



## SELOA ANNUAL MEETING

Synderville Basin Special Recreation  
District Office  
Park City UT

April 25, 2017

# Agenda

- Call to order
- 2016 Annual Meeting minutes
- Treasurer's Report
- Board of Directors Report
- Committee Reports
  - Architecture
  - Roads and Gates
- Proposed 2017 Budget
- Announcements
- Elections
- Covenants
- Adjournment

# 2016 Annual Meeting Minutes

## Stagecoach Estates Lot Owners Association Annual Meeting 2016

### Minutes

Park City Library, Park City, UT – Tuesday, May 10<sup>th</sup>, 6PM

Board members in attendance: Brian Bitner, Pam Behn, Lynne Steging, Brent Bryan, Scott McClellan, Nicole Knotts

20 lot owners in attendance

See [SELOA 2016 Annual Meeting Presentation](#) for details.

1. Call to order by the President of SELOA, Brian Bitner at 6:04PM.
2. Quorum counted to verify enough lot owners in attendance.
3. Housekeeping items mentioned by Brian Bitner: Please remove snowmobiles from the front gate area.
4. Approval of 2015 Annual Meetings minutes (Brian Bitner, President)  
Motion to approve: Lucy Jordan (Lot 106), seconded by Julie (Lot 101). All approved.
5. Treasurer's Report (Lynne Steging, Treasurer). Lynne reviewed the 2015 Income Statement, Balance Sheet, and Budget to Actual. Stagecoach Estates Lot Owners Association is on budget with \$5,100 to be transferred to the Reserve Account. There is an increase in the rental income from the Peak radio tower; it has increased \$240 to a total of \$4,140. All lot owners have paid the annual dues with the exception of four. Ended 2015 with a total of \$8,000 net income.

## 2016 Annual Meeting Minutes

6. Board of Director's Report (Brian Bitner, President). Reviewed the past year's BOD meetings. Scott McClellan reviewed Peak tower rental agreement and mentioned to lot owner's Peak Tower's offer for radio purchases. Brian Bitner reviewed the Bitner Ranch Road Agreement and stated Jack Smith has reviewed their financial books recently and everything seems to be in order.
7. Website Redesign (Nicole Knotts, Director). Reviewed changes made to website. Encouraged feedback from lot owners. Encouraged lot owners to send in pictures for website. David Packham (Lot 75) asked about real estate options on website and wanted to see if lots for sale could be presented on website.
8. Lots Sold (Lynne Steging, Treasurer). Announced that approximately 10-12 lots in Stagecoach Estates have sold this past year.
9. Architectural Controls Committee (Mike Garbett, ACC). Reported that 5 ACC applications have been submitted with 3 approved. Also 1 barn application has been submitted with 1 barn application approved. Construction update: 1 house has completed construction. Reported that 9 lot owners have been involved with the ACC with 4 lots owners moving forward with construction.

Stated that in 2016, 5 lot owners have contacted the ACC, with 2 homes and 1 barn being approved and moving forward with construction. Encouraged all lot owners to contact the ACC if they are even thinking about construction (new or renovations). Mentioned landscaping/grading should be brought to the attention of the ACC as well.

## 2016 Annual Meeting Minutes

10. Road/Gates Report (Brian Bitner, President). Stated that Ed Byer is currently working on welding the Basin Canyon gate. Speed limit signs have been placed throughout Stagecoach Estates – Reminder, please do not speed on our road, do not go faster than 20mph and have your vehicle in 4-wheel drive. Also advised members to keep the culverts at driveways clear of debris so that water can move away from the road. The keypad at Kimball Canyon Gate has been renovated and encased in stone. Rotomill was added to Kimball Canyon Road and Basin Canyon road last summer. Both gates were raised to help mitigate snow buildup. Reported that the 2016 road goals are to install French drains on Kimball Canyon Road and Basin Canyon Road. Grade all of the roads, fill in eroded spots, and add rotomill in additional areas as budget/time permits. Discussed the landslide that occurred above Lot 22, near Lower Cove Road. Stated that homeowner has structural, geological engineers working on issue. Homeowner plans on adding concrete substrate to area with retaining wall.

*Comment:* Dan Iboch (Lot 118) mentioned that he and Stevenson (Lot 119) are planning on building on their lots this year. Advised Brian Bitner not to put rotomill on Church Road due to construction.

*Comment:* Tim Hawker (Lot 64) mentioned that the culvert on Lot 65 is blocked currently.

11. Vote to approve 2016 proposed budget (Lynne Steging, Treasurer).  
Motion to approve: Pam Behn (Lot 4), seconded Bill Wilson (Lot 29A), all approved.
12. Announcements (Pam Behn, Vice-President).
- Please only put authorized recyclable material in the recycling dumpster. No Styrofoam, glass, or waxed paper (milk cartons) is allowed. Also,

## 2016 Annual Meeting Minutes

please note that contractors are NOT allowed to use the dumpsters for their waste.

- Summit County will begin billing each full time resident, per the tax rolls, \$36.00 per year for the dumpster usage. The county is not subsidizing the garbage pickup as much as in previous years and they are passing the bill on to residents. Billing from the county will start on July 1<sup>st</sup>.
- Spraying for weeds will be done by Brian Tiley, the county will sell the weed killer at cost. Bill Wilson has possession of SELOA sprayer that attaches to the back of an ATV.

*Comment:* David Packham (Lot 75) stated that the fire department will sell fire hydrant hoses to the public.

*Note:* Nicole Knotts, Director, called the Summit County Fire Department to verify this statement and Ray, Fire Chief, stated that this is NOT correct. The Summit County Fire Department will not allow the public to have fire hoses for hydrants due to the likelihood that a homeowner will stay at home trying to fight a fire when evacuation is the more prudent course of action.

13. Bitner Ranch Road Update (Pam Behn, Vice-President): Summit County plans to cut into Bitner Ranch Road from Silver Creek area in 2017. It is unclear at this time exactly where the road will be connected. Starting on May 12, the Bitner Ranch Road Association will begin construction on Bitner Ranch Road. They will focus on the West side of the road only, just South of the Glen Wild Construction entrance to the turn before Knob Hill Road. They plan on completely removing the road and replacing with rotomill, compacting the rotomill, asphaltting, and then slurring the road.

*Comment:* Lucy Jordan (Lot 106) asked about details of the Bitner Ranch Road construction. Pam Behn, Vice President, stated that as of this time this is the only construction that is known.

## 2016 Annual Meeting Minutes

### 14. Elections.

Vote held and results were tallied by Bill Wilson (Lot 29A).

Results were: Brent Bryan, Bruce Barnes, and Nicole Knotts won the election for Director positions for the next 3 years.

Oath of Office was administered by Brian Bitner, President, to Brent Bryan, Director, Bruce Barnes, Director, and Nicole Knotts, Director.

### 15. Welcome to new lot owners (Brian Bitner, President). The following new lot owners were asked to stand and given a warm welcome by all attendees:

Dan Iboch (Lot 119)  
Patrick and Cara Murphy (Lot 70)  
Justin Bitner (Lot 66)  
Lucy Jordan (Lot 106)  
Bertha Harris (Lot 23)

### 16. Annual SELOA BBQ? (Pam Behn, Vice-President). Asked for volunteers to host annual SELOA BBQ get together. No volunteers offered. Pam Behn stated she would host at her house, with details to be announced at a later time.

### 17. Questions? (Brian Bitner, President). Asked the floor if there were any other questions or issues that needed to be addressed.

*Comment:* Mike Garbett (Lot 5) asked if the Board of Directors would send out regular emails with updates on goings on in SELOA.

Nicole Knotts, Director, mentioned that website would be used for this purpose.

*Comment:* Lucy Jordan (Lot 106) thanked the Board of Directors for their time and effort.

### 18. Motion to Adjourn (8:00PM).

SELOA 2017 Annual Meeting

# Treasurer's Report 2016

Lynne Steging – Treasurer



# 2016 Income Statement

## Income

Assessments – annual dues	\$81,000
Church contributions	\$2,800
Rent	\$4,140
Impact Fees	\$10,843
Miscellaneous	\$681
BRRR Winter Plowing	\$4,500
BRRR Impact Fees	<u>\$4,500</u>

## Total Income

**\$108,464**

## Expense

Electric gates	\$1,921
Roads (including gate area plowing)	\$71,093
BRRR 2016 Payment	\$27,000
BRRR Winter Plowing (2015/16 & 2016/17)	\$9,000
BRRR Impact Fees	\$4,500
Legal	\$4,943
Admin	<u>\$3,194</u>

## Total Expenses

**\$121,651**

## Net Income

**(\$13,188)**

# 2016 Balance Sheet

## Assets

Checking	\$2,006
Savings Account	\$11,779
Reserve Fund	\$30,053
Refundable deposits	\$16,108
Accounts receivable	<u>\$3,841</u>

**Total Current Assets** **\$63,788**

## Liabilities & Equity

Refundable deposits	<u>\$16,108</u>
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**Total current liabilities** **\$16,108**

Opening Balance Equity	\$38,895
Retained Earnings	\$21,973
Net Income	(\$13,188)

**Total Equity** **\$47,680**

**Total Liabilities & Equity** **\$63,788**

# Budget to Actual 2016

Income	Budget		Actual		Difference
Annual Assessments	81,000		80,250		(750)
BRR Winter Maintenance	4,500		4,500		
Maintenance contribution- LDS Church	2,800		2,800		
Transfer from Savings	8,710		13,500		4790
Rental income (Peak)	4,140		4,140		
Building Impact Fees			10,843		
Miscellaneous (interest, fees)			683		
<b>Total Income</b>		<b>101,150</b>		<b>116,716</b>	<b>15566</b>
<b>Expenses</b>					
<u>Electric Gates</u>					
Electricity	700		613		(87)
Repairs	1,500		1,308		(192)
<i>Total</i>	<i>2,200</i>		<i>1,921</i>		<i>(279)</i>
<u>Roads</u>					
Material	20,000		28,936		8,936
Labor	25,000		37,657		12,657
Other	5,000		500		(4,500)
Kimball Gate Snow Removal	4,000		4,000		
<i>Total</i>	<i>54,000</i>		<i>71,093</i>		<i>17,093</i>

## Budget to Actual 2016 (continued)

Income	Budget		Actual		Difference
<u>Bitner Ranch Road Association</u>					
BRR Maintenance Contribution	27,000		27,000		
BRR Winter Maintenance	4,500		9,000	(2015/16 & 2016/17)	4,500
<i>Total</i>	<i>31,500</i>		<i>36,000</i>		<i>4,500</i>
<u>Administration</u>					
Liability Insurance	2,900		2,803		(97)
Legal	5,000		4,943		(57)
Website	150		194		44
Taxes/Lic./Fees	50		40		(10)
Office Supplies	250		157		(93)
<i>Total</i>	<i>8,350</i>		<i>8,137</i>		<i>(213)</i>
<u>Contribution to Reserve</u>	5,100		0		
<b>Total Expenses</b>		<b>101,150</b>		<b>117,151</b>	<b>16,001</b>
<b>Net Income / Loss</b>					<b>(435)</b>

\*Internal audit conducted on March 25, 2017 by Steve Hall (lot 101).

# Board of Directors Report

SELOA 2017 Annual Meeting

The SELOA board has met five times since the last annual meeting. Highlights of the last months include:

- Appointed Bertha Harris to fill in the remainder of Director Sherman Smith's term in April 2016.
- Annual meeting held May 10, 2016. Elected Nicole Knotts(Director), Bruce Barnes(Director) and Brent Bryan (Director).
- Audited the 2016 records of the Bitner Ranch Road Association
- Revised SELOA Covenants with legal assistance to conform to current state of Utah requirements and association needs for an enforceable document.

# Architectural Report

## **2016 Committee Members:**

Mike Garbett, Peter Behn, Chuck Grosvenor

## **2016 ACC Application Approval Process**

### Number of Initial Meetings with Lot Owners in 2016

13

### New Home Construction

Applications submitted: 6

Applications approved: 3

### Existing Home Remodel/Additions

Applications submitted: 1

Applications approved: 1

### Driveway/Lot Access (New or Modified)

Applications submitted: 6

Approvals approved: 4

### Barn / Out-building

Applications submitted: 1

Applications approved: 1

### Other Requests

Submitted requests: 1

Approved Requests: 1



## **2016 Construction Activity**

### New Homes

Construction completed: 2

Under construction: 2

### Existing Home Remodel/Additions

Construction completed: 1

Under construction: 1

### Barn / Out-building

Construction completed: 0

Under construction: 1

## **2017 Projected Construction Activity**

New homes: 3-5

Remodel/Additions: 0

Driveway/Lot Access: 1

Barn/Outbuilding: 0

Other Requests: 0

**Sign Reminder:** Signs on Stagecoach lots are in violation of the Stagecoach Estates Protective Covenants, Article 1, Section 7. Examples of said signs are: For Sale, No Trespassing, No Hunting, etc. If signs exist on your lot, the Board requests that Lot Owners remove these signs from their respective properties.

## **Architectural Control Reminders**

Architectural Control Committee: If you are considering any type of construction or grading work on your property, please contact the SELOA Architectural Control Committee (ACC) prior to starting any type of project. Summit County continues to add new construction ordinances, rules, and requirements that you need to be aware of as you undertake any type of construction project. The SELOA Architectural Controls outline the process and rules governing construction in Stagecoach Estates. Involving the ACC could save you money and time.

Access to Member Property: The governing documents of the SELOA call for one, and only one, property access (driveway or otherwise). If you believe you need another point of access to your property, please contact the ACC prior to initiating grading or construction activities. The Association encourages lot owners to share driveways whenever possible. Sharing reduces construction costs, reduces environmental impact, helps the Association deal with spring runoff issues (fewer driveways intersecting with SELOA roads reduces spring runoff impact), and creates a more cohesive community.

Driveway Gates: Driveway gates are an increasing concern to Summit County. From the County's perspective, gates can be a barrier to providing efficient fire, safety and medical emergency services. Before you install a gate, contact the Architectural Control Committee for approval, and then secure approval from Summit County Building Division. Locked gates make it impossible to service your property. The current County ordinance requires County approval and a County permit prior to installing a driveway gate.

Culverts: It is the responsibility of the lot owner to ensure that the driveway culvert or other culverts on your property are clear of debris so water can flow in the road ditches. Maintaining the SELOA roads are the Association's largest expense. Keeping culverts open and flowing is critical to managing Association expenses. If you need assistance in cleaning culverts, please contact Brian Bitner, 801-580-0232. Concerning other culverts, it is the responsibility of the Road Committee to ensure that all Association culverts are kept free of debris. If you encounter a culvert that is not functioning properly, please contact Brian Bitner immediately.

The Architectural Control documents are posted on the Stagecoach Estates website ([stagecoachestates.com](http://stagecoachestates.com)).

SELOA 2017 Annual Meeting

# Road and Gate Report

Brian Bitner – President

SELOA 2017 Annual Meeting

# 2016 Road Work Summary

- **Kimball Canyon Road**
  - Added rock and rotomill to repair upper section of road
  - Repaired damaged culvert that had caused in hole in the road
- **Basin Canyon Road**
  - Added rotomill throughout and oiled/chipped upper section of road
- **Lower Cove Road**
  - Contributed to stabilization of slide area above lot 22
- **Upper Cove Road**
  - Added rotomill
- **Approximately 320 loads of Rotomill applied**

# 2017 Road Plans

- Grade all roads.
- Fill in any eroded spots on existing roto-mill application areas (Kimball, Basin, Lower/Upper Cove).
- Roto-mill additional areas as budget/material permits.
- **REMINDER:** Speed Limit is 20 mph!

# Gates

- Gate Maintenance:
  - Basin gate repair required since the last annual meeting.
- Gate Code: 7111 Owner 9111 Visitor/Contractors
- Contact:
  - Peter Behn [pcbuhn@icloud.com](mailto:pcbuhn@icloud.com) | 435 640-2313

# Proposed Budget - 2017

## Income

Annual Assessments	81,000
Maintenance Contribution – Church	2,800
BRR Winter maintenance	4,500
Peak Rental Income	4,140
Transfer from Savings	0

## Total Income

**92,440**

## Expenses

### Electric Gates

Repair	1,500
Electricity	700

### Total Electric Gates

**2,200**

### Roads

Material	11,000
Road Labor Expense	20,000
Other Maintenance	5,000
Kimball Service Area	6,000 (increase due to heavy 2016/17 winter)

### Total Roads

**42,000**



# Proposed Budget – 2017 (continued)

## Expenses (continued)

### Bitner Ranch Road

Maintenance	27,000
Plowing	4,500

**31,500**

### Administrative

Legal	5,000
Website	100
Liability Insurance	3,000
Office supplies	200
Taxes	50

#### **Total Administrative**

**8,350**

### Reserve Account

Contribution

**5,000**

### **Total Expenses**

**89,050**

### **Net Income (loss)**

**3,390**

# Announcements

## Reminder on Recycling

Stagecoach has a recycling dumpster in place at the Kimball Canyon gate. Please take advantage of this addition and separate out your recyclables from the general trash.

- Rinse out containers and remove caps (improves compression of materials).
- The dumpster will be marked with allowable items (or visit [www.co.summit.ut.us/DocumentCenter/View/238](http://www.co.summit.ut.us/DocumentCenter/View/238)).
- NO GLASS, STYROFOAM OR WAX-COATED CARDBOARD
- NO GREEN WASTE, E-WASTE OR HAZARDOUS WASTE



# Announcements

- Chipping by Park City Fire Department – members need to go to [www.pcfcd.org](http://www.pcfcd.org) to sign up
- REMINDER: all members should sign up for Summit County's CodeRed, a high-speed phone calling system for critical notifications such as wildfire or HAZMAT disasters (435-615-3618)
- REMINDER: Dogs must be kept on your property. They must be under supervision/control when walking through Stagecoach. If you have a problem or see any dogs harassing wildlife please inform Summit County animal control (435-336-3985).

# Announcements

## Weed Spraying

Beginning ~June 1<sup>st</sup>, we'll be borrowing free equipment from Summit County Weed Control to spray noxious weeds along the roads. We can purchase Weed Master concentrate from the county at reasonable rates. We're looking for volunteers to help, if interested please contact Brian Tiley (435-513-2505).

## Mailboxes

Fred Trujillo has some information to share with the membership.

# Elections

Pam Behn – Nominating Committee  
Chairperson

# Oath of Office

“I solemnly promise to abide by the rules of this organization and the lawful orders of the assembly.

I further promise that I will perform the duties of my office to the best of my ability.

I will turn over to my successor all records, monies and properties containing to my office.”

# Revision of Covenants

There are three documents governing Stagecoach Estates:

## ○ **Protective Covenants**

- The legal document that lays out the rules and guidelines for the community. CC&Rs are recorded in the county records where the property resides and are legally binding to lot owners.

## ○ **Bylaws**

- A non-profit HOA was established at Stagecoach to manage the community. The HOA is governed by an elected board of directors and a set of rules (bylaws) that determine how the HOA is run (such as elections, meetings, membership voting rights).

## ○ **Architectural Controls**

- Established architectural and site planning standards for the community in compliance with the CC&Rs

# Revision of Covenants

The SELOA Board has been working on a revision of the Stagecoach Covenants for the past 8 months. The existing Covenants were written in 1970. The 47 year-old content and language lack the specifics required to adequately protect the natural environment, the character of Stagecoach Estates and the overall peace and quiet for the enjoyment of the membership. The covenant revisions have undergone legal review to make sure they meet modern HOA content standards and State of Utah requirements. They are now ready for distribution and review by the membership.

The revised Covenant document will be distributed after this annual meeting via email.

A special meeting will be scheduled for ~30 days from distribution to allow members to ask questions prior to the vote by membership.



# Questions?

SELOA 2017 Annual Meeting

# Motion to Adjourn

Thanks For Coming Everyone!