

**Saddle Ridge Ranch Estates**  
**Homeowner's Association Meeting Minutes From**  
**October 18, 2016**

**MEETING MINUTES**

**Call to Order/Proof of Notice/Roll Call**

The annual Saddle Ridge Ranch Estates Homeowner's Association meeting was called to order at 10:04 A.M. on Tuesday, October 18, 2016 at Peak Property Management and Sale's office. The annual meeting notice was emailed and mailed out September 8, 2016 and the meeting packet was emailed out October 8, 2016. The meeting was represented by the following owners and a quorum was established for an official meeting.

**HOA Owners:**

**Attendees:**

- Lot 1: Kim Hansen (Call in)
- Lot 2: Lot 8 Roscoe Development, Doug D'Apuzzo (Call in)
- Lot 11, Lot 12: Hans Helmerich (Call in)
- Lot 17: Brian Bonnet (Call in)
- Lot 18: Jim Swanson (Call in)

**Proxies:**

- Lot 7: Timothy Fretthold proxy to Lot 2, 8 Doug D'Apuzzo
- Lot 14: Ken Moore proxy to lot 11, 12 Hans Helmerich

**Peak Property Management and Sales**

Tom Hein-Association Manager  
Brenda Alagna-Accountant

**Approval of HOA Meeting Minutes from October 20, 2015.**

Tom Hein asked the owners if they had reviewed the 2015 meeting minutes and did anyone have any changes or comments they wanted reflected to the meeting minutes before voting to approve. Hans Helmerich made a motion to approve the 2015 meeting minutes, the motion was seconded by Brian Bonnet, all were in favor, and the motion was approved.

**Confirm Current Owners Contact Info**

Tom Hein asked the owners to review the owner contact list and let him know of any updates or changes that were needed. Kim Hansen provided an updated email address.

## **Managers Report**

Tom Hein welcomed everyone to the 2016 annual Saddle Ridge Ranch Estates Annual Homeowner's meeting. The 2016 year was a busier one for the SRRE HOA. The Association has two new owners; Lot 14 Ken Moore and Lot 16 Michael Mollison and Allison Chandler.

The SRRE Design Review Board was busy reviewing two new homes and updating the Design Guidelines (Roof Pitches, Roof Materials, and Driveways and Slope). You can find the association legal documents such as the Declarations, By-Laws, Rules and Regulations, Design Guidelines, Covenants, and Construction Approval Process on Peak Property's Management and Sales web site at [www.peakcb.com](http://www.peakcb.com) under Management Services and Associations.

In addition, it was another busy year taking care of the association's property, specifically ditch maintenance (spraying weeds growing in and along ditches, racking dead weeds out of ditches, cutting back willows and aspen tree's, and digging out excessive soil build up due to erosion and crows). Other general maintenance included spraying weeds along the road and around culverts, drain inlets/outlets, removing dead weeds from ditches, cleaning and clearing diversion boxes, and spraying for noxious weeds.

## **Financial Report**

Tom Hein reported that the Saddle Ridge Ranch Estates checking account as of October 11, 2016 had \$10,267.07, and the restricted reserve account had \$37,521.16. Together with accounts receivable of \$1,629.24 provides an asset total of \$49,417.47. The Association's 2016 budget as of Oct. 8, 2016 was positive and we anticipate it will finish the fiscal year with a positive net income that will be swept to the Restricted Reserve account.

The proposed 2017 budget has a net positive income of \$2,655.00. Tom Hein reviewed the proposed budget and budget line item. Some budget line item costs have risen from the 2016 budget and the 2017 proposed budget reflects those increased cost.

Kim Hansen made a motion to approve the proposed 2017 budget, Brian Bonnet seconded the motion, all were in favor, and the motion was approved.

## **Old Business (New Business from 2015 HOA Meeting)**

The following items were discussed as New Business at the 2015 annual meeting and they were briefly read through:

- 2015 Fall-roof repair found and completed on the barn.
- January 1, 2016 SRRE tap fees will be increasing to \$34,500.00 from \$31,500.00.
- 2016 Summer Weed Mitigation scheduled.
- 2016 Summer- paint barn exterior white trim.
- 2015/16 Ditch cleaning and mitigation.
  1. Clean Meridian bi-way ditch. The ditch that supplies the pond from Glacier Lilly.
  2. Clean Upper Meridian ditch from N.W corner of SRRE and Glacier Lilly property line to irrigation pipe inlet.
  3. Additional ditch cleaning to be evaluated is the upper Roszich ditch and upper Meridian ditches in the spring 2016, SRRE lower irrigation lateral, and lower SRRE ditches as needed.
- SRRE Irrigation Plan-see attachment.

-Road Repair Analysis-The current condition of the road is in good shape and has approximately 5-10 years of good life as long as regular maintenance is done. Seal coating the road cost approximately \$12,000.00 and last 2-4 years depending upon use. When time to resurface the road there are two suggested options; an emulsified aggregate slurry or chip seal. Current cost to slurry the road is \$43,500.00 and to chip seal is \$50,250.00. The emulsified aggregate slurry is probably best product for SRRE. See Seal Co. hand out.

-2016 Annual summer fence maintenance.

-Delinquency of dues.

## **New Business**

A review of the association's documents to CCIOA's required 2009 and 2012 state statutes for HOA's revealed that the association needs to adopt the required resolutions. They are policies and procedures for HOA governance regarding the Association and its owners/tenants. Tom Hein reported that Peak had a boiler plate template and could provide the association with a set of resolutions to review and adopt instead of hiring an attorney to do them. Below are the required resolutions and a brief explanation of them. Tom Hein will send the resolutions to the BOD's to review and adopt.

1. **Enforcement of Covenants and Rules**-Adoption of this policy creates a covenant complaint form which be completed by an owner and set to the Managers to complain of a violation. The complaint form must be completed, signed, and the owners must be prepared to attend any follow up meetings or court. The owner (even if the violation was committed by a tenant or guest) accused of the violation has the opportunity to respond on another form and may request a hearing. It includes a form called the Notice of Determination Regarding Violation. The determination form, which will be issued by the Board, may levy a fine for the violation, or state the level of damages or expenses now due.
2. **Adoption of Policies, Procedures, Rules, Regulations, Guidelines**-Policy states that if any documents are amended in the future you will receive a copy electronically or by mail and you have 30 days to provide comment/feedback.
3. **Inspection and Copying of Association Records**-Policy states that an owner can request copies of documents or request the opportunity to review documents at a central location. This is not new, but designated to protect an owner's privacy and prevent owner records being used to solicit money or used for commercial purposes.
4. **Reserve Study and Funding**-Policy allows Association's assessment money to be put into a Reserve Account for capital improvement projects.
5. **Alternative Dispute Resolution**- This policy encourages the resolution of disputes through alternatives to litigation except when the Association is attempting to recover unpaid dues or assessments
6. **Investment of Reserve Funds**-Policy states that the reserve funds be invested in a manner that assures maximum safety and appropriate liquidity.
7. **Conduct of Meetings**-Sets out how meetings should be run and be conducted.
8. **Conflicts of Interest**-Any person with a conflict of interest must excuse themselves for any decision regarding conflict.
9. **Collection Policy**-we can expand this to include dues too. Under this new policy, the Association can still collect unpaid dues or assessments from owner by filing a lien, using

Small Claim Court, or foreclosure. The major change is that the Association has to give an owner 30 days to enter a payment plan. If delinquent owner does not contact the Association within those 30 days or defaults on the payment plan, then all steps above can be taken.

Updated Design Guidelines were discussed in the Manager's report.

Tom Hein provided an update on people parking in SRRE along the roads and at the barn. People, mostly tourist, are parking more and more in SRRE to use the Lupin Trail. SRRE is private property but did grant the public access to the Lupin Trail via Saddle Ridge Ranch Road. The owners agreed it is not ok for the public to park on SRRE roads and that needs to be enforced. Peak Property to look into surveillance equipment, vehicle boots, and gate options and will report back to the BOD's.

The owner's reviewed SGM Engineering's proposal for an Irrigation Plan to provide non potable water to individual lots for watering exterior irrigation of the landscape. The irrigation plan is part of the association's legal documents and will need to be implemented as more homes are built. Doug D'Apuzzo said he had different and specific irrigation plan mapping that can be used to get a price to build from the association's ditch maintenance contractor. Tom Hein will work on this and will report back. All agreed it was a good idea to complete a comprehensive design of the irrigation system and only build what is needed when the time is right.

Additional Maintenance and Repairs Peak Property plan to complete next spring

- Corral at Entrance. We will maintain and fix up. It's a historical characteristic of the Rozman family and the valley.
- Stain the upper sections of the vertical bat and board on the south side of the barn.
- Road Maintenance-Crack fill and Seal coat road. The owners asked for the road to be evaluated it in the spring and then recommend to the BOD's necessary repairs.

Tom Hein reviewed and discussed the SRRE reserve study plan with the owners. The purpose of the reserve plan is to identify future repairs and improvements, their cost and timing for repairs, to start saving for them. A few owners expressed they were not in favor of raising the dues or capital for future improvements at this time and stage of the community. If capital had to be raised for a project they would be in favor of an assessment. Tom Hein will continue to bring the reserve study topic up every year for discussion.

Tom Hein reported that the association has one owner delinquent on dues. The Board of Directors asked for additional info and payment history. Tom Hein will follow up with the BOD's with requested info and their decision.

Open Forum

Lot 17 Brian Bonnet asked about the driveway easement that he shares with lot 18 and reported it does not conform to the county's or the association's design guidelines and was wondering if the driveway easement needs to be changed to 16'-0" from 10'-0" or could it be abandoned.

After further investigation we found a filed 'Termination of Easement' between lots 17 and lot 18 at the county.

**Election of Board of Directors (4 year terms)**

The Board of Directors do not have to rotate 1/3 every year. The BOD's terms are four years.

President- Doug D'Apuzzo 2016-2019

Vice President-Kim Hansen 2016-2019

Vice President- Brian Bonnet 2016-2019

Vice President-open

Treasurer- Hans Helmerich 2016-2019

**Establish Date for next Meeting**-October 17, 2017. Peak Property 10 A.M.

**Adjournment**

Kim Hansen made a motion to adjourn the meeting, Brian Bonnet seconded the motion, all were in favor, motion approved. Meeting was adjourned at 11:44 A.M. on August 17, 2016.