

## MANORLANDS PROPERTY ASSOCIATION BOARD MEETING AGENDA

Tuesday, May 15<sup>th</sup>, 2018 at 6:00 pm  
2001 South State Street (Rm S3009)  
Salt Lake City County Offices

**Meeting Facilitator:** Shar Code

- **Call to order:** Shar Code called the meeting to order at 6:08 pm.
- **Approval of Agenda.** Shayne Purser moved and Vern Mayberry 2<sup>nd</sup> the motion to approve the agenda. The motion passed.
- **Approval of Minutes.** Belinda Taylor moved and Judy Pearce 2<sup>nd</sup> the motion to approve the minutes. The motion passed.
- **Guests: No guests**
  
- **Reports**
  - **President: Shar Code**
    - Review of Annual Meeting and Lessons Learned. We felt the meeting went pretty well considering all we had to accomplish, including the selling of new keys. One suggestion is to conduct training of individuals helping prior to meeting and one time. Because newsletters were returned, in the future we suggest sending a post card to those individuals without email addresses telling them the newsletter is available on our website. It should include a phone number of board members to call should they need assistance.
    - Determination of Positions for New Board Members. The positions will be occupied as follows for the 2018/2019 year:
      1. Shar Code - President
      2. Shayne Purser – Vice President
      3. Judy Pearce - Secretary
      4. Belinda Taylor - Treasurer
      5. Vern Mayberry - Roads
      6. Dave Royle - Facilities
      7. Mike Stimpson - Security (2 year appointment)
      8. Public Relations - reaching out to other individuals who ran and see if they are available.
      9. Bryce Jones – Fire (1 year appointment)
  
  - **Vice President: Judy Pearce**
    - Ownership changes. – Lots 606 and 408 sold.
  
  - **Treasurer: Belinda Taylor**
    - Budget Review – Overall the budget looks good; however we still have a few outstanding questions for our CPA. There are a couple of owner's who have stated

they paid their association dues but are on the A/R Report and we can not find where she charged the new plow.

- Aging – Have significantly reduced the number of individuals still owing association dues. This was accomplished via emails and letters to individuals.
- Deposits – A deposit was made of \$5373.50 for key sales and association dues.
- Reimbursements – Shayne purchased a jack from Harbor Freight.
- Shar made payment to Republic Service for trash. \$108.00. By paying with her credit card she saved us a penalty fee.

- **Secretary: Belinda Taylor**

Conversation with Attorney on Fire Regulation – The BoD for MLPOA contacted Attorney Taylor Jones who is associated with Helgesen, Houtz and Jones of S. Ogden who were listed on the Utah Home Owners Association website. Their website states they have over 25 years of experience dealing with legal matters in regard to Home Owners, Condominiums and Property Owner Associations. It was explained that we recently rewrote one of our regulations governing fire and firepit construction/usage. The actual firepit construction guideline was adopted from the US Forestry Service. The remaining document was updated with definitions, consistent language/terminology and suggestions as found in the 2015 International Fire Code, which has been adopted across the entire United States as the standard for Fire Code. It was further explained that the committee that rewrote this document included the Chief Fire Inspector from Evanston, the Summit County Fire Warden and an insurance company representative. A question was raised by property owners who are concerned that by adopting this regulation and in particular attempting to get the owner's to abide by the guideline for firepit construction through inspections that MLPOA then assumes liability should a fire occur that causes damage. His response was that he's not too concerned about us holding responsibility. Especially because our documentation primarily comes from two governmental entities that are recognized by professionals as the standard. We are also helping people understand our regulation to keep from having a disaster occur. After the MLPOA Annual Meeting, CPT Overy expressed to us that the majority of fire damage rarely occurs from individuals following the procedures. He further stated that the 2015 International Fire Code has been through numerous reviews by attorneys and has been tried and proven. The MLPOA Board of Director's feels we have met the requirement as voted on as our Annual Membership Meeting on 30 April to discuss the liability issue with an attorney. The new regulation is being adopted and placed within our regulations on our website. Vern Mayberry moved and Bryce Jones 2<sup>nd</sup> that we take attorney's verbal response as sufficient. Motion passed unanimously.

- **Security:**

- Rekey Status – Locks, new cylinders and additional keys are in. Andy Andreasen is building pockets for new locks and will install with Jim over the weekend. We had previously purchased new locks and need to locate them. Paul may have had them. Also changing the snowmobile gates.
- We have sold \$6,000 keys (800 at annual mtg) and Jim has been selling more since.
- We need approx 1600 keys and will order more keys.
- 2 people at the annual meeting wanted more than 6 keys. They had more keys previously. What do we charge them and are they required to come before the Board

again? It was discussed and decided that since they already had permission to purchase additional keys we would not make them go through that process again. Additionally, we will only charge the reimbursement cost for the additional keys until the price goes up for everyone.

- **Roads: Vern Mayberry**

- Roadbase Status – We have paid Tim Overy \$855.00 towards delivery of our gravel. We will attempt to find out where the \$8,500 + plow was charged to in our financial statements. It should be charged to perpetual road funds.

- Uinta land crusher. The crusher company currently situated at Uinta Lands is charging \$6.50 up to 1.50 “ gravel. We have been asked to pay 1/2 set up fee to Uinta Lands, however, the crusher company will not charge to move it to our site. \$3,750 reimbursement of the setup fee. It was moved by Vern Mayberry that we accept this proposal and try to negotiate a better deal. Belinda Taylor is to scrub our road fund numbers and see if we have sufficient funds to make it worth our while. This motion was 2<sup>nd</sup> by Shayne Purser. Motion passed unanimously.

- **Fire Safety: Gary Mellor**

- Fire Safety Procedures – It was decided we would ask fire committee to assist in the inspection of fire pits. Belinda Taylor to send out the email.

- **Facilities: Shayne Purser:**

- We need water pump on green truck and replace the anti-freeze. Estimated to be about 1 ½ labor. We could let High Uinta Ventures do it and it is thought to be a maximum of \$400. Belinda Taylor moved to accept this as a motion and Bryce Jones 2<sup>nd</sup>. Motion was approved.
- Jim going to fill fire trucks.
- Work to start on the well in the near future.

- **Public Relations:**

- Annual Work Party

1. Gabion Walls – would like to do pre-work for annual party so we can fill the baskets with rock at the Annual Work Party. We discussed possibly putting wooden rails between the columns. Judy Pearce said she might have some wooden rails that would work. We need to look at those and Shar Code to ask Steve Riley for assistance/input.

2. It was decided the Annual Work Party will be Sat, June 23th.

3. Need to come up with list of things to do.

- a. Clean up dead fall on care taker lot.

- b. Clean up parking lot of sage brush and possibly move rock wall into Gabion wall.

- **Committees**
  - Reserve Funds:
  - Regulation Review Committee:
  - Nomination Committee:

**VI. Old Business:**

**VII. New Business:**

- Dirt from Harkness – Eric Harkness has some dirt that he is willing to donate to put on the road. We need to look at the dirt to determine if it has clay. Vern Mayberry to do this.
- Website Information
  1. Members are requesting more Communication from BoD's. We would like to post info on website, FB and blog. Our minutes to meetings will be posted.
  2. Quarterly Financial Review – put statement that it's available.
  3. Other Suggestions to be submitted.
- New CPA discussion - We would like to do some comparison shopping to see how much it would cost to obtain a full-time CPA.
- List outside caretaker's cabin needs to be updated.
- We need to find a new place to meet bi-monthly. Judy Pearce will check to see if we can meet at Roy Library.
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The meeting concluded at 8:52 pm. Shayne Purser moved and Judy Pearce 2<sup>nd</sup> that we adjourn. Motion passed.

**VIII. Next Meeting:** June 19th. Location to be determined beginning at 6:00 pm