



PMLOA Board Meeting Agenda

Location:	Virtual
Date:	October 26, 2023
Time:	6:00 pm
In attendance:	Jarid, Mike, Terri, Scott, Becky, Shaun, Chad
Absent:	Stephen

Update on Action Items:

1. Jarid will add the combination locks to electronic gates. Jarid has received some complaints on gate 5 key not working.
2. Chad is going to work on the draft policy for association liability for landowners who do not follow Sanpete County and State regulations. Chad has spoken to his attorney. The attorney is going to send him over some information.
3. Jarid will follow up with the landowner regarding the association sprayer. Jarid has the sprayer and will bring it to the annual meeting in the spring. Hopefully, we will have a volunteer who will go around and spray along the roads on clean up day.
4. Jarid is working on updating the dues section in the ByLaws and will follow up with the county. Jarid hasn't recorded the update yet. It will be done for the January meeting.
5. Mike will shorten the length of time gate 1 stays open. Scott sent the instructions to Mike. Mike hasn't got this done.
6. Jarid is working on creating P & L for the gates. Jarid will send out to the board with notes.
7. Jarid will forward the landowner's easement document to the board. Jarid has some questions and has not forwarded the document yet. He will forward the easement to the board. The landowner outside our association would prefer to sign his agreement. He is not going to be starting until spring. Chad feels we should use our agreement. Mike agrees he should sign the association easement. Shaun asked if he has access to our roads? He does have access. Becky feels it doesn't make sense he doesn't want to sign our easement agreement or pay the yearly dues. The landowner did talk to Becky in regards to fixing the hole in the road on Archery Drive by the spring. He pulled out the old 4" culvert and replaced it with a 10" culvert. He put down some road base. There are other landowners in the association which do work on the roads and help with the gates. The board feels he should pay dues. We want to have a good relationship with this landowner. Mike thought we could possibly give him a few years off to help with the expense of the work he did on Archery Road.

8. Mike will take chains away where they are covering automated gate sensors. Mike did make some adjustments. He would like to keep watching this.
9. Jarid will contact the landowner regarding association water crossing. The rocks have been removed. The association will continue to use this water crossing road.

New Items:

1. ByLaws review - Reviewed the guidelines of meetings. The board does meet right after the annual meeting to determine job functions. The board meets monthly to discuss association business. Board members if you are not in attendance at the monthly meeting, please review and respond.
2. Road maintenance
 - a. Juniper turnaround - the board has hired Milletts to do the turnaround and parking lot. Chad has met with the landowners and Milletts. Irvings put a gate up across the association road. There is a post and we are going to go 25' from the post. It went extremely well with the landowners. We wanted to make sure the landowners were happy with the turnaround. The Irvings will put their gate back up beyond the turnaround once it is done more toward their cabin.
 - b. Parking lot culvert - Chad spoke to the Nays on Wednesday and they are happy with the association. They have put up posts along their property line. The Nays have talked to Doug and Milletts. Chad will have Milletts send an invoice once the work has been done. Chad recommends we send out communication regarding the parking lot. We will include it in the year end email.
 - c. Whispering Pines Agreement/What they want PMLOA to do - Becky was contacted by Whispering Pines. They would like to get Meadow Road fixed this year. They had it bid out and Doug Shelley will be the contractor. The cost will be \$1800.00. Our portion will be \$700.00. We are on a 40/60 split with Whispering Pines. PMLOA will be paying 40%. Becky sent pictures to the board of what needs to be done. This area has been an issue for several years. The area Whispering Pines is fixing is not where the construction was done on the east side. There is a culvert there but it has been covered up and clogged with dirt. The cost will include 4 loads of road base. Becky said the landowner on the east side of Meadow Road is not willing to participate. Mike is not against fixing this but feels Aaron Black and the developer on the east side did not fulfill their obligation. Whispering Pines will give us an invoice for snow plowing on Meadow Road.
 - d. Pine Ridge Agreement/Share cost of road? - Chad asked if we have collected anything from Pine Ridge for the shared costs of road maintenance leading up to their association. We need to follow up with this. Jarid will follow up with Pine Ridge Association.
3. Winter Prep (gates, member communication, parking lot etc...). We will be sending out a year end email. Jarid will work on the initial draft to send to landowners. The letter will include the Juniper Road turnaround, parking lot, etc. Seasonal vehicles should be parked in the season in which they are being used. Mike's concern is someone outside the association using the parking lot. Why are we allowing others to use the lot? We can get license plate numbers and have them run. We can tow any vehicles parked in the lot that should not be there. The board discussed a sticker procedure. Any vehicles parked in the lot longer than a week will require a sticker and should report to the board with their information. Mike feels people are taking advantage. Scott feels we should create a permit system. Mike will work on a draft sign and have it approved. We will have a sign made and posted at the parking lot. Shaun suggested we take pictures of the vehicles already parked in the lot. Any vehicle parked longer than a week without a permit will be towed. We need to get this done. We will get

pictures of vehicles parked there before the signs are posted. We should send out an email saying the parking lot will require a permit. Association landowner's will be a priority. Potentially we can limit parking in the lot.

4. Gate status
 - a. Key switch is still not working on gate 5 consistently. We are wondering if it is a contact issue. We will look at the boxes to ensure they are sealed properly. There shouldn't be water in them. Russ may have the key switches, Becky will check with him. Scott said it is an awkward switch. Jarid will go down on Saturday, October 28th to check on gate 5..
 - b. Any other gate issues. Gate 1 is working great with power. Someone did bend the arm, Russ fixed it. Thank you Russ!
5. Dumpster status - being removed 10/30/23.

Chad said once he gets the invoices for the parking lot and Juniper turnaround, he will forward to the board. Jarid will let the board know where we are at with our road budget.

Chad said once we get the invoices for juniper road and parking lot from Mille

We have a landowner who recently put in their driveway in WP2. Since he put his driveway in mud is going across the road. Jarid is going to ask them to put some road base on the road by their driveway where the mud is crossing.

Action Items:

1. Chad will email Millett's invoice to the board once the work is complete.
2. Jarid will communicate to the board where the association is at once the Millet invoices are in.
3. Jarid will follow up with Pine Ridge Estates regarding shared cost of the road leading up to their association.
4. Jarid will work on the initial draft year end communication to send to landowner's.
5. Becky will check with Russ to see if he has the key switches for the gates.
6. Jarid will talk to the landowner in WP who recently put in their driveway and ask them to put some road base on the road where the mud is crossing the association road.
7. Mike will work on a draft sign and have it approved.

Next Board Meeting:

01/25/2024

Future Action Items:

1. Juniper Road we will need to cut back brush on the sides of the road for the grader.
2. Create an updated sign for the Gate - Jarid, will start working on this now the gates are working and get a price quote.
3. Board look at alternate contractors for roads next year.
4. Board please look at association roads to see what culverts need to be installed.
5. Shaun said we could possibly record the meeting next year and broadcast it on FaceBook.
6. Board watch for new driveways being put in landowners property to see if it has affected the road.
7. Board watch for association and landowners culverts that need to be installed.