



PMLOA BOARD MEETING

March 21, 2018 6:00 pm

1100 W Traverse Pkwy, Lehi, UT

Attendees: Randy Fry, Jason Love, Mark Petersen, Jay DeMille, Jarid Love, Garry Barfuss, Brittney Pyne

Items of Business

1. Phone interview with Scott McDonald
 - a. Scott has worked for Train for 38 years as a refrigeration tech and then programmer. He works with large projects and in corporate training, ordering, and with customers. He may retire later this summer and will enjoy have projects to do as part of the PMLOA Board. Has also worked in a volunteer capacity extensively.
 - b. **Motion: Appointment to Board**
 - a. Randy nominates Scott McDonald as Board member. Mark seconds. Voting is unanimous in favor. Randy will call Scott.
2. CC&R review S.E.B. Legal – Jason
 - a. SEB will be finished with review by next week at latest. Overall, things look good. They will give a list of recommendations, and a list of important items.
 - i. May want to add language precluding any type of commercial use.
 - ii. We want to keep the documents brief.
 - b. Reserve funds do correlate with our contingency plans. Categories include Emergency and Planned Replacement, and Capital Improvements.
3. Electric Gate opener – Jason, Mark
 - a. Gate 5: Mark has a report from Allied, and will send pictures to his contact, Brad, who will then provide an estimate.
 - i. Mark hopes to save by repairing gate 1 at the same time as gate 5.
 - ii. Jay notes the association may be able to save by doing the work ourselves. However, having a warranty may be a reason to pay for installation.
 - iii. Jason has spoken with Scott McDonald about concerns about the durability of the gate opener.
 - iv. Randy notes that we can get another keybox from Medeco if needed.

- v. Mark suggests evaluating all of the gates this spring.
- vi. Ideally, we would like to keep gate 5, and automate it, and replace gate 1.

4. Collections review – Randy

- a. Review of the status of each delinquent account.
 - i. Approximately \$11,000 has been collected through collection efforts.
 - ii. Randy will continue to work with association members and ACM to bring accounts current.
 - iii. Notices are sent via certified mail, and delivery record is noted in the account in QuickBooks.
- b. An electronic welcome packet would be helpful as new members join the association, including information about the LOA, website, annual meeting, dues, gate access, etc.

5. Review Collections policy clarification rewrite – All

- a. The bylaws have the same outline, and collection dates are as follows:
 - i. Dues are due June 1, and incur a \$10 late fee thereafter.
 - ii. A delinquency notice is sent at 30 days, and interest begins.
 - iii. A final notice and fee are applied at 90 days.
 - iv. At 120 days delinquent, a continuing lien is filed at the owner's expense, and accounts are turned over to collection agency.
 - v. At 1095 days delinquent, foreclosure proceedings will begin.
- b. **Motion to approve collection policy clarification rewrite**
 - i. Randy motions to approve collections policy date clarifications. Mark seconds. Voting is unanimous in favor.
 - ii. Jason will update the timeframes in bylaws.

6. Books review – Randy, Jason

- a. Many steps have been taken to ensure tracking and transparency of all transactions, and appropriate accounting of funds.
 - i. The President, Vice President, and Secretary all have account access, and will meet monthly to reconcile PMLOA accounts.
 - ii. An independent audit provides clarification and protection.
- b. QuickBooks Pro may be a good investment in the future, as it offers more advanced features.

7. QuickBooks and information updates – Brittney

- a. All member accounts have been reviewed and updated to reflect current tax records, and to specify the properties owned.

8. Road Names – Jason (postponed)
9. Google Drive
 - a. Contains maps, policies, collections, brand identity, etc.
 - b. Jarid will update documents with refined logo.
10. Annual Meeting
 - a. Agenda review. Randy will update according to suggestions.
 - b. Electronic spreadsheet will be used for check-in, with paper back up.
 - c. A credit card reader has been ordered to expedite payment at check in.
 - d. Agenda items will be included in the annual newsletter, sent with invoices.
11. International Scout with plow
 - a. No longer used, and in need of repair. But it could be sold to help fund gate repairs.
 - b. **Motion to sell International Scout with plow**
 - i. Randy motions to sell the Scout and use the proceeds for gate repair. Mark seconds. Voting is unanimous in favor.
 - ii. Randy will determine value and list.

Action Items:

1. Randy will talk to Scott McDonald to offer him the position.
2. Mark will provide photos and obtain bids for gate repairs.
3. Jason will update the bylaws collection dates.
4. Brittney will prepare for invoicing. Invoices to be sent by May 1.
5. Randy will finish preparing annual letter.
6. Jarid will update documents with refined logo.
7. Randy will research and list Scout with plow for sale.
8. The Board will evaluate association roads May 19.

Next meeting to be April 18, 6:00 pm.