



PMLOA BOARD MEETING

April 18, 2018 6:00 pm

1100 W Traverse Pkwy, Lehi, UT

Attendees: Randy Fry, Jason Love, Jay DeMille,
Jarid Love, Garry Barfuss, Scott McDonald, Brittney Pyne

Update on Action Items

1. Annual meeting agenda, budget reports, and newsletter
 - a. Budget review. The 2017 report and 2018 budget have been finalized.
 - b. Discussion of cash versus accrual basis accounting. Randy was able to change PMLOA's status, and it will operate on a cash basis from 2018 forward, allowing more clarity in accounting.
 - c. Annual meeting agenda and newsletter are nearly finalized, pending possible email changes (3-b) and finalized budget reports.
 - d. Absentee ballots and proxy voting form will be included in the mailing. Absentee ballots will note owner names and lot numbers. One per dues-paying lot. Absentee ballots must be received by the Board by June 4th. Discussion about requiring notarization of ballots.
 - i. **Motion: Proxy and absentee votes must be notarized.**
 1. Randy proposes these votes must be notarized. Garry seconds.
Voting is unanimous in favor, with Randy voting proxy for Mark.
2. CC&R review follow up.
 - a. Original governing documents and subsequent amendments must be amended and restated, rather than reconstituted. The Bylaws are secondary to the CC&R's.
 - b. Changes recommended by legal counsel include:
 - i. Dues language moved from bylaws to CC&R's.
 - ii. A more detailed description of "Additional Assessments", including Special, Individual, and Supplemental Assessments.
 - c. Jason and Randy will clarify what constitutes a 'majority' representation for votes taken. The intention is a majority of annual meeting attendees, as well as proxy and absentee votes.
 - d. **Motion: Procedure for final approval of revised governing documents.**
 - i. Jason motions he and Randy make needed revisions with SEB, then send red-lined and clean-lined versions of final document to the Board for approval. The final document will be posted on the website by May 1st. Randy seconds.
Voting is unanimous in favor, with Randy voting proxy for Mark.
3. Gate estimate
 - a. Mark has received a bid and sent by email to the Board.

- b. Scott is also expecting a bid from another contractor. He has some information about an \$1100 opener, and a more heavy duty option for \$1700.
- c. It may be better to have the installation professionally done.
- d. Gate 5 is more used than many others, and is a good candidate for updating to electronic.
- e. It would need to have the option of using a key to open as well as remote. The estimate for this equipment is \$237.06.
- f. Jay suggests not using lead acid batteries, as they require too much maintenance.

New Items

1. State and Federal Taxes
 - a. 2017 taxes were: \$533 Federal and \$178 State, plus a \$35 filing fee.
 - b. We need to address losses/bad debt of approximately \$4100 in delinquent dues that we likely won't be able to collect due to deaths and a tax foreclosure.
2. Website update
 - a. Policy regarding listing properties for sale
 - i. Properties can be listed with an external link for information. Jarid will create a form on the website for this purpose.
3. Go Daddy account and alternative email option
 - a. Keeping domain registered every year is a cost. It auto-renews. \$15/year, but has been paid through the end of 2018. Storage will expire at the end of this year and we won't renew it since we are now using Google Drive.
 - b. Ideally, Board member email addresses should be established by positions. A G suite account is \$5/month, but there is a non-profit option, which Jarid will find out if we qualify for. This would allow us to create email addresses under our domain.
4. Costs of receiving electronic payments
 - a. We are charged approximately \$5.25 per credit card dues payment. We have budgeted \$500 for this year for credit card charges. We will need to address as more members pay electronically.
5. New member welcome letter
 - a. We now have a letter to orient new owners. It will be distributed by Title companies, and/or sent to new members via email.

Action Items:

1. Randy will send finalized budget reports.
2. Brittney will create Absentee and Proxy voting forms, and compile final annual mailing package.
3. Randy and Jason will confirm the number of votes required for approval of changes.
4. Randy and Jason will confirm the language to be added to the Additional Assessment section of the CC&R's. ie: special, supplemental, individual.
5. Scott will receive an additional estimate for the gate and will email it to the Board.
6. Jarid will create a form on the website to add properties for sale.

7. Jarid will find out if we qualify for a non-profit G Suite account for email addresses from our domain.
8. Mark will blow up Association maps for Doug Shelley. We can then post scheduled road maintenance on the website.
9. The Board will evaluate association roads May 19th 10:00 a.m. using enlarged maps.
10. Next meeting to be: May 23, 6:00.