

**Minutes of the
Board of Directors of the
Singletree Property Owners Association
May 26, 2016**

A Regular Meeting of the Board of Directors the Singletree Property Owners Association, Eagle County, Colorado, was held on May 26, 2016, at approximately 4:25 p.m., at the Singletree Community Center, 1010 Berry Creek Road, Edwards, Eagle County, Colorado.

Attendance The following SPOA Directors were present and acting:

- Mike Budd (by phone)
- Ralph Dockery
- Jennie Longville
- Melissa Macdonald Nelson
- Ralph Merritt

Also in attendance were:

- Ann Darby, BCMD
- Dan Godec, BCMD
- George Gregory, BCMD
- Karen Kern, BCMD
- Mike Reisinger, BCMD (by phone)
- Larry Rogers, DRC
- Nina Timm, Community Manager
- Dan Carlson, Operations

CHANGES TO THE AGENDA:

Marty Jones, owner of 51 Miller Place, made a request to allow heavy duty asphalt shingles in Singletree. The Board thanked him for his input and let him know they will hear an update from the DRC during the DRC update portion of the agenda.

Heidi Cofelice, Sonnenalp Club, invited everyone to a ribbon cutting ceremony on June 1 at 10 AM.

Homeowner Jennifer Henise requested that her neighbor's boat be removed from their driveway.

MEETING MINUTES:

The SPOA April 28, 2016 Meeting Minutes, were reviewed. By motion duly made and seconded it was unanimously

RESOLVED to approve the April 28, 2016 Meeting Minutes, as presented.

TREASURER’S REPORT:

It was noted that account 5200 Admin Support – SPOA is over budget due to final payment to Terri Martinez-Johnson, and account 6350 Open Space, Trails, Etc. will be over budget due to Lee Rimel’s request. The Board has requested that all future DRC Compliance Deposit refunds be approved by both the Architectural Consultant and the DRC Chairperson.

By motion duly made and seconded it was unanimously

RESOLVED to approve the financial statements as submitted.

The Board reviewed the April list of payments to approve. By motion duly made and seconded it was unanimously

RESOLVED to approve the April 2016 list of payments as presented.

MANAGER’S REPORT:

Nina Timm updated the boards on the new Community Center building. With the new building will come improved security and technology updates for both buildings. It is currently ahead of schedule. Nina’s office will be moving into the on-site construction trailer at the end of June. A sign will direct people to call so she can walk out and meet them.

The Board discussed payment options for the \$250,000 contribution for the new building. There was discussion about contributing a percentage based on each pay application, making four equal payments or setting up an escrow account and preparing an escrow agreement. It was agreed to discuss this further under New Business.

Docutech in Denver can scan the building plans for 0.79 per 24” x 36” page. They will provide PDFs of the documents on an external hard drive and return the paper drawings to Singletree.

The Eagle County Sherriff has been requested to increase their evening patrols for on-street parking. The Sherriff has a policy of issuing a warning for first time offenders and issuing tickets for any future offenses.

Historically the Board has provided two drink tickets at the annual party. The Board confirmed this is the system they would like to use this year.

Nina will be attending Certified Manager of Community Association training in Denver from September 7 – 10.

The Sonnenalp Club’s sign will be back before the DRC, following Eagle County’s review.

COMMITTEE REPORTS:

Covenant Compliance – Ralph Merritt – The need to continue to monitor and enforce timely placement and removal of trash cans was discussed. Lawn trimmings, etc. are not an issue to leave out. A violations report should be maintained.

A Records Request policy has been prepared and sent to the Colorado State Archives on behalf BCMD. A question was asked about whether or not POAs are required to follow the same protocol. Need confirmation that SPOA's policy is CCIOA compliant.

SPOA's collection policy must be CCIOA compliant and follow the community's adopted policies. Wait until the end of May and see how many owners have not paid their annual dues to establish next steps.

An agreement between SPOA and BCMD needs to be drafted and executed for the Community Manager's services and the required insurance needs to be procured.

Additional committee members should be added to the Covenant Compliance Committee.

Trails/Open Space Committee – Melissa Nelson – Lee Rimel requested \$1,200 for supplies for trail repair and maintenance for this summer. There will be three volunteer days to work on the trails, one day will be a weekday and the other two days will be weekend days. Lee also anticipates a request for a donation to the Adopt-a-Ranger program for 2017. Ralph Dockery will re-stain a bench at the trailhead this week.

Discussion about expanding the 9-hole disc golf course to 18-holes, using US Forest Service land was determined to not be feasible based on the analysis and permitting process required by the US Forest Service.

Communications Committee – Melissa Nelson – The Singletree Today magazine will be delivered the first week of June and work has already begun on the July issue.

Social Committee – Jennie Longville – The first Music in the Park is scheduled for June 8 from 6 to 8 pm. Minturn Revue Duo will be playing and they are charging \$350. Another music event has been scheduled for July 13 with the same band.

Riverwalk Wine & Spirits is hosting a community wine tasting on June 17 and this will not cost SPOA anything. Riverwalk Wine & Spirits is paying for the event. BCMD has donated the Community Center to the event.

The Annual Party will be on August 27. Paper invitations should be sent out to everyone. Looking for a band to perform for the first hour of the event.

DRC Committee – Melissa Nelson – The DRC will continue to require paper plans be submitted, but electronic plans will also be required for electronic distribution to DRC members prior to the meeting as well as for permanent record. It was agreed that existing paper plans will be scanned and stored electronically. The paper copies will be retained as well.

By motion duly made and seconded it was unanimously

RESOLVED to appropriate \$5,000 to have the existing plans scanned and maintain the plans both electronically and on paper.

The Board provided direction that they are in favor of the Design Guidelines as written and the DRC should not consider recommending a change to include asphalt shingles as an allowed roofing material in Singletree.

There was discussion about the community’s Architectural Consultant’s contract. All changes to the contract shall be approved by the Board and the most recent version will be sent to the Legal Committee in Word format for their review and comment for the Board to consider. Clarification was provided that the Architectural Consultant only charges for minor changes if they become unduly time consuming. It was discussed that this billing has been minor and homeowners have been given the benefit of the service, typically, without charge. It was agreed that there should be no charges for landscape revisions nor repaints. Also, the word “reasonable” should be added in to the discretionary charges sentence of the contract.

Legal Committee – Mike Budd – The Legal Committee currently has two members on it. Mike Budd and Chuck Powers. They will begin a review of the POA documents to review for compliance with CCIOA and current Colorado State Statutes. They will recommend modifications as needed to ensure Singletree’s documents remain compliant with current regulations.

OPEN ITEM REPORT – Melissa Nelson –

- Following up on previous discussions about SPOA’s donation of \$250,000 toward the construction of the new building, by motion duly made and seconded it was unanimously

RESOLVED to pay Berry Creek Metropolitan District the \$250,000 in two payments. A \$150,000 payment is authorized to be released today and the remaining \$100,000 will be paid thirty (30) days prior to completion of the construction.

ADJOURNMENT:

There being no further business to come before the Board, by motion duly made and seconded it was unanimously

RESOLVED to adjourn the Regular Meeting of the Singletree Property Owners Association at 5:45 pm this the 26th day of May, 2016.