



PMLOA Board Meeting Agenda

Location:	Virtual
Date:	January 25, 2024
Time:	6:00 pm
In attendance:	Mike, Jarid, Scott, Becky, Shaun, Terri
Absent:	Chad, 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. The other gates have been working fine. In the spring, we want to pull the switch apart on gate 5.
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 some information.
3. Jarid is working on updating the dues section in the ByLaws from when the dues increase was voted, approved and changed a few years back. He will follow up with the county. Jarid hasn't recorded the update yet. This will be done for the February meeting.
4. Mike will shorten the length of time gate 1 stays open. Scott sent the instructions to Mike. Mike hasn't got this done. Mike asked Scott to send the instructions to him again at this. Mike will look at this in the spring.
5. Landowner outside our association who would prefer to sign his agreement. He is not going to be starting until spring. Jarid had a conversation with the landowner. Jarid will review his easement to see why he wants to use his easement. The board voted previously to use the association easement. Mike feels we should review what was done. Jarid will send the landowner easement to the board for review. We will revisit this in the March Meeting.
6. Jarid will work on the initial draft year end communication to send to landowner's. This is done.
7. Mike will work on a draft sign for the parking lot and have it approved. This was done.
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 and take a second look in the Spring.
9. Board look at alternate contractors for roads next year. Millets did the Juniper road turnaround and the culvert at the parking lot. It looks good, Mike and Becky feel he did a good job. Chad is taking this assignment.

10. 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. As the weather improves Jarid will talk to the landowner.

New Items:

1. ByLaws review -Amendments-Committees. Any changes to the ByLaws need to go before the membership for a vote. A 30 day notice must be given prior to the voting. At this time, the board has not formed any sub committees. Jarid and Chad have been talking about whether we might want to have a sub committee help with the Spring City Ranchero side. Becky recommended we have a board member involved with the committee. We would have 3 or 4 members help keep an eye on the road work. We would get a closer watch over what and when work is being done. We will discuss committees further. Mike said communication is the success to getting the roads done. We want to be aware of when the contractor is coming in and what areas they will be working on. Shaun said we will need to communicate to the contractor that they will need to let us know.
2. Financial Review
 - 2023 Year End Review - after the bank statements have been reconciled Jarid goes into QuickBook reports, statement of activity. From the report he creates a spreadsheet. Jarid reviewed the spreadsheet with the board of what was budgeted and what the association spent. There were some areas we were over budget. We were over on gate repairs, signage and the garbage dumpster costs.

The bigger rock that was used on Deer Run is working well.
 - 2024 Budget - gates are costing more and the budget will need to be increased. The dumpster budget needs to be increased this year. The annual meeting budget needs increasing due to facility costs. We need to increase priority mailing and mailing since postage went up in January. We will need to look at the road budget since product pricing is increasing.
3. 2024 Schedule - The newsletter will go out in February. Dues invoices will start going out in the middle of March. We would like the road contractor to start in late April. They should be able to start on the Spring City Ranchero lower areas. We would like the board member and committee ready to go in April. The goal is to have all road work done on both sides by June 8th. Clean up day will be held June 8th. We will work on getting the chipper in after June 8th.

Shaun asked about login to the cameras so the board can review them. Jarid will get the login to the board.
4. Parking Passes - we have received positive feedback. Haven't had any complaints. We will continue to issue 1 permit per landowner. In the annual meeting we will discuss the parking lot. We will create a parking lot policy. The question was asked if we need to have a vote in the annual meeting for the policy. The board can create policies to help with operations and administration of the association without membership voting. Anything documented in the CCR's/ByLaws require membership votes for changes.
5. Update Map with Names - We had 13 new landowner's in 2023. Already in 2024, we have two more. We welcome these landowners. It is important to keep the map updated. Terri will research where the new member document is located in google docs. Scott will update the map once she moves the file.

Action Items:

1. Jarid will send WP landowner easement to the board.
2. Jarid will get the camera login to the board.
3. Terri research where the new owner file is in google docs and move under secretary.
4. Scott will update the new landowner names to the map in google docs.

Next Board Meeting:

February 22, 2024

Future Action Items:

1. Juniper Road we will need to cut back brush on the sides of the road for the grader (March)
2. Landowner outside our association who would prefer to sign his agreement.(March)
3. Board please look at association roads to see what culverts need to be installed (March)
4. Jarid will look at combination locks and the gate 5 switch in the Spring (April)
5. Mike will shorten the length of time gate 1 stays open in the spring (April)
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 (March)
7. Mike will continue to watch the chains where they are covering automated gate sensors (May)
8. Shaun said we could possibly record the meeting next year and broadcast it on FaceBook (March)
9. Board watch for new driveways being put in landowners property to see if it has affected the road.
10. Board watch for association and landowners culverts that need to be installed.