signs each spring.

CRS Engineering Report

John Adams provided an update on the recent electronic meeting with CRS Engineers, held on October 8th. The meeting included board members and the road committee, where they reviewed hydrology maps, the scroll plot and specific sections of Tollgate Canyon Road needing re-engineering. Four core areas were identified for improvement:

1. **First Area:** Spanning 2,100 linear feet from where the pavement ends to the north of the hairpin turn near the Falkenstein residence on Tollgate Canyon Road.
2. **Second Area:** Covering 900 linear feet from the catch ponds to the Hillcrest intersection. This area had severe damage during the spring thaw a year ago.
3. **Third Area:** 1,500 linear feet starting just north of where Forest Meadow Road intersects Tollgate Canyon Road, extending to and beyond a dangerous curve. Key concerns included road width, slope, lack of shoulder, and the potential need for guardrails or excavation to carve into the mountain.

4. **Fourth Area:** Located below Rocky Point, this section experienced a minor slide and required emergency work last year to stabilize the road. Re-engineering will address this.

John noted they still had 1,200 linear feet to allocate for future roadwork and that the board would need to discuss further how to use their resources.

Dangerous Curve and Guardrails. Katie Winters expressed hope that the engineers would suggest carving into the mountain rather than relying on guardrails, which she believed gave drivers a false sense of security. Mr. Sears agreed, emphasizing that building up the other side of the road was impractical given the steep vertical grade, and reiterated the need to carve into the mountain for safety improvements.

Winter Road Preparation

Mr. Sears briefly touched on winter road preparations, mentioning that Jody Robinson had compiled a priority list for future roadwork. John Adams shared this list, which detailed which roads required aggregate between now and 2027. The estimated costs were also considered as part of long-term planning, with communication encouraged among board members and their respective areas.

Open Forum

Mr. Sears opened the floor for comments or questions from owners, both online and present at the meeting. No questions were raised.

FM-D-113-A Pole Barn

John Adams introduced a proposal for a 624 sq. ft. pole barn at 792 Arapaho Drive. This structure includes an attached carport and walkway and followed HOA architectural guidelines.

MOTION: John Adams moved to approve the pole barn of 624 square-feet on 792 Arapaho Drive as presented;

George Sears seconded.

VOTE: The motion was approved unanimously, no abstentions or objections.

Open Forum for Area Representatives

Mr. Sears opened the floor for area representatives to bring up issues.

Area 7 Representative Taissa Folden reported concerns about a house being built on Beaver Circle. She had received several complaints about parking violations, where vehicles were parked on the street despite rules prohibiting it. Ms. Folden mentioned she attempted to address it directly but was unable to catch the violators. Mr. Sears instructed her to reach out to Carol, who would send a formal warning to the owner. He clarified that if the issue persisted, the owner would be fined, starting at \$500 and increasing to \$1000 and it doubles for subsequent violations.

Construction Deadline

Taissa Folden asked about the upcoming construction deadline of November 1st and the possibility of extending it based on weather conditions. Mr. Sears explained that last year they allowed an extension for interior work due to favorable weather, but no large trucks or heavy equipment were permitted after the deadline. He suggested they re-evaluate weather conditions in the next couple of weeks and notify owners accordingly. John Adams noted that owners in the past 18 months were clearly informed about the November 1st deadline.

New Construction Issues

Taissa Folden then raised another issue regarding the property owners on Beaver Circle who were concerned about potential impacts from nearby construction. They were particularly interested in reviewing building plans to understand any drainage changes. Mr. Sears advised them to attend a future meeting for further discussion.

Mr. Sears detailed drainage issues near a specific property on Beaver Circle, explaining that the road would need to be raised by 6 to 8 inches to properly manage runoff. This project was already scheduled for next May or June.

Issues with Pine Loop Construction

Area 4 Representative Katie Winters shared a complaint from a potential buyer about a new build on Pine Loop that had drainage problems and misrepresented year-round access. Juan Magana, PI-F-52, confirmed that the real estate agent had corrected the access information. Shaun Baker added that several buyers had backed out due to this misunderstanding, and they discussed ongoing drainage and septic issues on the property.

Plow Route Signage

Katie Winters mentioned her property had a "Stop, End of Plow Route" sign from when it was the last house on the route. However, it is no longer at the end of the route, and she suggested reusing the sign in a location that needed better signage.

Changes in Plow Routes and Owner Participation

Juan Magana brought up the issue of property owners changing their access points, specifically referencing a lot where owners had adjusted their access from Uintah instead of the previous route. Mr. Sears acknowledged that plow routes are often in flux and depend on a range of

factors, including full-time versus part-time residents. He explained that plow routes are determined by full-time owners and their needs, while part-time owners are expected to contribute financially to plow groups.

Mr. Sears emphasized the need for part-time owners to contribute more equally, especially those who require emergency services. He reiterated that plow routes have evolved based on where full-time residents live and the demand for reliable access, but that funding should reflect usage, ensuring all who benefit contribute fairly. Katie Winters agreed, emphasizing that part-time owners should understand the importance of supporting these efforts for emergency response accessibility.

Fire Risk and Regulations

Taissa Folden expressed concern over a recent fire incident near a water tower, caused by rags catching fire during construction. The fire, which occurred early in the morning caused significant inside damage, was extinguished by neighbors before it spread. Ms. Folden asked if the HOA had any regulations regarding fire safety during construction. Mr. Sears clarified that the current HOA fire regulations only addressed outdoor fires and that it might be something to consider for future rules. He noted that, since the incident took place on private property, it would fall under the county's authority.

Website Update on One-Time Assessment

Katie Winters raised the need to address the ongoing questions about the one-time assessment funds. She suggested adding a simple paragraph on the website explaining that the funds had not yet been used, while emphasizing that they are part of a larger, long-term strategy for road repairs and engineering studies. Ms. Winters believed that doing so could help reduce the number of questions raised before the annual meeting. Mr. Sears agreed, noting that Carol would be sending out another reminder email about the annual meeting soon and that this could be included.

Katie Winters understood that the primary focus of the remaining funds would be road repairs, which are scheduled to begin next year. She reiterated that the assessment money had not been spent on minor fixes but was being allocated for significant long-term projects, including hydrology studies and engineering. Mr. Sears confirmed that the major roadwork budget remains intact, and they will ensure this is clearly communicated to homeowners.

Mr. Sears added that only a small portion of homeowners actively use the HOA's Facebook pages, making email the more effective communication tool. He acknowledged that while 62% of owners open emails, they would continue to try reaching as many people as possible.

Emergency Alerts and Communication

Mr. Sears asked how many members had received the recent text alert, noting that the old Textedly system had been replaced. He encouraged everyone to sign up for the new system, which includes separate sign-ups for fire alerts and general community information. Ms. Folden noted she was previously signed up for the old system.

Mr. Sears shared a personal story about the importance of the emergency alert system, recounting how his wife had received a timely fire alert and was able to avoid danger. He emphasized that both homeowners in a household should sign up for alerts and also encouraged members to register for county-wide emergency notifications. Ms. Folden added that she was previously unaware of some of the recent updates and would check to ensure she was signed up correctly.

With no further items for discussion, Mr. Sears thanked everyone for their participation.

The meeting of the Pine Meadow Owners Association Board adjourned at 7:43 p.m.
