



## PMLOA Board Meeting Notes

Location:	Virtual
Date:	September 26th, 2024
Time:	6:00 p.m.
In attendance:	Russel, Jared, Mike, Chad, Jarid, Terri, Scott
Absent:	Shaun

### **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. The replacement policy will be added to the website under the key and remote policy. Jarid
5. Post on the website and facebook the association is not responsible for items in the parking lot. Jarid will get this done.
6. Chad and Gordon Johanson will drive the roads and map out association culverts.
7. Russel will work with the Richardson's regarding the power for gate 1. Russel is getting the power bills from Richardson's. There was some confusion and Russel will work with him.
8. Mike and Jared will weld a cover for gate 3. They were not able to meet and get this done.
9. Jarid text Mike Whitehouse road base is needed where he did his driveway. This is not done.
10. Follow up Mike Whitehouse and the county regarding splitting his lots. Mike went to the county and they are okay with him splitting the lots with board approval. Russel will reach out to Mike and ask him to send us a map. We will review the map and discuss it at our next board meeting.

### **New Items:**

1. Road Work Update

- a. Doug Shelley Invoices - board reviewed the invoices. Two culverts were installed on the north side. One culvert was installed on the south side on Aspen Drive. After review of the invoices the board approved the invoices to be paid.
- b. Road work that needs to be completed this year. Jared reported more work needs to be done on the south side. He recommends we put rock inside of gate 1 to the west and east. We will get loads of rock from Millets.
- c. Russel stated the majority of the road work is spreading the materials. He recommends we reach out to landowners. We should pull resources. Asked if we should contact Allred? The board approved more work to be done.

2. Road bids and contracts - recommended not giving the contractor the road budget. We will communicate we need grading, road base, rock and culverts. Mike recommends Scott, Jared and himself sit down with the contractor. He feels we should do more heavy duty maintenance on the road such as culverts.. We need a contractor who could show us what they recommend. Next steps would be Jared Warner will send the RFP to Millet and Scott will send it to Doug Shelly. Mike recommends we communicate that the RFP is due back in 3 weeks.

3. Proposal WP3 - the board reviewed the proposal. We need to clarify the grading on Meadow Road. We grade 2 times a year and the agreement is asking for 3. We need to confirm the price of grading and road base. Mike questioned 90 tons of material every year on Meadow Road (outside the gate). The agreement is showing Meadow Road is 7/10 of a mile. Chad's name is not correct on the agreement. Snow plowing isn't included in the agreement. Chad will review the board questions with the President of WP3 and report back to the board.

4. Gates -Extra cylinders for locks. Mike asked if there is something going on with the switches? We should spray all switches. Scott feels we should be doing maintenance on the switches. We should do maintenance on the switches several times a year. Discussed extra cylinders for the locks. What is going on with keys? We are having two different issues, switches and keys not working. We need to make sure the switches are sealed. Have we done anything on gate 1? Russel will follow up with Ron Nay on gate 1. Scott will send Ron the link. Russel recommends we keep the extra switches at Ron's house. We have a spare key switch. The board approved 2 cylinders and 4 switches to be ordered and kept at Ron's.

#### **Next Year Annual Meeting May 31st, 2025**

#### **Action Items:**

1. Board reaching out to landowners to pull resources for spreading materials on the roads.
2. Scott, Mike and Jared will meet with the 2025 road contractor.
3. Jared and Scott send a road RFP out to Millet and Doug Shelley. RPI due back in 3 weeks.
4. Review the map from Mike Whithouse at the next board meeting.
5. Russel will follow up with Ron Nay on gate 1.
6. Scott will send a link to Russel.
7. Order 2 cylinders and 4 switches.

## **Next Board Meeting**

October 24th, 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).