

**Minutes of the Board of Directors of the  
Singletree Property Owners' Association Meeting  
December 6, 2018**

A Regular Meeting of the Board of Directors the Singletree Property Owners' Association (SPOA), Eagle County, Colorado, was held on December 6, 2018, at 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
- Courtney Holm, by phone
- Karen Zavis

Also in attendance:

- Dan Godec, BCMD
- Karen Kern, BCMD
- Melissa Nelson, BCMD
- Katie Rothenberg, BCMD
- Nina Timm, Community Manager

**CHANGES TO THE SPOA MEETING AGENDA:**

There were no changes to the agenda.

**PUBLIC COMMENT:**

There was no public comment.

**MEETING MINUTES:**

The SPOA October 25, 2018, meeting minutes were reviewed. By motion duly made and seconded it was unanimously

**RESOLVED** to approve the October 25, 2018, meeting minutes.

**TREASURER'S REPORT:**

- Need to update signature cards at US Bank.
- Requested that November financials be sent out electronically to board members before the January 2019, meeting.

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

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

By motion duly made and seconded it was unanimously

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

**COMMITTEE REPORTS:**

Legal – Continue to make progress on updating the Bylaws.

Communications – Two owners responded to request for email addresses. In January plan to send a post card to owners where no email address on file. Always looking for content ideas for *Inside Singletree*.

**NEW REAL ESTATE CONTRACT DISCLOSURES:**

The new Colorado real estate contract requires additional disclosure information about the property owners association. The information should be added to the website by January 1, 2019.

**COMMUNITY MANAGER’S REPORT:**

Continuing work on on-going DRC compliance issues. MPG and the DRC met on November 1, to discuss proposed updates to Design Guidelines. SPOA Annual Meeting is on Saturday, March 9, time to be determined.

BCMD board members left the meeting.

**EXECUTIVE SESSION:**

By motion duly made and seconded it was unanimously

**RESOLVED** to adjourn to executive session to discuss a legal matter at 4:45 PM.

By motion duly made and seconded it was unanimously

**RESOLVED** to adjourn the executive session and return to the regular meeting at 5:00 PM.

**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 5:04 pm, this the 6<sup>th</sup> day of December, 2018.