

**STAGECOACH PROPERTY OWNERS ASSOCIATION**

Meeting of the Board of Directors  
Oak Creek Community Center  
Steamboat Springs, Colorado  
May 14, 2016

Board Members Present: Bradley Church (Treasurer), John DiNicholas, Art Fine, Barbara Houston (Secretary), Zed Ogle, Tom Rashid (Vice President), and John Troka (President)

Board Members present by teleconference: Tom Watts and Larry Wilson.

Management Present: Bryan Ayer, Association Manager for Steamboat Association Management (SAM)

Owners Present: Corky Fischer – Lot 26 Black Horse I  
Scott Fawaz – Lot 71 Black Horse I

Guests Present: Tom Effinger – Routt County Surveyor  
Chief Wisecup – Oak Creek Fire District

John Troka called the meeting to order at 9:00 am.

With all Board Members attending, a quorum was present.

**Approval of Board Meeting Minutes and Ratifications:**

Approval of Board Meeting Minutes

John Troka asked the Board if there were any amendments to the Board meeting minutes for January 23, 2016, the Teleconference Board meeting minutes for February 28, 2016 and the Teleconference Board meeting minutes for March 22, 2016.

**Motion:** Brad Church made a motion to approve the January 23, 2016, February 28, 2016 and March 22, 2016 Board meeting minutes as written. Zed Ogle seconded. Motion passed without dissent.

Approval of March 17, 2016 High Cross Committee Teleconference Meeting Minutes

John Troka asked the Board members serving on the High Cross Committee if there were any amendments to the committee teleconference meeting minutes for March 17, 2016.

**Motion:** Barbara Houston made a motion to approve the minutes of the High Cross Committee as written. Brad Church seconded. Motion passed without dissent. Note: Board members not voting as they are not members of committee: John DiNicholas and Zed Ogle.

### **Member Comment:**

There were no member comments at this time.

### **Guest Speaker – Tom Effinger, Routt County Surveyor**

Tom Effinger notified the Board of some lot surveying issues in the Stagecoach area. Specifically, in some locations there are two sets of survey pins located in different spots marking a lot's boundary lines. In these cases, there are the original survey pins from the Woodmoor survey done in the early 1970's and a second set of survey pins placed by Emerald Mountain Surveys during various redevelopment and replatting projects done in the 1990s and 2000s. The methodology used by Emerald Mountain Surveys for locating and placing survey pins was not consistent with the original survey leading to the placing of the additional survey pins. Typically in land development, the original survey pins are considered to be permanent and correct. The majority of the discrepancies with the survey pin locations are less than 10 feet. The fact that there are two sets of pins is an issue that the County is looking to resolve on a case by case basis. To date, the duplicate pin issues have predominately been found in the original Meadowgreen subdivision and those subdivisions surrounding Bushy Creek including Black Horse I & II and Horseback. The Association will notify the membership of this situation.

Tom Effinger also indicated he had been contacted by Libby Foster of the Department of Wildlife in regards to the Association's closure of access to the BLM land at the top of South Shore along Shoshone Way. There was discussion regarding the signage that SPOA placed last year indicating access through this area was limited to SPOA members and their guests as the access point is on SPOA common area. Tom mentioned that there is one point where the platted right of way touches the BLM boundary, but this is a small single point and he would consider it too small for public access. Bryan Ayer will contact Libby Forest to discuss her specific questions and concerns.

### **Community Manager's Report:**

General Business Summary: Bryan Ayer provided an update on Association business matters.

1) Slash Pile Burn Update: Bryan Ayer deferred to Chief Wisecup to speak on the status of slash pile burning. Chief Wisecup and his team completed the burn of several piles in the Overland common areas including those at the end of Ramuda Trail and are beginning to work on the larger piles lining King Bolt Trail and in the common area running from King Bolt to Ramuda. Chief Wisecup indicated he has exhausted the funding approved by the Association in 2013 and would need additional funding to continue the process.

2) Roads: The heavy snow year further degraded many of the roads in the Stagecoach area. Due to the continued loss of surface material, inadequate drainage and limited snow removal on the privately

maintained roads, several road segments have become impassable when wet and are significantly potholed and rutted.

Chief Wisecup spoke to this issue of limited road width on privately plowed roads in the winter and the condition of these roads during the spring thaw. He stated that for period this past winter and during the spring thaw it would have been impossible to get a fire truck or rescue vehicle down Colt Trail. Given this public safety concern, he indicated he will not approve any more building permits in Black Horse I until the Colt Trail is improved to allow for year round emergency access. He also indicated he will notify homeowners in the area that the fire district cannot commit to providing emergency services until the road is improved.

3) Cross Country Trail: The cross country trail was once again a success. The contractor's (Dave Keller) completed all contract requirements including the bi-weekly grooming as expected. Bryan presented a 2016-2017 contract proposal from Dave Keller for the Board's review and approval. The terms of the 2016-2017 contract proposal are consistent with the 2015-2016 contract.

**MOTION:** Tom Watts made a motion to approve the 2016-2017 cross country trail contract for approval. Barbara Houston seconded. The motion passed without dissent.

4) Mailboxes: The Association installed an additional parcel box on Ute trail and another cluster box at Coyote Run as requested by the postmaster. The Coyote Run cluster box was purchased and installed by SAM, with the costs being reimbursed by the Coyote Run Association.

5) Routt County Updates: John Troka, Brad Church, John DiNicholas and Bryan Ayer attended the latest Stagecoach Community Plan presentations to the Routt County Planning Commission and the County Commissioners. Some points of note were that the Commissioners seemed to be open to the simplification of the consolidation process and more open to changes in the PUD process that could allow for the consideration of more ideas from developers and commercial applications. The next steps are the approval of the changes to the existing document and then public meetings for further discussion before full adoption of the plan.

Bryan has been working with the Routt County Road and Bridge and property owners in Eagles Watch to have mag-chloride applied to Fallen Falcon and Snowbird Trail for dust mitigation. The daily vehicle traffic count was measured and found to meet the County's threshold and the County has approved the application of mag-chloride to these road segments.

Routt County GIS is implementing a mobile app version of its Property Information and Interactive Map site that should be available to the public in the next couple months.

6) ACC/CCR/Rules: Bryan presented the latest ACC applications spreadsheet. Since the beginning of the year, the ACC has received approval requests for four home improvement projects including fences,

decks and new roofing materials. In addition, two new home applications have been received and have been informally approved.

Bryan investigated a report of two sheds, one of which appears to be livable, having been built in the Overland subdivision without approval from the ACC. Neither of these properties currently have residential structures built upon them and thus the sheds are in violation of the Covenants. The owners have been contacted and instructed to remove the unauthorized sheds and any equipment they have stored on the lots. Due to the snow and to not risk more damage to any roads, the owners have agreed with the Association to remove the sheds by the end of June 2016.

7) Accounts Receivable/Collections: A/R as of April 30, 2016 was \$69,620 with 470 lots in arrears. In comparison the A/R at the same period of 2015 was \$48,784 with 412 lots in arrears. The year over year increase in the outstanding AR can be attributed to the \$20 increase in the annual assessments and the first payment reminder being sent out one month later than in the previous year. The second payment reminder letter is scheduled to go out this week and one more collection letter will be sent prior to the annual meeting. SAM continues to work to collect monies owed on significantly overdue accounts that have had liens recorded. In January 2016 there were 108 of 2300 lots owing a total of \$42,444. As of May 10 there were 65 of 2300 lots owing a total of \$33,104. The foreclosure process is proceeding against 1 of 10 owners notified last year. All others owners have paid their past due assessments or are paying per the terms of an established payment plan.

Currently there are 15 accounts owing less than \$1.00 which typically represents unpaid accrued interest charges on the current year's assessment.

**MOTION:** John Troka made a motion to forego sending out collection notices on all those accounts that owe less than \$1.00 and to write off these nominal amounts. In addition it was moved to establish a practice of waiving interest charges when the payment of assessments are received and the accrued interest charges is less than \$1.00. Brad Church seconded the motion. Motion Passed. Dissenting: Tom Rashid

8) Management Fee Disclosure & Contract Addendum: With the passage of Colorado State House Bill 1254, HOA management companies are required to disclose fees charged to HOAs and/or their members. These fees must be disclosed as part of the written management contract or as a part of a real estate transaction closing statement. In order to comply with the law, SAM presented an Addendum B to be added to the current management contract.

**MOTION:** John Troka made a motion to adopt Addendum B Disclosure of Fees and Charges from Steamboat Association Management as an addition to the Management Agreement made June 1<sup>st</sup>, 2014 with a first renewal date of December 31, 2017. Tom Watts seconded the motion. Motion passed. Dissenting: Brad Church

## **Treasurer's Report:**

**Fiscal Year 2015:** The final financial results for the 2015 fiscal year reflect the closing entries for 2015 and are therefore slightly different than the preliminary financial results shared with the Board at the January meeting. Total cash and accounts payable remained the same. The total operating income changed slightly from \$118,112 to \$117,521 due to the recording of an allowance for bad debt. Operating expenses were the same at \$86,978. The Association finished with an operating surplus for FY 2015 of \$30,543. Project/reserve income for FY 2015 remained the same at \$58,068 and project/reserve spending increased to \$21,862 with the recording of annual depreciation expense. The project/reserve fund ended with a net surplus of \$36,206.

**Fiscal Year 2016:** A review of the current fiscal year financials statements through March 31, 2016 indicates:

**Total Cash** at the end of March was \$431,579 of which \$157,732 are restricted road funds held for Horseback, Morningside and South Shore.

**Accounts payable** at the end of March were \$2,809

**Operating income** for the first 3 months of 2016 was \$24,818. This amount reflects net operating assessments of \$24,128 and \$690 in late fee income. It is important to remember that although the Association bills and collects its annual assessment once per year, the operating income is recognized ratably throughout the year.

**Operating expenses** for the same period totaled \$25,877 and include such items as management fees, professional services, such as accounting and legal expenses, meeting and member communication costs and grooming costs of the Nordic Trail. As of March 31, 2016 the net operating fund was a deficit of (\$1,059). This deficit is merely a timing difference between the ratable recognition of operating income and incurred expenses.

**Project/Reserve income and expenses** reflect \$28,365 in general project/reserve fund income from annual assessments and interest in the first three months of 2016. YTD project/reserve spending was \$2,966 and included costs for community infrastructure, covenant enforcement, and road maintenance. The net surplus of the project/reserve fund through March 31 was \$25,399.

**Restricted Funds income** reflects \$68 of interest income earned on funds held. There are no YTD restricted fund expenses.

**MOTION:** John Troka made a motion to transfer all but \$10,300 of the 12/31/2015 members operating fund equity balance to members project/reserve fund equity. The \$10,300 retained in members

operating fund equity is held as contingency operating funds and reflects 10% of the 2016 operating budget. Tom Rashid seconded the motion. Motion passed without dissent.

**MOTION:** John Troka made a motion to close all completed project/reserve funded projects and rescind all remaining funding authorizations for the closed projects. Brad Church seconded the motion. Motion passed without dissent.

**Note: Barbara Houston left the meeting at 12:25. With 8 of 9 board members still present, a quorum was maintained.**

### **Road Committee Report:**

The Road Committee is currently made up of 4 Members: John Troka, John DiNicholas, Robert Skorkowsky and Sarah Woodmansee.

Draft Policies: On behalf of the Road Committee, John Troka presented draft road policies. These proposed road policies address the use, construction and maintenance of the various roads in the Stagecoach community. The policies also identify by road segment, the individual and/or entity responsible for road maintenance. The policies outline requirements for property owners want to construct new or upgrade existing roads within the platted right-of-ways of the Stagecoach community. These requirements include: an application that includes design documents showing conformance with road standards as defined by the Oak Creek Fire Protection District, Morrison Creek Metro Water and Sanitation and Routt County as applicable, a survey document showing the location of proposed road within the platted right-of-way and a drainage plan showing the location of all proposed ditches and culvers including connection points to existing drainage infrastructure.

There was discussion and a request for a change in the wording of the section on Use of Road/Public Right-of-Way to include that the speed limit recommended on all community roads is 25 miles per hour.

**MOTION:** John Troka made a motion to publish the proposed draft road policies as amended in the 2<sup>nd</sup> quarter 2016 newsletter for consideration by the membership prior to discussion and adoption of the policies at a subsequent Board meeting Brad Church seconded the motion. Motion passed without dissent.

2016 Road Project Recommendations: On behalf of the Road Committee, John Troka discussed six recommended road projects for 2016. The total estimated cost for the six projects is \$50,000. The recommended projects discussed were:

- 1) Perform preliminary engineering evaluations for road segments in the Meadowgreen and Eagles Watch subdivision to determine work effort required to bring these road segments up to the County's common road standard. Preliminary cost estimate - \$5,000.

2) Complete road grading and addition of road surface material in critical areas on Filly Trail East and Colt Trail of which has been partly completed but was stalled by fall weather. Preliminary cost estimate - \$ 10,000.

3) Road grading, drainage improvements, and addition of road surface material in critical areas along 0.75 miles of Colt Trail beginning at CR 16. Preliminary cost estimate - \$15,000.

4) Replace failing 60" culvert at intersection of Shay Way and Whiffle Tree Trail. Preliminary cost estimate - \$10,000

5) Road grading along 1 to 1.5 miles of Hoch Eye Way beginning at CR 16. Preliminary cost estimate - \$2,000 to \$3,000.

6) Road grading and addition of road surface material in critical areas along Filly Trail and Palomino Way beginning at CR 16. Preliminary cost estimate - \$5,000.

As the document detailing the specific projects and estimated costs was not available in the Board's meeting materials, John Troka indicated he would defer seeking a motion for approving/funding the recommended projects until he could send the Board the information in the next couple of days.

### **Old Business:**

High Cross Covenant Amendment: John Troka summarized the current status of the High Cross covenant amendment. A letter was sent out to the High Cross ownership as approved by the Board stating that the Board of Directors has chosen to take no action on the request from a group of High Cross owner's for coordination and assistance in gathering signatures for a proposed amendment to replace SPOA with a High Cross owner's association.

The group of High Cross owners is independently moving forward with the proposed amendment and has sent out new information to the High Cross ownership including a slightly different amendment than what was presented to the Board at the January 23, 2016 meeting. The changes to the amendment primarily deal with access to the SPOA common areas. SPOA's attorneys have sent a letter to the attorney of the High Cross ownership group indicating a disagreement with the new language in the proposed amendment. As of this meeting there has not yet been a response to this letter.

**Note: Art Fine left the meeting at 1:30pm. With seven of nine board members still in attendance, a quorum was maintained.**

Trails: John Troka and Tom Rashid recently walked the proposed trail area at the corner of Schussmark Trl and CR 212 to determine if it would be necessary to gain access to the parcel owned by the Oak Creek Fire District. The fire district has indicated a willingness to exchange their property on Schussmark

Trail for the common area property they currently lease from the Association on which the current fire house lies. A property exchange would require a vote of the membership. Based on the initial survey, a trail can be easily accommodated solely on the SPOA common area.

**MOTION:** Tom Watts made a Motion to spend \$10,000 to start the initial planning and design for the trail project at the corner of Schussmark Trail and CR 212. Zed Ogle seconded. The Motion passed without dissent.

There has been a request from a member of the Young's Peak Homeowners Association Board for SPOA to help with the ongoing maintenance costs of the publicly dedicated trail system that run through the Neighborhoods at Young's Peak specifically for mowing and weed mitigation. These trails are available and used frequently by members of the Association.

MOTION: Tom Watts made a Motion to spend no more than 50% of the actual incurred cost for mowing and weed mitigation on the public trail system within the Neighborhood at Young's Peak with a maximum contribution of \$600. Brad Church seconded. The Motion passed without dissent.

### **New Business:**

**2016 Board Elections:** There will be at least 3 board positions up for election at the annual meeting. Positions with expiring 3 year terms are currently held by John DiNicholas, John Troka and Larry Wilson. Board members were encouraged to solicit members they know to run for open positions at the upcoming annual meeting. The 2<sup>nd</sup> quarter newsletter will also include an article encouraging interested members to consider serving on the Board.

**SAM Annual Performance Evaluation:** As outlined in the Association's contract with SAM, the Board is to perform an annual performance evaluation of SAM. The annual period to be evaluated is June 1<sup>st</sup> to May 31<sup>st</sup>. Board members were asked to complete the annual evaluation document and return them to John Troka. The results will be summarized and discussed with SAM.

**Annual Meeting:** The annual meeting is scheduled for July 23, 2016. The meeting will be held at SOROCO High School and will begin at 9:00 am.

**Community Event Proposals:** Included in the packet was information on neighborhood grant programs and examples of possible community programs such as clean up days to try to encourage more community participation from owners. The idea of hiring an event planner to facilitate these events was also briefly discussed. The Board was asked to look through these documents and come up with some additional ideas for further discussion at the next Board meeting.

**Community Recycling Program:** John DiNicholas has been in touch with the Yampa Valley Sustainability Council and Waste Management about the costs to establish a community wide recycling program.



Some options would be either having a central location permanently, where participants could drop off their recyclables when needed or to possibly bring in the Green Machine Recycling container once a month. The issues currently are the lack of a central location and the cost and timing of when the Green Machine would be in the Community and where it could be placed. John DiNicholas will continue to research as the Board supports the idea.

Next Board Meeting: The next Board meeting is tentatively scheduled for Saturday, July 9<sup>th</sup>

**The Meeting was adjourned at 2:05 PM**