

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Date/Time: **Wednesday, May 25, 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
Ralph Brown, Treasurer	Rosie Moore, Director
Megan Robinson, Director	Fred Trujillo, Director
Kathy Borden, Director	

1.2. The following director was absent: Naomi Williams, VP

1.3. Others in attendance: Suzanne de Jaeger (Lot 117) and a few other unidentified lot owners of record; Teri Hoenstine from Sea to Ski Premier Home Management (“Sea to Ski”)

2. **Secretary: Approval of Minutes.** The minutes of the:

4.20.22 **Regular Board Meeting Minutes** were read and approved as submitted. All approved.

3. **Secretary Report/Suggestions - Touchette suggested to defer discussion on items below for Sea to Ski presentation later in the meeting. Some of these issues could be resolved with Sea to Ski as the HOA Management company for SELOA.**

- Committee to Amend CC&Rs
- Paid bookkeeper to assume functions of Treasurer
- Operations Manual for Secretary
- Propose Secretary to publish directly to SELOA website
- Road Committee on website shows members from 2019
- Lieberman’s responses to questions on Bylaws & mistakes on quorum - **Touchette reiterated that Ben Liebermann (attorney for SELOA) said Bylaws rule over a board vote. This should not be an issue as board members know it is their duty to attend board meetings.**
- Bylaws and Committee members
- What records does the Treasurer keep and where?

4. **Treasurer Financial Report**

4.1. Brown presented an income statement and balance sheet.

4.2. Brown stated three (3) lot owners in arrears: Lot 93, Lot 21, and Lot 11. He said 21 needs to be liened.

5. **Committee Reports**

5.1. ACC Report – Kathy Borden.

- Kathy presented slides attached to these minutes.
- Question came up about propane tanks and Kathy said this will be addressed in a future board meeting.
- The ACC is still working on updates to the Architectural Controls document and plans to present at the July 27th board meeting.

5.2. Road & Gates – Fred Trujillo presented.

- Trujillo announced two (2) additional members of Road Committee: Brian Tiley (board member) and Justin Bitner (immediate past board member)

- Trujillo presented slides attached to these minutes. Discussion was held about width of road surface to include remarks from District Fire Marshall and Roger Bitner (26'-32' and 20'-24', respectively). Lot owners with easement through their lots must be taken into consideration (recent legal settlement cited).
- Motion made by Tiley and seconded, to first meet as a Road Committee within the next week, and then to come up with proposals for work on the roads. Vote taken and approved by all except Trujillo.

5.3. Fire – Drew Jordan presented.

- Drew presented slides attached to these minutes.
- Fire Committee is having difficulty communicating with some lot owners - Lot 40 is not responsive.
- Motion made was made and seconded by Tiley that the Fire Committee can act within the existing road easement to reduce fire risk (brush and vegetation removal). Vote taken and approved.

6. **Comments by Lot Owners - No comments were made by any lot owners**

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

7.1 **Sea to Ski Premier Home Management Question/Answer period.**

- They use Quickbooks accounting software.
- They use Google Drive and Drop Box.
- They use Niederhauser & Davis, CPA firm, for tax filing.
- The base monthly fee for deliverables is \$1,218.
- The board receives monthly financials.
- They serve Notice of Violations.
- Legal counsel always files any liens. Sea to Ski works with SELOA attorney or will suggest others. They mostly refer to Rosen Davidson Frost in Park City.
- They require a 1-year contract, which can be canceled at any time.
- Cost would be \$8,308 (\$1,000 set up fee, plus \$1,218/month) for the period 7.1.22-12.31.22.
- They will adjust their management according to SELOA needs.

7.2 **Motion was made and seconded and vote taken to engage Sea to Ski Premier Home Management for one year, effective 7.1.22 with management fees (base monthly fee, plus the cost of any additional services) to not exceed \$9,000.** All approved. Roger Bitner called the Secretary the next day, 5.26.22, and said he changes his vote to disapprove.

7.3 **Rules and Fines.**

- Board agreed to hold a work session within the next couple of weeks to only discuss the Rules & Fines document.

7.4 **New Laws.** Touchette brought up New UT Code effective 5.4.22 - Title 57-13c-Uniform Easement Relocation Act and new UCAA provisions for Charging Stations and other updates.

7.5 **Kimball Gate Piling Repair** - Motion made and seconded and vote taken to approve \$3,000 to fix the Kimball Gate Piling. Unanimously approved.

7.6 **Audit of Financials** - no time left for discussion

7.7 **Weed Control** - Brian Tilely addressed. Discussion was held. Touchette said she would put out a request to lot owners to volunteer for a Weed Spraying Committee and to request lot owners to remove noxious weeds from their lots. Tiley said a 4-wheeler or tractor would be required.

7.8 **LDS Church Contact and one-way up & down our roads - Brian Tilely and Ralph Brown.**

- Brian will be contact to LDS Church

8. **Next Meeting Date.** The next monthly Board meeting is scheduled for **June 22, 2022 at 6 pm.**
9. **Meeting Adjourned:** at 8:23 p.m.

The foregoing minutes approved by the Board of Directors on _____, 20____.

Elke Touchette, Secretary

SELOA Board of Directors Meeting

5/25/2022

Bank Balances as of 05/25/22

4145	Operation Account;	157,605.09
8151	Savings Account:	16,052.75
9704	Reserve Account:	30,766.04
3642	Deposits Account:	40,600.08

SELOA Board of Directors Meeting

5/25/2022

Approved 2022 Budget vs Actual

	<u>Budget</u>	<u>Actual</u>	<u>Remaining</u>
Income:			
Assesments - Annual Dues and Late Fees	108,000	105,000	3,000
Carryover from 2020	44,000	44,000	-
BRR Winter Maintenance	5,780		5,780
Church Maintenance Contribution	2,800		2,800
Peak Radio Tower Rental	-	2,070	(2,070)
Gate Remote Income	250	75	175
Road Impact Fees from Construction Projects	10,000	7,364	2,636
Misc. Income	-		-
Total Income	<u>170,830</u>	<u>158,509</u>	<u>12,321</u>
Expenses:			
Administration			
Office	600	153	447
Miscellaneous	250	524	(274)
Scan Historical Records	1,200		1,200
Rebuild Savings	5,000		5,000
Liability Insurance	4,394	2,945	1,449
Total Admin	<u>11,444</u>	<u>3,622</u>	<u>7,822</u>
Electric Gates			
Electricity	650	117	533
Gate Remotes	250		250
Install 1 Camera at Each Gate	1,000		1,000
Repair - On Going	5,000	577	4,423
Total Electric Gates	<u>6,900</u>	<u>694</u>	<u>6,206</u>
Legal Fees			
Legal Fees - On Going	10,000	2,597	7,404
Total Legal Fees	<u>10,000</u>		<u>7,404</u>
Total Fire Prevention Projects	4,750		4,750
Road System			
BRR Annual Payment	27,540		27,540
Snow Removal - Gate Areas	5,000		5,000
BRR Winter Maintenance	5,780		5,780
Water Valve Extenders	4,000		4,000
Weed Spraying X 2	2,000		2,000
Road Repair and Maintenance	93,415		93,415
Total Road System	<u>137,735</u>	<u>-</u>	<u>137,735</u>
Total Expenses	170,829	4,316	163,917

SELOA ACC COMMITTEE

Email: acc.selo@gmail.com

KATHY BORDEN, CHAIR

ROSIE MOORE

VINCE HEYD

ACC Committee

Reminders & Update

- **ACC Document – revision draft still in committee review...**
- **Those building**
 - **Remember to contact ACC 2 weeks prior to starting new projects that are approved. Stake 1-acre envelop and silt fencing**
 - **Make sure contractors have clear directions to your lot**
 - **Final inspections required at completion of build**

ACC Construction Activity Report 3/1/2022

ACTIVE PROJECTS – 16 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, 4/2022
Lot 85	New Barn, Approved 3/2022
Lot 41	New Construction, Approved 3/22
Lot 13	New Addition, site visit, pending 1- acre envelop to plans
Lot 61	New Construction – Site plan reviewed

SELOA Fire Preparedness Committee

Community Threat Assessment May 2022

Stagecoach Estates Board of Directors
P.O. Box 980936
Park City UT 84098
Via e-mail

12 May 2022

Subj: IMMEDIATE SELOA BOARD ACTION ITEM REQUESTS FROM SELOA FIRE COMMITTEE

Dear SELOA Board Members:

I am following up on my original communique dated 3 May 2022 identifying safety issues within the Stagecoach Estates subdivision. To date, the Fire Committee has worked side by side with lot owners whose lots border primary fire apparatus/emergency management services (EMS) access roads to clear overgrowth and downed trees. Proper clearance is necessary for EMS traffic and evacuating residents to safely navigate our subdivision roads in the event of an emergency. This work promotes the protection of property and human life in our subdivision. Unfortunately, some lot owners are resisting efforts of the Fire Committee and our volunteers to remove obstacles and vegetation within the road easement that may create a hazardous situation in the event of a fire, and the Fire Committee requests the Board's help coordinating with these lot owners. The Fire Committee's goal is to bring our road easements into compliance with Summit County's National Fire Prevention Association ordinances 18.2.3.4.1.1 and 18.2.3.4.1.2, which mandate that roads used for EMS access have a minimum unobstructed clearance of 20 feet wide and 13 feet 6 inches high.

The Fire Committee has currently identified the highest threat to our community to be along Basin Canyon Road where it transits through lots 2, 37, and 40. Lots 37 and 40 have extensive downfall and understory growth, and lot 2 has boulders that have been placed alongside the road as obstacles to restrict the width of Basin Canyon Road.

The Fire Committee requests the following four actions be taken by the SELOA Board IMMEDIATELY:

- 1) All Board members visit the site of the recent fire mitigation corrective actions taken on Basin Canyon Road where it transits through lots 39 and 39A. The Fire Committee and volunteers selectively removed trees, understory, and deadfall to meet Summit County's ordinances. All future fire mitigation efforts on fire apparatus/EMS access roads within the subdivision will mimic the work done in this area, with equal clearance goals.
- 2) Support and promote two SELOA Fire mitigation and preparedness volunteer workdays scheduled for May 27 and 28, 2022. On 27 May 2022 (5pm-8pm) the effort will focus on

chipping slash piles created by earlier volunteer work along North Church Road using a rented wood chipper. The chipper will be used again on 28 May 2022 (8am-3pm) to chip existing piles and further road easement clearance (with the SELOA Board's help and approval) along Basin Canyon Road. Volunteers have stepped forward to assist with the upcoming fire mitigation efforts but more are always welcome. The Fire Committee requests the SELOA Secretary please promote to the membership these upcoming workdays with notifications of availability sent to Mr. Drew Jordan: seloafire@gmail.com.

3) SELOA Board establish communication with the owners of lots 37 and 40. Convey the requirements/benefits of clearing back the overgrowth and deadfall along Basin Canyon Road and the clearing parameters being used by the Fire Committee. Promote the upcoming volunteer day on 28 May 2022 (8am-3pm) to these lot owners and encourage their participation. If the owners of lots 37 and 40 are not available to participate in the mitigation effort, the Board needs to get permission from the lot owners for volunteers to perform the road clearing actions on 28 May 2022. Please report back to the Fire Committee any updates on item #3 and if our committee can facilitate in any way.

4) Stagecoach Board issue a directive to Ms. Elke Touchette, SELOA Board Secretary and owner of Lot 2, to immediately move the boulders she has placed along the portion of Basin Canyon Road that transits Lot 2. These obstacles were installed by the lot owner to restrict the width of this fire apparatus/EMS access road. The obstacles placed by the homeowner need to be moved IMMEDIATELY to provide a MINIMUM of 20 feet unobstructed road width.

The Southwest U.S. is now the driest it has been in 1,200 years and the magnitude of the 2022 wildfire season's destruction will be unprecedented! The time for debate, antagonism, and personality conflicts has passed. We need to take action NOW! Delayed response will only exacerbate the fire threat to our community, jeopardizing personal property and human life!

Respectfully,
Drew Jordan
SELOA Fire Preparedness Committee Chair

The Fire Committee's current goal is to bring our road easements into compliance with Summit County's National Fire Prevention Association ordinances 18.2.3.4.1.1 and 18.2.3.4.1.2, which mandate that roads used for EMS access have a minimum unobstructed clearance of 20 feet wide and 13 feet 6 inches high.

-To date the Fire Committee has worked with lot owners to reduce fire hazards in our community but now are dealing with some lot owners who are resisting the efforts of the committee to reduce fire threats.

-The Fire Committee has currently identified the highest threat to our community to be:

-Basin Canyon Road where it transits through lots 2 and 40. Lot 40 has extensive downfall and understory growth, and lot 2 has boulders that were placed alongside the road in 2012 restricting the width of the road.

The Fire Committee in conjunction with the Board and lot owner of Lot 2 will move the rocks in June 2022 to a minimum width of 20 feet.

-Corrective actions will be performed by the Fire Committee after being defined in writing and signed by the Board and lot owner.

-The Fire Committee will only move the obstacles with the oversight of the lot owner.

-The Fire Committee will not add road base material to the remediated road section.

BASIN CYN. RD. / SELOA LOT #2 OBSTRUCTION ISSUE

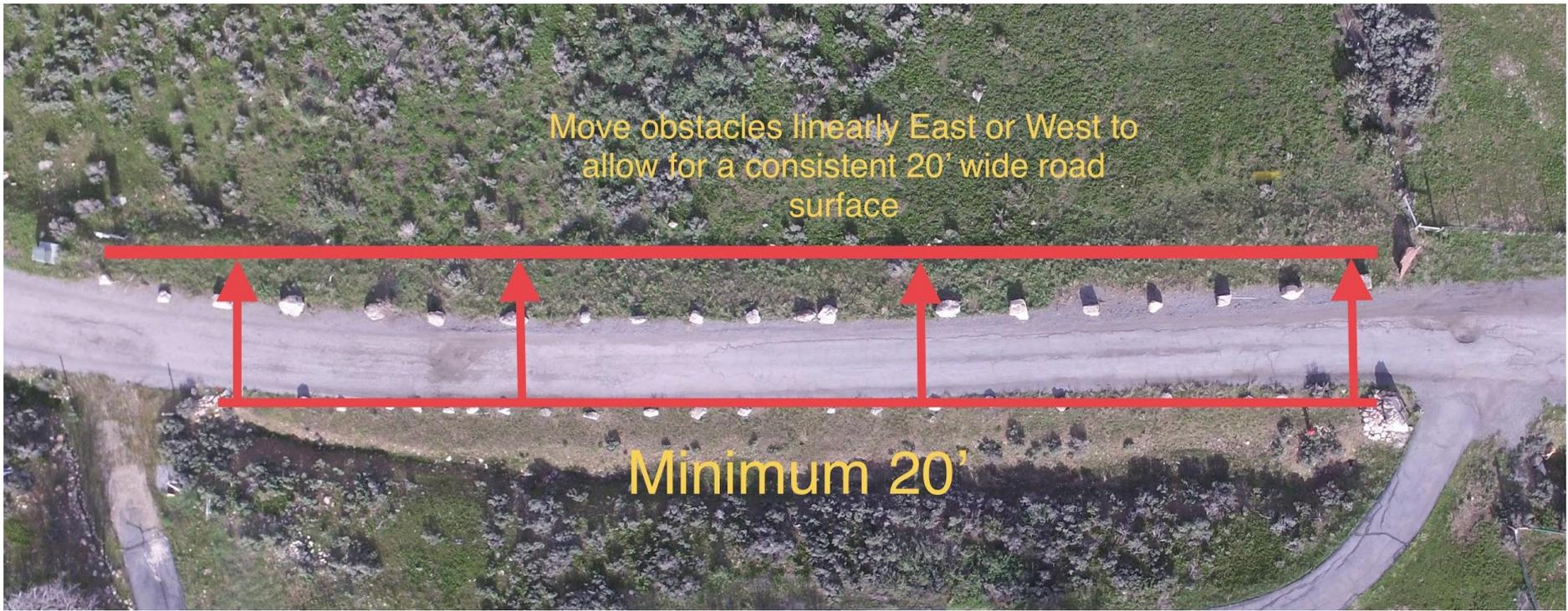


Photo Info:
Drew Jordan
5/17/22

CURRENT ROAD WIDTH WITH OBSTRUCTIONS



Photo Info:
Drew Jordan
5/17/22



Move obstacles linearly East or West to
allow for a consistent 20' wide road
surface

Minimum 20'

Photo Info:
Drew Jordan
5/17/22

Recommended Corrective Action

-The Stagecoach Board must define the road easement parameters and promulgate it to the membership.

(The Board has requested and received from *Legal counsel an opinion on the parameters of the easements.*)

-The Stagecoach Board must pass a motion that Fire Committee actions taken within the defined road easements to reduce fire risks are sanctioned by the Board.

The Southwest U.S. is now the driest it has been in 1,200 years and the magnitude of the 2022 wildfire season's destruction will be unprecedented!

We need to take action NOW!

Delayed response will only exacerbate the fire threat to our community, jeopardizing personal property and human life!

SLIDE 1

ROAD & GATE COMMITTEE VOTE:

- 1) BRIAN TILEY
- 2) JUSTIN BITNER

SLIDE 2

I WOULD LIKE A BOD VOTE:

We as a governing body and as SELOA Members, have the Right and the Obligation to make our roads SAFER if we can.

The EMS Expert, Battalion Chief – District Fire Marshall, Mike Owens, defines that as “when there is only one way into or out of a community, we typically require at least 26 and sometimes 32 (feet) depending on the circumstances.”

I believe that we should adopt this standard in Stagecoach and am calling for an immediate BOD Vote on this standard.

SLIDE 3 (PAGE ONE)

PROPOSAL TO MAKE BASIN S CURVES SAFER

3/10's of a mile from Charlwood's driveway culvert to the Pratt property is AKA the Basin Canyon Road S Curves. It's approximately 1600 feet.

This proposal will:

- A) control the drainage better;
- B) widen the road on the S Curves by five to seven feet, immediately;
- C) Make this stretch of road immediately safer without cutting down a single tree !
- D) Help people to avoid getting stuck in that drainage ditch !

SLIDE 3 (PAGE TWO)

I propose that we (by Summit County Standards),

- 1) lay drainage pipe 18 inches below the current drainage surface, in a bed of gravel;
- 2) cover the pipe and gravel with Road Base;
- 3) cover the Road Base with Rotomill, (when available).

COST ESTIMATION: (approximate)

Gravel - \$2,000.

Road Base - \$1,500.

Drain Pipe - & fittings \$16,952.

Labor - \$85 per hour (two weeks) \$6,500.

Summit County permit \$1,200. Bond (\$350.00)

Total: \$28,502.