

**STAGECOACH PROPERTY OWNERS ASSOCIATION**

PO Box 774845, Steamboat Springs, CO 80477

October 15, 2011

**APPROVED RECORD OF PROCEEDINGS**

The Directors of the Stagecoach Property Owners Association (SPOA) met on Saturday, October 15, 2011 at the Stagecoach Fire Station for their regularly scheduled quarterly meeting.

Directors Present: Tom Watts (president), Stephanie Fairchild (VP), Frank Murphy, Art Fine, Robert Skorkowsky , Sue Kimes (Treasurer), Kimi Lehman, Tonja Elkins, and Ann Holmes (Secretary).

Staff Present: Ken Burgess (General Manager)

Also Present: Ken Jones (finance committee), Tony Stitch (Roads committee and ACC)

Tom Watts called the meeting to order at 9:00am.

**July 30, 2011 Minutes**

**Motion:** Ann moved to approve minutes with corrections. Ann asked to add the names of board members (all current members plus Ken Jones and Amy Kopischke) with correct spellings. Sue seconded. The motion carried.

**Ratification of \$400 Culvert Repair on Hock-Eye**

**Motion:** Ann moved to ratify the email meeting. Tonja a seconded and the motion carried.

**Ratification of Vote to Enter into Contract with Native  
Excavating for South Shore Project**

**Motion:** Ann moved to ratify the action taken by the directors at the email meeting. Tanya seconded and the motion carried.

**New Business**

- **Report and Proposed Action for Southern Subdivision Roads** – Art Fine reported from the Road Committee. The Roads Committee is 1) looking into improvements at Horseback and Morning Side 2) focusing on improvements in subdivisions other than Blackhorse One and Two 3) hoping to consolidate southern subdivisions into the master plan 4) improving the level of cooperation needed for building permits in the 5-acre lots 5) concentrating on trunk roads and not small roads 6) combining road building with tree clearing activity by approaching groups of owners to help finance construction of those roads and then adopt a special assessment for the entire membership.

Ann asked if a special assessment would provide for maintenance of existing roads. Robert responded that the capital is needed for the southern subdivisions at this point. Ken Burgess commented that this could add to the momentum in all of Stagecoach. Sue added that it is important to remember that lots were priced differently based on the fact that some of these additional expenses would be required for certain lots.

- **Report and Proposed Action for Logging Southern Subdivisions** – Robert referred to his handout and thanked Ken Burgess for spearheading the grant. The basic idea is to focus on potential fire ignition sources and maintenance for roads to allow safe egress. There is another grant through the Colorado State forest service that Fire Chief Wisecup has obtained. Robert recommends simply notifying members through the web site when firewood can be obtained through the logging process and these logs will be picked up by those who want them. The priority on roads would be for roads with houses. The fieldwork for the contracts and the contracts themselves will take time and work. Tom added that SPOA could draft a contract that could be included in the RFP. Robert noted that using local contractors might require hiring someone to oversee the project for safety. Robert spoke about possibly partnering with YVEA and the county. Ken Burgess noted Robert's approach is to go down the roads and reach into private lots to avoid damage to private lots. Robert, working with Chuck Wisecup, noted that the approach would be one of notification that clearing is happening on private lots and not a request for approval by lot-owners. Robert is still working through details and logistics.

*Discussion:* Ann asked that SPOA organize public relations for this project, especially regarding firewood pick-up spots. Tony asked about limbing the trees for the firewood. Robert confirmed that the trees would be limbed. Tom asked about field verification. He asked that SPOA hire local contractors to do the field verification to guarantee that some funds would be put back into the community. The pre-work includes GPS maps, field verification and marking the trees for removal. Robert addressed questions about timing. He would like to put out the RFP this winter so work can begin when the snow melts in the spring. The field verification needs to be done this fall.

- Report and Proposed Action for 2011-12 Operation of Nordic Trails** – Tonja reported that Amy would not be available to assist with this project this year. Tonja then made a presentation on the Nordic Trails. The issues are three-fold: 1) it is hard to locate the trailhead, 2) the grooming needs to be more consistent, and 3) parking is a challenge. Tonja recommends spending money on signage and parking, maintenance for the snowmobile, grooming and spring mowing. The total expenditure requested is \$8,600 - \$8,900.

*Discussion:* Robert noted that a trail benefits those who have a house and live here. He is concerned about using general funds that do not benefit all members (i.e. those landowners who don't live here). Tonja responded that creating recreation facilities helps build community and encourages people to live here. Tom added that these trails help connect residents to the southern subdivisions. Robert responded that there have been no capital or infrastructure improvements in too long. He is concerned about balance. Ken said that the Nordic Trail was a way to do something within SPOA's financial means to get people to want to live here. Ann asked about applying for a grant but Ken noted that there is nothing available at the moment.
- Report on a Snowmobile/Sled for Grooming** – Tom reported that Ken Burgess has identified a utility sled to replace the recreational vehicle that was used last year. The price is approximately \$11,000 for a single, wide track vehicle. The state park is also looking for a utility sled. Tom Watts proposes that SPOA donate the money for the sled to the Friends of Stagecoach who would in turn buy the sled. The Friends then would donate the sled to the park under five conditions: 1) the sled is available to SPOA for grooming trails, 2) the park is responsible for maintenance, 3) the park would provide a trailer for transport, 4) the park could possibly pay for gas, and 5) the first year SPOA would pay for labor but after the first year the parks would divide the labor costs. Bottom line, the cost would be divided equally between SPOA and the park over the life of the sled. Tonja spoke with Mike Roach and they have identified only 2 vehicles that could do the job. Ultimately SPOA would need a CAT. Tonja also noted that an additional six miles of State Park trail would be added to the Nordic trail system in Stagecoach as part of the deal.
- Report and Proposed Action for Support of Park/SPOA Winter Events** – Kimi reported on a proposed dog sled race in the park. There has been interest from 15 teams already. January 7 & 8, 2012 are the proposed dates. She presented the proposed course and event spaces. Kimi hopes that SPOA would sponsor the event and pay for help—approximately \$1,500 for grooming, snowplowing, etc. Compared to other dog sled races, Stagecoach has unique viewing facilities. Robert asked about the benefit to members. There was

discussion about what other activities were possible (i.e. sledding) to get more people to attend. Kimi added that funds would go through The Friends of Stagecoach. Tom wants to make sure SPOA gets the PR benefit of sponsorship.

### **ACC (Architectural Control Committee)**

Frank reported on proposed new verbiage to the covenants regarding ancillary buildings. The proposed language is:

“All permanent residences are allowed to have one detached shed/greenhouse/gazebo with maximum square footage of 120 square feet and to not exceed 12 feet in height. Said structure is subject to ACC approval but does not constitute an ancillary building. Appropriate set-backs, easements and variances apply as well.”

**Motion:** Ann made a motion to add the ancillary policy to the ACC policy. Tonja seconded the motion. Robert questioned why SPOA would limit the policy to permanent residences only. Ken noted that having a house is key to the integrity of the neighborhood ; otherwise there would be sheds on vacant land. He recommended having a separate policy for vacant land. Tom noted that approving this motion does not preclude passing additional policies or changing this policy in the future. Ann called the question. The motion passed with one nay vote from Robert.

### **Southern Subdivision Roads**

Tom noted that SPOA needs help from the county and therefore needs to amend the master plan for Stagecoach. Tom reported that Don Alperti would agree to spearhead the amendment to the master plan. Don is a past president of SPOA. Tom has spoken with Chad Phillips, Routt County Planning Director, who is interested in hiring an outside consultant to address the southern subdivisions, specifically consolidation. Tom will be requesting that SPOA approve up to \$10,000 towards this process if this amendment process proceeds. The benefit of updating the Stagecoach Master Plan is that it gives Stagecoach owners a chance to provide input on what is important to them. The county commissioners rely on this document when they make decisions relating to the Stagecoach area, so having old information is not helpful. For example, the original Stagecoach master plan talks about the old ski area being a large part of the community when in fact it is privately owned and has not been operational in decades. Also, there is only 1 area identified for commercial use in the original Stagecoach master plan (which is also privately owned) so being able to modify that could help to someday finally bring a store or gas station to the area.

## **Budget & Finance**

Tom referred to the budget for fiscal year ending 8/31/12. Ken Jones then discussed the budget ending 8/31/2011. Despite the increase in dues, the collection is flat. Ken also noted being under budget in income by \$5K and over budget in spending by about \$9K but still a surplus of \$17K. SPOA is finally recovering a bit from legal expenses.

Ken Jones then spoke of the 2012 budget. The form of the budget is being changed slightly to identify operating expenses and non-operating expenses. Everyone was asked to review the line items and ask questions. Ann asked about contract labor expense and Ken explained that it is secretarial support. Tom addressed questions on where operating expenses were split from non-operating expenses. Stephanie asked to decrease the annual meeting expense but Sue cautioned that it is the one opportunity for all members to gather. Robert is concerned that the operating expenses seem high for an organization of this size. Robert also expressed his concern about the perceived disproportionate expense paid for areas where people have homes and not going towards capital improvements on the southern subdivisions. Ken noted the cost savings realized by distributing the newsletter electronically.

**Motion:** Art motioned to decrease the directors' fees to \$50 per meeting with expenses excluded effective today. Robert seconded and the motion carried.

**Motion:** Stephanie moved to change the catering item for the annual meeting line item from \$2,600 to \$1,500. Robert seconded. Ken Burgess reported that about 75 people attended this year's meeting. It was recommended that a brunch be provided instead of breakfast and lunch. Another option is for breakfast and snacks. Ann seconded the motion and the motion carried.

**Motion:** Sue made a motion to approve an operating budget for the 2011-2012 fiscal year at \$87,280. Ann seconded and the motion passed.

Ken Jones reviewed the subdivision funds. The board members discussed the advantages of combining these subdivision funds into one SPOA subdivision fund for better management of the funds. Ken Burgess added that the major advantage to consolidating these accounts is for SPOA to make a difference with these funds. Robert would like a prioritized plan for the use of these funds.

**Motion:** Ann moved that the "major project funds, subdivision funds and , architectural control funds" be consolidated into one "Subdivision Fund". Art seconded. The motion carried.

## Repaying the Operating Budget

Ken noted that there is a 36K negative variance in the subdivision fund. However, this variance will be reduced by \$24K at 2011 fiscal year-end. . In order to pay for any special project items discussed earlier (i.e. Nordic Trail), the money will have to come out of the newly created subdivision fund.

The items mentioned earlier:

1. \$2,500 for field verification for the logging project  
**Motion:** Robert made a motion to spend up to \$2,500 for field verification for the logging project. Stephanie seconded. Tom asked that Robert make every attempt to hire qualified Stagecoach lot owners for field verification. The motion was amended with the statement of intent to hire Stagecoach lot owners for field verification. The motion carried.
2. Purchase a utility sled for up to \$12,000 but if funds are given to The Friends of Stagecoach, they could purchase the sled tax-free for a total of \$11,000. **Motion:** Tonja made a motion to spend up to \$11,500 from the subdivision funds to the Friends of Stagecoach for the express reason of purchasing a suitable utility sled to groom the park trails and the trails in SPOA. And, this would be subject to the following conditions: 1) the selection of the vehicle would have to be approved by the general manager, 2) The sled would be maintained and insured by the park. 3) the park would provide a trailer and labor so the sled would be transported to and from the parks and the trails, 4) The sled would be available to SPOA whenever needed as approved by the general manager, 5) The park would provide gas for the life of the sled, 6) Through agreement with the park yet to be worked out, the park over time would reimburse SPOA for ½ the price of the sled in cash or in kind. Ann seconded the motion. Kimi added to the motion under condition #5 that the parks would also be responsible for storing the sled in the summer. The motion passed with Robert voting nay.  
**Motion:** Art made a motion to amend the prior approved motion to add a condition that the park allows SPOA to use the sled for Stagecoach trails with the grooming machine. Frank seconded. The motion carried.
3. The Nordic Trails has a wintertime request of up to \$5,000 for a parking lot, \$800 for mowing and \$1,300 for signage for a total of \$7,100.  
**Motion:** Tonja made a motion to spend an amount up to \$7,100 for development of a parking lot, mowing and signage for the Nordic Trails. Stephanie seconded the motion. Discussion about the parking lot noted that the parking lot does not impede future development of the area. The motion passed with Robert offering a nay vote.

4. Dog Race Event Request

**Motion** Kimi made a motion to allocate up to \$1,500 for a Stagecoach State Park dog sled event subject to the following conditions: 1) that the money will be returned if not used, 2) SPOA will be an advertised sponsor, 3) the park will make an effort to hire local labor. Sue seconded the motion. The motion passed with Robert issuing a nay vote.

5. Master Plan Amendment

**Motion:** Tom made a motion to spend up to \$10,000 from the subdivision fund account as SPOA's contribution to hiring a consultant to complete the update on the Stagecoach Community Plan on the condition that this money only be spent if funds from other sources be raised to sufficiently cover the total fee for the consultant's work. Ann seconded the motion. The motion passed.

6. Roads in the Southern Subdivisions

**Motion:** Robert made a motion to spend up to \$100,000 from the subdivision fund account to develop primary access roads, specifically Halter Trail, Shea Way, Hawkeye, Colt, and Whiffletree. Art seconded the motion. Sue noted that the county requires that the roads be brought up to standard. She also noted that the board has not been responsible for road development or other infrastructure due to the enormity of the task. Art noted that the two biggest expenditures of the board were on electrical and the ill-fated attempt to build roads so historically the board has been involved. Ann would be open to spending a smaller amount like \$5,000 for a study of what it would take to build these roads. Ken Burgess noted that prioritizing is key and there needs to be a closer review of how the money is applied. Stephanie would like to see a more descriptive outline for the motion and tabled the motion. Ann added that the funds be used only where present lot owners are willing to put in money to the improvement of their road, and Frank also wanted to know what the county is willing to do as far as maintenance. Ken Burgess asked that the Roads Committee have time to review existing information on these roads. Robert closed with a comment that the items approved today are for residents only and nothing has been done for lot owners. He also added that the tree-clearing project is an ideal opportunity to work on roads and show lot owners that their concerns are being addressed. Tom is concerned that motions of this kind are too vague. He would like to keep the motion alive but by January there should be specifics on the amount needed, and how funds would be used.

**Motion:** Stephanie made a motion to table the motion. Sue seconded. The motion passed with Robert issuing a Nay vote.

7. Dues Increase

**Motion:** Tonja moved to increase the association dues by 3% as designated by the covenants. Frank seconded the motion. Discussion: Robert noted that 3% is

difficult considering the economic difficulties. Kimi and Ken Burgess noted that it has been standard practice in recent years. The motion carried with 5 yay votes and 3 nay votes.

8. Check Register

**Motion:** Sue made a motion to approve the check register from 7/1/11 - 9/30/11. Ann seconded. The motion carried.

**Spending Authority for the Treasurer**

Tom would like SPOA to authorize the treasurer to spend up to \$4,000 in an emergency situation. It has taken a minimum of 5 days for the SPOA board to make approvals and there may be situations where time is of the essence. Ken Jones added that it should be an operating budget item addition. This item would allow the treasurer to approve an expense requested by the general manager.

**Motion:** Tom moved to add to the operating budget a line item that would be a discretionary account that would function such that the General Manager would make a request to the Treasurer for items not to exceed \$1,000 each per request and not to exceed \$4,000 per annual fiscal year. Tonja seconded the motion. Sue is concerned that it is only used for emergencies and not comfortable deciding what constitutes an emergency. Robert doesn't agree that a line item is needed. Tom noted that there might never be a request for these funds. He simply wants to avoid convening the board to deal with a small emergency request. Tonja noted that it is valuable to see the unexpected expenses separate from the maintenance accounts. The motion failed with more Nay votes.

**Policies - the "Orange Book" Project**

Ken Burgess distributed the Orange Book and noted that this is only a start. The book is an annotation of the covenants. At the top of each section it would have the covenant and then below it would be the policies relating to those covenances. Ken proposed that he, Sue, and Frank be responsible for developing this book and reporting back to the board. It is a work in progress.

**Website**

Tom noted that Kimi has volunteered to take over administering the website. She needs training on how to manipulate the Stagecoach website. Ann added that the website is old and needs to be reformatted. Amy is no longer living in Stagecoach and has not been updating the website. Tom asked that Ann take responsibility for finding out what it would take to update the website. Tom suggested that Ann work with Kimi and anyone they recommend. They will notify the board of any major changes or expenses. Ann would like people to be able to update their own email addresses on the website. Tom is working to increase SPOA's email base.



### **The Stagecoach Draw**

Stephanie has been asking Stagecoach residents and Realtors to find out why people buy in Stagecoach. According to the people she spoke with, about 80% of the people who buy first want more for their money and then fall in love with the beauty of the place. Bottom line it is the value. Part of the trick is to get people to come out to look at the space. There are pit falls like the costs for tap fees and the lack of amenities (gathering place, store, etc.). Some people are also interested in horse facilities. Some people would like to bring their trailer to their property. Tom is going to convene a subcommittee in the future to explore bringing a store to Stagecoach. Stephanie is also gathering interest in adding swings to the playground. Tom suggested working with Frank on covenant concerns. Ken Jones also recommends adding pictures on the website that show a better sense of community (i.e. kids trick-or-treating).

### **Online Voting**

Tom asked the board if SPOA should set up a policy for online voting. Robert commented that he wants to make sure everyone has a voice. A policy on online voting would be helpful. Tom suggested that it is a small enough group that members could call anyone who did not vote. Tonja recommends that the sender add a “send receipt” on the email so the sender knows who has received the email. Tom noted that any board member could send out a motion to the board. He will ask for a second on the motion. This is the procedure going forward.

### **Covenant Enforcement**

Ken Burgess reported briefly on two issues that are in the process of being addressed successfully.

### **South Shore Parcel B Project**

Tom reported that SPOA has entered into a contract starting on Oct 19, 2011 with the contractor to do road work for the South Shore bus turnaround, which will also have a mailbox cluster and possibly an enclosed recycling station and community information board. The project is proceeding.

Tom set the next Board of Directors meeting for January 14, 2012. Tom adjourned the meeting at 2:20pm.