

**BUCKHORN RANCH ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 9, 2023 – 10:55 A.M.
QUEEN OF ALL SAINTS MEETING ROOM AND VIA ZOOM**

Board Members participating:

Kate Somrak
Cathy Low
Chris Edmonds
Sean Patrick
Casey Lanza
Tom Shepard
Ali Johnson
Martin Spencer

Others participating:

Rob Harper, Toad Property Management
Beth Appleton, Legal Counsel
Chris Jackman

Rob called the meeting to order at 10:57 a.m. and confirmed there was a quorum.

Sean made a motion to approve the minutes of the July 30, 2023 meeting. Chris seconded the motion and it was unanimously approved.

Chris made a motion, Ali seconded the motion and the following appointments were unanimously approved:

President	Sean Patrick
Vice President	Kate Somrak
Treasurer	Casey Lanza
Secretary	Tom Shepard

Beth congratulated Martin for his appointment to the Board.

Prior to the meeting Beth said revised and updated Collection Policy and Enforcement Policy had been circulated to the Board. Beth explained the revisions were necessary due to the 2022 House Bill.

Sean said dirt was being moved around at the tennis courts and the contractor had confirmed a permit was not necessary at this time.

Cathy said she would talk to Sean about trail possibilities at the end of the runway onto South Avion as the trail needed to avoid wetlands and private property.

Sean said the Commercial Design Guidelines had been posted on the website for a long time and the Board had reviewed the Guidelines. Martin expressed concern about the “first come, first served” basis about the number of units on commercial lots. Beth said it had been very difficult to reach agreement about number of units between the commercial lot owners. Martin asked if the number of units could be based on size of each lot and Sean said that had been suggested but rejected.

Sean made a motion to adopt the proposed Collection Policy. Chris seconded the motion and it was unanimously approved. Beth explained the State now dictated an 18 month payment plan, instead of the original 6 months, and the owner could set the amount which could be as low as \$25 per month. Toad would be required to send monthly notices of delinquency to the owner. Beth explained she needed to prepare a fine policy and said the current policy required two 30 day cure periods before legal action could be started and there was a maximum fee of \$500 per violation. One-off violations would not be subject to a fine.

Sean made a motion to adopt the proposed Enforcement Policy. Chris seconded the motion and it was unanimously approved.

Tom made a motion to adopt the Commercial Design Guidelines as presented and posted on the website. Chris seconded the motion and it was unanimously approved.

Beth agreed to send PDF versions of the documents for signature by Sean as President and then Rob would put the signed versions on the website.

Sean explained the playground was almost completed. The dirt work was done and the Gazebo was under construction. The concrete would be poured within a week and the playground equipment would be installed and completed by the end of September. Sean said rules and regulations would be prepared with closing of the playground happening at dark.

Sean said the refurbishing of the current tennis court had not yet started. The secondary project was improving the road and doing dirt work. Sean said the costs for the dirt work were high and the prior estimates obtained would not be honored. A contractor had finally been secured and work which would start next week on the dirt work for the road. The parking area would be enlarged and the space defined and an area would be prepared for the two new pickle ball courts (connected to the tennis court) so concrete could be poured. Sean said he would oversee the placement in accordance with existing easements. Sean explained the courts would not be for public use and signage would be in place. Sean confirmed attempts were being made to obtain more than one bid.

Chris made a motion to approve the refurbishment of the existing tennis court, to include new fencing, resurfacing, new nets and painting, for approximately \$50,000. Ali seconded the motion and it was unanimously approved.

Sean explained the creation of the two pickle ball courts and the dirt work for the road/parking would cost approximately \$180,000. The dirt work would be \$35,000 and estimates were being obtained for the concrete pickle ball courts for the Board to discuss. Chris made a motion to proceed with the construction of the two pickle ball courts and the dirtwork. Tom seconded the motion and it was unanimously approved. Sean said responses from the questionnaire only had four owners who voted to do nothing and the rest of the 140 responses had all wanted to see something happen to improve the tennis court area.

Sean said the boxes in the road did help to control speed and the garbage or delivery trucks did not appear to have a problem navigating the boxes. Rob said staining the boxes would be beneficial to keeping up their appearance as well as add to their longevity and it was agreed Toad would go ahead and do the work.

It was agreed the bridge needed to be removed and Rob agreed to reach out to Bill Lacy to discuss a replacement bridge.

At 11:43 a.m. Kate made a motion to adjourn the meeting. Chris seconded the motion and it was unanimously approved.

Prepared by Rob Harper
Toad Property Management