

Pine Meadow Ranch Owners Association
Monthly Board Meeting
April 19, 2016
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PINE MEADOW RANCH OWNERS ASSOCIATION
MONTHLY BOARD MEETING
SHELDON D RICHINS BUILDING
PARK CITY, UTAH
APRIL 19, 2016

In Attendance: Tony Tyler–President; Dan Heath – Vice President; Honey Parker, Secretary; Pat Kreis, Treasurer; Jeremy Jespersen (Area 2); Alan Powell (Area 3); Tom Deaver (Area 4); Mike Gonzales (Area 6); Tom LeCheminant (Area 7).

Ex Officio – Jody Robinson, Ranch Manager

Excused: Matt Brown (Area 1); Bruce Hutchinson (Area 5)

Guest: Linda Emmett, Lot G-11; Tina Mayer, Lot G-11

The meeting was called to order at 6:30 p.m.

Approval of Minutes – March 15, 2016

Approval of the Minutes were tabled to the next meeting.

Owner/Visitor Open Forum

Tony Tyler read a letter he received from the owner of PI-E-28. “Enclosed is our check for 2016 annual road assessment and HOA dues. The HOA does a good job with the limited resources. We really appreciate the great job on Tollgate. It would be nice if paving continued up through Boyce’s corner. We have included our \$305 plus another \$300 to be used to assist in maintaining Tollgate Canyon and Arapaho Road.”

Mr. Heath noted that this same owner has done this before to show their appreciation. Ms. Kreis would send a thank you note.

Mike Gonzales was contacted by the builder of the house being constructed on Arapaho. Someone had scrawled a message in the dirt on their trailer saying “clean up this mess”, because they thought they were responsible for the accumulation of water on the roads. The builder felt it was vandalism. He understood the point of the message but he did not feel responsible for all of the water accumulation because it has been a low spot over the years. Mr. Gonzales pointed out that property owners should not be vandalizing the builder’s property to make a point. They should bring their complaints to the Board so the Board could address the issue with the builders and the owners responsible for the builders.

Mr. Tyler agreed with Mr. Gonzales. If the property owners have complaints they should report it to the HOA Board or their area rep. He noted that vandalizing someone's property is also a civil issue and the builder has the right to contact the Sheriff's Department and file a complaint. Mr. Gonzales did not believe the builder would go that far and they have no idea who did it. Mr. Tyler thought it was unfortunate that it even occurred because every owner with a cabin on their lot went through construction at some point. He has worked in that industry and construction is not clean. He believed the builders should be cut some slack if they follow all the rules and regulations. Violating the rules and regulations is a separate issue that should be handled by the Board.

Mr. Deaver stated that he has spoken with the builder several times and he understands that the mud hole is not his responsibility. The Water Company put in the water line and they are waiting for the ground to settle before adding road material. Mr. Tyler noted that Jody had already added road material but it was too soon and they do need to wait until the ground settles. Mr. Deaver stated that the contractor had also put in several loads of gravel.

Mr. Deaver did not consider using your finger to write in the dirt on the side of a white trailer to be vandalism. Mr. Tyler remarked that it was still unacceptable behavior.

Ms. Parker understood that several people were concerned about that section of road. She thought it would be helpful if she posted something on the HOA Facebook page to let the owners know that people are doing what they can and the challenges of fixing the road at this point. Mr. Tyler thought they should do it in the context of a larger post regarding road maintenance. He personally received five calls in the last two weeks from people wanting the grader to come down different roads around the Ranch. People do not understand that it is still too early in the year to do that.

Ms. Parker asked Mr. Tyler to send her the points he would like to make and she would draft an article and post it on Facebook and on the website. Mr. Gonzales thought the posting should also emphasize that complaints should be directed to the area rep and not the private contractors. Ms. Parker believed that people are less aggressive when they have all the information.

Mr. Powell stated that he goes out with a shovel and moves drainage to the ditches on the sides as soon as the snow banks come back. Five minutes of shoveling makes a huge difference and he thought the posting should recommend that others do the same. Mr. Powell noted that there is a water line right above his driveway. He did not believe the Water Company uses anything to compact the backfill. Therefore, as soon as the snow melts the cars were scraping bottom trying to get across. He borrowed gravel from the shed and filled it the first time and Jody did it three times after that. It is a never-ending hole. He asked if the Board wanted to allow people to fill five gallon buckets from the shed. Mr. Tyler did not believe they should open that up to everybody

because someone would have to police it and make sure they were taking it for the right reason.

Ms. Kreis reported that a member contacted Carol. They plan to sell their property by owner and wanted to know if they could put their advertising on the sign at the entrance of Tollgate Canyon. Mr. Tyler answered yes. They could use the box at the entrance. Mr. Gonzales asked if they could post a sign in the common area since they were not using a realtor. Mr. Tyler clarified that he was referring to the box that is on the information board on Tollgate Canyon. Mr. Heath stated that they would have to provide their own brochure box to put on the sign. Mr. Tyler agreed that the private sellers could post it in the common area on the owners' side; however, he personally thought it was better to post it with the other real estate so people would see it.

Mr. Heath stated that Bull Moose is in poor condition. A number of the property owners purchased road base and fixed it, but one of the two people who did not want the road fixed has been using a plow truck. The plow does not leave any snow on the road and the road base is now gone. Mr. Heath noted that the road base is in the ditch and everything is flooding across the road. It has also taken out part of his road as well. Mr. Heath thought the Board should be able to send out letters advising people to leave snow on the road and the reason.

Mr. Tyler noted that the regulations do not allow people to plow all the way down to the dirt. Mr. Gonzales believed it was an area rep responsibility. It was in Area One and Matt Brown is the area rep. Mr. Gonzales suggested that Mr. Heath or other property owners asked Mr. Brown to contact the person with the plow truck. If that occurs in other areas the area reps should be notified and the person in violation should be contacted by the area rep.

Mr. Tyler stated that he was contacted by a member of the Ranch asking for contact information for another Ranch member. As a general rule the Board members should not be handing out personal information of other people regardless of the purpose for the contact. Mr. Tyler stated that in this particular case he did not have the contact information they were seeking; however, he directed the person inquiring to Tom LeCheminant, who did have the contact information. Mr. LeCheminant contacted the owner and did not receive permission to pass along their contact information. Ms. Kreis asked if it they were asking for contact information for one of the employees. Since she is listed as Treasurer she sometimes gets calls from people asking about their invoice. Carol has those details and she asked if it was appropriate to give out her contact information. Mr. Tyler answered yes because it is a business contact. He also was not opposed to giving out contact information for the Board members. When asked for Board member information he informs people that the contact information for each Board member is on the website. He reiterated that they should not provide contact information for individual HOA owners who are not on the Board without first getting their permission to do so.

New Construction

Mr. Tyler reported that Mark Hodgson was on the Architectural Committee. Since he is no longer on the Board, they needed a third member to replace Mr. Hodgson. He asked for volunteers. Dan Heath volunteered.

MOTION: Tom Deaver made a motion to ACCEPT Dan Heath as the third member of the Architectural Committee to replace Mark Hodgson who was no longer on the Board. Pat Kreis seconded the motion.

VOTE: The motion passed unanimously.

Mr. Tyler stated that his goal for the May meeting is to spend time going through the Architectural Guidelines and to clean up the lot development process. He suggested that they create a flow chart showing how to work through the process to avoid confusion.

Mr. Tyler noted that the purpose of the Architectural Committee is to have three members review plans and provide a recommendation to the Board. It was intended to be an easier process than going through 1 of 11 Board members.

Lot G-11

The owner had tried twice to send all of the documentation electronically to the Area 4 rep, but for some reason it did not go through. Mr. Tyler tabled this review until later in the meeting to give the Architectural Committee the opportunity to look through the plans.

Ranch Manger's Report

Jody reported that they were primarily dealing with runoff issues and starting to put up the new road signs.

Jody stated that they finally needed a new roller. He had researched rollers for sale and prices.

Mr. Tyler stated that he and Jody had spent a lot of time talking about the roller and there were three different options. The first option is to do nothing. He noted that they have a roller but Jody has spent more time fixing it than using it. The roller cannot be used a full day without requiring some type of repair. Mr. Tyler did not think the roller was valuable enough to rehab like they did the grader. The option of doing nothing would leave them without a roller.

Mr. Tyler stated that the second option is to lease a roller for the time period they need it on an annual basis. They use the roller approximately five months a year. Jody thought he could possibly reduce the time to four months. Mr. Tyler noted that the cost of leasing is very expensive. Jody had obtained pricing. To lease a Komatsu roller the cost would be approximately \$3500 per month; or \$14,000 for four months, not including taxes, fees, insurance and a maintenance agreement. Mr. Tyler estimated the final cost to be \$16,000 per summer. He pointed out that a benefit is that the HOA would not have to maintain it and it would be off the Ranch during the winter time. They would also get to lease a new piece of equipment each year.

The third option would be to purchase another roller. Mr. Tyler did not believe it was worth buying a new one because it depreciates very quickly. If they purchase a roller that is five to eight years old they would get a good piece of equipment at a significantly lower cost. A new roller is approximately \$120,000.

Mr. Tyler stated that Jody found a roller in Washington. The cost is \$51,500, plus the cost to ship it and tax. He estimated a total cost of \$58,000. Ms. Kreis asked what year it was new. Mr. Tyler replied that it was a 2002. The Board thought there could be problems in purchasing a 14 year old roller.

Mr. Tyler remarked that the intent this evening was to begin the discussion and not to make a decision. He noted that Mr. LeCheminant also has a contact of someone who buys equipment for a living around the Western U.S. Mr. Tyler spoke with that person and told him what they were looking for. He would do some research and get back in touch with Mr. Tyler.

Mr. Tyler stated that he also contacted Hone Equipment. Mr. Gonzales wanted to make sure they were not going to end up with the same situation as the tractor they bought and recently got rid of. Mr. Deaver suggested that they also contact Don Boyce.

Mr. Powell stated that he has vehicles that he uses for four months out of the year. He believed that using it for about four months the math works better to lease. He leases brand new equipment and it is a lot less expensive than purchasing a piece of equipment that is 14 years old and requires maintenance. Mr. Powell stated that for his company's business, leasing is a much better option for equipment that is only used for a short time each year.

Mr. Tyler pointed out that the Board previously decided that Jody should be spending his time working on the Ranch as opposed to working on the equipment he uses on the Ranch.

Mr. Powell stated that storing was another advantage to leasing. There is more risk in owning the equipment and having it sit on the mountain in the off-season than getting a new machine every year.

Jody stated that regardless of whether they lease or purchase, they need a roller.

Ms. Parker asked when Jody anticipated needing the roller. Jody stated that he would need to make arrangements by the first of May. Ms. Kreis favored leasing. Mr. Tyler suggested that they could lease a piece of equipment for this year to see how it goes. It would be a one year commitment and they could re-evaluate lease versus purchase next year.

Mr. Tyler suggested that Jody obtain a four month quote that has taxes, insurance, maintenance contract and everything included. Once he has that information he should contact Mr. Tyler and Mr. Tyler would email the Board members. Mr. Powell thought they should look at the cost of extending the lease one month if necessary. Ms. Kreis recommended that they include a lease extension in the agreement. Mr. Tyler asked Jody to follow up and to arrange a delivery date of May 15th.

Mr. Tyler stated that he and Jody drove around the Ranch the day before to look at projects for this coming year. There were still a few items on the list from last year that were not done. One was road base on lower Forest Meadow Road, Navaho Drive at Pine Meadow road base, a French drain at Arapaho Drive at Forest Meadow Road, as well as road base, Hillcrest and Pine Loop need road base. A new asphalt line item was added for Lower Forest Meadow Road that the Board would have to discuss.

Mr. Tyler outlined additional items which included a new security camera for the system at the gravel pit. Mr. LeCheminant stated that he had an internet based security camera they could try to use at the gravel pit before purchasing a new one.

Mr. Tyler noted that the Ranch needed a chain saw. He estimated the cost at \$600. They do not have a chain saw and there are some trees along the roads that need to be trimmed. Mr. Tyler stated that the snow plow on the dump truck needs to be rehabbed. Some parts are completely worn out and Jody estimated the cost at approximately \$1,000.

MOTION: Tony Tyler made a motion to approve a new camera for the winter lot if necessary at a maximum cost of \$600; a chain saw at a maximum cost of \$600; and the parts necessary to rehab the snow plow at a cost of \$1,000. Tom Deaver seconded the motion.

Ms. Parker asked if they know why the security camera quit working. She wanted to make sure the problem was the camera and not something else. Mr. Tyler replied that based on his experience security cameras generally last three or four years. He thought the camera had worn out.

Mr. Deaver noted that the motion was to vote on all three items simultaneously. He

asked if each item should have its own motion. Ms. Kreis thought it could be captured in one motion. The total cost of \$2200 for all three items. In terms of the roads, Ms. Kreis preferred to have a list and a separate motion, similar to what they did last year. Mr. Tyler called for a vote on the motion.

VOTE: The motion passed unanimously.

Mr. Tyler stated that other roads he and Jody talked about were Pine Meadow from Arapaho to Alexander. It is a constant issue and the problem is that the creek adjacent to the road is higher than the road itself and creates issues. At some point the road needs to be rebuilt, but for now it just needs additional material.

Mr. Powell asked if they should look at doing the same thing on Pine Meadow that they did on Forest Meadow where they hired someone to engineer and fix it. He understood the water line was repaired so they no longer need to constantly dig up the road. Mr. Powell suggested allocating a \$50,000 budget to fix the road.

Mr. Tyler clarified that he did not intend to have the road discussion this evening. He only wanted to let them know what he and Jody had talked about so they would have that information for discussion at the next meeting. Mr. Tyler requested that each area rep drive around their area before the next meeting and bring a list of what roads need to be considered this year. The Board will compile a list of road projects with individual costs, prioritize the list and allocate the time and money.

Mr. Tyler stated that additional projects included the information sign, as well as the section next to these signs where the asphalt is dropping off over the edge. He thought they should look at either doing an asphalt turnout or bring in some drain rock to bring up the level to the same level as the road. Mr. Tyler would talk to the postmaster about the mailboxes at the bottom that were placed haphazardly. He would suggest that the HOA would build a 12' x 18' concrete pad if the postmaster would agree to arrange the boxes in an orderly fashion and make them look decent. Mr. Tyler thought that was an inexpensive way for the Ranch to make it look and function better. He stated that a future project would be to cover the boxes with some type of pavilion to create a nicer entrance to the Ranch.

Mr. Tyler emphasized that the Board members should come prepared to talk about the Ranch Roads next month.

Ms. Parker stated that some people have expressed an interest in the old road signs. She recalled that the Board had discussed ways to sell or auction the signs use the money for roads. Mr. Tyler replied that the signs would be sold at some point, but he first wanted to replace all the signs and create an inventory. The Board would have to determine the process for selling the old signs. He personally thought it should go to the highest bidder.

Mr. Deaver understood that UPS was nearly ready to place the UPS delivery box and that it would be located by the post office boxes. Mr. Tyler was not opposed to placing the UPS box by the mailboxes, but he did not want it on Ranch property. Mr. Deaver noted that there has been talk about locating the UPS box by the bulletin board. Mr. Tyler did not want it by the bulletin board. Mr. Gonzales asked why they were not asking the Board for a placement decision. Mr. Deaver explained that it was his reason for bringing it up now. Mr. Tyler emphasized that he personally did not want it on Ranch property because of liability.

New Construction (Continued)

The Architectural Committee had reviewed the plans for Lot PI-G-11 and D-128.

Mr. Deaver wanted to know what percentage of siding was allowed to be concrete. Mr. Tyler replied that it was 10%.

Mr. Tyler asked if the Board had a recommendation on plans for Lot PI-G-11. Mr. Deaver noted that the roof was dark brown asphalt shingles and the walls are natural log. He stated that the site plan and the survey were included. The plans were complete and met the guidelines. The Architectural Committee recommended Board approval.

MOTION: Tom LeCheminant moved to approve the plans for Lot PI-G-II. Tom Deaver seconded the motion.

VOTE: The motion passed unanimously.

The owners had spoken with Carol about the impact fee and they were waiting for a Board decision. They would contact Carol to make payment now that it was approved. Mr. Tyler asked them to send in a signed copy of the Lot Improvement Plan and to have their contractor sign it as well.

Mr. Tyler asked for a recommendation on plans for Lot D-128. The plans had been sent electronically and included the survey, site plan and building plans. Mr. LeCheminant noted that the building materials were dark brown logs and a green metal roof. The Architectural Committee recommended Board approval.

MOTION: Tom Deaver moved to approve the plans for Lot D-128. Jeremy Jespersen seconded the motion.

VOTE: The motion passed unanimously.

Mr. Deaver noted that construction cannot begin until it is signed off by the area rep.

The area rep will not sign until the impact fee is paid.

New Information Sign

Mr. Tyler reported that Tom LeCheminant had obtained proposals for a new information sign. One proposal was \$478 plus tax and the second one was \$547 including tax. Mr. LeCheminant stated that he wanted to add language stating that all ad must be dated and will be taken down after 30 days. If ads are not dated they would be removed.

Mr. Tyler thought they should go with the low bid.

MOTION: Mr. Tyler made a motion to approve the sign with the correction and accept the Schmidt bid of \$478 plus tax. Alan Powell seconded the motion.

Ms. Kreis asked about the line item for the budget. She noted that Carol has been putting the actual expenses for the signage under the line item of Miscellaneous Road Projects. They had budgeted that line item at \$1,200. The actual expense is approximately \$2400. Mr. Tyler thought the road signs should come out of the capital account at the end of the year because it was a capital improvement to the Ranch.

Mr. Tyler called for a vote on the motion.

VOTE: The motion passed unanimously.

Map Sign

Ms. Parker had emailed three options to the Board as discussed at the last meeting. Not everyone responded but the majority of those who did preferred the third option with the two colors of green and the road name. Mr. Tyler noted that Pat Kreis, Mike Gonzales, Tom Deaver, Jeremy Jespersen, and Honey Park preferred version three. Tom LeCheminant thought option three was okay but he preferred option one. Mr. Gonzales believed the only cause for delay was the accuracy of the road names. Mr. Tyler agreed. Ms. Parker stated that if someone provides her a list of the road names that are incorrect, along with the correct name, she would work with the sign maker to make the changes.

Mr. Heath stated that if they were only changing the shading and asking for road names, Summit County would do it for them and make the size of the road names larger or smaller or however they want. Ms. Parker and Mr. Heath would go together to talk with Summit County about making a road map to look like Option 3. Mr. Powell thought Aspen Ridge was the only name that was wrong.

Miscellaneous Business

Fire Issues

Mr. Powell reported that on Thursday construction workers made a small 3' diameter fire and burned their construction debris to keep themselves warm. It was reported and Jody went over and told them how to put it out. Mr. Powell stated that it was a very small fire that was attended and he believed it only warranted a warning. However, in looking at the rules there is no warning option and the first offense is \$500. Mr. Gonzales asked if signs were posted in front of the Ranch stating that no fires are allowed this time of year. He thought that was also part of the regulation. Mr. Powell replied that it is posted as only in HOA approved pits. He noted that this fire was not in an approved HOA pit. Mr. Powell left it to the discretion of the Board to decide whether they should charge \$500 or issue a warning. Mr. Tyler stated that if the rules say \$500 they need to send a \$500 fine. He stated that if they are not going to follow their own regulations they should not have regulations at all.

Mr. Gonzales pointed out that they let the Boy Scouts burn on the road every year. However, they always find the debris after the fact and no one actually sees the fire as it occurs. Ms. Parker thought the HOA should send a letter to the Boy Scouts that it is clear that fires have occurred and it is against the rules. Mr. Powell stated that if they are not sure who it is they could send letters to the four closest property owners. Mr. Kreis agreed with sending the \$500 fine because otherwise it sets a precedent that fires are acceptable outside of the approved fire pit during the winter. Mr. Tyler remarked that it would also set a precedent if they did not enforce the fine. Mr. Powell commented on the criteria for having a winter fire. In reading the regulations, the winter burn policy actually states that Summit County Dispatch needs to be notified June 1st through October 31st. Mr. Powell stated that it was incorrect because Summit County must be notified all 365 days. The Board needs to make that change to the documents. Mr. LeCheminant stated that when he first moved to the Ranch he burned brush every Spring. Mr. Powell noted that the winter burn policy states that there must be 4" of snow on the ground and the burn has to be 50 feet from any home, structure, tree, overhanging, and it must be maintained at all times with water present. It must also be reported to Summit County.

Mr. Powell would remove the dates from the burn policy and send it to Ms. Parker to post the corrected document on the website. Mr. Tyler asked Mr. Powell to make the change and bring it back to the Board for a vote at the next meeting before it is posted on the website.

Appraisals

Mr. Powell stated that he finally got the appraisals on the land that the Board voted to appraise at a previous meeting. He did not receive it until 6 o'clock this evening and had not had the opportunity to review it. It was a preliminary appraisal but it showed \$28,000 for half of SS-BDY-15-1, which is the section with the cabin. The other

appraisal was \$12,000 for the land in Morgan County. Mr. Tyler thought \$28,000 was a very low appraisal. Mr. Powell explained that the comparable lots were \$38,000 but he reduced it by \$10,000 because the lot by itself is not accessible. Mr. Gonzales asked if the appraiser had given the cost of subdividing the lot on the section that appraised at \$28,000. Mr. Powell replied that he only asked the appraiser to appraise the value of the lot. Mr. Tyler believed subdividing would be approximately \$1500.

Mr. Powell thought they should add the \$1500, the \$350 appraisal fee, and legal costs, and present that value to the cabin owner.

Mr. Powell noted that the appraisal was done without the appraiser coming to the site. He would come up and finalize the appraisal once the weather is better. Once he receives the final appraisal the Board would discuss the options for selling the property.

Monthly Budget Review

Ms. Kreis reviewed the Profit and Loss. She noted that as of April 19th they had collected 93.3% of revenue. Ms. Kreis noted that some of the lots have been in dispute for years and years, but because they are still in dispute and were turned over to Revenue Recovery, they would not be paying their 2016 assessment. For that reason, it was highly unlikely that they would ever achieve 100% collection on this line item due to outstanding litigation on some accounts.

Ms. Kreis noted that the Church Camps made a wire transfer and paid their invoice. Mr. Tyler stated that construction impact fees were budgeted at \$21,000. They received \$12,000 today and two others would be coming. He thought they would easily reach the \$21,000 budgeted amount.

Ms. Kreis reviewed the balance sheet and thought they were on target for expenses. It was the middle of April and they had only spent 24% of budget. The variable expenses were at 20%.

Ms. Kreis responded to a question Mr. Gonzales raised at the last meeting about the SS lots last year and if that amount was intentionally reduced. Carol told her that the budget line item was intentionally reduced to \$5,000. Last year it was budgeted at \$6,000 but they were not collecting that amount. However, this year collections are better on the SS lots. Ms. Kreis stated that Carol told her that in the past some people in the SS lots area donated large amounts because the Board personally visited them to ask for donations because they use the roads. Carol suggested that the Board consider doing that again and personally speaking with those owners to encourage them to contribute to road maintenance.

Ms. Kreis reviewed the unpaid bills.

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MOTION: Ms. Kreis moved to APPROVE the unpaid bill detail as outlined and presented to the Board this evening. Tony Tyler seconded the motion.

VOTE: The motion passed unanimously.

The meeting of the Pine Meadow Owners Association Board adjourned at 8:01 p.m.
