

**SCPLOA BOARD OF DIRECTORS  
MEETING MINUTES  
October 7, 2017  
Swains Creek Pines Barn**

EXECUTIVE SESSION – 9:00 a.m. (closed meeting)  
Collections, Enforcement, Personnel & Legal Issues

**OPEN MEETING – 10:15 a.m.**

**1. Welcome & Introductions: Janelle Pearce**

The Meeting was called to order, and held at the SCPLOA Barn at 10:15 a.m. MDT by Chairperson Janelle Pearce, Vice-Chairperson Gina Chapman, Secretary Jane H. Lewis, Treasurer Chris Schlaffman, Ron Anderson, Lauren Patt-Kirby, and Cheryl Case were present. Alan Zellhoefer and Clint Malburg, were excused and their proxies were given to Gina Chapman. Bookkeeper Irene Briggs and Manager Bill Rodreick were also present.

**2. Secretary's Report & Approval of Minutes: Jane H. Lewis**

The proposed minutes from the August 12, 2017 meeting were submitted, and accepted as read. Cheryl Case moved to approve the minutes. Seconded by Gina Chapman. Motion carried.

**3. Treasurer's Report: Chris Schlaffman**

As of September 30, 2017, there was \$158,182.91 in Revenue with the majority \$132,020.00 from dues. On the Balance Sheet there is \$300.00 in petty cash; \$200.00 in seed money. The General Account includes \$65,880.43. There is \$5,199.00 in the playground fund and \$1,832.68 in pond maintenance fund. The Fire Department Fund has \$2,133.96 and there are total monies including the CD of \$51,116.73 in the Reserve to Preserve Fund of \$141,816.64. Gina Chapman moved to accept the Treasurer's Report. Lauren Patt-Kirby seconded the motion. Motion carried

**4. Manager's Report: Bill Rodreick**

Bill reports his retirement will take effect the end of October 2017 and this is his last meeting. Bill will provide input as Committees report.

**COMMITTEE REPORTS:**

**I. Finance Committee** – Chris Schlaffman, Chairman; Lauren Patt-Kirby, Vice-Chairman; Janelle Pearce & Irene Briggs to assist

**a. Budget Report**

The Board will schedule a finance meeting over the next 30-45 days to discuss the new manager's contract and accountant services contract.

**b. Reserve Study Report**

The 2012 SCPLOA Reserve Study placed SCPLOA at 34% funded, which is considered a "fair" rating. Since the last Study, improvements were made on the barn and the pond. The new Study shows SCPLOA at 82% funded which is a "high" rating. Gina Chapman moved to accept the 2017 Reserve Study and Lauren Patt-Kirby seconded. Motion carried. [The 2017 Reserve Study will be found on the Swains Creek Website.]

**c. Status of Collections/Liens**

Chris reported to date \$2,600.00 has been collected in Late Fees, \$3,850.00 in Transfer Fees and Lot Joining Fees, and \$1,480.00 in Lien Fees.

**d. Report on Fundraising Activities**

Chris reported annual fundraising totals: \$566.00 from the Quilt Raffle, Fire Fund is \$2,367.00, Camp Golden Eagle Registration totals \$980.00, Shirt, Cap Sales total \$50.00, and Donations were \$940.00.

**II. Legal Committee** – Janelle Pearce, Chairman; Gina Chapman, Vice-Chairman; Alan Zellhoefer, Lauren Patt-Kirby, Irene Briggs, Cheryl Case and Chuck Costa to assist

- a. Nothing to report

**III. Property & Facilities Committee** – Clint Malburg, Chairman; Cheryl Case, Vice-Chairman; Ron Anderson & Bill Rodreick to assist

**a. Pond & Fence**

Bill reports that in 2017, 24,000 pounds of fish were planted in the pond. The numbers were higher this year due to the pond restoration. Bill stated fishing with corn in the pond is currently allowed; however, it is illegal to chum with corn. It was reported that \$63.75 was collected from the Fish Food Dispenser. *Andrew Black Fencing* was contracted to maintain the perimeter fence this summer. They were on the property for nine days, completed a nice job at the far end fixing the large gate, and replacing the fence line.

**b. Roads, Parking, Runway & Facilities**

Bill has asked Kane County to clean out the culverts before the winter. The Runway is in very good shape, and it has been used very little this year.

**c. Security**

There was damage on the Barn parking lot from a truck doing “donuts” in the gravel about 2:00 a.m. Bill re-graded the parking lot.

**d. Signage for Roads and Addresses**

It was reported that there were only a few orders for address signage, and hopefully will increase in the spring.

**IV. Architectural & Compliance Committee** – Clint Malburg, Chairman; Gina Chapman, Vice-Chairman; Cheryl Case, Lauren Patt-Kirby & Bill Rodreick to assist

**a. Architectural Requests**

The Architectural Request Form is on the SCPLOA website. Current build jobs are monitored and updated on the application and all improvements on properties are kept on file.

**b. Community Wildfire Prevention Plan and Fire Council**

Next Meeting Today, October 7, 2017 to update the Swains Creek plan.

**V. Community Relations & Events Committee** – Alan Zellhoefer, Chairman; Jane Lewis, Vice-Chairman; Ron Anderson, Chris Schlaffman, Shirley & Rod Burke, Kelly Harrington, & Bobbie Cobell to assist

**a. CMFPD Update**

**b. Upcoming Events: Spaghetti Dinner/Pot Luck (October 7)**

**c. Website & Facebook**

**d. Community Connection**

**e. Highway Cleanup – October 7 Following the meeting**

**f. Neighborhood Watch**

Bobby Kinch is taking the lead for starting a Neighborhood Watch Program in SCPLOA.

**VI. Old Business:**

**a. Website Live View**

Gina reported that we are still waiting to get an active URL to link the cameras.

**b. Status of IT Upgrades**

Gina reported that the company who was to do IT maintenance has been unresponsive and we need to look for another vendor.

**c. Manager 2018 Contract**

Janelle reported the Board only received two applications for the Manager position and Clint Malburg was presented the position as the lead manager. The Board is hopeful an assistant manager will be hired to have someone on site for seven-day coverage. The term of the contract is annual; however, the manager only works and is paid from May 1 through October 31. Motion was made by Chris Schlaffman to accept Clint Malburg as Lead Manager. Ron Anderson Seconded. Motion carried.

**VII. New Business:**

**a. Snow Plowing Barn & Pavilion Parking Lot**

There was a discussion regarding the company that plows the roads and keeps a clear path for the defibrillator. They are not required to clear the parking lot by the barn/pavilion. During the winter, several lot owners park in the area, and need to be aware they are parking at their own risk.

**b. Bookkeeping Contract**

Chris reports he has received several bids for a new bookkeeper - ranging from \$17,000 - \$10,650. The bids received were compared to the current bookkeeper's contract - Irene Briggs. He reports SCPLOA has a narrow timeline and needs to get this completed within the next 30 days. It was proposed to have a committee meet with the three contactors and present their choice to the Board. The current 2016 budget for the bookkeeper position is \$7,000.00. The budget for 2018 needs to be reviewed and revised. Chris has looked at the 2018 Budget, and an increase for the new bookkeeper is feasible. Charlie, 2390 Douglas Trail, suggested we start moving toward an electronic system over the next few years. It was stated at this time we have less than 50% of Lot Owners emails. Janelle stated she would like a motion per the Bookkeeper Contract to direct the Finance Committee to narrow it down to one agency to start working in December with Irene Briggs and get the accounts transferred prior to the end of 2017. Gina Chapman moved to have the Finance Committee review the three contract proposals and make a decision with a cap of \$12,000.00. Chris Schlaffman seconded. Motion carried.

**c. Swains Creek Pines Logo**

There was a discussion regarding SCPLOA Branding to become consistent. The "old" logo has three pines. The "new" logo has an elk with pines as the "I" in Swains Creek Pines. There was also a suggestion to use the entrance sign as a logo. The discussion was tabled for January 2018.

**VIII. Open Forum: Lot Owners to Address the Board**

- a.** A thank you letter from the Bob Runkle family was read.

**IX. Meeting Schedule:**

January 13, 2018 (Time & Location TBD)

All meetings held at 10:00 a.m. MDT (Utah time) at the Barn unless otherwise specified.

**X. Adjourn 11:45 a.m. MDT**

Gina Chapman moved to adjourn. Ron Anderson Seconded. Motion carried.