

# Annual Meeting

June 3, 2023



**Welcome**

# Agenda

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- **Welcome (2022 Summary & Board Introduction)** – Jarid Love
- **Annual Association Report** – Jarid Love
- **Road Maintenance Report** – Scott McDonald, Stephen Jolley
- **Member Communication** – Chad Costello
- **Safety & Security** – Michael Edwards, Shaun Hansen
- **Fire Mitigation & Safety** – Becky Holbrook, Chad Costello
- **Cleanup Day** – Becky Holbrook
- **Association Projects** – Jarid Love
- **Member Comments** – Open Mic Time

# 2022-2023 Summary

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- Gate 1 - had issue with the gate being damaged by a truck, still working to repair the gate.
- Gate 7 was also damaged by a vehicle and we are working on repairs.
- Not all of the 2022 road budget was spent so it will be carried over to 2023.
- Cameras were installed on 3 gates.
- Association cleanup was very successful and we'll follow that process this year.
- Joint firewood program with Spring City began and will be continued this year.
- Lots and lots of snow.

# Introduction of 2022-2023 Board

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President	Jarid Love	(801) 361-2290
Vice President	Becky Holbrook	(801) 369-1351
Roads (Spring City Rancheros)	Stephen Jolley	(801) 857-6324
Roads (Whispering Pines 2/SkyHi)	Scott McDonald	(801) 633-6789
Safety and Security	Michael Edwards	(801) 376-1977
Safety and Security	Shaun Hansen	(801) 898-0055
Fire Mitigation & Communication	Chad Costello	(678) 897-9222
Secretary	Terri Eagan	(801) 664-2237

# Annual Association Report

Jarid Love

# Objective of the Dues

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The primary objectives of the member dues are:

1. Provide critical services (**Road maintenance**, dumpster, gate repairs, etc...)
2. Minimize expense to landowners
3. Provide a fair system that equally distributes costs among members

# Annual Dues Report

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As determined by membership vote in 2019, the 2023 dues are:

- \$130 per first lot owned
- \$75 per additional lot
  
- Dues are to be paid by May 1 each year.
- Please refer to [www.pinemountainloa.com/dues](http://www.pinemountainloa.com/dues) for information about late payments and collection policy. The Board will apply late payment penalties, collections, and liens as documented on the website.
- Any Member who cannot pay their dues on time should contact the Board to work out a payment plan.



# 2022 Year End Report

## Summary

Beginning Checking Balance		\$14,907.79
Beginning Savings Account Balance		\$33,410.67
Beginning Total Cash		<b>\$48,318.46</b>
<b>Income</b>		<b>\$46,655.33</b>
Dues		\$37,861.49
Member Fees (transfer fees, gate damage)		\$5,798.48
Key & Remote Sales		\$2,675.00
Shipping Fees		\$311.51
Bank Interest		\$8.85
<b>Expenses</b>		<b>\$46,655.92</b>
Spent in 2023		\$34,512.92
2023 Pre-payments		\$12,143.00
<b>Summary</b>		
Net Revenue		-\$6,161.64
Ending Checking Account Balance		\$15,398.35
Ending Savings Account Balance		\$33,415.26
<b>Total Cash Assets</b>		<b>\$48,813.61</b>

# 2022 Year End Report

## Expenses

<b>Budgeted Expenses</b>	
Roads	\$17,500.00
Gates (Includes electronic opener on gate 7)	\$2,559.98
Signage - Security	\$99.99
Weed Control - Thistle	\$0.00
Corporation renewal fees	\$10.00
Legal Services & Fees (Recording Fees, Attorneys, etc...)	\$110.24
Liability Insurance (This will be paid in Nov)	\$1,087.00
Annual Party costs	\$159.65
Sound System for Annual Party	\$257.39
Office Supplies	\$129.15
Postage	\$565.13
Secretary & Professional Fees	\$6,000.00
Garbage Dumpster	\$2,793.60
Go Daddy Web fees (renews every other year)	\$40.34
QuickBooks Online Accounting	\$1,056.40
Property Tax / Fed Tax / State Tax	\$138.57
Tax Preparation fees	\$350.00
Remote Controls and Keys	\$750.14
Credit Card Processing Fees	\$871.34
Bank Fees	\$0.00
Sanpete County Fees	\$34.00
Bad Debt	\$0.00
<b>Spending Total</b>	<b>\$46,655.92</b>

# 2023 Budget

Projected Income:  
\$52,008.00\*

\*Includes 2022 Rollover +  
\$2500 to repair Gate 1

Expenses	
Roads (\$27000 + \$8500 - \$3000)	\$32,500.00
Parking Lot Expansion	\$2,000.00
Gates & Maintenance	\$5,500.00
Signage & Security	\$300.00
Weed Control - Thistle	\$50.00
Corporation renewal fees	\$10.00
Legal Services & Fees (Recording Fees, Attorneys, etc...)	\$50.00
Liability Insurance (This will be paid in Nov)	\$1,110.00
Annual Party costs	\$150.00
Office Supplies	\$500.00
Postage	\$200.00
Secretary & Professional Fees	\$6,000.00
Garbage Dumpster	\$3,000.00
Go Daddy/Web fees	\$120.00
QuickBooks Online Accounting	\$1,057.00
Property Tax / Fed Tax / State Tax	\$140.00
Tax Preparation	\$350.00
Remote Controls and Keys	\$200.00
Credit Card Processing Fees	\$600.00
Bank Fees	\$0.00
Sanpete County Fees	\$150.00
<b>Total</b>	<b>\$53,987.00</b>

# Road Updates and 2023 Plans

Scott McDonald & Stephen Jolley

# Roads Update & Culverts

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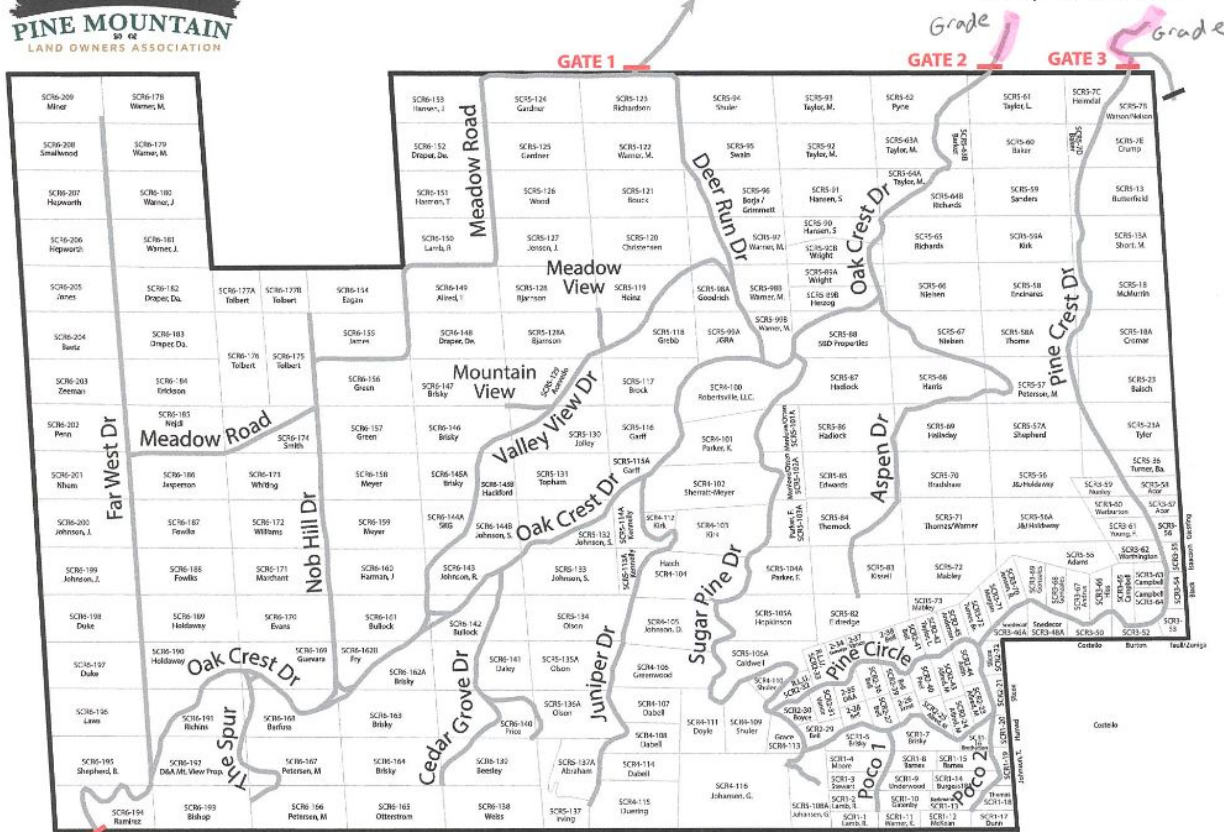
- The budget for 2023 road maintenance is **\$32,500**.
  - SCR Budget = \$21,508.33
  - WP/SH Budget = \$10,991.67
- Whispering Pines 1 providing \$3,200/year for Meadow Road (snow plowing)
- Pine Ridge Estates providing \$1800/year for shared road (Pine Creek Dr., Archery, Pine Crest).
- We be using Doug Shelley this year
- The following maps show the plan for specific areas.



# TO MOUNT PLEASANT

# Spring City Rancheros (SCR)

Last Updated: 3/22/2023

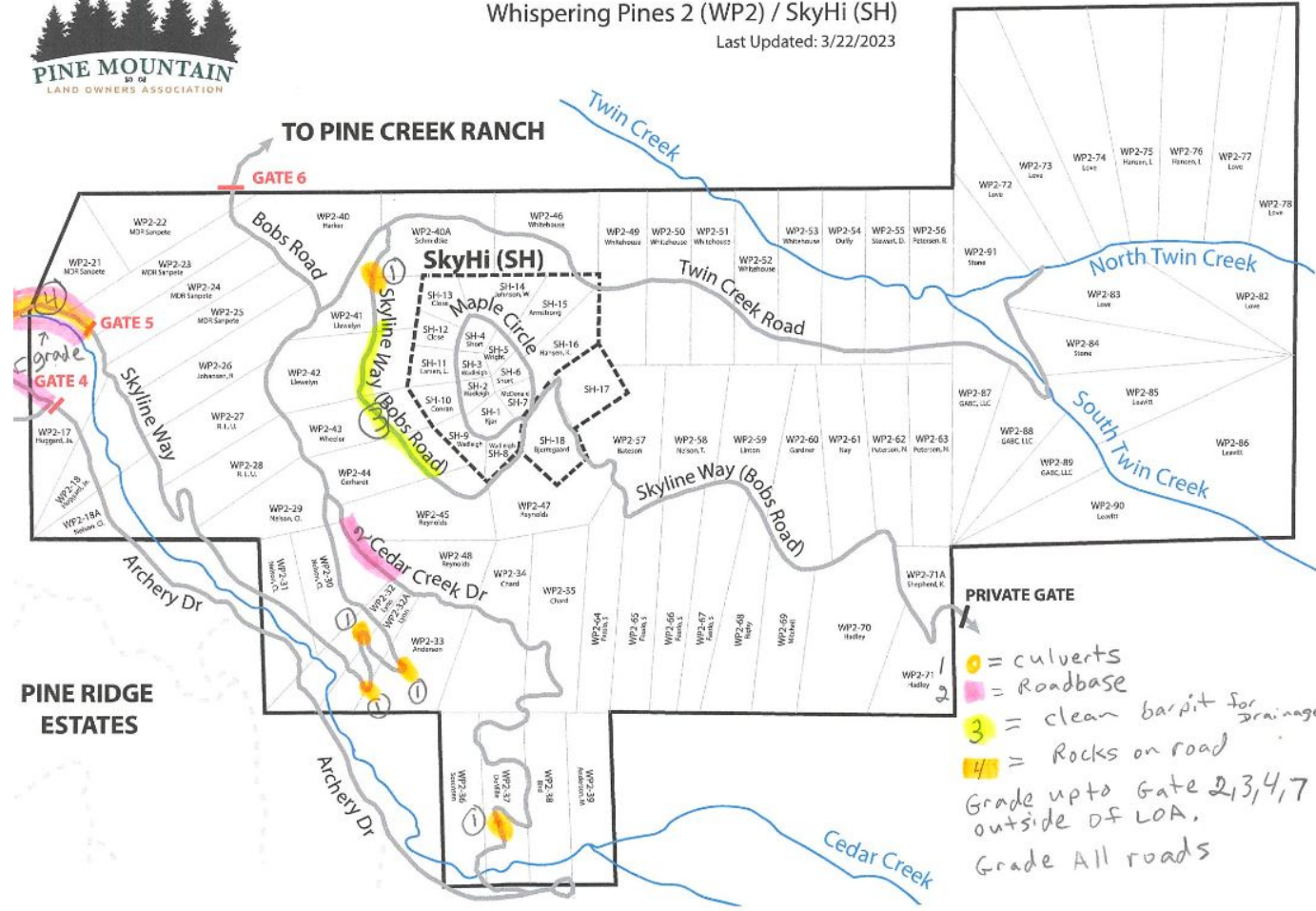


**GATE 7**  
Grade  
**TO SPRING CITY**



# Whispering Pines 2 (WP2) / SkyHi (SH)

Last Updated: 3/22/2023



**PRIVATE GATE**

- 0 = culverts
- 3 = clean barpit for drainage
- 4 = Rocks on road

Grade upto Gate 2,3,4,7  
outside of LOA.  
Grade All roads

**PINE RIDGE  
ESTATES**

**TO PINE CREEK RANCH**

**GATE 6**

**GATE 5**

**GATE 4**

**PRIVATE GATE**

# Culverts

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- Culverts under the Association road will be maintained and cleared by the Association.
- Culverts under private driveways are the responsibility of the land owner. It is your responsibility to make sure that the culvert and surrounding ditches are clear of debris and large enough to accommodate water runoff.
- If your culvert causes damage to the road or a neighbors property you will be responsible for helping with the repairs.





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# Road Policies

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- The roads and gates belong to the association and any modifications (even if they are temporary) need to be approved from the board. This would include any trenching through the roads.
- Any temporary modifications to the gates to get large items into the association should be approved through the Board.
- Please report any gate issues to the board.
- The speed limit is 15/mph

# 2023 Road Projects

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- Shared ownership of Meadow Road between SCR & Whispering Pines 1
- Shared ownership of road from pavement to gate 3 & 4 with Pine Ridge Estates
- Turnaround at end of Juniper Dr. (couldn't grade last year because of ability to turn around the grader).



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# Member Communication

Chad Costello

# Website & Electronic Communication

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1. In an effort to reduce costs and conserve funds, a paperless newsletter has been implemented. Please keep your email address information current to continue receiving this and other important communications. Please send email address changes / updates to [boardmembers@pinemountainloa.com](mailto:boardmembers@pinemountainloa.com)
2. The Association website is: [www.pinemountainloa.com](http://www.pinemountainloa.com). You will find helpful links, Association maps, documents and announcements on the website.
3. The Association FaceBook group is the most efficient way for members to communicate about happenings, weather, bear sightings, buying/selling, etc. Please join the FaceBook group **Pine Mountain Land Owners Association** at [www.facebook.com/groups/pmloa/](http://www.facebook.com/groups/pmloa/)

# Safety & Security

Shaun Hansen & Mike Edwards

# Safety & Security

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The past few years we are seeing a higher rate of people outside the Association cruising the roads, this is due to gates being left open. This causes a safety & security risk for all members plus wear and tear on our roads.

- Gates
  - Gates should be left closed and locked. If you find them open, please close them.
  - Gates and roads should not be changed or modified without Board approval.
- As a reminder all members are responsible for your own keys
  - Key numbers are assigned and tracked to property owners
  - Unauthorized / Authorized Visitors – Question them or report them
  - If you sell your property, you need to pass your keys on to the new owners
    - Realtors who need keys should acquire them from the selling land owner
- Fireworks are not allowed on the mountain at anytime, if someone a member or guest are using fireworks they will be fined. Please help keep the mountain beautiful and safe
- The SPEED LIMIT IS 15 MPH. Slow down on those turns!!



# Fire Mitigation & Safety

Becky Holbrook & Chad Costello



## Defensible Space

The buffer you create between a building on your property and the grass, trees, shrubs, or any wildland area that surround it. This space is needed to slow or stop the spread of wildfire and it helps protect your home from catching fire—either from embers, direct flame contact or radiant heat.

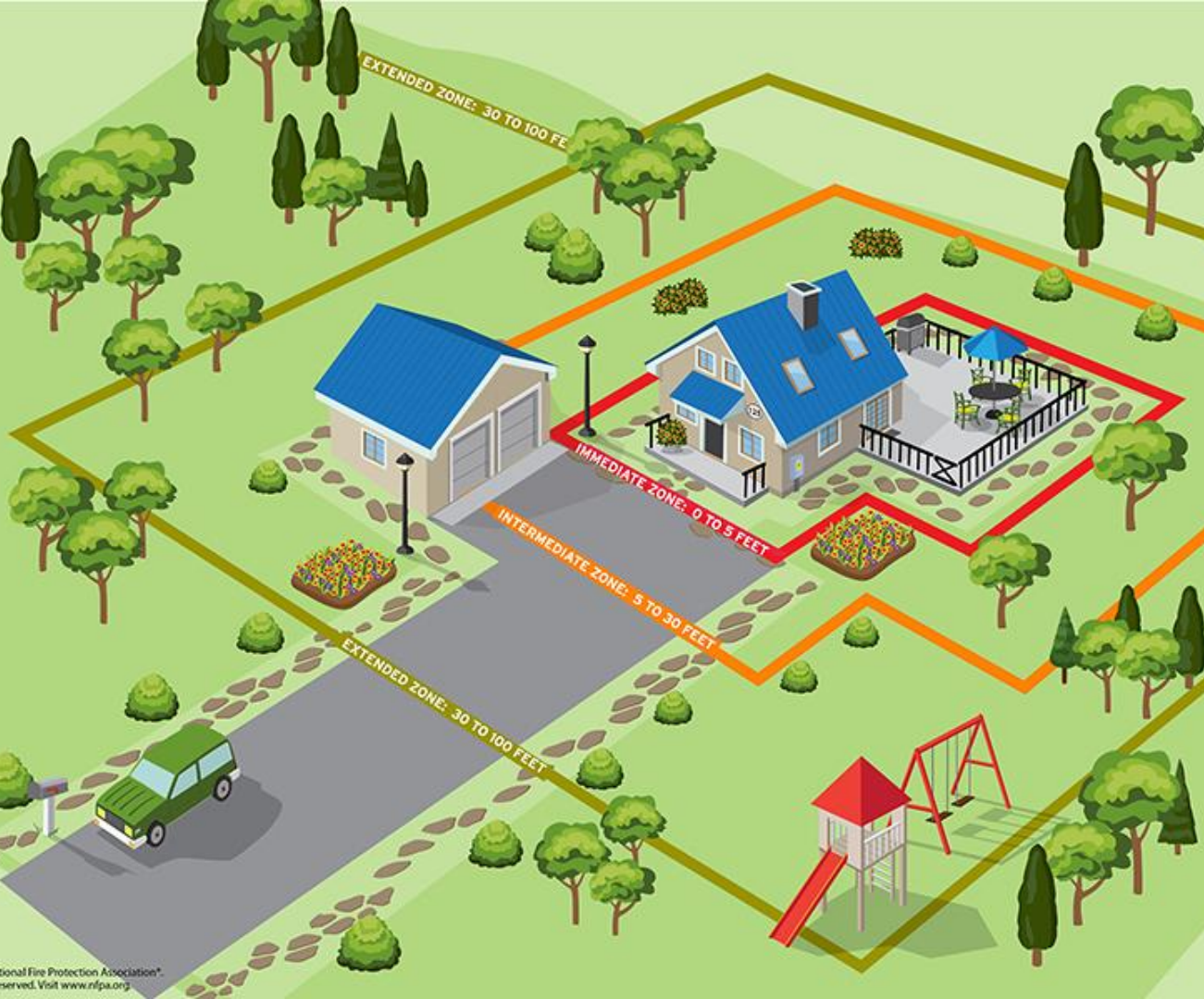




Why is Defensible Space so important?







## Home Ignition Zone

**The Immediate zone**, including the home and 0-5 feet out, is the most important zone to take immediate action on as it is the most vulnerable to embers.

**The Intermediate zone** includes everything 5-30 feet from the furthest exterior point of the home.

**The Extended zone** includes everything 30-100 feet, out to 200 feet.

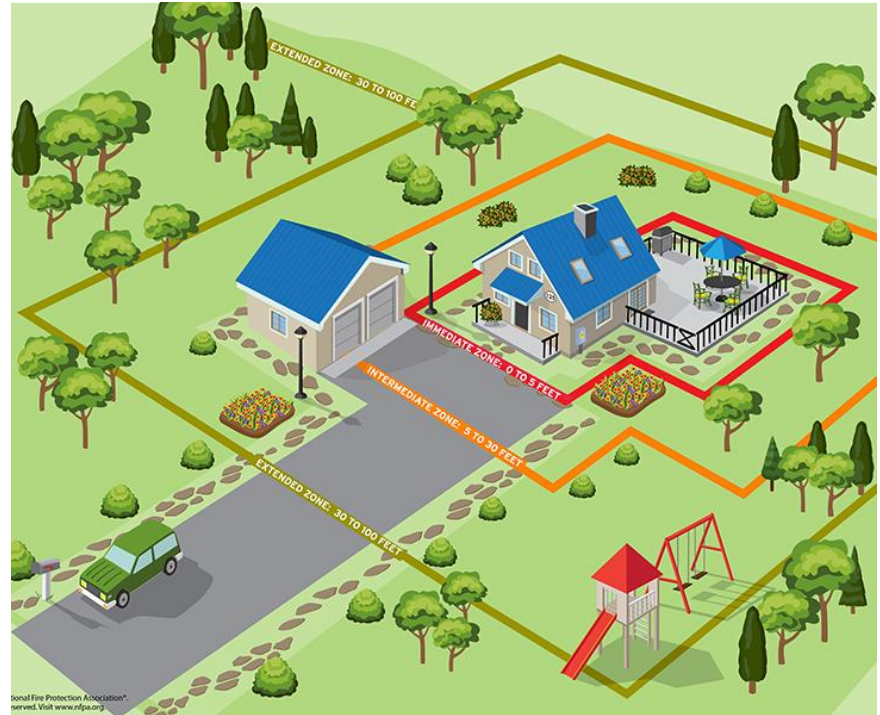
The goal is not to eliminate fire but to interrupt fire's path and keep flames smaller and on the ground to prevent trees from torching and throwing embers.



# The Home Preparedness Guide

## The Immediate Zone

- ✓ Make sure your roof is fire-rated
- ✓ Enclose gutters or clean regularly
- ✓ Create a buffer around your home
- ✓ Remove items under your deck
- ✓ Add or update your vent screens
- ✓ Replace your siding
- ✓ Enclose eaves
- ✓ Enclose area under bay windows
- ✓ Build a fire resistant deck
- ✓ Upgrade windows
- ✓ Enclose low elevation decks



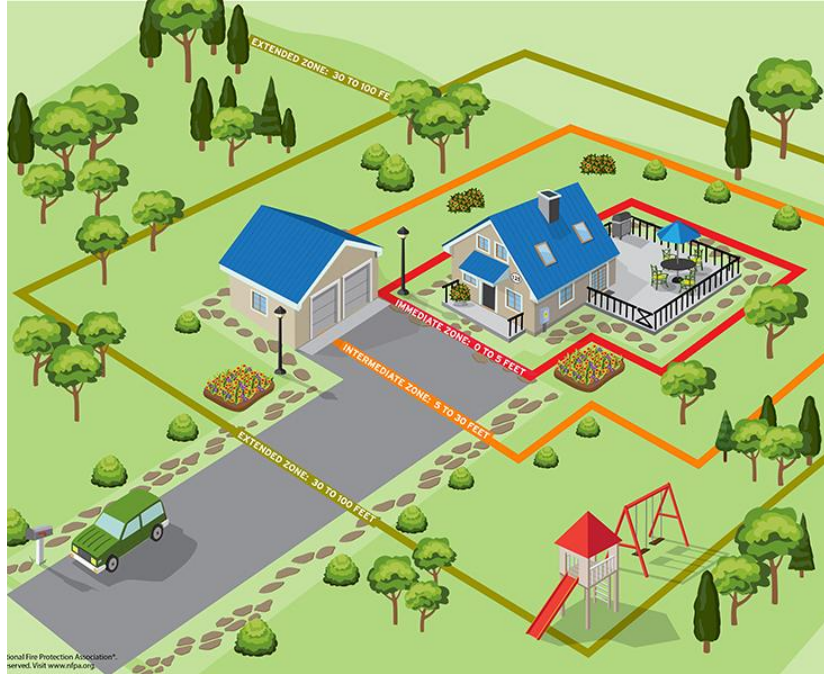
# The Home Preparedness Guide

## The Intermediate Zone

- ✓ Remove back-to-back rows of fencing
- ✓ Replace combustible fencing or gates attached to the home
- ✓ Clear yard debris
- ✓ Trim trees and vegetation

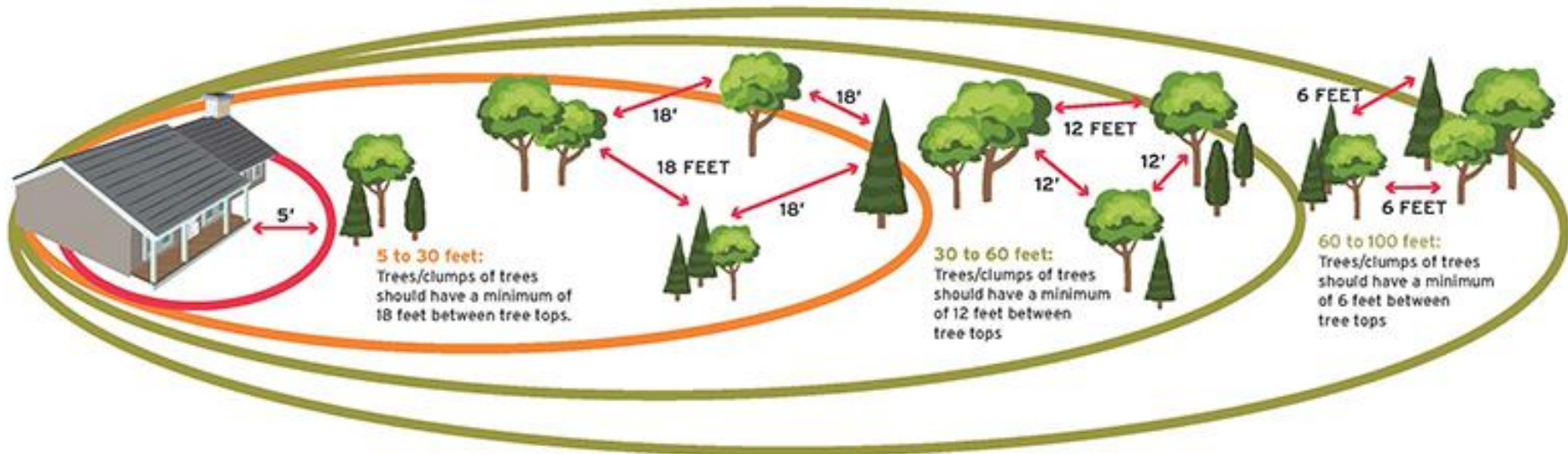
## The Extended Zone

- ✓ Move outbuildings away from your home
- ✓ Clear yard debris
- ✓ Trim trees and vegetation





## TREE SPACING



# Key Focus Points

- Start with preparing the structure
- Create distance between vegetation
- Eliminate ladder fuels
- Lean, clean and green
- Work with your neighbors and community members





# Resources

- Insurance Institute for Business and Home Safety

<https://disastersafety.org/wildfire/>

- Utah Division of Forestry, Fire and State Lands <https://ffsl.utah.gov/>

- Utah Fire Info <https://utahfireinfo.gov/>

- Fire Adapted Communities Learning Network

<https://fireadaptednetwork.org/>

- Firewise USA

<https://www.nfpa.org/Public-Education/Fire-causes-and-risks/Wildfire/Firewise-USA>

- Ready Set Go

<https://www.readyforwildfire.org/prepare-for-wildfire/ready-set-go/>



## **Introduction:**

Utah Division of Forestry, Fire and State Lands (FFSL) is offering support, resources and funding to these communities, specifically education, individual lot assessments, hazardous fuels reduction and creation of defensible space to reduce the wildfire risk. Individual landowners must coordinate with their designated Community Lead and complete the participation requirements.

## **Community Lead:**

Pine Mountain: Chad Costello

Pine Ridge: David Tyler

Whispering Pines: Dewey Thurgood

## **Criteria for participation:**

1. Watching the four (4) training videos listed below: (coordinate with Community Lead to receive a Certificate of Completion from FFSL)
  - a. Resilient Landscapes
  - b. Structure Vulnerability
  - c. Safe, Effective Wildfire Response
  - d. Fire Adapted Communities
2. Attending a Lot Assessment to assess the risk and complexity of your property conducted by FFSL. A prescription for treatment will be determined.
3. Agree to continual maintenance of treatment as necessary.
4. Choose one Cost Share option if treatment is defensible space (listed below). Cannot combine options.

# **FFSL PROJECT OUTLINE: Pine Mountain, Pine Ridge and Whispering Pines**



## 50/50 Cost Share Options:

1. Landowner will pay Homeowners Association (HOA) half of the total cost for defensible space work. HOA will administer complementary wildfire risk reduction projects with approval from FFSL. **(HOA must be willing to coordinate this)**
2. Landowner will complete In-Kind hours to match half of the total cost prior to work being done. (See accepted tasks for In-Kind hours below)
3. Landowner will pay a contractor half of the total cost for defensible space work.
  - a. Sanpete County will pay a contractor the remaining half of the bill, then be reimbursed through FFSL.
4. Home hardening expenses at the discretion of FFSL if deemed a significant threat of wildfire up to \$10,000. Fuels reduction towards defensible space will be provided until objectives are met at the discretion of FFSL, not beyond adequate defensible space (i.e. roof or deck replacement).

## Lot Assessment:

FFSL will conduct a Lot Assessment, then categorize each property based on complexity, anticipated timeframe, amount and type of fuel, proximity to structure, risk, etc. This category determines minimum In-Kind hours needed OR the dollar amount due for match requirement if utilizing the FFSL fuels crew. If complexity exceeds FFSL capabilities, then a contractor will be required for work. Calculated at \$168 a day per crew member.

- Landowner will match half the total cost with In-Kind hours prior to defensible space being completed.
- Submit In-Kind tracking via Google Forms.
- In-Kind match completed after January 1, 2023 will be accepted.

# FFSL PROJECT OUTLINE: Pine Mountain, Pine Ridge and Whispering Pines





## FFSL PROJECT OUTLINE: Pine Mountain, Pine Ridge and Whispering Pines

Category	Total Cost	# of 10-hour days	In-Kind Hours	Landowner Match
Small	\$1,000	2 days	16 hours	\$500
Moderate	\$2,000	4 days	33 hours	\$1,000
Large	\$3,000	6 days	50 hours	\$1,500

### Acceptable In-Kind hours:

Volunteer time is calculated at **\$29.95** per hour. The tasks listed below are eligible forms of match:

- Personal time spent in meetings
- Preparing the CWPP
- Working with community residents
- Conducting fuels reduction for a defensible space



# Partnership Program With Spring City

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**We will be partnering with citizens from Spring City who would like to collect wood. If you would be interested in having someone from Spring City come and cut down trees on your lot in exchange for the wood, please contact Becky Holbrook at 801 369-1351.**

# Clean-up Day

Becky Holbrook

# Clean-up Day – June 10th 10:00 to 3:00

## WE NEED YOUR HELP

- Trees and branches are overhanging the road in several places
  - Visibility around some turns is impaired
    - Thistle is spreading

**Come meet other residents and enjoy drinks and treats.**

**Meet by Gate 1 to pick up supplies anytime from 10:00 to 3:00.**

**We will also have a spray that kills Oakbrush and Thistle available.**



# Please do the following on clean-up day

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1. Trim branches that overhang Association roads adjacent to your property
2. Stack cut branches on the sides of the roads with the cut-side facing the road
  - a. Forest Service is scheduled for **June 12th-15th** to come through with a wood chipper
  - b. Notify the board of the location of chipping pile.
3. Spray or remove thistle in your area
4. Clean up any visible trash





# Constructing Piles for Chipping

- ✓ Place limbs in the same direction with the larger end facing toward the road, within 5 feet of roadway.
- ✓ Natural vegetation only.
- ✓ No machine-made or raked piles.
- ✓ No roots/ root-wads.

## DO NOT INCLUDE:

- Rock, metal, stumps, roots, dirt, lumber.



Forest Service is scheduled for **June 12th-15th** to come through with a wood chipper



# Constructing Piles for Chipping

## INSTRUCTIONS

Piles must be fully accessible for chipping equipment and crew.

- Along the side of the road.

Piles must be neatly stacked by hand with stems facing the same direction, closest to the road.

- No raked or machine-built piles will be chipped due to containing dirt, gravel, rocks, etc. which can damage the chipper blades.
- Excessively tangled piles will not be chipped.

Piles must only contain wildland vegetation.

- Construction and reclaimed wood may have nails or screws and will not be chipped.

Roots or trees with the root attached will not be chipped.

- Roots contain dirt and rocks which damage the equipment.

Chipped material to be left on-site in the area, not hauled away.



DO



DON'T



# A few more reminders

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- Road cleanup/trimming is an ongoing responsibility of each member but we ask that you dedicate this day to our joint effort.
- Help us keep our dues low so we don't have to pay for this service.
- Cleared roads are critical for public safety as they allow access to emergency vehicles.

# Association Projects

Jarid Love

# Association Projects

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1. Moving gate 4 or adding electric opener
2. Expanding the parking lot
3. Gate 1 improvements
  - a. Permanent power
  - b. Double electric gate
4. Dumpster rekeying
5. Juniper Road turnaround (45 ft radius)

# Gate 4 Move

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- Last year it was proposed that gate 4 more closer to the end of the paved road
  - This was voted against last year due to concerns of additional people behind the gate that would have access to the association.
  - It was proposed the board do more research.
- Since that time a new subdivision was announced between SCR and WP/SH so it was decided to abandon the thought of moving the gate lower.

# Gate 4 Move

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- Gate 4 still needs some changes to fix the shared gate situation. There are two proposed solutions:
  1. Move the gate to its previous location further up the road. This will put it past the Pine Ridge gate and fully separate the two association.
  2. Put an electric opener on gate 4 and leave it where it's at. This will allow us to provide Pine Ridge with remotes on a different frequency only allowing access to that one gate.





# Parking Lot Expansion

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- It was approved last year to move forward with this project as long as it doesn't affect the road budget.
- Background:
  - Occasional complaints that the parking lot looks messy
  - Occasional complaints about vehicles left in the parking lot too long
  - When you have a trailer you take a long section of parking space
  - In the winter, people like to leave seasonal vehicles for a long period of time
  - Currently Pine Ridge Estates is using our lot because they don't have one
  - Need a place to store association owned items
  - We own twice as much land as we are using



# Parking Lot Expansion - Next Steps

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- Stake out the new parking areas
- Obtain quotes for labor - perhaps members would like to contribute time/resources
- Formalize funding options
  - Pine Ridge contributions
  - Paid parking area
  - Donations
  - Savings
- Formalize agreement with Pine Ridge (if participating)
- Cut in the road this year / Add base in future years

# Gate 1 Improvements

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- Last year gate 1 was hit by a construction vehicle and nearly destroyed
- Gate 1 has a history of the side gate being hit frequently because of the angle of entry.
- We've reached a capacity where the battery can't keep up with usage.
- Proposed changes:
  - a. Permanent power - we will be connecting to power across the lot across the street.
  - b. Double electric gate - both sides of the gate will have an electric opener, improving the opening size every time the gate opens.

# Dumpster Rekeying

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- The dumpster has frequent abuse.
- The lock is often removed and taken.
- The dumpster is frequently left open.
- The dumpster is often used for construction waste when it is only to be used for household / camping trash.
- A new key will be put on the dumpster that will be different than the gate keys.
- One key will be issued to each land owner, this will further limit use, especially for properties with many owners.
- New keys will be available after the meeting.

# Juniper Road Turnaround

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- Last year Juniper Road could not be graded because a grader cannot turn around at the end.
- The forest service said we don't comply with safety standards by not having a turnaround at the end of the road for emergency vehicles.
- A new turnaround will be added during road construction with a 45ft radius (per county requirements).

# Election of Board Members

Jarid Love

# Election of Board Members (No positions to fill)

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Member	Term	Action
2021 Jarid Love	1 years remaining	
2021 Scott McDonald	1 years remaining	
2021 Becky Holbrook	1 years remaining	
2022 Mike Edwards	2 years remaining	
2022 Chad Costello	2 years remaining	
2022 Shaun Hansen	2 years remaining	
2022 Steve Jolley	2 years remaining	



# Items for 2023 Board to Consider?

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- How we help control outside use of the association?
- State and federal fire mitigation assistance
- If you have additional ideas or topics you would like the board to consider, please email them to [boardmembers@pinemountainloa.com](mailto:boardmembers@pinemountainloa.com)

# Open Microphone for Members

Jarid Love

# Open Microphone for Members

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Up to 20 minutes.

Each Member who desires to come forward with comments and or suggestions may do so. Please respect the time given to each member for their comments, please don't interrupt or ask questions until they are done. Individual comments will be limited to 2 minutes.

For any additional suggestions, comments, or information please contact the board at: [boardmembers@pinemountainloa.com](mailto:boardmembers@pinemountainloa.com)



# Thank You

Meeting minutes and this presentation will be uploaded to the website for future reference.