



## PMLOA Board Meeting Minutes

|                |                                                          |
|----------------|----------------------------------------------------------|
| Location:      | Virtual                                                  |
| Date:          | August 29th, 2024                                        |
| Time:          | 6:00 p.m.                                                |
| In attendance: | Mike, Russel, Jared, Terri, Chad, Shaun, Jarid and Scott |
| Absent:        |                                                          |

### **Update on Action Items:**

1. Chad will email the board the association liability policy once he receives it back from the attorney with the changes. Not received from the attorney.
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 follow up with Brady Anderson and have him sign the easement agreement. He will add to google docs once Brady has signed and notarized the agreement. Jarid will reach out to Brady.
4. Board please review the draft letter Mike sent for trailers in disrepair or left uncovered. The letter is approved. We will post a reminder, most landowners leave after Labor Day.
5. Jarid will add the association letterhead to the letter. This is done.
6. Mike will talk to Jared about road maintenance and make a decision. Mike will serve the rest of his term on roads. Russel will stay on gates and security.
7. Chad will send the remote replacement information out to members. Should this be added to the website under the key and remote policy? The replacement policy will be added to the website under the key and remote policy.
8. Mike sent the draft notice to the board members regarding member culverts for approval. Scott asked if we wanted to add a time limit. We are not going to add a time limit. This letter is to remind owners, if there are issues we will send a different letter.
9. Chad will ensure all association communication is on the Website and Facebook. Chad has access to the website now.
10. Whispering Pines Meadow Road agreement. Chad followed up with Becky. She is going to send him the information.

## **New Items:**

### 1. Road Work Update

- a. Grading & road base invoices. Doug said he would send the invoices to us. Russ and Morgan cleaned out culverts on Deer Run. Jared helped with a run off area for Deer Run. The North side work is done. The Spring City Rancheros is not complete.
- b. Road Maintenance Bids for 2025. We want to get bids now. We should have a conversation with those interested in bidding our association. We give the contractors a \$27,000 budget. We want an hourly rate for grading, hourly rate for other work, price per load for base and rock. We need to know what gravel pit they used for materials. Jarid will create a form to send to contractors. Mike asked Jarid Love to send the board what they have done in the past. Jarid and Scott will send the new form out to the contractors. We want the bids back by our next meeting.
- c. 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. Killer Road will need rock for 2025. As Jared Warner has been riding with Scott Millet, Scott said he feels the culverts and ditches are our biggest problem. Mike feels this is a good idea instead of repairing roads. Scott Millet said he could use different materials to have better results.
- d. Bid from Mike's son regarding association culverts at a bulk price. Mike is happy to do this, he asked what quantity and what sizes? If we could get a good price, both Mike and Chad said the culverts could be stored on their property. We will ask whoever receives the road maintenance contract for their input.
- e. Chad and Gordon drive the roads to find association culverts. We will get this done.

### 2. Gates

- a. Gate issues? The gate switch we installed on gate 5 is waterproof. The gate is working well. Mike asked if we lubricated gate 3. We should get a schedule and lubricate in the fall and spring. Russel will do the north side and Shaun will do the south side.
- b. Gate 4 automation- landowner's have have purchased an automated gate for gate 4. There is a dead tree they want to remove. We need to look at the map and see who owns the property by gate 4 so they can be notified. The association will pay for the switch and key it to match our keys.
- c. Jared will follow up with the Richardson's. Jared stopped by a couple of times and no one was there. We will ask for more information. We can't spend \$1000 a year for power at gate 1. Russel will take this assignment.
- d. The cost for having power connected to gate 1. Shaun asked what the cost would be? We will have Russel talk to Mr Richardson and then see from there.
- e. Mike will look at gate 3 and see if he can get a cover over the lock. Mike will take care of this. Jared W said he has some old pipe. They will look at this Labor Day weekend.

### 3. Parking Lot

- a. Review parking lot usage policy. It is on the website now. Discussed the logs at the parking lot and who they belong to. If the logs are still there within a week, we will post something. We will give them a deadline to have them removed. At the annual meeting, we will let people know they need to let the board know if they want to leave something in the parking lot. We will post on the website and FaceBook as well. PMLOA is not responsible for items in the parking lot.
- b. Building a small shed on the parking lot. Move to spring 2025.

- c. Jared walking the parking lot with Scott Millet. Move to 2025, Chad feels we should get the property surveyed.
4. Mike Whitehouse
    - a. 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. Jarid will text him.
    - b. Mike would like to subdivide his 10 acre lots on Twin Creek Road. Does he need board approval? There are pros and cons. Do we know how many lots he wants to subdivide? Jarid recommends Mike talk to the county first.
  5. Review website changes - Jarid added Member Resources to the website. He reviewed the section with the board.

**Action Items:**

1. Jarid will get input from the board and update the RFP. He and Scott will send to contractors for the 2025 road maintenance bid.
2. 2025 road maintenance bid back by our next meeting September 26th.
3. Chad and Gordon Johanson will drive the roads and map out association culverts.
4. Russel will work with the Richardson's regarding the power for gate 1.
5. Mike and Jared will weld a cover for gate 3.
6. Post on the website and facebook the association is not responsible for items in the parking lot.
7. Jarid text Mike Whitehouse road base is needed where he did his driveway.
8. Follow up Mike Whitehouse and the county.

**Next Board Meeting**

September 26, 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)
5. Gate lubrication schedule Spring and Fall (May 2025).
6. Add to annual meeting communication members communicate to the board if they need to leave building materials short term in the parking lot (March 2025).
7. Parking lot surveyed (June 2025).