

**Minutes of the Board of Directors of the  
Singletree Property Owners' Association Meeting  
May 25, 2017**

A Regular Meeting of the Board of Directors the Singletree Property Owners' Association (SPOA), Eagle County, Colorado, was held on May 25, 2017, at approximately 3:00 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
- Jennie Longville May
- Ralph Merritt
- Melissa Nelson
- Karen Zavis

Also in attendance were:

- Dan Godec, BCMD
- Karen Kern, BCMD
- Mike Reisinger, BCMD
- Nina Timm, Community Manager
- Larry Rogers

**CHANGES TO THE AGENDA:**

Following BCMD public comment, the SPOA portion of the meeting was moved to the beginning of the joint meeting agenda.

**MEETING MINUTES:**

The SPOA, April 27, 2017 Meeting Minutes, were reviewed and amended. By motion duly made and seconded it was unanimously

**RESOLVED** to approve the April 27, 2017 Meeting Minutes, as amended.

**DESIGN REVIEW COMMITTEE:**

- The Design Review Committee recommended that BCMD consider raising the roof of the existing Pavilion as part of the expansion project there. This will increase the head height and function of the expanded covered area.
- There was conversation about the use of Hot Edge roofing in Singletree and where it has already been installed in the community.
- The Committee discussed the appropriateness of three year terms and having the terms expire on March 31, so a new SPOA Board could make appointments to the Committee. The Committee will elect a chair and vice-chair annually, following appointments to the Committee. Following SPOA Board discussion it was agreed that Design Review Committee

terms should expire on June 30, of each year to provide the SPOA Board with additional time to seek candidates and appoint Committee members.

- Conversation about the community's Architectural Consultant taking time off was had and it was agreed the Architectural Consultant could use members of their firm/office to fill-in while the Architectural Consultant was out.

#### **TREASURER'S REPORT:**

- The monthly Budget Allocation Schedule was presented to the Board. It reflects the typical / historical revenue and spending patterns for SPOA.
- The Actual vs. Budget report reflects the annual allocation and the two documents tie together. Per the Board's request, the annual budget was added to the Actual vs. Budget report.
- Community Publications had zero in payables in April. April's expenses are reflected in the May payables.
- Administration Support, paid to BCMD, reflects October 2016's payment of \$4167 and the account will consequently be over budget \$4167 at the end of the year.
- The May payables list includes all current credit card charges too.
- The Board acknowledged receipt of the May financial statements.

Following the financial discussion, by motion duly made and seconded it was unanimously

**RESOLVED** to approve the May payables as presented.

#### **COMMITTEE REPORTS:**

##### **LEGAL:**

The Legal Committee is currently down one member, Jackson Zoellner has accepted a job out of the area and is no longer able to participate. The Committee did meet and assign tasks related to the adopted goals. They will seek another member to join the Committee. They will begin reviewing the agreement between BCMD and SPOA for Community Manager services.

##### **TRAILS AND OPEN SPACE:**

The barbed wire removal project will take place on Saturday, June 10, with volunteers from Volunteers for Outdoor Colorado, the community and the United States Forest Service.

##### **COMMUNICATIONS:**

The Communications Committee presented their 2017 goals. By motion duly made and seconded it was unanimously

**RESOLVED** to adopt the Communication Committee's goals as presented.

The Board also discussed Owner education requirements under CCIOA, even though Singletree is not a CCIOA community. The Board agreed to continue the same Owner education strategies previously used.

**SOCIAL:**

The first summer concert of the year will be Turntable Revue Duo on Tuesday, June 6<sup>th</sup>. Based on the public participation there was a brief discussion about what the Community Center is and what it should be used for. A future agenda item for BCMD should be a conversation about the purpose of the Community Center and how the amenity should be used.

**OPEN ITEM STATUS REPORT:**

- The draft contract between BCMD and SPOA will be sent to the Legal Committee for their review.

**MANAGER'S REPORT:**

- CCIOA requires annual Owner education be provided. Currently SPOA uses *Inside Singletree* and email to provide Owners with timely education and reminders about the Rules and Regulations. Confirming that the Board believes this is sufficient Owner education.

**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 Board of Directors at 4:19 pm this the 25<sup>th</sup> day of May, 2017.