

**Minutes of the Board of Directors of the  
Singletree Property Owners' Association Meeting  
September 27, 2022**

A Regular Meeting of the Board of Directors the Singletree Property Owners' Association (SPOA), Eagle County, Colorado, was held on September 27, 2022, at 5:56 p.m., at the Singletree Community Center.

**Attendance** The following SPOA Directors were present and acting:

- Ariana Burkley
- Dan Godec
- Jennie Longville May
- Karen Zavis
- Lorry Prentis

Also, in attendance:

- Courtney Holm, BCMD
- David Viele, BCMD, virtually
- Katie Barnes Rothenberg, BCMD
- Nina Timm, Community Manager
- Wendell Porterfield, SPOA's Attorney
- Kim Tofferi, Owner
- Ron Rubinoff, Owner, by phone

**PUBLIC INPUT:**

There was no public input.

**CALL TO ORDER:**

Dan Godec called the SPOA meeting to order at 5:56 PM.

**CHANGES TO THE SPOA MEETING AGENDA:**

There were no changes to the SPOA agenda.

**MEETING MINUTES:**

The SPOA August 23, 2022, meeting minutes were reviewed and by motion duly made and seconded it was unanimously

**RESOLVED** to approve the August 23, 2022, meeting minutes.

**TREASURER'S REPORT:**

As requested at the August Board meeting, it was reported that available Community Projects Reserves for possible wildfire mitigation projects needs to consider existing financial commitments. It is necessary to consider the contractual balance due to Zehren & Associates for the Community Enhancement Plan project as well as consideration of a spring 2023 chipping day and the necessary enhancements to make the Community Center virtual meeting

environment more effective. As such, it was estimated that approximately \$35,000 of the unallocated Community Project Reserve was available for possible contribution to the Wildfire Mitigation proposal, as articulated by the Eagle Valley Wildfire Mitigation coordinator Hugh Fairfield-Smith and endorsed by BCMD. This amount was before consideration of possible positive variances in the SPOA net operating results for 2022.

Based on year-to-date actual income and expenses, it appears there will be a positive budget variance for 2022, resulting in a reduced net operating loss. The budget development process for 2023 will attempt to refine these estimates, using the 9/30/22 actual financial information. Some of the expenses that may impact the results of operations for 2022 include the Architectural Consultant's compensation for actual hours incurred versus the imbedded number of contracted hours and legal expenses which are currently over budget. These expenses may offset revenue in excess of budget for DRC fees which are difficult to predict, some cost savings from the annual Summer Party in part due to unpredictable attendance, and the benefit of reduced premiums for liability and directors' liability insurance as prior claims against the policy have become stale-dated.

On a very preliminary basis, the operating loss is estimated to be \$12,000 to \$15,000 for 2022, rather than the budgeted loss of \$24,000. All these factors will be considered in determining a recommendation for the 2023 Annual Dues assessment and the expenditure budget for 2023.

After discussion and consideration, it was determined that SPOA could make a commitment to contribute up to \$25,000 from Community Project Reserves to the proposed plan of Wildfire Mitigation outlined by the Eagle Valley Wildland Coordinator in 2022. SPOA Board Members are in support of the efforts proposed to mitigate wildfire risks in our community.

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

**RESOLVED** to accept the August 2022 financial report as presented.

The accounts payable list was revised to include an additional \$298 for an insurance crime policy that was not previously billed. Following review, by motion duly made and seconded it was unanimously

**RESOLVED** to approve the September 2022 payables.

SPOA set their 2023 budget work session for Tuesday, November 8, at 9 AM.

**DESIGN REVIEW COMMITTEE REPORT:**

There were no questions about the minutes or staff approvals.

**EXECUTIVE SESSION:**

At 6:19 p.m., by motion duly made and seconded, it was unanimously

**RESOLVED** to move into executive session to receive legal advice from SPOA's attorney related to legal issues regarding duplex roofing material requirements, the impacts of new legislation, and the Rules and Regulations.

At 7:15 p.m., the SPOA Board adjourned from executive session, where no action was taken, and no decisions were made. The SPOA Board returned to their meeting agenda.

**PROPOSED AMENDMENTS TO DESIGN GUIDELINES SECTIONS 2.23 DUPLEXES, 8.8 DUPLEX REMODELS, AND SECTION 10 APPENDIX B FEES AND DEPOSITS**

The SPOA Board reviewed the DRC's unanimous recommendations for amended language to allow for duplexes to have different roofing materials under certain conditions, specifically Design Guidelines Sections Nos. 2.23 and 8.8, as well as a recommended \$500 fee for duplexes requesting to re-roof with different roofing materials to help cover the amount of time and effort those reviews require by the Architectural Consultant.

The SPOA Board was supportive of the DRC's proposed amendments to the Design Guidelines as well as the \$500 fee for duplexes requesting to re-roof with a different material than the other half of the duplex.

Reviewing the recommended amendments to Section 2.23 Duplexes the SPOA Board requested some existing language from the Design Guidelines remain in the amended language and that it is specified that it is the SPOA Board that reviews and gives final approval to duplex re-roofing applications that are requesting to use a different material.

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

**RESOLVED** to adopt the following language for Design Guidelines Section 2.23 Duplexes:

*"Duplex units shall be architecturally integrated, with a unified architectural and site/landscape design. This is accomplished using consistent building materials, colors, architectural style, roof forms, building massing, landscape materials, site grading, retaining wall materials, and driveway materials, etc. Mirror-image duplexes are prohibited.*

*Additions and/or modifications to existing duplex units are required to comply with this section. This includes roofing material modifications and exterior color changes.*

*Requests to re-roof one side of a duplex with a different material shall be subject to consideration of the availability of materials and the SPOA Board shall use its judgment in reviewing a proposed roofing material as to whether it is similar in composition and color, recognizing that an exact match may not be possible.*

*When an exact material match is not possible the new roofing material shall be applied across an entire roof plane even if the roof plane is not entirely on the*

*applicant's side of the duplex, and not break part way across a continuous roof plane.”*

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

**RESOLVED** to adopt the following language for Design Guidelines Section 8.8 Duplex Remodels:

*“A change to the exterior, in any manner, including colors, material (including roofing materials), or square footage of any duplex is likely governed by the Party Wall Agreement for the property. All matters covered by the Party Wall Agreement or arising out of duplex ownership, shall be resolved by the respective parties separately from the design review process. The Association is not a party to the Party Wall Agreement and has no rights under that. A Duplex Owner Written Approval Letter signed by the owners of both sides of the duplex is required.”*

**COMMITTEE REPORTS:**

Legal – The Board met with Wendell Porterfield in executive session. There was no additional legal update.

Trails & Open Space – There was no update at the meeting.

Social – No update at the meeting.

Communications – The Committee will work with Hugh Fairfield-Smith on the upcoming wildfire risk mitigation work that will take place in Singletree.

**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 7:25 pm, this the 27<sup>th</sup> day of September 2022.