

**Minutes of the
Board of Directors of the
Singletree Property Owners Association
March 24, 2016**

A Regular Meeting of the Board of Directors the Singletree Property Owners Association, Eagle County, Colorado, was held on March 24, 2016, at approximately 4:50 p.m., at the Singletree Community Center, 1010 Berry Creek Road, Edwards, Eagle County, Colorado.

Attendance The following SPOA Directors were present and acting:

- Melissa Macdonald Nelson
- Ralph Merritt (by telephone)
- Ralph Dockery
- Jennie Longville
- Mike Budd

Also in attendance were:

- George Gregory, BCMD
- Dan Godec, BCMD
- Mike Reisinger, BCMD
- Karen Kern
- Larry Rodgers, DRC
- Nina Timm, Community Manager
- Dan Carlson, Operations
- Alex Coleman, DRC Candidate
- Mike Suman, DRC Candidate

CHANGES TO THE AGENDA:

PUBLIC INPUT:

Singletree residents Alex Coleman, builder, and Mike Suman, architect, introduced themselves and each expressed interest in serving on Singletree's Design Review Committee.

MEETING MINUTES:

The SPOA February 24, 2016, meeting Minutes were reviewed. By motion duly made and seconded it was unanimously

RESOLVED to approve the February 24, 2016, meeting Minutes as presented.

The SPOA March 12, 2016, Annual Meeting Minutes were reviewed. By motion duly made seconded it was unanimously

RESOLVED to preliminarily approve the March 12, 2016, Annual Meeting Minutes as presented.

ELECTION OF OFFICERS:

By motion duly made and seconded it was unanimously

RESOLVED to elect Melissa Nelson as President, Ralph Dockery as Vice President, Ralph Merritt as Treasurer, and Jennie Longville as Secretary.

TREASURER'S REPORT:

Financials: The preliminary February 2016 Financial Statements were included in the Board packet. The annual Property Owners' dues assessments were sent out this week. Director Dockery reviewed the financials with the Board. It was noted Association funds are transferred from the money market account to the operating account each month. The \$250,000 contribution for the new Community Center building will in large part be coming from the Centennial Bank Money Market account since it contains more than \$250,000. It was noted that Berry Creek Metro District administration services reimbursements to SPOA are paid quarterly. The large February expense for postage was related to the annual meeting. The REALFire payment will be recoded to account no. 6700 and account 6750 will be removed. No new account codes will be created. By motion duly made and seconded it was unanimously

RESOLVED to approve the financial statements as amended.

Payables: The Board reviewed the February list of payments to approve, the open line item titled Terri Martinez Johnson will be removed from the February list of payables. The \$5,000 contribution to the Vail Board of Realtors, for REALFire which appeared on the payables had been requested by BCMD but not previously approved by SPOA. By motion duly made and seconded it was (Merritt opposed)

RESOLVED to approve a \$5,000 payment to REALFire.

By motion duly made and seconded it was unanimously

RESOLVED to approve the amended February 2016 list of payments as amended.

MANAGER'S REPORT:

Nina Timm requested direction from the Board on filing liens and potentially establishing a minimum dollar amount threshold to file liens. To date, four liens have been filed, all of whom owe less than \$300. She will work with Director

Merritt to recommend the threshold to the Board at the next meeting. It was noted there is not an executed contract with the Architectural Consultant. Directors Nelson and Merritt will present a recommended contract to the Board at the next meeting.

COMMITTEE REPORTS:

Covenant Compliance/Legal Committee – Ralph Merritt – To date, Nina has not done any covenant compliance field work. There may be an opportunity to increase covenant compliance through the use of community volunteers. An open records policy will be created for review at the April meeting.

Trails/Open Space Committee – Melissa Nelson – No report.

Communications Committee – Melissa Nelson – The opt-in directory is underway. The opt-in form will be sent out via email to get more participation.

Social Committee – Jennie Longville May – SPOA may use the Community Center for community events at no charge. On June 17 a community wine tasting will be hosted by resident Jaret Osborne, who owns Riverwalk Wine and Spirits, at the Community Center. The Committee would like to add summer events such as those where residents can bring a picnic and musicians will be performing. Dan Carlson will provide clean-up services as part of the Community Center program. Hikes will recommence in the summer. Director May intends to reinvigorate the Social Committee with more active members.

DRC Committee – Melissa Nelson – Karen Zavis’ term on the DRC has expired. Two candidates are available to replace her. Given the recent departure of two builders from the DRC it was recommended that a builder be appointed to replace Ms. Zavis.

By motion duly made and seconded it was unanimously

RESOLVED to appoint Alex Coleman to the DRC committee.

By motion duly made and seconded it was unanimously

RESOLVED to appoint Mike Suman to the DRC committee as an alternate with no voting authority.

OPEN ITEM REPORT – Melissa Nelson

- Ralph Merritt will review past due accounts and present a proposed collection policy going forward.
- Ralph Merritt and Melissa Nelson will review the Architectural Consultant’s Agreement and provide a draft for the Board to review in the next packet.

- Ralph Merritt will prepare a proposed Inspections of Records Policy for Board review at the next meeting. A Conflicts of Interest Policy and Disclosure form will be adopted and used going forward. Wendell Porterfield will be consulted, as needed.
- It was discussed that each of the committees should have multiple members on the committee. Some committee members may choose to participate via email or phone conference rather than in person.
- Mike Budd will form a new committee to grow membership on all committees.
- SPOA and BCMD may consider changing the joint meeting time in order to accommodate new member's schedules.

EXECUTIVE SESSION:

Upon motion duly made and seconded it was unanimously

RESOLVED to enter into Executive Session at 5:55 pm to discuss personnel matters.

The Board adjourned from Executive Session at 6:25 p.m.

NEW BUSINESS:

Directors Merritt and Nelson will work with Wendell Porterfield to draft a Release and include the existing Agreement for Terri Martinez Johnson to execute prior to final payment.

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 at 6:25 pm this the 24th day of February, 2016.