

**Minutes of the Board of Directors of the
Singletree Property Owners' Association Meeting
December 22, 2020**

A Special Meeting of the Board of Directors the Singletree Property Owners' Association (SPOA), Eagle County, Colorado, was held on December 22, 2020, at 11:00 a.m., at the Singletree Community Center. The meeting was held virtually via GoToMeeting.

Attendance The following SPOA Directors were present and acting:

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

Also, in attendance:

- Nina Timm, Community Manager

CHANGES TO THE SPOA MEETING AGENDA:

There were no changes to the agenda.

PUBLIC COMMENT:

There was no public comment.

PROPOSED ADOPTION OF AN UPDATE TO THE DESIGN GUIDELINES INCLUDING A NEW FEE AND COMPLIANCE DEPOSIT SCHEDULE:

The Board adopted various design updates earlier in the year and discussed the proposed new fee and compliance deposit schedule at the December 8, 2020, meeting. The purpose of the meeting is to review the proposed changes in the full context of the Design Guidelines. As proposed the updates would take effect January 1, 2021. The major change is that fees will no longer be paid to the Architectural Consultant. Those fees have been captured in the updated fee schedule and would now be paid to SPOA. Following the review and discussion, by motion duly made and seconded it was unanimously

RESOLVED to adopt the proposed Design Guidelines including the new fee and compliance deposit schedule effective January 1, 2021.

PROPOSED UPDATED ARCHITECTURAL CONSULTANT AGREEMENT:

The updated Design Guidelines eliminate direct Design Review process payments from owners to the Architectural Consultant, consequently an amended Architectural Consultant Agreement between JMP Architects, Inc. and SPOA is proposed to ensure the Architectural Consultant is compensated for actual hours worked on Singletree Design Review business. The proposed Agreement would increase monthly compensation from \$2,100 to \$4,200, reflecting the average of 21 hours per month spent on Singletree Design Review business in 2020. Following legal review, the Architectural Consultant has been asked to get a quote to increase their

liability insurance to \$2 million. Language related to direct payments to the Architectural Consultant for excessive time or meetings spent on an application will be removed and the following language will be added to the amended Agreement – “The Consultant and SPOA may renegotiate the monthly fee for the next calendar year based on the actual time expended in the current year as reported in the Record Keeping Log Requirements.” Following the review and discussion, by motion duly made and seconded it was unanimously

RESOLVED to approve the updated Architectural Consultant Agreement as amended.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

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

RESOLVED to adjourn the Special Meeting of the Singletree Property Owners Association Board of Directors at 11:20 a.m., this the 22nd day of December 2020.