



BOARD MEETING MINUTES

DATE: February 27, 2019
LOCATION: 1100 W Traverse Pkwy, Lehi, UT
ATTENDEES: Randy Fry, Jason Love, Mark Petersen, Jarid Love,
Scott McDonald, Randy Parry, Garry Barfuss, Brittney Pyne

Follow up Items:

1. Critical Services. Jarid has created a bullet list of critical services including Road/common area maintenance and repairs, Bookkeeping, Taxes, Security, Providing access (keys & remotes), Member communication. Goals are to minimize expenses to landowners and provide a fair system that equally distributes costs among members.
2. Winter parking. Jason has replied to the parties interested in winter parking.
 1. The Board will continue to take input.
 2. The Association-owned parcel is 3 acres, and the Board may want consider expanding the parking area in the future.
3. Randy P and Jarid will evaluate past expenses and dues needed, and will create visual graphics to assist in presenting the new dues structure at the Annual Meeting. These items will be reviewed at the next Board Meeting.
4. Re-Keying. Scott has gathered costs for new keys from other providers.
 1. Best price for patented re-keying is ASSA. They can rekey the locks we have.
 2. One possible plan: 2 Keys would be provided (free? At cost?), per Member (lot?), with up to two additional available for purchase. Limit 4 keys & 4 remotes.
 3. Keys would need to be numbered and sent as certified mail.
 4. Jason proposes a 3 year phased program, notifying members of the upcoming change this year.
 5. Randy P proposes changing gates 1, 5, 7 and the dumpster in 2019, and providing keys at the Annual Meeting, and/or on pre-determined days at a specific gate. Then changing the rest of the gates in 2020.
 6. As gates are changed, signs would be placed directing members to unchanged gates if they don't have a new key yet.
 7. The Board will draft three proposals to move forward, and to cover costs, and will present these at the annual meeting for a vote by those in attendance. One option will be to do nothing.
 8. Implementation, proposals, and timeframe will be voted on by the Board at the next Board Meeting.

9. Jason will include an item in the newsletter regarding the upcoming re-keying and vote.
5. Road work. Mark has evaluated past road work data, and has contacted several contractors for estimates.
 1. Doug Shelley said we should just figure pricing according to last year's.
 2. Rick Gobol's estimates are good. He is available and familiar with the Association, having worked there before.
 3. **Motion:** Randy F proposes a vote to contract with Rick Gobol for road work for 2019, possibly extending to three years, based on performance. Mark seconds.
Result: Voting is unanimous in favor.
 4. The north side of the Association will take priority for road work this year.
 5. Mark suggests discussing the possibility of widening turns in some roads, if allowed by easements.
6. Safety. Jason attended the fire and safety meeting in Sanpete County. All emergency departments and the Forest Service were represented. They want to be more involved with Associations.
 1. The Forest Service would like to ride along on our road inspection and discuss fire safety as well as pine beetle problems.
 2. They will match hours for debris removal/chipping. We may be able to apply for a grant to help mitigate the pine beetles. There are pods that can repel beetles within a radius.
 3. The safety responders believe they have gate keys. Spring City Fire does.
 4. There is a public alert app we can encourage all of our members to get. You can sign up for reverse-911 alerts. Jason will include the name of the app in the newsletter.

New Items:

1. Board Procedures. Jarid has created the following documents on Google Drive:
 1. "Member Roles and Responsibilities" to assist incoming Board Members
 2. "Processes and Procedures" For the functions of the Board, with notes and instructions.
 3. Each Board Member will create a list of the things they do in their current roles, and send this to Jarid. Jarid will add the information to the two Google documents to assist future Board Members.
2. Review of Annual Meeting Agenda and Newsletter.
 1. At the beginning of the Annual Meeting, we will review the Board's overarching goals and objectives, using Jarid's bullet point list.
 2. Annual Budget. 2018 income and expenditures, and 2019 proposed budget were reviewed. 2018 surplus from overdue collections will help to fund overage.
Motion: Randy F motions to approve 2019 proposed budget. Randy P Seconds.
Result: Voting is unanimous in favor.
 3. **2019 VOTES:**
 1. Voting will be by Association Members in attendance at the meeting. Proxy votes are allowed if notarized. See 2010 By-Laws below.
 2. Positions to fill: three 3-year term Board Members.
 3. New Dues/Fees structure?? See 2010 By-Laws below.

4. Re-keying. The Board will create three proposals regarding re-keying the Association. Preliminary proposals:
 1. Do nothing
 2. Association provides 2 keys per (Member? Lot?) and allows purchase of up to 2 additional at cost. Limit 4 keys/4 remotes.
 3. Association members pay for 2 keys, and are allowed to purchase up to 2 additional at cost. Limit 4 keys/4 remotes.
 5. Road work 2019. Mark has created new maps for the PowerPoint presentation, and will outline proposed road work.
 6. NewDues/Fees Structure. Randy P will coordinate with Jarid to create visual graphics that will aid in presenting the proposed dues structure and its ramifications at the meeting.
 7. Safety & Security. Scott, Garry, and Randy P will present various safety & security items, as per the agenda.
 8. Member Communications. Jarid will present various communication items, including website and electronic communications.
 9. Paperless communication. **Motion:** Randy P. Proposes that we move toward paperless communication as of 2020, and require members to opt out if they wish to continue receiving paper communications. Mark seconds. **Result:** Unanimous in favor, with provisions:
 1. Jarid will create an opt-out insert that will be included with the 2019 newsletter. The newsletter will ask Members to verify their contact information, including email address, and to return the opt out form if they wish. **Motion:** Randy P proposes that Jarid's opt-out form be approved through email. Jarid seconds. **Result:** Unanimous in favor.
 2. Brittney will track member delivery preferences in QuickBooks.
 10. Clean Up. Association Clean Up Day will be June 22, 2019, and a chipper will be scheduled to come through soon after. (Randy P?)
 1. The newsletter will inform owners that branches from their property that are growing over the roads need to be removed. Branches should be stacked by the side of the road, in the same direction, with the cut side toward the road.
 11. Mark proposes to approve the Annual Agenda and Newsletter, with formatting changes to be made by Jason. Randy P seconds. **Result:** Unanimous in favor.
3. Review of Google Drive contents. To be discussed at next meeting.
 4. Loves' culvert/bridge across Twin Creek
 1. The incline of the Twin Creek stream crossing makes it difficult getting into the property, and impossible to get a gravel truck onto the Association road.
 2. The new bridge would involve a 60" culvert. Loves are seeking Board approval, as well as possible cost sharing.
 3. This item will be discussed further at the next Board meeting.

ACTION ITEMS

1. Next meeting to be: Weds. March 20 6:00
2. Randy P and Jarid will evaluate past expenses and funds needed, and will create graphics for presenting the new dues/fees structure at the annual meeting.
3. Jason will include an item in the newsletter regarding the upcoming re-keying and vote.
4. Mark will coordinate with Rick Gobol for road work in 2019.
5. Jason will invite the Forest Service to ride along on our 2019 road inspection.
6. Jason will include Public Safety app information in the newsletter.
7. Each Board Member will write a description of their responsibilities and functions and send to Jarid. Jarid will add this information to the Google documents.
8. Jarid will create an electronic communication opt-out form and send it to Board Members for approval.
9. Brittney will print newsletter, invoices, proxy, and opt-out forms to be mailed March 15.
10. Brittney will print Board election and voting forms to be used at Association Meeting.
11. Association cleanup day June 22. Chipper scheduled by Randy P?
12. Jason will finalize formatting of annual agenda and newsletter.

NOTE:

2010 By-Laws

ARTICLE V

MEETINGS

SECTION XIII: The annual meeting of all members of the Association shall be held on the second Saturday of each June at a time and place selected by the Board of Directors. General voting happens during this meeting and the majority vote of those present will carry the business issue or election of a board member(s). **Members who are unable to attend the annual meeting may send proxy voting authority to any one member with a notarized copy of such document to be delivered to the Board of Directors prior to any voting.**

SECTION XVII: This Constitution and by-laws can be amended in whole, or in part, at any General Annual Meeting by popular vote, including proxy votes of members not in attendance. All proposals for changes and amendments must be forwarded to each voting member of the Association 30 days in advance of the annual meeting in which that change or amendment is to be voted upon. The Association board members, as a quorum, have the authority to make additions or changes to the Association By-laws as a need requires. These additions or changes will then be voted on by the Association membership at the annual meeting for the permanent adoption of said additions or changes.