

**Minutes of the Board of Directors of the  
Singletree Property Owners' Association Meeting  
May 24, 2018**

A Regular Meeting of the Board of Directors the Singletree Property Owners' Association (SPOA), Eagle County, Colorado, was held on May 24, 2018, at 4:30 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
- Courtney Holm
- Melissa Nelson
- Karen Zavis

Also in attendance:

- Dan Godec, BCMD
- George Gregory, BCMD
- Karen Kern, BCMD
- Melissa Nelson, BCMD
- Mike Reisinger, BCMD
- Nina Timm, Community Manager

**CHANGES TO THE SPOA MEETING AGENDA:**

There were no changes to the agenda.

**PUBLIC COMMENT:**

Corny Kraft spoke to the Board about her on-going concerns regarding the condition of 0330 Foal Circle.

**MEETING MINUTES:**

The SPOA April 19, 2018, meeting minutes were reviewed. By motion duly made and seconded it was unanimously

**RESOLVED** to approve the April 19, 2018, meeting minutes.

**DESIGN REVIEW COMMITTEE:**

David Viele, DRC Chairperson, outlined the proposal from MPG to amend the Design Guidelines to reflect the built-out nature of the community. The Design Guidelines have created the amazing community that exists today. Going forward the Design Guidelines need to address construction in a built out environment, including site management, timeliness, fees and deposits, etc. MPG has proposed a time and materials contract not to exceed \$10,000, and they bring unique expertise in this type of work. Concern expressed about potential conflict of interest MPG may have with other clients in Edwards, specifically Berlaimont Estates. Additional

questions about the proposed timeline and budget were expressed and the SPOA wants to better understand how they are part of the proposed process.

The DRC believes the proposed additions to the Design Guidelines will allow them to do their job better. It was requested that the DRC provide the SPOA Board with their notes and redlined Design Guidelines. There was a question about whether or not an RFP should be sent out to obtain three bids for the proposed scope of work. The Board also discussed if updating the Design Guidelines was a strategic objective of the SPOA?

**TREASURER'S REPORT:**

- There are no significant variances in the financial reports.
- It was asked if MPG was hired to update the Design Guidelines, would that come from the Community Projects line item.
- It was agreed there should be dedicated accounts for each reserve fund, and at the end of the year, if there are any, earnings should be allocated to specific reserve accounts.

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

**RESOLVED** to allocate 2017 earnings to the Community Projects Reserve account.

By motion duly made and seconded it was unanimously

**RESOLVED** that Alpine Bank shall hold Design Compliance Deposits, the Legal Reserve account shall be held at Citywide Bank with a current balance of \$200,000, and a Community Projects Reserve account shall be opened at 1<sup>st</sup> Bank with an opening balance of \$131,000.

There was brief discussion about using Legal Reserve funds to pay for bills related to the on-going litigation.

Following review and discussion of the financials, by motion duly made and seconded it was unanimously

**RESOLVED** to accept the April 2018 financial reports as presented.

By motion duly made and seconded it was unanimously

**RESOLVED** to approve the May 2018 payables as presented.

**COMMITTEE REPORTS:**

Committee chairs were appointed as follows -

TRAILS AND OPEN SPACE: Lee Rimel

LEGAL: Mike Budd

COMMUNICATIONS: Karen Zavis  
SOCIAL: Jennie Longville May

**MANAGER'S REPORT:**

- Exterior repair and maintenance letters were sent to seven Owners.
- The summer concert series begins on June 21, with REWIND. Turntable Revue Duo performs on July 10. Concerts are from 6 to 8 PM at the Community Center.

**SPOA BUSINESS:**

- There was discussion about the on-going driveway and landscape issues at the Cuny / Colletti duplex. The Board requested that Wendell Porterfield write a letter to both Owners requesting they advise the SPOA when the driveway will be brought back to its previous configuration. If the Owners fail to correct the situation the SPOA is prepared to take legal action to cause the driveway to be returned to its previous configuration.
- Mike Budd will meet with the insurance agent to discuss the SPOA's insurance policies that renew in August 2018.
- Melissa Nelson will remain on the SPOA Board until there is an appointed Owner that is interested in serving and is acceptable to the Board. Interested Owners shall provide letters of interest and be interviewed at a board meeting. They could then be appointed following Melissa's resignation.

Members of the Berry Creek Metro District left the meeting.

**EXECUTIVE SESSION:**

By motion duly made and seconded it was unanimously

**RESOLVED** to move into executive session to discuss legal matters at 6:32 pm.

By motion duly made and seconded it was unanimously

**RESOLVED** to resume the regular board meeting at 7:23 pm. It was noted that no decisions were made during the executive session.

**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 7:24 pm, this the 24<sup>th</sup> day of May, 2018.