



PMLOA BOARD MEETING

January 9, 2019

1100 W Traverse Pkwy, Lehi, UT

Attendees: Randy Fry, Jason Love, Mark Petersen, Jarid Love,
Scott McDonald, Garry Barfuss, Randy Parry, Brittney Pyne

Follow up Items:

1. PMLOA Board overarching goals and principles, as summarized by Jarid:
As board members, we have been elected by the association to represent the views and interests of the land owners in our association. The following goals will help us to be mindful of the association members in all discussions and decisions.
 1. Maintain the roads
 2. Provide critical services (keys, bookkeeping, etc)
 3. Minimize expense to landowners
 4. Provide a fair system that equally distributes costs among members
 - a. As a basis for understanding the Board's decisions and goals, these principles will be outlined in the annual Association meeting and newsletter.
 - b. Jarid will provide a bullet point list of the items included in objective 2, such as, keys, remotes, bookkeeping, taxes, corporate fees, website, security.
2. Dues restructure Board vote and implementation, based on October discussion, as summarized (spreadsheet) by Randy P, based on input from Association membership:
 - a. Each owner will pay one annual due (applied to administrative costs), and also one fee per lot owned (applied to maintenance of roads and gates).
 - b. A preliminary review of costs shows the proposed amounts of \$50/75 to be appropriate.
 - c. The Board proposes implementing a 3 year fixed amount, to be re-evaluated during year 3.
 - d. Voting would become one vote per member, reflecting the input of Association membership to equalize control among members.
 - e. As costs of road work and administration continue to go up, the new structure allows adjustments to be made as necessary, based upon regular reevaluation of costs.
 - f. Randy P will coordinate with Jarid to create visual graphics that will aid in presenting the structure and its ramifications at the annual meeting.
 - g. **MOTION:** Randy F motions to continue to gather information and move forward with the new dues structure, with the dues/fees numbers to be finalized by further analysis by Jarid and Randy P. The final amounts will be determined and voted upon in the next meeting, and the new structure to be implemented in 2020.
 1. Mark seconds. Voting is unanimous.
3. Winter parking response and implementation
 - a. 8 members have responded, wanting information about additional winter parking.

- b. Jason has spoken with an owner about possibly allowing winter parking on his property across the road from the area previously available, for a fee.
 - c. The Board would be unable to manage and regulate the parking area, and has found our current parking lot sufficient for this year. The Board will continue to take input.
 - d. Additionally, any property owner interested in plowing the Association road for access into their property would need official written permission granted from the Board, based on their proposal and circumstances.
4. Gate keys and access change, as summarized by Scott
- a. Scott has provided information on a variety of possible access and security options.
 - b. After informed consideration, the Board would like to implement the most simple and enduring solution, and feels that re-keying will provide both.
 - c. The Board will begin the re-keying process, changing gates one or two at a time. A sign will be placed on the gate that directs to a different gate if the key doesn't work, until the re-keying is complete.
 - d. Scott will research other key suppliers to find the best options and pricing.
 - e. It is proposed that the Association will provide 2 keys per owner, with a pre-determined number of addition keys available for purchase per lot.
 - f. Others outside the Association who use our gates and roads for access to their property would be able to obtain one key by paying a due.
 - g. **MOTION:** Randy F. Motions to vote to re-key the Association on a stepped program this year.
 - 1. Mark seconds. Voting is unanimous.
5. Hiring of a new road maintenance contractor, based on Mark's research
- a. Mark will request an hourly cost of grading, and a cost per load of road base to compare estimates.
 - b. Last year Doug graded about 2/3 of the roads twice, but was not able to complete all of the work the Board had hoped to complete.
 - c. As an added benefit, Rick may be able to bring unneeded rocks to improve our roadsides.
 - d. Randy will provide Mark with information about work that has been done in the past.
 - e. Mark will get comparable road work estimates and email to the Board.
6. Association shed or storage container, based on Randy's research.
- a. Jason proposes putting this item on hold, in light of rekeying this year. The Board agrees.
7. Garbage disposal and options
- a. Re-keying may help. The Board will reevaluate after this summer.
8. Review Google Drive contents
- a. Jarid will lead this discussion at the next meeting.

New Items:

- 1. 2018 cost analysis and 2019 budget
 - a. 2018 revenue was greater than expenditures, due to collections.
 - b. The Board was not able to spend the approved 2018 road maintenance budget because the contractor was unavailable to complete the proposed work.

- c. **MOTION:** Randy F proposes moving \$5000 from the checking account into the savings account, in support of the Association's Contingency Plan, and in consideration of the decision to re-key.
 - 1. Jason seconds. Voting is unanimous in favor.
 - d. A more in-depth analysis of costs by Jarid and Randy P. will help determine appropriate dues and fees amounts.
 - e. Randy F. proposes the Board bases the 2019 budget on the approved 2018 budget, but that we reorganize the categories to correspond with QuickBooks, and also make any adjustments necessary (ie: attorney fees). The Board will review the 2019 budget at the February 28 Board meeting, and meet again two weeks later to finalize the annual meeting agenda.
2. Meeting with Sanpete County Fire Department for unincorporated HOAs January 19th 11:00 am at Sherriff's department.
 - a. Fire, sheriff, county, police, all want to be able to coordinate with, and when necessary, contact the LOA Board.
 - b. Jason will attend the meeting.
 - c. Mark suggests that the emergency responders be given as many keys as they feel they need.
 3. 2019 Annual Meeting agenda and objectives
 - a. Jarid has created a Google Presentation doc in the Google Drive that we could use to create the Annual Meeting agenda. This will allow collaboration, and all Board members to be able to edit/write their own part.

Action Items:

1. Next meeting to be Thursday, February 28th, 6:00.
2. Jarid will create a bullet list of "critical services" that the Board provides, and will send to the Board for review and inclusion in Annual Meeting preparation.
3. Jason will reply to the parties interested in winter parking.
4. Randy P and Jarid will evaluate past expenses and dues needed.
5. Randy P and Jarid will create visual graphics to assist in presenting the new dues structure at the annual meeting.
6. Brittney will create a report of the secretarial duties and time spent to evaluate this category of administrative costs needed.
7. Scott will gather costs for new keys from other providers.
8. Mark will get comparable road work estimates and email to the Board.
9. Randy F. will provide numbers to Mark about road work that has been done in the past.
10. Jason will attend the meeting with the county emergency departments.