

**Minutes of the Board of Directors of the
Singletree Property Owners' Association Meeting
December 8, 2020**

A Regular Meeting of the Board of Directors the Singletree Property Owners' Association (SPOA), Eagle County, Colorado, was held on December 8, 2020, at 4:05 p.m., at the Singletree Community Center. The meeting was held virtually via GoToMeeting.

Attendance The following SPOA Directors were present and acting:

- Ariana Burkley
- Dan Godec
- George Gregory
- Jennie Longville May
- Karen Zavis

Also, in attendance:

- Courtney Holm, BCMD
- Katie Rothenberg, BCMD
- Melissa Nelson, BCMD
- Mike Reisinger, BCMD
- Trevor Broersma, 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 27, 2020, special meeting minutes were reviewed. By motion duly made and seconded it was unanimously

RESOLVED to approve the October 27, 2020, special meeting minutes.

The SPOA October 27, 2020, meeting minutes were reviewed. By motion duly made and seconded it was unanimously

RESOLVED to approve the October 27, 2020, meeting minutes.

DRC REPORT:

Meeting minutes and staff approvals were included in the packet. There were no questions or comments.

PROPOSED DESIGN REVIEW FEE SCHEDULE:

The Board acknowledged Karen Zavis’ effort and work on the proposed updates. The most significant change in the proposed changes is that all fees would be paid to the SPOA and no fees would be paid directly to the Architectural Consultant. Fees are front loaded in the design review process rather than after approvals. This ensures projects that are never built pay for the design review services they use. Fees now include special consideration for additions and remodels, this will continue to be the bulk of the projects. This is the 4th iteration and is based on input from the subcommittee as well as the DRC. Following the discussion, by motion duly made and seconded it was unanimously

RESOLVED to accept the proposed Design Review Fee Schedule.

PROPOSED ARCHITECTURAL CONSULTANT AGREEMENT:

The proposed agreement requires that SPOA be named as an additional insured, compensation increases to \$50,400/year paid monthly at \$4,200 and is based on an average of 21-hours of work per month. A monthly time log is required. The Board agreed Wendell Porterfield should review the agreement prior to signature. Following the discussion, by motion duly made and seconded it was unanimously

RESOLVED to approve the proposed Architectural Consultant Agreement subject to Wendell Porterfield’s review and approval.

PROPOSED DESIGN GUIDELINES UPDATE:

The Board agreed they would like to review the proposed Design Guidelines in “final form” prior to accepting them. A special meeting will be scheduled in the next two weeks to review and consider the proposed Design Guidelines update.

TREASURER’S REPORT:

The financials continue to move on track. Savings in insurance and legal expenses as well as no summer party nor social events since February. There were the \$5,000 donations to the Community Fund as well as Swift Eagle Charitable Fund. Following the discussion, by motion duly made and seconded it was unanimously

RESOLVED to accept the October 2020 financial report as presented.

The board reviewed November and December to date payables. Payables include reimbursing BCMD for ½ of the cost of the new Charolais Circle trailhead. Following review, by motion duly made and seconded it was unanimously

RESOLVED to approve the November and December payables as presented.

PROPOSED 2021 BUDGET:

The proposed 2021 budget looks like what was proposed at the budget work session in October. The compensation contemplated in the Architectural Consultant’s Agreement is

included as well as the anticipated increase in review fee revenue due to the changing fee structure. The projected review fee revenue is based on 2020 activity level and new fee schedule. Community Projects has approximately \$7,700 allocated to it. Following the discussion, by motion duly made and seconded it was unanimously

RESOLVED to accept the proposed 2021 SPOA Budget.

COMMITTEE REPORTS:

Legal – nothing to report.

Trails & Open Space – nothing to report. The snow levels at Vail Pass and Fremont Pass Snowtel sites are at 65% of average.

Social – COVID-19 continues to impact social events.

Communications – communication attempts to balance resident email requests with the nature and impact of the proposed information on all residents. January Inside Singletree will announce the Design Guidelines. Will send out another email about on-street parking.

COMPLIANCE UPDATE:

Lots of trash can violations reported.

OTHER BUSINESS:

RealFire – A major fire concern in Singletree is the June Creek drainage and the perimeter of the community. It was discussed that Singletree should be proactive in addressing these areas. BCMD and SPOA should spend money mitigating in high-risk areas because it benefits the whole community.

Annual Meeting – The 2021 Annual Meeting will be held virtually and consequently will include a mail in election for the one SPOA seat up for election.

ADJOURNMENT:

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

RESOLVED to adjourn the meeting of the Singletree Property Owners Association Board of Directors at 5:15 pm, this the 8th day of December 2020.