

PINE MEADOW RANCH OWNERS ASSOCIATION  
MONTHLY BOARD MEETING  
RANCH MANAGER'S OFFICE  
PINE MEADOW RANCH  
JUNE 16, 2015

## CONTENT SUMMARY

### **Approval of Minutes**

#### April 21, 2015

MOTION: Tom Deaver moved to APPROVE the minutes of April 21, 2015. Honey Parker seconded the motion.

VOTE: The motion passed. Tony Tyler and Alan Powell abstained since they were absent from the April 21st meeting.

#### May 19, 2015

MOTION: Tom Deaver moved to APPROVE the minutes of May 19, 2015. Tom LeCheminant seconded the motion.

VOTE: The motion passed. Matt Brown abstained since he was absent from the May 19th meeting.

### **Owner/Visitor Open Forum and Other Owner Communications**

- Mr. Tyler commented on a road cut on Tollgate Canyon Road that was cut to install electrical power to a lot that was building a home.
- The original plan communicated to the HOA by email was that they would make a 200 foot long partially diagonal cut down the side of the road. The HOA responded and said that they were only allowed to cut straight across the road and the road needed to be re-asphalted.
- Mr. Tyler followed up with a second email asking the owners to come to the meeting and submit their plan because anytime Tollgate Canyon is shut down the HOA is responsible for the road. However, by yesterday evening they were almost done.
- Mr. Deaver had spoken with the trackhoe operator and asked how it would be patched. He was told that they would do a T-patch where they cut the asphalt wider and shelve it and then go down. They intend to get hot asphalt and roll it.
- They would come back after it settles and re-level it and redo it.

### **New Construction**

#### Lot E-64

- The Board reviewed plans for a new cabin on Lot E-64.
- Mr. Deaver noted that the previous owner paid for water and the account had already been transferred.
- The property owner was meeting with the Fire Marshal and the surveyor the next day. The property has already been surveyed. He was meeting with the surveyor because Summit County wanted to see the topo of the ground since it is a hillside lot. The Fire Marshal wanted to talk to him about clear space and defensible space, and to make sure that the house location makes sense.
- In addition to the plans and the updated site plan, the owner needed to submit a signed Lot Improvement Plan and Agreement with the proposed materials listed on the back
- As the area rep, Mr. Deaver would receive the final building set and the updated site plan.

MOTION: Mr. Tyler moved to Approve the construction plans for Lot E-64 subject to receipt of a final site plan that shows the final home location and the septic tank, an impact fee of \$6,000, and clarification on the stone base. It was noted that all the other utilities were already located. Dan Heath seconded the motion.

VOTE: The motion passed unanimously.

- Mr. Lindley paid the impact fee before he left and it was marked off the checklist.
- Mr. Deaver informed the contractor that construction equipment cannot be parked on the road and that a dumpster and bathroom facilities are required on site prior to construction.

### Lot E-51

- The Board reviewed plans for an addition on Lot E-51.
- The owner was told to print off the Lot Improvement Plan and Agreement, fill it out and sign it and return it to Mr. Tyler.
- The impact fee for additions is calculated at \$2.40 per square foot. The proposed addition is 1500 square feet and the impact fee was \$3600.

MOTION: Tony Tyler moved to approve the plans for an addition on Lot E-51 subject to the receipt of the Lot Improvement Plan and Agreement that outlines the materials. Tom Deaver seconded the motion.

VOTE: The motion passed unanimously.

### **Ranch Manager's Report**

- Jody reported that the roller potentially has a starter problem and he may need to purchase a new starter for \$470.
- \$10,000 was budgeted for equipment repair and they were within budget.

- Jody reported that one of the lift ramps on the Kubota hydraulics has a flaw in one of the wheels and it was leaking. It was under warranty and he was having it repaired.
- A universal joint on the rear end of the Ranger needed to be replaced.
- There was an emergency repair on the dump truck to fix the fuel leak in the motor.
- The rest of the equipment was in good condition and running fine.

- Jody had been preparing the roads for mag water. The mag water was completed on Friday.

- A lot of road repair was done this month due to the heavy rain.
- Jody reported that they mag watered Tollgate, the asphalt to Bobcat, and the new section at the bottom of the Canyon.
- Jody and Cody had also had done a significant amount of weed spraying.

### **PMMWC Report**

- Ms. Parker had reminded people on Facebook and on the website to schedule an inspection with the Water Company if they have tanks on their property to check for cross-connection issues.
- Eric Cylvick, President of the Water Company, arrived later in the meeting for another matter. Mr. Tyler asked him for an update on the Water Company.
- Mr. Cylvick reported that they were hooked on to Mountain Regional and they were feeding water back and forth. He was pleased with how well the connection with Mountain Regional was working.
- Mr. Cylvick stated that the Water Company would be tearing out the pump station at the 500,000 gallon tank. It should allow them to pump between 200 and 500 gallons per minute to the 250,000 gallon tanks.
- It will allow for complete fire flow in terms of source protection for all of the lots. -

### **On-going Business**

#### Community Playground

- Mr. Tyler had sent an email to the Board Members regarding the community playground.
- Everyone was comfortable with the location of the playground at the top of the hill where the fire pit was located.
- Mr. Tyler had forwarded their feedback to Mandy Deuel so she could estimate the cost and begin her fundraising activities.
- Mr. Deaver reiterated his previous request to include a tubing hill near the playground.
- Mr. Tyler had received a response from the insurance company and the playground would be covered under the HOA insurance policy.
- Ms. Kreis thought the plans for the playground should include documentation about when the equipment should be repaired and replaced and who would be responsible for replacing it.
- Mr. Tyler assumed a manual from the manufacturer would indicate the estimated life span of the equipment. As part of the approval the Board could specify x-number of years.

### Accounting Firm Recommendation

- Ms. Kreis provided an update on the accounting firm.
- She had an email exchange with her point of contact at the chosen auditing firm.
- He was pleased to do the audit and he offered to attend a Board meeting for a Q & A session.
- He would also meet with the Board when the audit is completed.
- He was also aware that the Board would like to have the audit report completed and reviewed with the Board prior to the Annual Meeting in November.
- Ms. Kreis had given him Carol's contact information, and she was comfortable that Carol and the auditing firm would work very well together in terms of exchanging data electronically.
- Ms. Kreis and Carol were scheduled to meet with the accounting firm at their office on Friday.
- The audit would actually begin on Friday and the accounting firm would give her an engagement letter on Friday.
- If the Board members have any suggestions they would like to have considered in the scope of work for the audit, they should email Ms. Kreis.
- Mr. Tyler suggested that they have a professional capital reserve study done. Ms. Kreis would ask the auditing firm if they could do that study.

### Lot PI-D-8 Update

- Mr. Tyler had contacted Noah, the person interested in purchasing Lot PI-D-8 but he had not heard back.
- Mr. Tyler anticipated that Noah might come to the next Board meeting to speak with the Board.

### Fire Pit Regulations

- A printed out of the summer fire policy was included in their packets. Underlined was the language that Mr. LeCheminant was suggesting that they add.
- Mr. Tyler asked the Board to review the policy so they could prepare a draft for approval so the policy could be finalized, updated and posted on the website.
- Mr. Tyler recommended that they incorporate the policy into one document rather than having separate summer and winter documents. He suggested calling it the PMRHOA Fire Policy, and to have the winter policy and the summer policy on the same sheet to consolidate it.
- The Board discussed potential language and requirements for the fire pit and the ring.
- Ms. Parker did not believe the Board was as close to updating the policy as they initially thought and she suggested that they continue the fire pit conversation through emails until they work out some of the details. The Board concurred.
- Ms. Kreis recommended that Mr. Tyler incorporate the changes that were made and email it to the Board.

- Mr. Tyler offered to work with Mr. LeCheminant on the revisions and email a revised copy to the Board.

### Fences

- Mr. Tyler read from the CC&Rs regarding fences.
- The majority of Board members interpreted the language to mean that fences were allowed to encompass the boundary lines of the property if it was natural wood or natural looking.
- Mr. Tyler stated that the Board has the latitude to define a natural and natural looking fence in terms of height, material, shape and color. However, they could not restrict a property owner from installing a fence if it falls within the defined guidelines.
- Mr. Deaver recalled having a guideline stating that fences could not restrict the free flow motion of wildlife.
- Ms. Parker thought the Board could vote to change the CC&Rs.
- Mr. Powell stated that the Board could propose a change but it would require a vote of two-thirds of the property owners to make the change. Mr. LeCheminant clarified that it was two-thirds of all property owners and not just the ones who attend the annual meeting.
- Ms. Parker remarked that defining a natural looking fence is where they can be more specific about color and materials to keep the integrity of the look.
- Mr. Deaver thought the definition should also include that fencing cannot limit the free motion movement of wildlife.
- The Board decided to table the discussion this evening and work on the verbiage for fences via email.
- Ms. Parker offered to draft the initial language and email it to the Board members for review and comments.

### Committees

- At the last meeting Mr. Tyler had proposed setting up an Architectural committee and a Code Enforcement committee.
- Mr. Tyler asked the Board members to email him as to which committee they were interested in serving on. He had only received one email.
- Mr. Tyler would initiate an email to remind the Board requesting volunteers.

### Summer Road Projects

- The Board prioritized the summer road projects.
- Based on the cost of each project and the budget they could finance Items 1 through 8 this year.
- Jody was unsure whether he would have time to complete all eight projects this year, but he should have a better idea once he starts working on the projects.
- The prioritized list would be posted on the website with a message that it is a long term,

multi-year list of projects and not all work would be completed this year.

MOTION: Tony Tyler made a motion to spend \$38,420 for Items 1-8 and for Jody to work on the projects as prioritized. Pat Kreis seconded the motion.

VOTE: The motion passed unanimously.

### Ranch Signage

- Mr. Heath had provided a sample sign but Mr. Tyler had forgotten to bring it to the meeting. He would take the sign up to the Ranch Manager's Office so the Board could look at ways to attach it and consider some options.
- The sign was metal but both Mr. Tyler and Mr. Heath thought it was flimsy.
- Mr. Heath would contact other companies to see if a thicker gauge of metal was possible for this type of sign and what the cost would be.
- Mr. Tyler would bring the sign to the next meeting for further discussion.
- Mr. Tyler would take pictures of the sample sign he had at his house and email it to the Board members.
- Mr. Deaver requested that the Board send a thank you card signed by all the Board members to Bill and Cheryl Groot for donating the sign at the bottom. They spent over \$400 in materials and have refused any financial help.
- Ms. Parker offered to make a card for the Board to sign.
- Ms. Kreis recalled a previous discussion about sending a thank you card for the Church properties for volunteering to increase their fees. Ms. Kreis offered to purchase a card and write a note and have the Board members sign it.
- Mr. Deaver asked if Mr. Tyler had arranged for the dumpsters to stay in their current location year around.
- Mr. Tyler stated that Allied had cancelled an appointment he set with them two weeks ago to visit the area. He was waiting for Allied to re-schedule the visit.
- Allied wanted to make sure they would be able to come up to the existing lot in the winter before making that commitment.

### **Monthly Budget Review**

- Ms. Kreis reviewed the profit and loss/budget versus actual.
- Ms. Kreis presented the unpaid bills detail.

MOTION: Pat Kreis made a motion to Approve paying the unpaid bills as presented. Tom Deaver seconded the motion.

VOTE: The motion passed unanimously. Matt Brown was not present for the vote.

### **Miscellaneous**

- Mr. Tyler was asked about Deer Meadows. He reported that Deer Meadows had not had another meeting with Summit County and he had nothing new to report.
- The County Council intended to come up and look at the property but they had not yet contacted Mr. Tyler to arrange a visit.
- Jody indicated the area where the temporary fire station would be located. The Ranch has sheds in that area that needed to be moved and he asked what the Board wanted him to do with them.
- The little shed should be trashed. The other shed should be moved to the sand shed.

The Meeting of the Pine Meadow Owners Association Board adjourned at 8:45 p.m.

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