

**MINUTES OF MEETING
Board of Directors Meeting**

Friday, August 18, 2023 6:00 pm
North Routt Fire Protection District – Station 2
61915 RCR 129 Clark, CO 80428

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Nate Marsh-President John Whitbeck-vice President Steve Warnke-Sec/Treas
Kelly Rafferty John Litchenberg Lisa Ruff Darby Malone

Call to Order – President Nate Marsh called the meeting to order at 6:00pm noting the presence of Directors Marsh, Whitbeck, Warnke, Rafferty and Malone thereby constituting a quorum.

Additions/Deletions to Agenda – there were no additions or deletions.

Review & Approve Minutes

The minutes of the Board meeting of March 6, 2023, were motioned to approve, seconded, and approved.

The minutes of the Special Meeting of the Board of July 21, 2023, were motioned to be approved, seconded and approved.

Review Financials Reports

The Sec/Treas provided an overview of the Balance Sheet and Income Statement as of August 18, 2023, and specifically noted the Associations cash position.

Board Matters

- a. A memo was presented for consideration regarding the request by the new owner of Pearson Replat, F2, 26659 Willow Gulch Dr. The property changed ownership in 2022, has a garage, but no residence. The original residence burned down a number of years ago and was never rebuilt. The new owner requested that the property, as it has no residence, be re-classified as a Class D for WCPVA dues purposes. Following a discussion by the Board, it was moved, seconded and the motion approved that the reclassification to Class D is appropriate until such time as a new residence is constructed.
- b. Request from the owner of Lot 90, F2 58135 Jupiter – following a preliminary discussion it was determined additional information is required and the matter will be held until such time as the information is complete.
- c. Steve explained that it is Dave Peregoy and his recommendation that the Board appoint Trent Conner to the Environmental Control Committee to replace Dan Kucher who has recently moved out of area. He further provided a summary of the search process, noted two candidates were interviewed and summarized the

background and qualifications of Trent. He additionally commented that Trent serves as a Director of the Steamboat Lake Water and Sanitation District. A motion was made, seconded and approved that Trent Connor be appointed to the ECC effective immediately.

ECC Report

- a. Building/construction matters – the construction spread sheet had been distributed previously; several questions were asked and answered.
- b. 8 members were recently sent letters regarding their construction projects and asking for a status/completion update. A copy of the letter was provided to the Board prior to the meeting. As of this date a few responses have been received.
- c. Covenant violations – a discussion took place regarding process and it was noted that complaints need to be digested to writing and sent to the ECC. The ECC or the Board cannot act on “verbal complaints” or “observations”. Complainants will be kept anonymous.

Road Maintenance – Steve Warnke

- a. 2023 Road maintenance is complete at a cost of \$106,712 excluding engineering. Some discussion took place regarding the use of asphalt grindings and their performance. The consensus was that the grindings are an improvement over gravel road base and the use of grindings in place gravel should continue.
- b. Diana Place – cul de sac work is scheduled for week of 9/11
- c. Linda Kay Place – described possible road improvements by adjoining lot owner

Fencing - a summary of fencing activities completed and an invoice for this years work was previously provided on July 7 by Carol Twitchell and supplemental comments were received from Dave Peregoy on July 15. An invoice for solar panels to power electric fencing has been received and is being processed. It was also noted that the fencing volunteers did an outstanding job this season considering the extensive work required because of the heavy snowfall this winter. The Board and the residents appreciate and thank all of the volunteers for their work.

Weed Management – Lisa Ruff

- a. Comments on the weed management were provided to the Board previously, and in conjunction with the letter from Routt County, which turned out to be inaccurate.
- b. Discussion regarding formalizing a weed management program and educating the membership on effective weed control means took place. This will be an item for discussion with Lisa as well as a topic at the Annual Meeting.

Fire Mitigation

- a. A discussion ensued with updates from summary comments previously received from John Twitchell (CSFS - District Forrester) relative to possible grant funding; JW to pursue with John.

- b. Comments were exchanged regarding the participation level, which was considerable, in the current chipping program sponsored by Routt County Wildfire Mitigation Council
- c. Updates were provided regarding the NRPDP efforts to secure grant funding from several sources.

Steamboat Water and Sanitation District

A discussion was held regarding the relationship between Steamboat Lake Water and Sanitation District, responsibilities for maintenance of the system by SLWSD vs the residences, and long and short-term plans for the existing system. Ultimately, the two organizations are distinct and all questions regarding the SLWSD need to be referred to the district or its website.

Covenant Violations

1. A considerable amount of discussion ensued regarding recurring covenant violations, which were identified as unleashed dogs, snowmobiles, ATV and UTV traffic and trespassing. These matters have been the basis for multiple verbal complaints from residents. The Board affirmed:
 - Complaints need to be in writing from complainants and sent to ECC.
 - Complainants will be encouraged to address the problem directly with the violator.
 - If unsuccessful, ECC will contact violator directly via email or letter, requesting a response and resolution.
 - If unsuccessful, ECC will repeat via Certified Letter, Return Receipt with CC to Board of Directors
 - If violation continues and remains unresolved, the Board will take necessary action, including fines, until violation is corrected.
 - Enforcement will be a focus topic at the annual meeting.
2. Trail cameras are a consideration for both the dumping of “stuff” on the wide area at Neptune on 129 as well as snowmobiles crossing private property and lots.

New Business

- a. The Board was brought current on the transition from Double H to Commercial Property Group:
 1. CPG’s official start date is September 1, 2023
 2. Double H will continue to serve the association through the end of August; thereafter they have indicated they will be available for questions and assistance to both the Board and CPG
 3. Double H’s main phone is a cell phone, and they are continuing to answer calls. They will also continue to monitor the website.
 4. CPG will be opening a new account at Yampa Valley Bank and will require signatures from 4 board members. CPG will be contacting Directors Marsh, Whitbeck, Warnke and Ruff for their signatures.

5. Double H will send the 2022 Newsletter to be used as the basis for the 2023 version.
- b. **Change Annual Meeting Date** – recognizing that CPG will officially assume management of WCPVA September 1st, and there is a considerable amount of data entry into the CPG system which includes WCPVA membership information, accounting books and records, ECC applications, historical documents etc. records, a discussion took place regarding the timing of the annual meeting. It was resolved that the annual meeting will be pushed back in the year, possibly November-December in order to allow CPG time to process the necessary information. This will also provide time for them to prepare properly for the annual meeting. . A final date will be established by the Board based upon the progress CPG is making.
- c. Budget plan – Steve will commence coordinating with Double H on the 2024 Budget and should be able to present a draft budget at the next meeting.

Establish Next Meeting Date

The Board discussed the options for the next Board meeting and resolved to have It on October 12. In the interim, and after CPG’s assumption of the management of WCPVA, discussions will take place regarding meeting times and locations among Board members and CPG.

Adjournment – a motion was made, seconded, and approved to adjourn at approximately 7:45pm.