



## BOARD MEETING

**DATE:** September 10, 2019

**LOCATION:** 1100 W Traverse Parkway, Lehi, Utah

**ATTENDEES:** Jarid Love, Randy Parry, Scott McDonald, Jake Huggard, Jeremy Leavitt, Brittney Pyne

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1. Jarid has created an updated version of the Association maps with corrections, added detail, and lot numbers. This will be useful to the Board and Association members.
    - a. **Motion:** Jarid motions posting the updated map on the Association website. Randy seconds. **Result:** Unanimous in favor.
  2. Discussion about an opt-in member directory, as requested by some members.
    - a. **Motion:** Jason motions to send an opt-in member directory form prior to the next annual meeting. The resulting opt-in directory would be printed and distributed at the annual meeting. Randy seconds. **Result:** Unanimous in favor.
  3. Update on re-keying and key distribution
    - a. At least 75% of Association members have received new keys.
    - b. All locks are now functioning well.
    - c. Changing half of the locks initially was helpful, there have not been problems with members being locked out.
    - d. Emergency responder keys need to be updated. Jarid will investigate the best way to access the boxes to replace the keys.
    - e. When vendors, such as road contractors, are given a key, that key should be returned when they are no longer servicing the Association.
  4. Dues/Road Maintenance fee for non-Association members.
    - a. Owners of lots outside of the Association who use Association roads should have an easement and agree to pay dues annually in exchange for access.
    - b. Scott will work on drafting an easement document outlining the terms.
    - c. The Association's collections procedure would be the mode of enforcement.
  5. Review of this year's road work & road conditions
    - a. As much work as the budget would allow was completed in 2019.
    - b. The upper roads were in rough condition this year, and the amount appropriated for maintenance of the upper roads didn't complete all that was needed. These areas will continue to be a priority next year, including a culvert on Skyline Way, and drainage on Skyline Way.
  6. Dumpster

- a. The Board arranged a second dump for Labor Day weekend, which helped, although the bin was still overflowing.
  - b. Jeremy proposes voting at the 2020 Association meeting regarding the possibility of a second dumpster.
  - c. Jason will check with North Sanpete Disposal to be sure they are willing to continue providing service as they have been.
  - d. A sign regarding appropriate trash in the dumpster may be helpful. Jeremy will work on a sign for the dumpster.
7. Operating policies
- a. Jeremy suggests putting the welcome letter or a welcome tab for new owners.
  - b. Brittney will update the welcome letter.
  - c. In the operating procedures and on the website, the Board will define the criteria for the Board review of building plans, deferring to the county.
  - d. The Board to discuss a policy regarding using the Association parking lot for long periods. Jeremy will draft a policy.
8. Action Items
- a. Jarid will post updated map on the Association website.
  - b. Jake will create a directory opt-in form to be sent prior to the next annual meeting.
  - c. Jarid will find out the best way to update the EMS keys.
  - d. Scott will work on an easement document.
  - e. Jason will contact North Sanpete Disposal.
  - f. Jeremy will work on a sign for the dumpster.
  - g. Jarid will create a 'New Owner' tab.
  - h. Brittney will update welcome letter.
  - i. Jeremy will draft a parking policy to be discussed.
  - j. Next meeting: October 16<sup>th</sup>