

Regular Virtual Board Meeting Agenda for Wednesday, July 27, 2022

Participants can enter virtual meeting starting at 5:45. Meeting will start at 6 pm.

Agenda Item	Responsible Party	Time Limit
<ul style="list-style-type: none"> • Call to order. • Roll Call. 4 members required for quorum per current Bylaws • Appoint two directors to fill vacant board positions 	President	1 minute
<ul style="list-style-type: none"> • Approve Minutes from 6.22.22 • Sea to Ski ("S2S) Transition & what they do for SELOA • Let S2S manage SELOA website • S2S Amended Agreement – bank signatories on accounts • Communication policies for the board & committee chairs 	Secretary	5 minutes
Financial Report	Secretary or S2S	5 minutes
Road & Gates Committee Report	Road & Gates Committee Chair	5 minutes
ACC Report	ACC Chair	5 minutes
Fire Committee Report	Fire Committee Chair	5 minutes
Comments by Lot Owners	<ul style="list-style-type: none"> • Lot 2: Basin Canyon Road Gate/Bitner Fence/Turnaround Problem/Solution • Others 	15 minutes
Identify, Discuss, & Solve Problems <ul style="list-style-type: none"> • Bylaws Amendment: Quorum change, replace Treasurer position with director • Church Camp Traffic • Rules & Fines Document - Discussion 	Board members	60 minutes

Executive Session after Regular Board Meeting

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Date/Time: **Wednesday, July 27, 2022**

Call to Order. Roger Bitner, the president, called the meeting to order at 6 pm.

1. Roll Call.

1.1. A quorum was present with the following directors in attendance virtually

Roger Bitner, President	Elke Touchette, Secretary
Naomi Williams, Vice President	Rosie Moore, Director
Kathy Borden, Director	Megan Robinson, Director
Brian Tilely, Director	Casey Marsh, Director (new as of today)
	Andrew ("Drew") Jordan (new as of today)

1.2. The following director was absent: Jordan could only stay until shortly after he was sworn in

1.3. Others in attendance: 16 Lot Owners

1.4. Appoint two new board members to the SELOA Board to fill vacancies: Bitner made a motion to approve Andrew Jordan who was unanimously approved. Moore nominated Casey Marsh and called for a vote and she was unanimously approved. Both Jordan and Marsh were sworn in by Touchette.

2. **Secretary: Approval of Minutes.** The minutes of the 6.22.22 Regular Board Meeting and Executive Session Minutes that were previously emailed to board members were unanimously approved.

3. Financial Report & Board Communication Policy

3.1. Touchette talked to Deb Larson, the bookkeeper, at Sea to Ski (HOA Management Co.) today. She is still tidying things up in QuickBooks during this transition period. Financial reports will be ready at the next Board meeting on 8.24.22.

3.2. SELOA Website - Touchette suggests turnover website management to Sea to Ski after Erica Cuccitta (Lot Owner who currently manages the SELOA website) reorganizes some items on the website. This would result in efficient and timely posting and ensure website continuity if something happened to Cuccitta. Hours per month for Sea to Ski to post to the website would likely not exceed ½ hour. All board members approved turning over the management of the SELOA website to Sea to Ski.

3.3. There are four (4) SELOA bank accounts with three (3) signatories and only one (1) signature is required to sign checks. Signatories are Deb Larson (S2S bookkeeper), Teri Hoehnstein (S2S manager for SELOA), and Roger Bitner. Check-writing process: Approval from board, approval to S2S, S2S writes the check. Some payments will be on auto-pay, for example, monthly utility payments. Bigger checks, i.e. above \$200, will require approval by the Board. The Board unanimously approved the check-writing process.

3.4. Touchette suggests a Communication Policy for Board members. Robinson agreed that checks and balances on communication should happen. The Board will address this.

4. Committee Reports

4.1. Road & Gates

- Natalie Shein ("Shein") presented the attached Road Committee report.
- Scott McClelland and Lora Smith volunteered to be on the Road & Gates Committee.
- There are plans to do small road repairs this year. However, getting contractors has been a challenge.
- Shein says she relies a lot on the **Pavement Maintenance Review** produced by Casey Brown (former director on the Board) in 2021
- Since some Lot Owners are confused about who owns the property from the "Y" up to the entrances to Stagecoach Estates, Touchette brought up that the roads from the "Y" up to the gates belong to MO Bitner. Shein asked what we need to do to get on the repair schedule for that section of roads? Bitner says that Stagecoach paid for the grading from the "Y" up to the gates. (Up to the gates means up to the Kimball Canyon Gate and up to the Stagecoach Estates monument on Lot 2 on Basin Canyon Road). Bitner said,

“Maybe some of the patching we could do ourselves. Our Ranch is not going to spend money on that because we don’t use it.” Bitner stated Touchette stated that the maintenance of this area is an unresolved issue.

- Lot 78 asked if SELOA would contribute funds (or annual dues reduction) if four (4) Lot Owners that own lots using Cry Baby Road contribute to road maintenance. Robinson said to send a proposal for the Board to review.

4.2. **Architectural Control Committee**

- Borden presented the attached report.

4.3. **Fire Committee**

- Touchette presented 2 page report of 3-page report provided by Jordan.
- Tiley requested third page which Touchette said she left out because it was inappropriate and very controversial. Touchette said to review the Board Meeting Minutes from 6.22.22 and it says exactly the same thing. Touchette said she is trying to prevent something from legal happening. The third page was a comment made by Jordan. Touchette brought up that a Board Communication Policy is necessary. It is inappropriate for people to single-handedly throw out comments about other people who are lot owners and who also serve on the Board. We as a Board must have an opportunity to discuss this.

5. **Comments by Lot Owners**

- Touchette (Lot 2 Owner) has contacted Summit County to review whether conditions for the Conditional Use Permit for Gate on Basin Canyon are being met. Burdens were put on her property due to past Board decisions, either something was not done or was done and proper procedures were just not followed from a fiduciary perspective. She hopes to hear from Summit County by the end of this week on what action they will take to move forward. Touchette would like to have a work session or special meeting on this. The problems are: there is no adequate turnaround for the gate location; her property has become the defacto turnaround area for the gate since it was installed, especially in the wintertime when people get stuck in her driveway and she can’t get out and contractors get stuck with big trailers; the width is totally inappropriate for anyone to turnaround; if there is a snow storm people have to back up to the “Y”, which is just about impossible. It’s just not a safe situation. Since the installation of the gate SELOA has not provided for snow removal services. She is also left out of the gate.

Her solution is to move the road to the platted and recorded 100 foot right-of-way that goes from the “Y” to, and through Stagecoach Estates, and is located on the eastern boundary of her Lot and western boundary of Lot 1. Use 20 feet of the 100 feet and everyone benefits. The 100 feet would be right before the Stagecoach Estates boundary. Borden suggested Touchette provide a proposal to the Board but Touchette can’t do that until she knows the results of the Summit County review. Robinson is concerned that cameras for the gate are scheduled to be installed shortly so decisions must be made soon. Touchette is flexible on the gate because she doesn’t know what the stance will be from Summit County. Bitner said we must also get a price tag on it, too.

- Tiley reported on the garbage issue from today (no pickup). He talked to Michelle at Republic. He verified that they are for Stagecoach use only. The dumpsters could be enclosed. Republic could also provide dumpsters with latches that have codes at a cost of \$75/each. Republic picked up the overflow of garbage today. Robinson brought up to add to the “Touchette Move the Road Proposal” to possibly put the dumpsters in the 100-foot right of way. She offered to help with this. Alternatively, Robinson suggested to Bitner to possibly purchase/lease some of the land that the Ranch does not use. Touchette said there is a 100-foot right of way from the Bitner Ranch all the way through Stagecoach. Discussion will continue in the future due to time constraints today.

Bitner made a motion to approve the dumpsters with the latches at \$75/each. All approved.

6. **Identify, Discuss, and Solve Problems**

- #### 6.1 **Signs and instructions for Church Camp visitors** - Robinson presented. See attached report. Williams made a motion that the Church pays for the signs, SELOA puts them up, and takes photos. Unanimously approved. Megan will be the point person for Church correspondence.

6.2 Rules and Fines - Borden presented. See attached "Clarification-Rules and Fines"

Questions and comments from Chat Box Recording or actual commentary that Board members responded to:

- Casey Marsh: Does the board decide what "very expensive" or "difficult" is when it comes to egregious infraction? This could be refined with something like "repairs requiring heavy equipment" or very expensive defined by over a certain dollar amount
- Casey Marsh: I understand the examples but subjective terms re not enforceable in court and we are just opening up for lawsuits
- Casey Marsh: doesn't the fence rule contradict the ccrs? shouldn't we just avoid that clause all together?
- Lucy Jordan: For the written record: As secretary from 2018 to 2022, we suffered many damages as an HOA because we did not have clear and enforceable Rules and Fines. I support the Rules and Fines
- Megan Robinson: how do we treat lot owners who have already broken these rules because there was no Rules & Fines doc in the past? Do we grandfather them?
- Lot 75 cringes each time a freedom is taken away. He also previously emailed the Board his comments.

Discussion of whether to have Bi-Annual Lot Owners meeting. That said, Board meetings are also Lot Owner meetings as Lot Owners are always welcome to attend Board Meetings.

7. **Next Meeting Date.** The next monthly Board meeting is scheduled for **August 24, 2022 at 6 pm.**
8. **Meeting Adjourned:** at 7:50 p.m.

The foregoing minutes approved by the Board of Directors on: **DRAFT**

Elke Touchette, Secretary

July 27, 2022

Performance Update/SELOA Road/Gate Chair, Natalie Shein

Continuing Organization Development – ENTRY PHASE:

- **Observations of immediate/ongoing roadway needs**
 - Brush/vegetation/dead tree removal needed throughout culverts along Kimball Canyon Road
 - Asphalt slump on KCR marked for repair (3 traffic cones purchased, recommend further investment in safety markers for community)
 - Large culvert drain between KCR/Lower Cove needs to be heightened, widened and reinforced, brush removed
 - Consider crushing concrete tailings for use as road base or culvert lining
 - Slide/erosion at outside salient edge of Lower Cove bend needs to be engineered and repaired, parapet replaced
 - Investigate roadway near Lot 11, reported winter slides, other areas of community concern?
 - Investigate removal of derelict pump house near KCR/LC
 - Road conditions and narrowing along upper Basin Canyon Rd
 - Bitner road from “Y” to gates in poor condition. As BRR has made improvements to long stretches of Bitner Ranch Rd, we need to be on schedule for road resurfacing in this area leading to gates.
 - Reviewing perpetual lease back of Kimball Gate Area Easement for understanding of upkeep and maintenance responsibility of those areas.
 - Repair/regrading along areas of Lower Cove – cost contribution from LC residents TBD
 - Repair pot holes along BCR, KCR, other?
- **Proceeding with investigation of roadway conditions**
 - Surveying and mapping of all utilities throughout the community
 - Working with Drew Jordan to consolidate work groups, brush clearing along roadways, coalition building
 - Obtaining bids for road repairs and improvements along primary arteries as well as secondary roads as well as traffic calming options
 - Discussions of PEPG Pavement Maintenance Review with contractors for opinions and bids
- **Feasibility Studies/Other**
 - Study of Special Assessment for road improvements. Property values have increased substantially, more than offsetting costs of road improvements.

- PCFD Road Classification – master plan to improve rating – fire threat assessment & access
- Understanding of ongoing easement disputes and possible resolutions
- Cost feasibility of full-time maintenance employee (incl. worker's comp), independent contractor availability inadequate for growing needs
- Re-working proposal for increased ACC Performance Deposit and Impact fees to better offset heavy construction damage/repair to roadways
- Feasibility & valuation of new gate systems –
- Build SELOA Master Roadway Plan – Standards & Practices
- Open email dialogue with all community members for comments and insight of all Road/Gate related issues. Throughout the year conditions change. I'm sure there are lots of observations I'm missing, so email your thoughts.
- seloaroadsngates@gmail.com

SELOA ACC COMMITTEE

Email: acc.selo@gmail.com

KATHY BORDEN, CHAIR

ROSIE MOORE

VINCE HEYD

ACC Committee

Reminders & Update

- Those building, make sure you have a sign in front of property by driveway stating you name, address, contractor name, and permit #
- If making additions to your home, painting, making driveway improvements, grading, check with the ACC first!

ACC Construction Activity Report 7/27/2022

ACTIVE PROJECTS – Active

Lot 24	New construction – In-progress Spring/Summer 2021-2022
Lot 46	New addition – Approved, in progress, nearing completion
Lot 14	New addition, Approved, in-progress
Lot 64	New Construction, Approved, in- progress 2021/2022
Lot 65	New Construction, Approved, in-progress 2021/2022
Lot 69	New Construction, Approved on Revised, 2022/2023
Lot 78	New Construction, Approved, In-progress 2021/2022
Lot 117	New Construction, Approved to begin 2022/2023
Lot 55	New Construction, Approved, in progress for 2022
Lot 116	New Construction, Site visit 9/2021, plans for 2022
Lot 23	New Construction, planning stage 2022-2023
Lot 70	New Barn, Approved, in progress 4/2022
Lot 85	New Barn, Approved in progress 3/2022
Lot 41	New Construction, in progress, Approved 3/22
Lot 13	New Addition, site visit, pending 1- acre envelop to plans
Lot 61	New Construction – Site plan reviewed

SELOA Fire Committee

Community Update

Board Presentation July 27, 2022

Fire Committee updates (June 23 thru July 27, 2022)

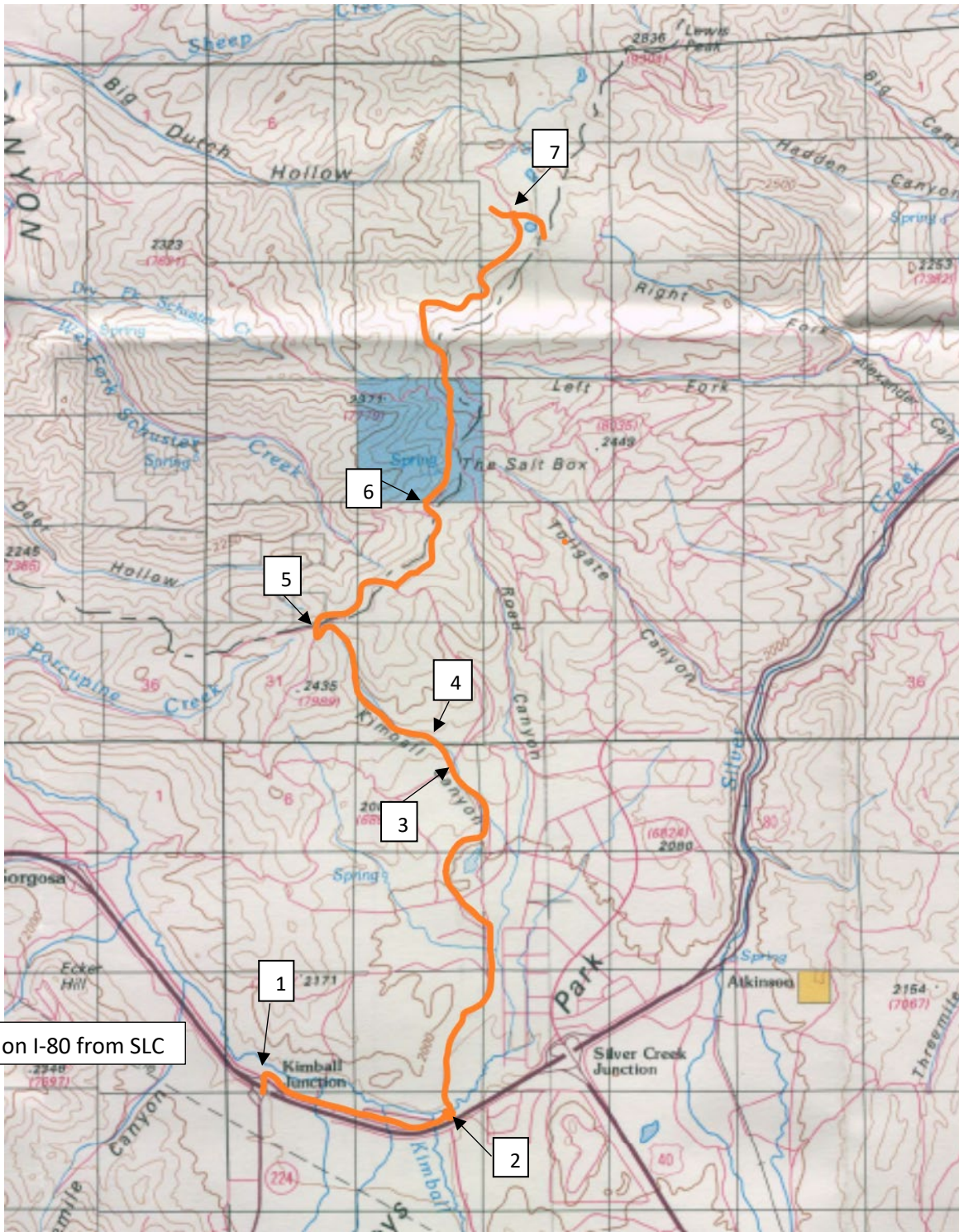


A **volunteer workday** has been set for **7/31/2022** (10AM-11:30AM) to clear back overgrowth along the emergency egress route between Lot 119 and the Preserve Association. Interested volunteers will meet on N. Church Rd. next to Lot 119.

-A group text for residents in the association living along Kimball Cyn Rd and N. Church that access their lots via Kimball is now up and running. A big thank you to Jackie Pender and Donna Tiley for their efforts setting this up.

Beaver Ridge Recreational Property Map and Gate Codes – Summer 2022

For GPS users UTM coordinates for the East Camp Pavilion are: 12 457684E / 4519838N



East on I-80 from SLC

1. Take Park City Exit; Kimball Junction Exit 145; go left to Frontage Road, then right.

2. At roundabout, cross the bridge and go right along "Bitner Ranch Road."

3. Street signs: Take "Kimball Canyon" to the LEFT.

4. Stagecoach Estates Gate; keypad opens gate automatically. **Code 5371**

5. Intersection to North Church Road. Go to the RIGHT.

6. Bitner Property Gate (lock box with key)

7. Beaver Ridge property sign; Right to EAST property, Left to WEST property.

Stagecoach Estates Automatic Gate Code: 5371

Bitner Ranch Gate (Lockbox with key)

6. Bitner gate needs to stay locked at all times, or someone must stay there and man the gate if it is left unlocked & open.

The lock boxes are on the right side of the gate. Our box is on the far left side. After setting **the code 4283** squeeze the latch to release the box door where the key is found inside.

Use the key to open the padlock found on the left side of the gate.

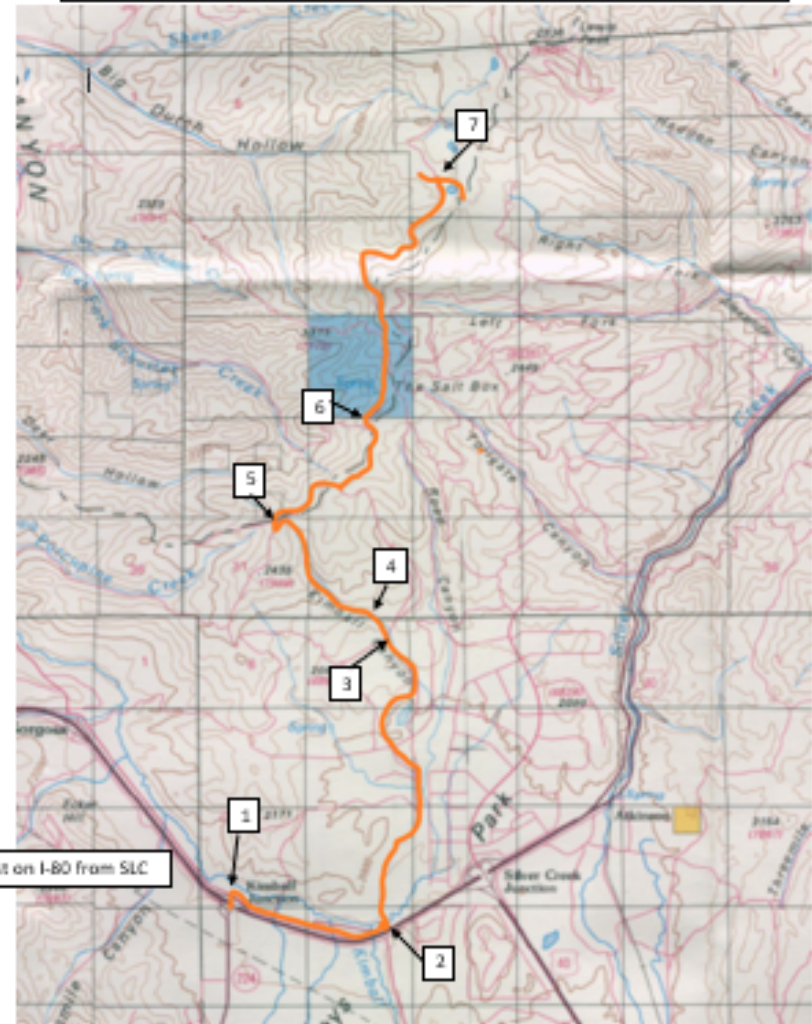
Stagecoach – Church Camp

Church Sign Upgrades



Current Instructions

Beaver Ridge Recreational Property Map and Gate Codes – Summer 2022



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7. Beaver Ridge property sign; Right to EAST property, Left to WEST property.

For GPS users UTM coordinates for the East Camp Facility are: 12 457640 / 4518035

Stagecoach Estates Automatic Gate Code: 5371

Bitner Ranch Gate (Lockbox with key)

6. Bitner gate needs to stay locked at all times, or someone must stay there and man the gate if it is left unlocked & open.

The lock boxes are on the right side of the gate. Our box is on the far left side. After setting the **code 4283** squeeze the latch to release the box door where the key is found inside.

Use the key to open the padlock found on the left side of the gate.

- ADD MORE DETAILED DIRECTIONS WITH PHOTOS
- CREATE A “KNOW BEFORE YOU GO” DOCUMENT
- CHURCH TO SEND UP A LIST OF CAMP LEADERS EACH WEEKEND.



If Gate is not opening pull closer to “stop here” sign



If you do not see this mail shed, you are at the wrong gate.



Know Before you Go

- Stagecoach Estates is a residential community. Please be respectful and honor the privacy of owners
- Speed Limit is 15 MPH.
- The roads often consist of potholes, dirt, and steep grade. Please ensure that your car is prepared for such terrain. Do NOT tow a trailer unless you are certain that it can make it up steep grade without engine issues or the possibility of car trouble.
- NO Fires, Fireworks, or any dragging chains that could ignite a fire on the road.
- Please carry in/carry out. The dumpsters at the base are not for the camp, these are for homeowners. Please take trash with you.
- Please do not pull, push, or touch the gates. If your code is not working, ensure you are the correct gate. If you are, please be patient and try the code again slowly.
- When leaving Stage Coach, pull all the way to the up to the white sign. The gate will automatically open. If it is not opening, you are not close enough to the sign!

Current Instructions





- 1) Move the Beaver Ridge Left sign up the 1st post
- 2) Add a 2nd Beaver Ridge Left sign to the 2nd post



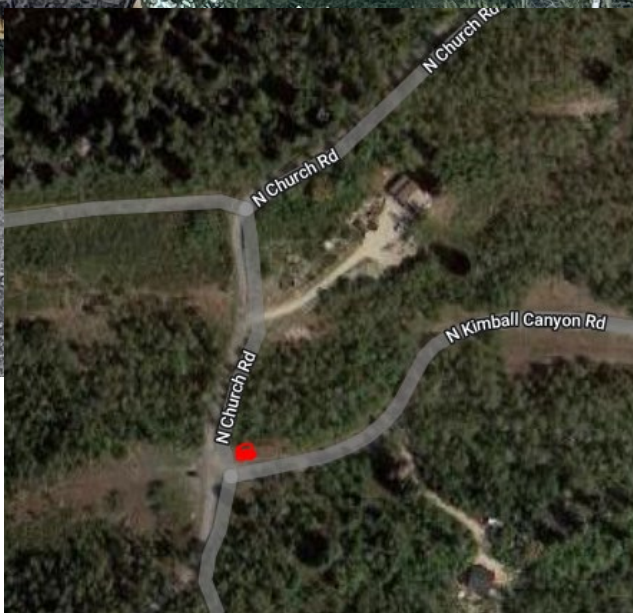
Add a post to the entrance to Kimball Canyon

- 1) Top sign to read “No Turn around area past this point”
- 2) Add a “No Beaver Ridge Camp access” sign





- Replace Existing 6 ft post with 8 ft post
- 1) Move Camp sign just under the street Signs
 - 2) Private sign re-hung under camp sign
 - 3) On back of Private road sign add "Exit Left with arrow"





Kimball Gate

- 1) Add a No Beaver Ridge Camp Access” to the gate

CLARIFICATION for RULES & FINES VOTE

Why have an HOA at all if Rules can not be enforced?

BY-LAWS ARTICLE 2. OBJECTIVES

The purpose of the Association is to govern itself under a common set of rules, by applicable laws of the State of Utah, and through these bylaws to manage the affairs of the Association to help protect long-term property values of the Lot Owners and a desired quality of life in the Subdivision, and to maintain the common areas of the subdivision. The Association's Bylaws set forth how the day-to-day operations of the Association are conducted, monitored, approved, and communicated to the members.

By-Laws ARTICLE 6. RULES AND FINES

6.1 Adoption

The Board may adopt, amend, modify, cancel, limit, create exceptions to, expand, or enforce the rules and fine structure of the association by a two-thirds (2/3) majority vote of the Board.

6.2 Notice of Rule Changes

Except as permitted by law for emergencies, before adopting, amending, modifying, canceling, limiting, creating exceptions to, or expanding the rules and fines of the association, the Board shall:

- (a) deliver notice to lot owners that the Board is considering a change to a rule or fine at least 15 days before the Board will meet to consider a change to a rule or fine;
- (b) provide an open forum at the board meeting giving lot owners an opportunity to be heard at the board meeting before the board takes action; and
- (c) deliver a copy of the change in the rules or fines approved by the Board to the lot owners within 15 days after the date of the board meeting.

Additional Points

- **The Rules & Fines doc is a starting document “Framework” of governing Rules. Future revisions and clarifications can be discussed and approved by a super majority board vote and 15 days notice to lot owners prior to a vote for feedback.**

(The SELOA Board and committees hears many comments from Lot Owners as to why certain individuals or Lots are getting away with breaking certain rules ACC, Covenants, and otherwise. Without them, we are unable to enforce or stop, or keep the community safe.)

- **By law, Rules and Fines must be Fair and Equitable to all lot owners**
- The Rules & Fines document has been vetted and originally drafted by SELOA legal counsel and deemed appropriate and reasonable. *These RULES do not conflict with any of Selo's governing documents or UCAA.*

Additional Points

- The Rules & Fines have been in process for at least a year, announced at the Annual meeting this year (2022), and again 2 weeks ago requesting feedback from Lot Owners. We've had very little! (2 official emails to the board)
- Most HOA's have a Rules/Fines documents. Most HOA boards allow committees to send violations and fines. The SELOA Board agreed to assess by majority vote on a violation/fine.
- Some HOA Management Companies would not consider working with us because we *do not* have rules in place.
- Legal Counsel views our community to have *increased liability* for lawsuits without Rules & Fines

LOT OWNER FEEDBACK & PROCESS

- Lot owners are encouraged to become familiar the Rules & Fines documents and SELOA's CCR's.
- Lot owners *must* provide feedback on the Rules & Fines document in writing to the Board of Directors and must received by August 3, 2022.
- The Revised and Final Rules & Fines document will be sent again to Lot owners on August 9 and WILL be voted on by the Board on August 24, 2022.