

**Minutes of the Board of Directors of the  
Singletree Property Owners' Association Meeting  
June 22, 2017**

A Regular Meeting of the Board of Directors the Singletree Property Owners' Association (SPOA), Eagle County, Colorado, was held on June 22, 2017, 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
- Jennie Longville May
- Ralph Merritt
- Melissa Nelson
- Karen Zavis

Also in attendance were:

- George Gregory, BCMD
- Karen Kern, BCMD
- Mike Reisinger, BCMD
- Katie Rothenberg, BCMD
- Nina Timm, Community Manager
- Larry Rogers

**CHANGES TO THE AGENDA:**

There were no changes to the agenda.

**MEETING MINUTES:**

The SPOA, May 25, 2017 Meeting Minutes, were reviewed. By motion duly made and seconded it was unanimously

**RESOLVED** to approve the May 25, 2017 Meeting Minutes, as presented.

**DESIGN REVIEW COMMITTEE:**

- The Design Review Committee is working on options they may present to SPOA that could allow Owners to expand their home in an effort to encourage investment in their property.
- Rain barrel language has been developed that is consistent with the Design Guidelines and Colorado Revised Statutes.
- The Design Review Committee affirmed the goals that SPOA adopted for them.

**TREASURER'S REPORT:**

- On the Budget v. Actual Report, account 5810 DRC Expense is offset by the \$250 Observation Fee that is collected as part of projects.

- There is currently approximately \$26,000 in outstanding dues. Twenty-seven percent of the total is owed by four Owners.
- There was a brief discussion about offering an amnesty program to Owners who owe late fees and interest in an effort to bring all Owners current on their dues.
- SPOA's 2016 taxes are done and nothing was owed.
- The June payables include the US Bank credit card charges for the month.
- 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 June payables as presented.

### **COMMITTEE REPORTS:**

#### LEGAL:

- The Legal Committee reviewed the Design Review Committee's Rain Barrel language and made a couple of changes and they are now ready to be included in the Design Guidelines.
- The first draft of the DRC Process and Procedures has been developed and a meeting will be scheduled to review them.
- A recommendation was sent to SPOA and BCMD on creating a Service Agreement for Community Manager services. The recommendation included meeting with an HR Professional to create a scope of services and then hire outside legal counsel to create a Management Agreement between SPOA and BCMD.

#### TRAILS AND OPEN SPACE:

The barbed wire removal project took place on Saturday, June 10, with volunteers from Volunteers for Outdoor Colorado, the community and the United States Forest Service. The next barbed wire removal day is scheduled for October.

#### Trail Volunteer Coordinators:

- Knob Hill – Jim Knez
- Mesquite – JP Power
- Avon Connector – Sonnenalp Club

#### COMMUNICATIONS:

- The Communications Committee is focusing on Owner education and compliance education via ads in *Inside Singletree* and emails.
- Concern was expressed about communications coverage when Nina is out of the office. Katie Rothenberg has agreed to provide coverage for emergencies that need to be emailed out when Nina is not available.

**SOCIAL:**

The first summer concert with Turntable Revue Duo on Tuesday, June 6, had approximately 75 people attend. The next concert is July 18.

**OPEN ITEM STATUS REPORT:**

- SPOA's mission statement remains on the open items list and will be moved to the next meeting.
- Request to include a Compliance Report with the monthly board packet.

**MANAGER'S REPORT:**

- A tent will be rented for the Annual Party in August.
- Annual Dues collection is ongoing and invoices have been mailed and emailed, when there is an email address, to delinquent Owners.
- Compliance report will be added to future Manager's reports. On-street parking remains a challenge in certain areas of Singletree and the Sherriff has been asked to step up patrols for this.

**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 5:25 pm, this the 22<sup>nd</sup> day of June, 2017.