

SCPLOA BOARD of DIRECTORS MEETING  
October 11, 2025 10:00 a.m. Mountain Time

Meeting held via Zoom

1. **Welcome & Introductions**

Chairman Don Gannon-Jones called the meeting to order at 10:03am

Present via Zoom: Don Gannon-Jones, Chairman; Devon Kampshoff, Vice-Chairman; Janelle Pearce, Treasurer; Lisa Lattimore, Board Member; Gina Blackburn, Board Member; Kat Eversol, Board Member; Jeff Bricker, Board Member; Casey Tuttle, Manager.

Not present: Melinda Walters, Secretary; Lisa Bolduc, Board Member; McKenzie Johnson, of Administrative Business Solutions (ABS); Ronnie Mancuso, Assistant Manager.

Quorum established.

An Executive Session was held on October 11, 2025, to discuss Collections, Enforcement, Personnel & Legal Issues.

2. **Secretary's Report & Approval of August 16, 2025 Minutes:** Don Gannon-Jones presented the meeting minutes for the August 16th meeting. Devon motioned to approve the minutes. Janelle seconded. Motion carried.

3. **Treasurer's Report** presented by Janelle Pearce as reflected in the September 30, 2025 financial reports.

Operating Account	\$	3,571.70
General checking	\$	30,670.40
Petty cash	\$	780.00
Operating Contingency	\$	91,793.60
Reserve	\$	55,382.10
Reserve CDs	\$	97,587.83 (\$65,079.84 + \$32,507.99)

Finance Committee Report:

Accounts Payable and Payroll are all up to date. Assessment income for the year is \$140,366.10 (\$7,983.90 under budget). Additional income from donations, interest, fines, late fees, lot joining and reinvestment fees totaled \$33,080.21. Expenses for ABS management services, manager salaries, fish stocking, website maintenance, copying, postage & mailing, facility maintenance supplies, fuel, insurance and utilities have totaled \$115,871.16, which is on track for this point in the year. We anticipate some savings in manager salaries, fish stocking and other line items, which can help build up our reserve fund.

Event proceeds and other donations collected as of 9-30-25 totaled \$8,533.75 with \$3,531.48 spent on the entrance sign rock, the horse pasture fence replacement, extra gravel for the parking lot and Labor Day weekend events. This leaves approximately \$5,002.27 available for future projects.

Reserve to Preserve: We have collected \$21,493 in Reinvestment Fees, which has been transferred into the Reserve Account for common area maintenance and capital improvements. A reserve study will be conducted this year beginning with the 2026 fiscal year.

There is \$4,092 in pre-paid accounts or accounts with credit balances, which cannot be spent this year.

Status of Collections/Liens: Delinquent Accounts total \$49,143.72. This includes accounts with past due assessments, late fees, interest; fines, and an outstanding owner balance for legal costs.

Assessments are due on March 1st of each year and are delinquent if not paid within 60 days (April 30). A \$50 late fee is applied to past due assessments after 60 days, plus monthly interest charges until paid in full. Per our collection policy, payments are automatically applied to the oldest balance on the account. Delinquent Assessment accounts are subject to lien after 60 days. Once an account is referred to the attorney for collections, payments must be made through them and not through the PayHoa portal.

If you are considering joining your adjacent lots, in addition to receiving approval from Kane County, a completed Lot Joining application, and a copy of the approved plat maps, must be submitted to SCPLOA, plus an administrative fee according to the adopted fee schedule. Any current or outstanding balance on the accounts must be up to date before lots are eliminated in the financial system. Fishing permits and election ballots are not issued for lots that are eliminated.

Submitted by: Janelle Pearce, Treasurer

Notes:

- \* Don Gannon-Jones emphasized that once overdue accounts are referred for collections, lot owners must deal with the law firm and cannot pay off their account directly with the Association.
- \* Don Gannon-Jones noted that the Reserve Study is already underway and the site visit was conducted.

## **COMMITTEE REPORTS**

### **I. COMPLIANCE, FINANCE & GOVERNANCE COMMITTEE REPORT – Janelle Pearce**

Lisa Lattimore motioned to accept the Treasurer and Financial reports. Kat Eversol seconded. Motion carried.

### **II. ARCHITECTURAL REVIEW COMMITTEE REPORT – Devon Kampshoff**

- a. Additional 4 ARC submissions over the last period - ARC committee is continuing to review, process, and provide feedback in cases where the submissions were incomplete.
- b. Casey has been helpful in providing additional information by providing photos of the proposed sites.
- c. Update on Possible Amendments to ARC Standards; we will be holding a Board workshop on 15-November to go through the proposed revisions, including going through feedback from the attorney's office.

### **III. EVENTS COMMITTEE REPORT - Gina Blackburn**

- a. Extended thanks to the many volunteers who have helped out throughout the season
- b. Final pot luck of the season will be at 5pm at the pavilion - will include some of the leftovers from prior events
- c. Working on events for 2026 season

### **IV. COMMUNICATIONS & COMMUNITY RELATIONS COMMITTEE REPORT – Don Gannon-Jones:**

- a. October newsletter will go out next week; will likely do monthly newsletters off-season but they'll be short and just kind of focus on photos of the community and such unless specific news items come up.

### **V. FACILITIES, MAINTENANCE AVIATION & FIRE COUNCIL COMMITTEE REPORT -**

- a. Manager's Report – Casey Tuttle

We are still in Stage 1 Fire Restrictions. Ronnie Mancuso started working as the Assistant Manager this month. He will be with us next year allowing for 7 day a week coverage once again. The facilities are in good shape and everything is fully functional. We are going to start storing the picnic tables and some other equipment as well as winterize the barn and bathrooms over the next few weeks. Pond is still empty but that has allowed me to service all the gate valves and shovel out around the entrance of the pipes including the large one in the center of the dam. We are working on getting the electric fencing down for the horse coral and routing out letters and numbers for the new marquee sign that will replace the old sign that is on wheels. Use caution around the horseshoe pit as the ground is uneven

**VI. FRIENDS OF SWAINS CREEK FUNDRAISING - Lisa Buldoc**

- a. Will be having meeting following Open meeting,

**VII. OLD BUSINESS – DISCUSSION AND POSSIBLE ACTION:**

- a. Proposed Amendments to Runway Policy
  - i. Based on aviator conversations, proposing a minimum \$500,000 liability insurance requirement.
  - ii. Devon made a motion to approve the new policy. Janelle seconded. Motion passed.
- b. Proposal to Digitize Association Records
  - i. At present ABS has begun scanning old meeting minutes on a “best-effort” basis, using unused “general administrative” time already included in the contract. Using that to help understand the total effort involved.
- c. Update on Marquee Sign Replacement

**VIII. NEW BUSINESS – DISCUSSION AND POSSIBLE ACTION:**

- a. Certificate(s) of Deposit Renewal
  - i. Don Gannon-Jones made a motion to renew. Janelle seconded. Motion carries.
- b. ARC revisions: Having lawyer review new guidelines prior to adoption. Likely in the \$2k-\$3k range, which is within our existing legal budget. Janelle made a motion to do the legal review, Devon seconded. Motion passes.

**IX. OPEN FORUM: Lot Owners to Address the Board (limited to 3 minutes per person)**

- a. Derek Coomb 110 Apache Loop spoke about having issues with the county assessor.

- I. **PROPOSED MEETING SCHEDULE for 2025-2026:** All meetings are to be held at the SCPLOA Pavilion unless otherwise noted: January 10, 2026 (Annual Board meeting) Time and Location to be determined.

**All meetings are held at 10am (Utah time) at the Barn/Pavilion and via Zoom unless otherwise specified.**

- XI. **ADJOURN** Lisa Lattimore motioned to adjourn. Devon seconded. Meeting adjourned at 10:38 AM.

**Respectfully submitted by,**

**Melinda Walters**