



## **BOARD MEETING**

**DATE:** January 16, 2020  
**LOCATION:** 1100 W Traverse Pkwy, Lehi, UT  
**ATTENDEES:** Jarid Love, Randy Parry, Scott McDonald, Jeremy Leavitt, Jason Love, Jake Huggard, Brittney Pyne

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### FOLLOW UP ITEMS

1. Gates
  1. Lock on gate 4
    1. Lock has been replaced, though not welded yet. Jason will coordinate with Pine Ridge Association to have it welded.
  2. Gate 1 operations throughout winter
    1. Gates 1 and 5 were disabled by Association members, so the Board was not able to test whether it was able to remain operational throughout the winter. Scott and Jason will talk to some Association members about monitoring the gates as needed throughout winter.
2. EMS keys
  1. The Board will coordinate with the EMS at the time of road inspection this spring.
3. Dumpster sign will be in place for spring. (Jeremy)
4. Parking lot has had space available through the winter, and seems to be functioning fine.
5. Jarid will work on a revised policy and approval letter for building plans.
6. Updated New Member Welcome letter (Brittney)
  1. All Board members to review
  2. Jake will post on PMLOA website

### NEW ITEMS

## 1. Budget review

1. 2019 expenditures were slightly higher than projected, due to an invoice for 2018 snow removal, a needed gate repair, Quickbooks increased costs, and pre-purchased keys at a discounted price.
2. 2020 proposed budget:
  1. No additional key expenses should be needed.
  2. Some expenses will be reduced due to electronic communication.
  3. **MOTION:** Scott motions to approve the 2020 proposed budget. Randy seconds. **RESULT:** Unanimous if favor.
3. Forest Service had provided weed spray in exchange for volunteer hours by the Board members in the past.
  1. The Board will talk this spring to the Forest Service about possibly getting thistle spray again for Association members to use.

## 2. Easement letter revision and legal review

1. Scott has drafted an easement document to be applied, in exchange for dues, when owners outside of the Association require keys to access their properties.
2. **MOTION:** Jason motions to submit the easement document for legal review. Second: Jeremy. **RESULT:** Unanimous in favor.
  1. Jason will contact the firm we've used in the past to have the easement reviewed.

## 3. 2020 Newsletter content

1. Encourage thistle control.
2. Chipping and clearing in the spring, and road widths as recommended by Forest Service
3. The newsletter will contain live links to the PMLOA website and other forms.

## 4. Review of Google Drive

1. Jarid has created an annual meeting file for each year, where the Board will collaborate to produce the annual newsletter and presentation.
2. All other forms and documents the Board uses are/will be stored in the Drive for reference.

## ACTION ITEMS

1. Jason to coordinate with Pine Ridge about welding of lock on gate 4
2. Jeremy will have a dumpster sign ready for spring
3. Scott and Jason to talk to Association members about gates in winter
4. Jarid to revise building policy and approval document
5. Brittney will put together a report of outstanding dues for the next meeting
6. All: review new member welcome letter and send any input
7. The Board to review collections policy next meeting to be sure we are implementing
8. Jarid will talk to the accounting firm to ensure that PMLOA taxes paid are correct
9. Scott will work with his Forest Service contact about getting thistle spray
10. Jason will submit easement letter for legal review
11. All will review the annual newsletter in Drive
12. Next meeting to be: FEBRUARY. 20 6:00