



PMLOA Board Meeting Minutes

Location:	Virtual
Date:	July 25, 2024
Time:	6:00 p.m.
In attendance:	Mike, Russel, Chad, Jarid, Scott, Shaun, Jared
Absent:	

Update on Action Items:

1. Chad is going to work on a draft policy for association liability for landowners who do not follow Sanpete County and State regulations. Chad has seen the rough draft from the attorney. The attorney is making a few changes and will email the policy to Chad.
2. Jarid will update the dues section in the By-Laws for the dues increase for 2025 and record with the county. This is not done.
3. Jarid will sign the easement agreement with Brady Anderson and add to google docs. He will add to google docs.
4. Board please review the draft letter Mike sent for trailers in disrepair or left uncovered. Chad will send the draft out one more time to include the new board members.
5. Jarid will add the association letterhead to the draft letter Mike sent to the board once approved and get it posted to the website. Once the letter is approved, Jarid will add the letterhead and add it to google docs.
6. Shaun will create a list of vendors for the website and Facebook. Shaun has a couple of vendors and will create categories. He will send it to Chad to add to our Website and Facebook. The notice will include here are some categories of vendors and providers the board has thought about. We will ask the members if they have a vendor to let the board know so we can add to the list.
7. Board continues to look at association roads to see where culverts need to be installed. Watch for ditches with rocks that are causing water damage to the roads. Chad asked if any of the board members had noticed any culverts needing to be installed. Jared is working with Doug Shelley.
8. Chad will talk to both Morgan Warner and Gordon Johansen to get help locating association culverts that have been covered. Chad has spoken to Gordon and they will drive the roads next time Chad is at his property. He will call Morgan.

9. Jarid will talk to Mike Whitehouse about putting on some road base where the mud is crossing the road from him putting in his driveway. He hasn't been down this year, Jarid will text him.
10. Jarid will follow up with the Richardson's. Jarid will get this done.
11. Jarid will send Jason Lynn the approval letter to build his cabin. Jarid will get this done.
12. Annual meeting minutes getting approved and posted. Jarid has posted the notes.
13. Letters sent to members who have clogged culverts across their driveways. We will need to create a draft letter. Mike will take this assignment.
14. Chad will ensure all association communication is on the Website and Facebook. Chad needs access to the website. Jarid will get him access.
15. Board will review the property transfer policy. Jarid will create a new link for the website. Terri will email this form to the Title Companies with the association form and the CCR's acknowledgement. She will email the property transfer fee going forward. She will email the title company form to the board.

New Items:

1. Welcome Russel Smith
 - a. Role on the board - we divide up responsibilities for board members. The responsibilities include road maintenance, security, communication etc. Russel said he is willing to do whatever the association needs. Discussed possibly having someone trade roles with Russel. Chad asked if anyone is willing to trade roles. Mike would like to visit with Jared who is over the road maintenance on the Spring City side. He will consider trading. Russel is good with roads or security.
2. Google Doc Training - Scott will send Russel the link. The board reviewed where some policies etc are located in google docs.
3. Road Update
 - a. Grading Invoices? At this time, we do not have the invoices. Doug has been asked to get them to Scott and Jared. We need to see what the grading cost is so we know where we are at with our road budget.
 - b. Jared Warner will talk to Doug and get the road maintenance done on the SCR side. He will ask him if he is too busy to install culverts within a certain time frame. Mike will follow up with his son to see if we can get better pricing on culverts. Jared met with Scott Millet, he gets base and rocks from a different pit. Scott has some different ideas for the parking lot for better organization of winter vehicles parking in the lot. Mike recommends we use rock on flat areas and a better quality road base on the hills. Jared will continue working with Doug.
 - c. Putting in bumps to slow water and traffic where new culverts are installed - there are some areas we could use heavier rock. It would help facilitate some of the water damage. We don't think the bumps in the road will help. We could have the road grader install cut outs instead for water flow. The board recommends we look at this option.
 - d. Road Maintenance Bids for 2025 - We need to discuss getting bids for next year at the August meeting.
4. Gates & Keys
 - a. Scott is finding a higher grade gate key switch for the automatic gates. Scott has found one, Chad feels we should try the new higher grade switch. We will order one. We will put the higher quality key switch on gate 5 since we have been having issues with that gate.
 - b. Remotes and Keys not working - a few landowners have contacted Terri with their remotes and keys not working. Jarid recommends we have the landowners update their batteries. Chad will

send this communication out. Some are new remotes Terri recently mailed to them. If the remote is 30 days or less Terri will send them another remote. Remotes over 30 days will not be replaced and the owners will need to purchase a new one.

- c. Lock on gate 3 needing to be moved before winter. Mike will look at this and see if he can get a cover over the lock.
5. Dues Update - Chad asked Terri to give the board an update. We have approximately 3 landowners who have not paid their dues. Terri will be following the collection policy and sending them to collection. She is having issues with a landowner's contact information. Jarid will help her with this issue.
6. Parking Lot
 - a. Jarid will create a draft written seasonal guidelines for the parking lot from October 1st - Memorial Day. Jarid has started working on the draft. He will finish the draft and send it to the board.
 - b. Extending culverts for the parking lot -. Jared Warner will get pricing for the board to review. Culverts are very expensive. Jared is going to walk the parking lot with Scott Millet.
 - c. Chad and Jarid staking out the lower parking lot. Jared is going to look on Onx and the illustration of the parking lot expansion.
 - d. Building a small shed on the parking lot. We will research sheds. Shaun recommended we look at Costco. We need to make sure the shed will hold up to snow loads. We will put a combination lock on the shed. Scott said he would donate a little tractor to mow the weeds.

Action Items:

1. Chad will email the board the association liability policy once he receives it back from the attorney with the changes
2. Chad will send the letter for trailers in disrepair out to the board since we have new board members.
3. Shaun will create categories for the vendor list and send them to Chad.
4. Chad and Gordon Johansen will drive the roads to locate association culverts.
5. Jarid will add the association letterhead to the letter for trailers in disrepair.
6. Jarid will text Mike Whitehouse regarding the road base on the road.
7. Mike will talk to Jared about road maintenance and make a decision.
8. Mike will follow up with his son regarding pricing for association culverts.
9. Terri will add road maintenance bids to the August meeting agenda.
10. Chad will send the remote replacement information out to members.
11. Mike will look at gate 3 and see if he can get a cover for the lock.
12. Terri is having contact issues with a landowner, Jarid is going to see if he can help her.
13. Jarid will finish the seasonal guidelines for the parking lot and email to the board.
14. Jared is going to walk the parking lot with Scott Millet. He will look at the parking lot illustration to the future parking lot expansion.

Next Board Meeting

August 22, 2024

Future Action Items:

1. Some of the information given at the annual meeting was repeated several times (i.e) safety and road information. (March 2025)
2. Healthier snacks available at the annual meeting - Morgan (April)
3. Add parking lot to cleanup day (April)
4. Have the road grader install cut out off the side of road to help with run off (April 2025)