



SELOA ANNUAL MEETING

Synderville Basin Special Recreation

District Office

Park City UT

April 18, 2018

Agenda

- Call to order
- 2017 Annual Meeting minutes
- Treasurer's Report
- Board of Directors Report
- Committee Reports
 - Architecture
 - Roads and Gates
- Proposed 2018 Budget
- Announcements
- Covenants Update
- Elections
- Adjournment

2017 Annual Meeting Minutes

Stagecoach Estates Lot Owners Association 2017 Annual Meeting Minutes

Snyderville Basin Special Recreation District Office, Park City, UT – Tuesday, April 25th

Board members in attendance: Brian Bitner, Pam Behn, Lynne Steging, Jackie Pender, Bertha Harris, Scott McClellan

27 Lot Owners in attendance

See the [SELOA 2017 Annual Meeting Presentation](#) for topic details.

1. Call to Order by the President of SELOA Board, Brian Bitner, 6:08PM. Sufficient attendance for a quorum.
2. 2016 Annual Meeting minutes
Motion to approve last year's annual meeting minutes: Lot 5 (Garbett), seconded by Lot 58/60 (Jackson). All approved.
3. Treasurer's Report
Lynne Steging (SELOA Treasurer) reviewed the 2016 Income Statement, Balance Sheet and Budget to Actual. She explained that the BRRA (Bitner Ranch Road Association) expense originates from the settlement made with the other homeowner's associations along Bitner Ranch Road to contribute toward road maintenance and snow removal. Stagecoach contributes a fixed amount of \$27000 per year for maintenance and a \$4500 snow removal contribution (based on a 21 full-time resident count at the time of the agreement). BRRA impact fees are \$1500 per project.

For SELOA refundable deposits, the amounts are placed into a separate bank account.

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The overage on expenses (Budget to Actual) was the result of road work (our ability to access extremely reduced cost rotomill resulted in additional labor expense to spread it).

Q: What is the Reserved Fund amount supposed to be?

A: The law simply states that the board has to figure out what a reasonable emergency fund should be. Our target amount is \$35000.

Q: What are the admin fees for?

A: The bulk of the expense is on liability insurance.

Brian discussed that the BRRA spent over \$200K on repairs of Bither Ranch Road in 2016. Stagecoach has access to audit the books twice a year (done by Director Jack Smith).

Lynne reminded lot owners that the \$36 fee from Republic Services for garbage is a Summit County assessment (and not an association responsibility).

Motion to approve 2016 financials: Lot 46 (Bailey), seconded by Lot 100 (Packard). All approved.

4. Board of Director's Report
Reviewed activities of board over 2016. Bulk of time was spent working on a revision of the Covenants.

5. Architectural Control Committee Report
Board thanked the ACC (Mike Garbett, Peter Behn, and Chuck Grosvenor) for all the volunteer time and effort they put into architectural projects within the community. Mike Garbett presented synopsis of 2016 activities. He noted Summit County has added more detailed requirements on site plans (there is a mountain home category) and changed driveway access specifications this past year. The goal of the ACC is to help people and provide feedback as quickly as possible. Reminder that a lot of trees have come down this winter so check that your culverts are clear.

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Q: If a property is on the edge of the development, is it possible to adjust the sign restrictions to allow 'no trespassing' notices on the perimeter to discourage access outside of the main roads?

A: Such signs are currently not allowed per the Bylaws but those bylaws can be visited and adjusted if the community agrees that type of signage makes sense.

6. Road and Gate Report

Brian Bitner presented the road and gate report outlining the work done in 2016 and plans for the upcoming summer. The road work cost overruns in 2016

sprang from the fact that we were able to get a great deal on delivered rotomill that we didn't want to pass up on. This meant increased labor costs to spread the material than was budgeted. Based on the performance of the area where oil and chip was applied we may try and do other areas. We have a grader lined up to use this summer.

Comment: (Lot 50Trujillo) the oil/chip section done on Basin is fantastic

Comment: (Lot 118 Ibach) will have dirt from construction this year so will reach out to Lot 22 to see if they could use for slide area near their home

Q: (Lot 118 Ibach) Request to improve North Church (using own funds) to allow access to lot for construction vehicles. The road seems neglected.

A: (Bitner) North Church in that area (left from top of Kimball) didn't get any rotomill last year because a property was undergoing construction traffic and they felt activities would damage any improvements at that point. Given the heavy winter and continued spring precipitation the road is too wet right now for heavy trucks of gravel, it just needs to dry out some first before anyone can do work on it. [Continued back and forth about topic...]

Comment: (Lot 74) Stagecoach is zoned recreational and wasn't intended to be used for more than summer homes. The roads aren't constructed to a county road standard.

Comment: Association should up the bonds then for road damage.

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Comment: Need to remember it's a mountain community and as such it impacts access timeframe. Roads need to dry before improvement access as trucks can damage the entire route.

One of the gates required repair in 2016.

Q: Is it possible to add a contractor gate code that restricts access to a daily time frame (for example, 7am-7pm)

A: Our gates aren't that sophisticated.

Comment: (Garbett) Association could look at adding fines on projects where contractors operate outside a set of reasonable hours (as is done in the Preserve next door). We could align with the county noise ordinance codes.

7. Proposed 2017 Budget

Lynne outlined the proposed budget. The plowing amount for Kimball gate area was increased due to overruns in the 2016/17 winter.

Motion to approve 2017 budget: Lot 4 (Behn), seconded by Lot 28 (Grosvenor). All approved.

8. Announcements

Reviewed slides. Fred Trujillo informed attendees that he's spoken with post office about putting a mailbox similar to others on the Bitner Ranch Road roundabout (of course requires landowner permission). It would cost \$500-600 (one-time cost) that could be split amongst interested parties. Jackie will get information from Fred and send out to the membership.

9. Elections

One director position was up for election with two nominees (thanks to Drew Jordan and Steve Hall for willingness to serve). Election ballot count done by Greg Jackson and Peter Behn. Steve Hall was elected to the 3-year director term.

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10. Covenants

Discussed that a revision of the Stagecoach Estates covenant document was undertaken over the past several months with the assistance of lawyer Dan Dansie (his firm focuses on real estate and HOAs). Mr. Dansie joined the meeting and went over the revision process and the need to bring the document up to modern standards and state requirements. The goal of the covenants is to codify what the intent of a community is, provide fair notice of requirements to people buying into the community, and outline consequences of non-compliance.

The existing covenants were written in the 1970s, they are vague in many areas and now there are a whole set of state rules that spell out how HOAs should run. Stagecoach is a unique community and the only common areas are the roads so many changes were related to that area. Other areas that were clarified centered on commercial use, rental provisions and animals.

Q: Is there a red-line comparison of the old and new covenant documents available?

A: The documents are too different in structure so it's not possible.

Q: Is there a grandfathering of 1970s covenant applicability for existing owners?

A: No, if the revised covenants are adopted they will replace the previous document and be the community rules. If you have any specific concerns after review you should discuss with the board. 67% of the membership is the majority required by state law for approval.

Q: What about existing structures (if they no longer meet the revised covenant requirements)?

A: If the structure was in compliance when it was built is it exempt. It is uses of property/structures that can be effective going forward.

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Q: Remodeling – would that have to meet the new code?

A: Code requirements are the domain of the county. The Covenants (CC&Rs) are requirements in addition to the county codes. In other words, just because the county might allow something does not mean it is allowed. The covenants are applicable over county items. The covenant revision spells out with more specificity the role of the Architectural Control Committee (ACC).

The covenant revision will be distributed to the membership by the secretary and provide members 30 days to review before a special meeting is held for Q&A. In advance of the meeting it will be helpful if members submit comments or questions to the board so we can include our lawyer as needed in addressing items at the meeting. The vote (when held) will be done by mail. The ballots will be returned directly to Dansie's office for tally and certification of results.

Comment: (Dansie) We tried to strike a balance with the CC&Rs and not go overboard with details yet preserve the mountain community quality.

Q: Are the Covenants still only updateable every so many years (10 or 20 years)?

A: No, the provision is the Covenants can be changed by vote of the membership, not after a required interval has passed.

Q: Do ballots have to be notarized?

A: No, the ballots themselves aren't submitted to the county so they don't need to be notarized but they do need to be a signed consent. 67% of the membership has to respond "yes" to pass the revised Covenants.

Comment: (Trujillo) He would like to see the association documents deal with parking on plowed roads.

(Pender) The board has been discussing if we can try and find some areas suitable for additional parking throughout the community.

11. Adjournment 8:05 PM

Treasurer's Report 2017

Lynne Steging – Treasurer

2017 Income Statement

Income

Assessments – annual dues	\$81,000
Church contributions	\$5,000
Rent	\$4,140
Impact Fees	\$12,390
Miscellaneous (remotes, fees, interest)	\$1,660
BRRR Winter Maintenance	\$4,500
BRRR Impact Fees	<u>\$7,500</u>

Total Income

\$116,190

Expense

Electric gates	\$1,865
Roads (including gate area plowing)	\$60,531
BRRR 2017 Payment	\$27,000
BRRR Winter Maintenance	\$4,500
BRRR Impact Fees	\$6,000
Legal	\$3,150
Admin	<u>\$3,133</u>

Total Expenses

\$106,179

Net Income

\$10,011

2017 Balance Sheet

Assets

Checking	\$9,731
Savings Account	\$11,782
Reserve Fund	\$30,583
Refundable deposits	\$28,357
Accounts receivable	<u>\$5,584</u>

Total Current Assets

\$86,037

Liabilities & Equity

Refundable deposits

\$28,357

Total current liabilities

\$28,357

Opening Balance Equity
Retained Earnings
Net Income

\$38,895
\$8,775
\$10,011

Total Equity

\$57,681

Total Liabilities & Equity

\$86,038

Budget to Actual 2017

Income	Budget	Actual	Difference
Annual Assessments	81,000	79,500	(1500)
BRR Winter Maintenance	4,500	4,500	
Maintenance contribution- LDS Church	2,800	5,000	2,200
Rental income (Peak)	4,140	4,140	
Building Impact Fees	0	9,036	9,036
Miscellaneous (interest, fees)	0	1,660	1,660
Total Income	92,440	103,836	11,396
Expenses			
Electric Gates	2,200	1,867	(333)
Roads	36,000	54,531	18,531
Administrative	3,350	3,134	(216)
Kimball Gate Snow Removal	6,000	6,000	
Legal	5,000	3,150	(1,850)
Contribution to Reserve	5,000	500	(4,500)
BRR Maintenance Contribution	27,000	27,000	
BRR Winter Maintenance	4,500	4,500	
Total Expenses	89,050	100,682	11,632
Net Income / Loss		3,154	

*Internal audit conducted on March 30, 2018 by Steve Hall (lot 101).

Board of Directors Report

SELOA 2018 Annual Meeting

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

- Annual meeting held April 25, 2017. Elected Steve Hall (Director).
- Distributed a revision of the SELOA Covenants for membership review. Held special meeting May 30, 2017 to solicit feedback on the document with our lawyer Daniel Dansie present to answer questions.
- Audited the 2017 records of the Bitner Ranch Road Association.
- Sent the SELOA Covenant Revision out for a membership vote the end of Sep 2017. Due to lack of voter participation and feedback requesting additional edits, the board decided in November to hold another feedback meeting.
- Held special meeting December 5, 2017 to go through comments and present proposed edits to the revised SELOA Covenants. Association lawyer Daniel Dansie was present to answer questions.

Architectural Report

2017 Committee Members:

Mike Garbett, Peter Behn, Chuck Grosvenor

2017 ACC Application Approval Process

Number of Initial Meetings with Lot Owners in 2017
8

New Home Construction

Applications reviewed: 5

Applications approved: 3

Existing Home Remodel/Additions

Applications reviewed: 1

Applications approved: 1

Driveway/Lot Access (New or Modified)

Applications submitted: 1

Approvals approved: 1

Barn / Out-building

Applications submitted: 0

Applications approved: 0

Other Requests (fire pit, secondary access, etc.)

Submitted requests: 0

Approved Requests: 0

2017 Construction Activity

New Homes

Construction completed: 0

Under construction: 3

Existing Home Remodel/Additions

Construction completed: 0

Under construction: 2

Barn / Out-building

Construction completed: 0

Under construction: 1

2018 Projected Construction Activity

New homes: 5-8

Remodel/Additions: 2

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, 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 (stagecoachstates.com).

Road and Gate Report

Brian Bitner – President

2017 Road Work Summary

- **Kimball Canyon Road**
 - Added rotomill and oiled the middle section of the road
 - Added French drain in the spring area of the upper part of the road
 - Widened, added rotomill and graded the parking area at gate
- **Basin Canyon Road**
 - Added rotomill, particularly to the 's-turns' on the lower part of the road
- **Lower Cove Road**
 - Added rotomill and oiled
 - Widened and added rotomill to pull-off area at intersection with Kimball Canyon Road
- **Upper Cove Road**
 - Added rotomill
- **North Church Road**
 - Added rotomill between Kimball and Hailes loop
- **Approximately 240 loads of Rotomill (a \$70k value) were applied**

2018 Road Plans

- Grade the roads as needed.
- 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:
 - Repair of Kimball and Basin gates due to collisions (added sand barrel to allow application when icy).
- Gate Code: 2727 Owner 7272 Visitor/Contractors
- Contact:
 - Kimball Gate: Chuck Grosvenor
icg1362@gmail.com | 435-901-7600
 - Basin Gate: Fred Trujillo
fttrujillo@msn.com | 801-232-2443

Thank you to Peter Behn for his years of service maintaining our gates!

Proposed Budget - 2018

Income

Annual Assessments	81,000
Maintenance Contribution – Church	2,800
BRR Winter maintenance	4,500
Peak Rental Income	4,140
Total Income	92,440

Expenses

Electric Gates	
Repair	1,500
Electricity	700
Total Electric Gates	2,200

Roads	
Material	11,000
Road Labor Expense	23,000
Other Maintenance	5,000
Kimball Service Area	5,000
Total Roads	44,000

Proposed Budget – 2018 (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	400
Taxes	50

Total Administrative

8,550

Reserve Account

Contribution

4,500

Total Expenses

90,750

Net Income (loss)

1,690

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).
- 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 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 1st, 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).

Revision of Covenants Update

- A special meeting was held Dec 5, 2017 where attendees walked through proposed edits to the Covenant document to primarily address member concerns that the document granted excessive authority to the Board.
- After the session, the meeting minutes as well as a highlighted version of the CC&Rs (removed/added text) were sent to the membership for review. The hope is that the changes made allowed for greater consensus around the content.
- The document has also recently undergone a legal review to ensure no required content was inadvertently removed.

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 pertaining to my office.”

Questions?

Motion to Adjourn

Thanks For Coming Everyone!