

PINE MEADOW RANCH OWNERS ASSOCIATION  
MONTHLY BOARD MEETING  
VIA ZOOM VIDEO CONFERENCE  
SEPTEMBER 15, 2020

In Attendance: Nick Jackson, Vice President; Michelle Suitor, Secretary; Andrew Pagel, Treasurer; Tom Brace (Area 1); Nicole Irving (Area 4); Bruce Hutchinson (Area 5); Paul Suitor (Area 6); George Sears (Area 7).

Ex Officio: Jody Robinson, Ranch Manager; Robert Rosing, HOA Legal Counsel

Excused: Bennett Wetch (Area 2) Joe Pagel (Area 3)

Guests: John Zimmerman, Lot FM-D-154; Lynn Kerr, FM-C-41; Cari Bobo, PI-D-45; Colleen Olson, PI-C-23; Alex and Danielle Falkenstein, PI-67; George Angelo, PI-23; David Telian, PI-A-44; Mark Freedman, SS-BDY-16-1; Andi Harris, FM-B-29; Jason Smith, FM-C-57; Tom LeCheminant, PI-D-29

Nick Jackson called the virtual meeting to order at 6:45 p.m.

### **Approval of Minutes**

August 18, 2020

MOTION: Michelle Suitor moved to approve the Minutes of August 18, 2020 as written. Nick Jackson seconded the motion.

VOTE: The motion passed unanimously. Nicole Irving was not present for the vote.

### **Interim President Appointment**

Mr. Jackson noted that when a Board member resigns, the rules call for the Board to appoint someone to finish out the term of the person who resigned until the next election. He stated that Pamela Middleton resigned last month, and the Board would appoint an interim President until the election in November.

Mr. Brace was concerned with an Area Rep becoming President and asked what would happen to the position of Area Rep during the interim. Mr. Hutchinson replied that the Area Rep position would also need to be appointed. Mr. Hutchinson stated that Nick Jackson is doing a wonderful job as the chair of the Architectural Committee, and that takes considerable attention. Mr. Hutchinson also noted that an application was submitted to fill the position until another election. It was written and passed along to all the Board members prior to this meeting.

Ms. Suitor asked if it was possible for Mr. Sears to fill both roles for three months. Mr. Jackson replied that the Board does not need to appoint someone. However, the

general feeling is that the position of President is crucial enough to appoint someone. If Mr. Sears felt that he could do both positions, it would be allowed under the rules.

Mr. Sears thought it was appropriate for Mr. Brace to raise his concern, and the Board should have that discussion. Mr. Sears stated that he had received at least 5 emails from Area 7 owners in support of the individual who had already submitted his name to fill that position. He remarked that it was a separate discussion for the Board to decide whether it was something they wanted to do for the October/November/December meetings.

Mr. Brace thought they should have that discussion now because the months going into the winter are critical months for new residents to the area who do not understand what winters are like on the Ranch. Mr. Brace clarified that his concern is having someone knowledgeable to help those people if they take away an Area Rep.

Mr. Sears stated that Scott Boyle is the person who submitted his name for consideration as *Interim Area 7 Representative*. Mr. Boyle lives in I-Plat. He was president of the HOA years ago, and he is very knowledgeable about the Ranch. Mr. Sears personally thought Mr. Boyle did a great job as HOA President at that time. In the last year, Mr. Boyle has reached out to participate in a number of ways to get a feel for where the Ranch is at this point in time. Mr. Sears reiterated that there is tremendous support in his area for Mr. Boyle because of his background and experience.

Mr. Sears asked that if the Board proceeds with appointing him as Interim President, whether they would consider allowing Mr. Boyle to fill the Area 7 Rep position for the next three months. Mr. Jackson was familiar with Scott Boyle's background and he was comfortable with that suggestion.

Tom LeCheminant, Lot PI-D-29, stated that there is a group of 20 people who are all behind Scott Boyle. Mr. Sears thought Mr. Boyle would be a great Area Rep based on his knowledge and understanding of the Ranch, even if the membership chooses someone else in November. Mr. Hutchinson concurred with Mr. Sears. He has known Scott Boyle for a long time, and he would not need a learning curve to understand how to help the people in Area 7. Mr. Boyle would be ready to take over on day one.

Mr. Jackson clarified that no one other than Mr. Boyle had submitted their name. Mr. Sears replied that he had spoken with a variety of people no one else had come forward.

MOTION: Bruce Hutchinson nominated George Sears as the Interim President to complete Pamela Middleton's term until the November election. Paul Suitor seconded the motion.

VOTE: The motion passed unanimously. Nicole Irving was not present for the vote.

MOTION: Nick Jackson moved to appoint Scott Boyle as the interim Area 7 Rep until the next election.

VOTE: The motion passed unanimously. Nicole Irving was not present for the vote.

### **Ranch Manager Report**

Jody reported that he and Randy have been busy graveling roads and patching asphalt. He stated that the woodpile would be a primary issue this evening.

Jody stated that the tractor was being repaired.

Mr. Jackson asked Jody if he needed anything addressed in terms of preparing the roads for the snow. Jody stated that he needed a new snowplow for the Ford Truck. He patched the old one together last year enough to get through the winter. Mr. Suitor thought the Board already budgeted for that expense. Jody would get an actual price.

Mr. Suitor understood that Jody had filled in a lot of the gravel on the sides of the roads, but some spots were lacking gravel on the asphalt sections all the way down to just after the fire sign and all the way up to the top. He thought at least one truckload of gravel was needed on both sides to repair those spots to prevent the asphalt from crumbling when people drive on those extreme edges. Jody stated that he was still working on graveling the roads.

Jody stated that crack sealing would occur in a couple of weeks for the Canyon, but he was not able to get on the schedule for slurry seal until the first of May. Ms. Suitor thought the slurry seal was scheduled for September. Jody replied that the plan was to do it in September, but the schedule is full until May. He emphasized that the crack sealing would still be done this Fall.

### Woodpile and Winter Parking Lot Discussion

Ms. Suitor understood that the woodpile is a big issue already, and it would become a bigger issue. She asked Jody to comment on how they can fix the current issue and

how they can prevent it going forward.

Jody stated that he had a trackhoe come in and pile it up because they were unable to get people to move their abandoned vehicles and other items out of the parking lot. If they make the woodpile any larger, they will end up burning up everything because the fire will be so hot. Ms. Suitor remarked that Alan Powell had arranged to contribute in-kind dollars with the fire department and would bring up a chipper. Jody thought that would be a good solution. Ms. Suitor asked if Jody knew who the HOA should contact to get those in-kind dollars arranged for the chipper to come up. Jody offered to find out.

Mr. Sears asked Jody how much he thought they could reduce the pile with the chipper. Jody stated that they would not touch that pile. They would only use the chipper on new wood that comes in. Mr. Sears pointed out that the chipper would not resolve the issue of the current woodpile. However, it will help resolve some of the new stuff being brought in, even though they sent out an email not to do that. Jody answered yes. People will need to pile it on their own property and schedule the chipper to come around and chip those piles. Mr. Sears stated that once Jody confirms whether they can get the chipper, it is important to make all the Area Reps aware and send out a message that people need to leave piles on their own property and not bring it to the woodpile at the parking lot.

Mr. Jackson asked if it was worth taking more extreme action with the remaining abandoned vehicles in the parking lot. Jody thought it was worth it because the vehicles have been abandoned for years. The parking lot is not a storage unit and the abandoned vehicles should be removed.

Mr. Rosing stated that if the vehicles are totally abandoned, they should be towed. Jody noted that some of the vehicles have stickers and they can try to contact those people to remove the vehicles. However, some do not have stickers and have just been left there. Jody pointed out that the cost to tow the vehicles will fall on the HOA if they cannot find the owners.

Mr. Sears noted that Park City Towing would tow away cars, but he questioned whether they would help remove other things. Jody was unsure and offered to find out. Mr. Sears visited the lot last week and he was amazed at the number of abandoned vehicles. Jody agreed that it had become a junk yard.

Mr. Jackson stated that Park City Towing informed the HOA that they would not be doing any more towing until the HOA got another sign. He needed to contact Park City

Towing to let them know the signs were up, and he would talk to them about this issue as well as to save Jody a phone call. Mr. Jackson noted that there was an extra sign if they would like to put one up in the winter parking lot.

Mr. Rosing stated that there is a difference between towing a car that is parked illegally or improperly and towing an abandoned car. He believed the towing companies know what to do in each case.

Mr. Sears thought someone should take pictures of everything in the lot to document it, and the Board should take some type of action. Mr. Sears stated that the HOA should send an email to all the owners letting them know that any equipment in that lot needs to be removed. Mr. Sears recalled that Bruce Hutchinson was previously tasked with drafting an email to send to all the owners. Mr. Hutchinson replied that abandoned vehicles were one of the items to be addressed in the email.

Mr. Jackson summarized that he would follow through with Park City Towing, the HOA should identify as many people as possible to remove their vehicles, and Mr. Hutchinson should draft the email to send out to the owners. Mr. Jackson asked Jody if the woodpile was too big to burn. Jody replied that he had shut it down to keep the pile from getting too big to burn. They would be able to burn it. The problem is that they do not currently have the tractor to keep it pushed up.

Jody had called to see when the tractor would be ready. They were calling technical support and doing warranty work on it. They will call him back when they have more information.

Mr. Jackson clarified that if the owners ask about what to do with trees and debris on their property, the Area Reps should tell give them the options, which include the wood chipper, the landfill, and individual burn piles on their own property. Mr. Hutchinson reminded the Board that the parking lot burn pile was a benefit to the HOA owners. However, too often the owners think it is their right to dump there. Mr. Hutchinson did not believe the HOA has the responsibility to provide somewhere for the owners to bring their wood. Mr. Jackson agreed that the HOA does not have that responsibility, but it is appreciated by the owners and benefits the community. Mr. Hutchinson agreed with Mr. Jackson; however, he thought it should be clear that the HOA is not responsible for the downed trees on any private lot. Each owner is responsible for the trees on their own property. Mr. Sears thought there was no question that each owner is responsible for their own property. The owners just want to know if there is any way the HOA can help. Mr. Sears stated that the burn pile is no longer a solution. He agreed with Mr. Jackson about the HOA finding ways to help the owners if possible because it does benefit the

community. Mr. Sears suggested asking people who have trailers to help haul away the piles.

Ms. Suitor stated that from listening to chatter on Facebook and talking to neighbors, she learned that some neighbors believe the HOA should help take care of this, and others think individual property owners should take care of their own. Ms. Suitor had checked on dumpsters. Each dumpster holds 30 cubic yards, and the cost is \$480 per dumpster. She was on the fence of taking care of your own lot. If the HOA could bring in trailers it would help because not everyone has the ability to haul things away; however, someone would still need to pay the dump fee.

Mr. Hutchinson asked if anyone had contacted Summit County to see if they would waive the dump fee. Ms. Suitor stated that she had only checked to see which landfills were open, the hours, and the fees. The cost is \$32 per ton. The landfill knew she was talking about trees and she thought they would have mentioned waiving the fee if they intended to do it.

Mr. Sears stated that it is difficult to single out one property owner over another, even though some properties were hit harder than others. He suggested asking for volunteers who are willing to help property owners cut up the wood and pile it on their property. That was the only way they could do it collectively from the standpoint of support from the HOA. Mr. Suitor pointed out that their neighbors also lost trees. Ms. Suitor stated that most of their neighbors were chopping the fallen trees for firewood and leaving it on the property. She pointed out that some areas were definitely hit harder than others.

Mr. Jackson agreed that bringing in a dumpster would be costly. He favored the suggestion by Mr. Sears to reach out through email, Facebook, etc. to ask for volunteers to help chop and pile wood. People can leave the piles until next year, they can arrange to have it burned, or put up an ad to see if anyone needs firewood. Mr. Suitor stated that realistically it comes down to not just being a homeowner responsibility, but it is also why people have homeowner's insurance.

David Telian, Lot PI-44, noted that he had pulled up Summit County's chipper schedule and they are booked out months in advance. He thought it would be misleading to offer that as an option for the property owners this late in the season. Mr. Telian suggested that finding another solution independent of the chipper would be better in the future for the Ranch. From the perspective of wildland fire, he was concerned that Tuesday's wind event added so much downed material to an already hazardous situation. As an HOA, he thought a valuable discussion was not only for this time period, but also how to

address this issue going forward. In addition to clearing out the lower parking lot by notifying people to remove their belongings or by towing vehicles that are left abandoned, Mr. Telian also recommended identifying a second space for a second wood pile just for this year. He emphasized the severity of the windstorm and the need for people to have a place to take their downed trees. Mr. Telian agreed that the HOA was not obligated to the community, but he thought it would be helpful to clear another space for this situation.

**Nicole Irving joined the meeting.**

Nicole Irving asked if there was any reason why they could not do a temporary burn pile in the upper HOA winter lot. She pointed out that there is a third tier to that lot that is flat and empty. It is a viable area for a temporary burn pile. The trees are along the outer perimeter and the middle is fairly clear. She noted that in the past they have done the New Year's Eve bonfire in that location. Ms. Suitor was not opposed to a secondary burn pile if they can find a good place; however, she was not comfortable with the third tier of the parking lot. Based on the abuse of the current burn pile, she was concerned that the trees on the perimeter would be mingled in the process of putting things on the pile. In addition, Jody did not have the tractor to manage the pile. Ms. Irving remarked that there is already a road and they would only need to move the logs in front of the current road for access. She pointed out that they borrowed equipment from a neighbor to help condense the first pile, and they could ask that neighbor to help condense the second pile.

Jody was concerned about where they would put all the rubbish after it is burned on the third tier. The rubbish from the lower winter lot is pushed over the edge and out of the way. Ms. Irving assumed the extensive windstorm would not be a repeat event. She asked if they could make an exception this year to accommodate the situation and find a way to remove the rubbish.

Mr. Hutchinson thought a better approach would be to suggest that the people pile the rubbish on their own lots and move it to the burn pile at a future time. Ms. Irving remarked that not everyone has space on their lot to pile it. Mr. Suitor understood that another issue is the combustible fuel that all the piles add to the Mountain. Ms. Irving agreed that it is a fire concern.

Mr. Telian echoed Ms. Irving. He thought this discussion was about trying to think about it from a broader perspective than just individual properties to see if there is another area for a secondary pile. He believed the best spot was the lowest parking lot, and designating a separate area for a new pile where they can push the unburned material

over the hill to retrieve that space; realizing that there will be a time delay until they can remove all the vehicles and junk.

Mr. Suitor did not think it would be difficult to move all the abandoned snowmobiles, trailers, and other vehicles to another location in the short-term. Mr. Sears did not believe that was the issue. There is two months before the snowstorms hit. If they move the vehicles it would require a process, and the question is where to move them. Both the upper and lower parking lots have too much equipment. The first step would be to have Mr. Jackson talk with Park City Towing to see what they can do to clear out the abandoned equipment and how quickly it can be done. At that point, they can step back and see what the HOA can do to help owners in the short-term. He suggested that they address the individuals who do not have space on their property first, and those who do have the capacity will need to store the piles on their own property for now.

Ms. Suitor did not think the Board could pick and choose who to help, because it will seem unfair regardless of how they do it. Mr. Sears agreed that was a challenge. However, if Ms. Irving is correct and some people have absolutely no room on their property to store piles, that would show justification on a limited basis. He clarified that he was just suggesting options. Ms. Suitor remarked that it was still in everyone's best interest to remove the fuel off the Mountain. Mr. Sears concurred. He thought it was especially important to get it off the Mountain as they move into next year.

Mr. Rosing stated that if the priority is based on the size of the lot or the ability to store the fuel, that would be a significant standard objective given the interest of the HOA to remove fuel to reduce the fire risk.

Mr. Suitor thought it would be a good idea to help the people who do not have the space, and at the same time ask for volunteers who might have room to store it for their neighbor. Mr. Rosing asked if there would be a cohesive plan to deal with the fuel material in the Spring. Mr. Sears replied that it was an important issue they would need to address early in the process.

Ms. Irving volunteered to be the point person to work with Jody when individual owners request help or information. Mr. Sears pointed out that most of the Board members are on the Ranch for the next few months and they could all be involved in evaluating the process. Mr. Telian, Lot PI-44, volunteered to help the Board if necessary. Ms. Suitor recalled that the Board previously talked about taking pictures of the vehicles in the winter lot to send to Carol so she can contact the people who have stickers. She can then send an official letter stating that the vehicles need to be moved immediately with a



deadline. Anything left after that deadline will be towed. Mr. Sears stated that it is a two-step process. The first step is to take pictures of the vehicles with stickers so Carol can try to contact them. The second step is to inform the owners that everything needs to be cleaned out. He pointed out that some people park things in the parking lot because they do not think they have enough room on their property.

Mr. Jackson stated that he would take the pictures and work with Jody and Carol to identify the owners. He would talk to the towing company regarding the cost to tow the ones that are left. Mr. Sears emphasized the need for Mr. Hutchinson to send out the email he was preparing as quickly as possible. People should be given seven days to remove the vehicles before they are towed at the owner's expense. Mr. Hutchinson stated that he would have the email ready this week.

### Road Maintenance

Mr. Brace had a question about road maintenance priority. He has been getting questions from Forgotten Lane, Bull Moose, and Forest Circle in terms of priority. Mr. Brace noted that he had sent Jody an email on this matter and if Jody could just respond to his email. He just wanted to understand where those roads fall in terms of priority so he could help his neighbors understand. Jody stated that those three roads were prioritized to be done the first part of next year. He has already used the gravel budget for this year. Mr. Brace had a possible solution if budget was the problem; however, he would discuss it with Jody at a different time.

Andrew Pagel suggested that the Board go through the priorities and decide whether something is a high enough priority to find additional money in the budget to purchase the necessary aggregate. Mr. Brace noted that some of the roads are in bad shape and he was concerned about affecting the plows and blowers due to some of the road conditions. Jody was happy to gravel those roads if the Board found money to purchase additional gravel. Mr. Pagel thought the Board should review the list of remaining roads after this meeting. He asked Jody to estimate how much gravel would be necessary.

### **Plowing the Pine Meadow/Forest Meadow Connector**

Mr. Jackson stated that unless someone had issues with the bid process last year, they would update the RFP and post it as soon as possible. Ms. Suitor noted that Ms. Middleton had given her the RFP from last year to post on the website and Facebook. Ms. Middleton had originally volunteered to post it on KSL and that still needs to be done. Mr. Jackson recommended that Ms. Suitor post the RFP as soon as possible if

she had it ready to post. Mr. Sears asked Ms. Suitor to make sure the dates are changed to reflect this coming winter. The copy Ms. Middleton provided to the Board still had the dates from last year. Ms. Suitor stated that she would send the copy Ms. Middleton gave her to the entire Board so they could review it for any changes. If she has not heard from anyone by the end of day tomorrow, she would post it tomorrow evening.

Ms. Suitor asked for someone to post the RFP on KSL. Mr. Jackson offered to post it on KSL.

### **Architectural Committee**

Mr. Jackson reported that there were no timely completed submissions this month.

Mr. Jackson noted that Andi Harris, Lot FM-B-29, and Nolan Mitchell, Lot PI-F-17, were two new volunteer members on the Architectural Committee. Per the discussion at the last meeting, the Architectural Committee will discuss construction plans more in-depth as a committee so they can come to the Board meetings with a more fully informed opinion of each project.

Mr. Hutchinson recalled the discussion about appointing Ms. Harris and Mr. Mitchell as additional members, but he could not recall a Board vote on making the appointments official. Ms. Suitor believed these appointments were the same as when the Board appointed Lee Merryweather to the Architectural Committee. Mr. Sears noted that the Board did vote on Mr. Merryweather. He was unsure whether the Board had voted on these current appointments.

MOTION: Michelle Suitor moved to appoint Andi Harris, FM-B-29, and Nolan Mitchell PI-F-17, to the Architectural Committee. Paul Suitor seconded the motion.

VOTE: The motion passed unanimously.

**Jody left the meeting.**

### **Encouraging and Respecting Community Feedback**

Mr. Jackson noted that the Board has been talking about a survey and an open meeting. He also spoke with a community member who suggested that the Board create a list of ongoing volunteer needs. A lot of people want to volunteer, and a list would help them identify where they would be useful and help the community where it is

most needed.

Mr. Jackson asked the Board to comment on doing a survey of the community to find out what people want. Mr. Sears stated that he likes surveys that are very pointed. He would not be opposed to two or three surveys if specific topics need to be addressed. It would give them more definitive responses rather than a generalization. Mr. Sears recalled that Jann LeVitre was working on a survey about the posting of signs. Ms. Suitor agreed that Ms. LeVitre had prepared the survey for the signs and she wanted to know if the Board wanted to move ahead with it as a standalone survey or if it should be included in a general survey. Ms. Suitor liked Mr. Sears comment about getting more pointed feedback on a topic specific survey; however, the Board would like feedback on several topics and she was concerned that sending out a survey for each topic would result in people feeling inundated. Mr. Sears suggested the possibility of two topics per survey to lessen the number.

Mr. Brace thought it was a good idea to do a pointed survey about the sign enforcement and then do a more generalized survey. Mr. Rosing stated that the key is to keep the survey to a minimum number of questions, regardless of the number of surveys. Mr. Pagel agreed that the survey should have clear, concise questions.

Ms. Suitor asked about process and whether Carol should email the survey, post it on Facebook, or send it regular mail and ask the members to return it. Ms. Irving suggested sending it by email. She noted that Facebook is not an official form of communication. Mr. Jackson noted that they could post on Facebook that an email was sent out with a link to the survey and they would encourage people to take it.

Ms. Suitor asked how the Board wanted to formalize which questions should be on the survey. Ms. LeVitre created the initial questions related to signs and Ms. Suitor had emailed them to each of the Board members. She offered to send the email again if the Board had not received it. Ms. Irving suggested that Ms. LeVitre send out the survey she created since the sign issue is something the Board intends to begin enforcing now. She suggested that the Board come up with questions for a second survey to be sent out soon. Ms. Irving did not think two surveys would be overwhelming. Mr. Sears was unable to find the survey Ms. Suitor had emailed. He preferred to see the survey before it goes out. Mr. Jackson stated that if the Board was ready to move forward with a smaller survey about the sign issue, they could finalize it via email the next day. That would allow the Board members time to look for the email that was sent with the survey. Ms. Suitor looked through her email and could only find the Google link. She printed the existing survey Ms. LeVitre had created in a PDF and emailed it to the Board members right then.

Mr. Jackson asked if the Board needed to vote on sending out the survey. Mr. Sears was not concerned about voting on a survey because the Board previously agreed to send out a survey. He suggested that the Board quickly look through the questions and validate whether other questions should be added.

Mr. Jackson stated that the next topic was an open meeting. He noted that they were still working on finding a time and place that would be convenient for a diverse group of owners on the Mountain. Ms. Suitor stated that Nolan Mitchell volunteered to be an independent moderator, but he was out of town this week. She thought having a meeting at the winter parking lot would be faster. It would not require scheduling a specific room or paying a fee. She pointed out that being outside was another benefit. She noted that Mr. Sears had suggested following up the physical meeting with a Zoom meeting. Ms. Suitor asked if other Board members wanted to be present besides herself, Paul, and Nick. Mr. Sears thought as many Board members as possible should be present because they represent the people. Ms. Suitor stated that scheduling would be easier with less Board members, but she thought it was better to have more Board members attend to listen to the owners. Mr. Sears pointed out that more people would be available on weekends. He suggested that Ms. Suitor choose a date rather than try to accommodate everyone. Ms. Suitor chose Saturday, September 26<sup>th</sup>. Mr. Jackson stated that Ms. Suitor would post it on Facebook and on the website and the Area Reps should spread the word.

Ms. Suitor noted that Carol has said that not everyone has email. She would like to find out how many owners do not have email, and whether they are land only owners that live out-of-state. Their opinion matters, but they would not be coming to the meeting anyway. Mr. Sears stated that very few property owners do not have email and Carol could provide that information quickly.

### **Real Estate Sign Enforcement**

Mr. Jackson recommended that the Board hold off on enforcement until they get more data. Mr. Suitor disagreed. He noted that the Board sent out notices and it needs to be enforced. Other than one realtor, everyone else has been in compliance. Mr. Jackson disagreed that everyone has been complying. There are still a lot of realtor signs on the Ranch for more than just one realtor. Mr. Suitor recalled that the Board specifically went after the realtor signs. They voted on it and sent out notices, and it was important that the Board follow through. Mr. Suitor emphasized that the Board cannot be wishy-washy or delay the enforcement. They need to stick with what was voted on and approved, and what the notices said. Mr. Hutchinson agreed with Mr. Suitor. Ms. Suitor

pointed out that Summit County requires properties to have an address sign. Mr. Sears thought community signs were a different issue.

Mr. Sears stated that the Board sent out the message, but they are not going to play cop and go after every violation. However, in the interim they should encourage people to comply rather than impose fines.

Mr. Brace stated that since the Board was planning a meeting to talk with the community, he thought it was a good idea to get more feedback from the community before they start enforcement. Mr. Brace noted that the Board voted for enforcement a few months ago because a few people were the "squeaky wheels". He thought it was important to hear input from more of the community who would like to provide their feedback. Mr. Sears remarked that it was more than just a few people who were the "squeaky wheels". In I-Plat many people have talked with him about the number of signs. People typically are not opposed to seeing a sign once in a while, but this year the number of signs has been excessive. Mr. Sears did not think they should announce the delay in enforcement. Ms. Suitor believed your opinion on signs depends on where you drive. She noted that the corner by Bobcat Springs looks like a used car lot because there are so many signs. Mr. Sears noted that the notice that was sent said the HOA would hold them accountable, but the reality is that to hold them accountable requires a process. He was not sure the HOA was organized to do that process effectively.

Mr. Jackson agreed that the Board voted for enforcement, but he also thought it would be worse to do something that does not have community support. He reiterated his preference to hold back on enforcement while they solicit more feedback through the survey and the open meeting.

Mr. Pagel asked if there was an expected date to release the sign survey. Ms. Suitor stated that if the Board was comfortable with the survey Ms. LeVitre created or had suggested updates, they could make a decision via email and ask Carol to email the survey to all the members. Ms. Suitor stated that the email to the members could provide the Google link, which would give the Board members the ability to go on and look at the surveys.

### **Rules Committee**

Mr. Jackson reported that Pamela Middleton and Bennett Wetch were the other two members of the Rules Committee. At this point, he did not have much progress to report. Alan Powell was going to be a big part of the fire rules and the new fire

paperwork, but that had not yet been done. Mr. Jackson was not comfortable putting too many rules into place while the CC&Rs effort was still pending and right before the Board election.

Mr. Sears pointed out that Mr. Rosing indicated in the past that changing the rules is a process to do it right. He thought they needed to be better prepared and more thoughtful about any changes or additions to the rules. Mr. Sears did not think the Board should defer their willingness to look at new rules, but they should defer how to go about it and the best way to communicate with the owners. Mr. Jackson stated that the Rules Committee could also use more feedback from owners and Board members. He could create a Google doc and send it to the Board where people could input ideas and brainstorm language.

### **Election Committee**

Ms. Suitor stated that she, Ms. Middleton, and Mr. Wetch were the election committee. She and Mr. Wetch had coordinated with Carol. A postcard was created, and she and Mr. Wetch had approved it. Carol sent her the final postcard today. It was scheduled to go to print on September 20<sup>th</sup>. Ms. Suitor would forward the postcard to everyone. The card states that the HOA is seeking candidates for the election and lists the four open positions. The Annual meeting will be on Wednesday, November 11, 2020 at 6:30 p.m. at the Sons of Utah Pioneers. Attendance is first come/first served because the seating is being limited. There will also be a Zoom invite for those who want to participate virtually.

Mr. Sears pointed out that since they were limited to seating for 50 people, they would need someone willing to turn people away when they reach that capacity. Another option would be to encourage people to register ahead of time or to only bring one family member. Ms. Suitor noted that the card also states, "reserve your seats now at elections@pinemeadowranch.org". Mr. Sears thought they would be covered by that sentence. Ms. Suitor noted that it is the same email address that will forward the candidate bios submitted to her and Mr. Wetch. It also tells them who emails first so they can keep a list accordingly. She suggested that once they reach 50 and people are still signing up, they could ask people who are coming with spouses to only send one person to free up seating for owners. Ms. Irving thought they should request one owner per lot now rather than waiting to see if they need seating. Mr. Suitor agreed. Ms. Suitor would ask Carol to add that line to the postcard before it goes to the printer.

Ms. Irving wanted to know the deadline for submitting bios. Ms. Suitor stated that the deadline to submit your name as a candidate is Friday, October 23<sup>rd</sup>. Ms. Irving

understood that the bios are typically sent out prior to the meeting. Mr. Sears remarked that voting occurs after the meeting for the positions. A ballot goes out to all the owners to vote on the Area Reps and officers. Ms. Irving clarified that she was trying to avoid the same problems that occurred last year. Mr. Sears agreed.

Mr. Jackson reported that people have suggested keeping a running list of people who submit their name for candidacy on any particular position. If someone sends in a bio and declares they are running for a position it can be made public. Mr. Sears liked that idea. Ms. Suitor stated that she would post it on the website and keep it updated whenever they receive a candidate bio for a specific position. Mr. Pagel stated that when someone submits a bio, before it is posted on the website Carol should check to make sure the candidate is an official property owner under Summit County and that their dues are paid up to date.

Mr. Sears commented on the Zoom process and the tool that allows people to raise their hands to speak. The person managing Zoom will be able to unmute individuals to make comments. Mr. Sears stated that Carol will also need to validate that the people participating are actual owners and current on their dues so they can vote on the budget. He pointed out that only the people who attend the Annual Meeting vote on the budget. Ms. Suitor would ask Ms. LeVitre to help because she is experienced with Zoom.

### **Parking Enforcement**

Mr. Jackson reported that they were very close to getting the signed lease agreement for the mailbox area and the utility gas line area to begin doing traffic enforcement. It is most important with winter coming when people tend to park in the middle of the road. Mr. Jackson stated that Park City Towing had said they would not tow unless they were identified on the signage. He ordered two new signs and picked them up today. One sign will go in the dumpster lot and the other will be placed in the winter lot. Once they get the lease for the lower parking lots by the highway, the Board can discuss the circumstances to enforce parking.

Mr. Jackson stated that the parking gets more extreme every year, and this year they lost approximately 10 spaces from the Questar lines. He thought the Board should be proactive in making sure it does not get out of hand. Towing capabilities will help, but they should think about other measures as the snow season approaches.

### **Ratifying the New Emergency Exit Easement**

Mr. Jackson stated that the emergency exit easement is through what was Marty Seelos' property, halfway up Tollgate Canyon Road to the west a little bit down from the Oil Well lot. The HOA has an easement through to Redhawk that can only be used in an emergency.

Mr. Sears commended Mr. Jackson for his work on obtaining the easement because it is greatly needed. He thought the Board should ratify it and let it go forward because it is the right thing to do. Mr. Sears remarked that the Board needs to find a way to let the owners know the location of the emergency exits. He was talking with a new owner in his area who had no idea they needed to worry about emergency exits because they have never lived in a mountain environment.

MOTION: George Sears moved to RATIFY the Seelos emergency easement. Bruce Hutchinson seconded the motion.

VOTE: The motion passed unanimously.

Ms. Irving asked for the total number of emergency exits. Mr. Jackson believed there were three official emergency exits. Ms. Irving stated that an owner in Area 4 wanted to know what they would do if there is a fire in the middle of the Ranch and the best emergency exit to escape those areas. Mr. Sears stated that there are two exits going down Forest Meadow, and an exit going down Pine Meadow Drive. There is also an emergency exit through Stagecoach, which requires breaking through the crash gate. Ms. Irving asked if that was an official emergency exit that the HOA has permission to use. Mr. Hutchinson and Mr. Sears were unsure. Mr. Sears offered to look into it. Mr. Sears noted that one of the communication opportunities to discuss with the owners is fire and fire exits.

Ms. Suitor understood from past conversations that Alan Powell had keys to the crash gate. Ms. Irving replied that Mr. Powell had keys to the crash gate in A-Plat and that is an official exit.

Mr. Sears stated that there was a time when the HOA and the Water Company put out newsletters that were sent to all the owners. With the technology today, he believed they could identify topics that are important and create a one-page communication that could be sent to the owners periodically. It would keep the owners informed and help them to be better educated. Currently, they rely on the owners to find information on the website. There is very little traffic on the website which means it is not an effective way to educate the owners. The Board needs to find better ways to reach out to the owners and he encouraged all the Board members to come up with other ideas. He



also encouraged the Board to prioritize a list of topics that they believe is important for the owners to know and understand.

Ms. Suitor stated that she has been trying to work on ways to encourage the owners to visit the website. In working with Ms. LeVitre and Mike Lloyd, a new page was added to the Website entitled "Just ask Mike". People on Facebook post pictures of leaves or bugs and ask Mike to identify what it is. Mike is great about answering their questions. Ms. Suitor stated that Jann's new email address is [jann@pinemeadowranch.org](mailto:jann@pinemeadowranch.org) where people can send questions to Mike, and Jann will post it on to the new website page. It is fun and people enjoy seeing his posts on Facebook. She thought this would encourage people to come to the website.

Mr. Hutchinson stated that he belongs to another HOA and they automatically put out a newsletter every month and email it to every owner in the community. He suggested that Pine Meadow HOA might consider doing something similar. Mr. Sears did not believe they were communicating with the owners as well as they did 15 or 20 years ago. He believed there was a desire to communicate with the owners, but they have not provided the assignments and they need to find a better way to use the tools they have to provide that communication and get the owners engaged.

Mr. Jackson was aware of a community volunteer who wanted to help with the newsletter and website. Mr. Sears stated that they could use volunteers to put the newsletter together if the Board provides the content.

### **Reserve Analysis**

Mr. Sears reminded the Board that the HOA is obligated to do a Reserve Analysis every six years and update it every three years. He obtained a quote from Complex Solutions LTD in Midvale that does the Reserve Analysis for four different mountain communities. This company could still complete the Reserve Analysis before the Annual Meeting. The cost is \$1800. Mr. Sears thought it would be appropriate for the Board to move forward on the analysis. It would be a baseline scenario that would give them an analysis to present to the owners to help them understand the fee structure and why they pay what they do. It would also provide justification to plan for future costs.

Mr. Pagel asked if Mr. Sears had obtained other bids. Mr. Sears replied that he had contacted three other companies. Two were within \$100 of each other and one was \$2500. Ms. Suitor thought they should go with the company that could do it before the Annual Meeting. Mr. Sears stated that based on the legal requirements, the HOA is required to present the Reserve Analysis every year to the membership. He clarified

that they do not need to fund the Reserve Analysis, but the Board needs to present the analysis and let the owners vote on whether the budget should fund the Reserve Analysis.

Mr. Brace asked Mr. Pagel if the Reserve Analysis was in the budget. Mr. Pagel replied that it was discussed but it was not an additional line item in the budget. Mr. Jackson asked when the last analysis was done. Mr. Pagel replied that 2016 was the last one he had. It was done by Gary Porter, HI Marketing, LLC. Mr. Sears pointed out that they were beyond the three-year update of the 2016 analysis. He stated that even though the analysis would be presented this year, it would be applicable for 2021.

MOTION: George Sears moved to approve the \$1800 bid from Complex Solutions to do the Reserve Analysis. Paul Suitor seconded the motion.

VOTE: The motion passed unanimously.

### **Monthly Budget Review**

Andrew Pagel reviewed the unpaid bills detail.

Mr. Pagel had questions for Carol regarding the overall insurance charges this year. In looking at the PDF and the Excel File Breakdown of the profit and losses every month, that is the only line item where they have exceeded the budget. In looking at the last three years of data and month by month historical trends, he understood the increase in D&O insurance, but he needed to understand the increases in other insurances. However, Mr. Pagel noted that they were still well within the budget for the year.

Mr. Pagel stated that as of now, they have a net income, which is revenue minus expenses, of \$237,000.

Mr. Hutchinson asked if Mr. Pagel was preparing a presentation for the Annual Meeting. Mr. Pagel stated that he had started looking over the data to begin a budget. He will make a budget and the Board can schedule a budget meeting to review it. He anticipated a budget meeting the first week in October.

Mr. Rosing commented on the Reserve Analysis and advised the Board that they do not need to accept as complete the first draft that is presented.

MOTION: Andrew Pagel moved to approve the unpaid bills as presented in the amount of \$23,570.45. Michelle Suitor seconded the motion.

VOTE: The motion passed unanimously.

**Benelli Bench**

Ms. Irving reported that the people involved in building the bench for Bill Benelli came to the conclusion that it should instead be a Tollgate Memorial Bench that will include the names of several of the neighbors who have tragically passed and were important to the community. The bench will be placed at Bobcat Springs sometime in October.

**Public and Open Forum**

The public listening on Zoom had no comments.

The Board adjourned the Regular Meeting and moved into Closed Session.

The meeting of the Pine Meadow Owners Association Board adjourned at 8:40 p.m.

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