



Glenwild
Community Association, Inc.
2016 ANNUAL MEETING
December 15th 6:00 PM
Hosted at the Glenwild Golf and Country Club
MINUTES

(Minutes to be officially reviewed and adopted at the 2017 Annual Meeting)

CHECK-IN

In attendance were Board members: Brad Dickson, Mark Lucas, Lynn Postnieks and John West
Greater Park City Properties: Gabe Chacon, Cathy Underwood and Patty Winterer.

Community Association Members in Attendance:

Allen (Melinda & David), Baker (Sandra & Rob), Baker (Amy), Bell (Zita & Jay), Bukovinsky (Richard), Buranich (Jamie & Matthew), Burdiss (Kelly Ann & Paul), Cahalan (Marianne & Michael), Chahine (Julie), Chalker (Bonnie & John), Craig (Linda & Richard), Dickson (Janet & Brad), Halsey (Mindy & John), Hickox (David), Hitzelberger (Jane & Paul), Joss (Donna), Koch (Paige & Joe), Kolkman (Craig), Lucas (Pat & Mark), Mastain (Annie & Richard), McKay (Julie), McPhun-Fletcher (Kristen & Dan), Mehlman (Gary), Mulvihill (Sean), Parry (Kimber & Robert), Postnieks (Lynn), Puleo (Alice & Frank), Scaglione (Ron), Sherry (Gayle & Tom), Siegel (Diane & Danny), Soderlind (Susan & Carl), Sticinski (Deborah & Don), Wadsworth (Guy), West (Janet & John), Wright (Gary), Zieglowsky (Mara & Terry)

I. CALL MEETING TO ORDER/ INTRODUCTIONS

John West called the meeting to order welcoming all Community Association Members in attendance and thanking all members for their participation. John introduced Trustees Mark Lucas, Brad Dickson, and Lynn Postnieks. John added that Trustee Bill Engvall was unable to attend due to a prior commitment.

John West announced that Mrs. Amy Baker had resigned from the Board of Trustees and the Architectural Review Committee in 2016. In accordance with community documents the Trustees appointed Mr. Mark Lucas to fulfill the remaining portion of her term to the 2016 annual meeting. John and the Board extended their deep gratitude to the many years of community service by Amy.

John recognized the appointed Architectural Review Committee: Mark Lucas (chair), Julie Chahine, Joe Koch, Anne Mastain, Kelly Ragsdale and Janet West.

John recognized the appointed Finance Committee: Brad Dickson (chair), Larry Alleva, Stephen Quinn and Lorraine Waterhouse.

II. ANNOUNCEMENT OF QUORUM: John West announced that quorum had been obtained.

III. APPROVAL OF MINUTES – 2015 Annual Meeting

2015 Annual Meeting Minutes were included within the Annual meeting packet for review and approval.

Motion: Dannie Siegel moved to approve the 2015 Annual meeting minutes as written.

2nd: Sean Mulvihill Motion carried

IV. OPENING COMMENTS – JOHN WEST:

A. **Neighborhoodly communication:** John asked that if a neighbor has a concern with a neighbor that reports not be made anonymously. Instead he asked that the community work to help one another and speak directly with that neighbor or ask the HOA to help and remedy the situation without the veil of anonymity. John stated that he felt work together as a community will help strengthen the neighborhood in a positive way and continue to develop a community that everyone is happy to be a part of.

V. FINANCIAL REVIEW – BRAD DICKSON (PLEASE NOTE ALL FIGURES ARE ROUNDED)

2016 Operating & Capital Budget

Brad thanked the Finance Committee: Lorraine Waterhouse, Larry Alleva, Rick Mastain and Steve Quinn for their support on the finance committee over the past year in reviewing the annual audit, further analyzing a long-term capital/reserve study with stress test inclusions, developing the 2017 budget and ensuring all reserve funds are allocated appropriately to multiple FDIC accounts.

Brad noted that there were no financial surprises on either revenues or expenses in 2016 and the association remains financially healthy. Brad provided more detailed review on the following financial areas:

2016 Projected Summary at Year End Dec. 31st: A \$1.33M fund contribution is expected which is \$100K favorable to budget. Operating expenses are projected at \$858K against a \$924K budget. A \$2.33M net fund balance is projected at year end.

2016 Projected Y/E Fund Contributions: Primary sources of funds are annual dues and the reinvestment fee. Reinvestment fee is 1% assessed on all real estate transfers in the community. 2015 reinvestment fee income is currently \$222K, down from \$286K in fiscal year 2015.

2016 Y/E Operating Expenses: Projected year end expense of \$853K are favorable to budget by \$66K. It was noted that contract and non-contract labor comprise 70% of the operating budget. Labor items include: Gatehouse Labor, Snow Removal contract, HOA maintenance labor and contract landscape labor.

2016 Y/E Capital Expenditures: Brad reviewed current projected Y/E capital expenditures including: Bitner Ranch Road, community road slurry application, entry monument and east park improvements with a Y/E projection of \$605K.

2017 Operating & Capital Budget

Brad reported that the annual budget is developed from a bottom up review comparing prior year actual expenses line item by line item with an evaluation against expected revenue. Maintaining proper reserve funding and continually evaluating longer term capital expenses continue to be financial goals. The associations capital reserve study was updated in 2015 by a 3rd party provider and is analyzed annually. The current annual contribution is \$303K.

Based on detailed financial evaluations with longer term studies the Board of trustees have approved a 3% dues increase for 2017 which will be \$5465/lot annually.

2017 Fund Contributions: Forecasted fund contributions are \$1.31MM; this include the 3% dues increase and projected reinvestment fee income of \$200K.

2017 Operating Expenses: Projected operating expenses are \$937K including \$20K of contingency.

2017 Capital Expenditures and beyond: Brad reported that 2017 capital expenditure are budgeted at \$615K which includes Glenwild' s proportionate share of considered Bitner Ranch road repairs, \$166K reserve contribution and regularly scheduled capital projects.

VI. ARCHITECTURAL COMMITTEE – Mark Lucas

Mark thanked the ARC members Julie Chahine, Joe Koch, Anne Mastain, Kelly Ragsdale and Janet West for their service on the Committee over the past year.

Mark noted that during the summer of 2016 the ARC, with the approval of the Trustees engaged two (2) licenses architects to join the ARC to assist the committee in expanding the detail and scope of individual reviews. Rob Nielson and Kevin Horn will be involved in all aspects of new construction review in addition to involvement in all stages of construction inspection and associated correspondence.

Mark noted that Glenwild is more than 50% built out with 118 of 194 homes completed. With that, the remaining build-out is facing some different challenges than in years past. Mark added that close to twelve (12) homes may be under full

construction within the next 6-12 months.

Mark reported that an ARC sub-committee has been established, chaired by Kelly Ragsdale. Said committee is charged with completing a top-down review of the Design Guidelines to review for possible inconsistencies and to provide any possible edits and/or clarifications to the document to ensure homes built within Glenwild are “best in class” and that the process is clear and efficient for all applicants. Mark noted that the guidelines are not being re-written but instead are being reviewed to stay consistent with 1) new materials, 2) architectural trends & designs and 3) new technology. Mark noted that edits will be submitted to the Board and then brought to the membership in the spring for member input.

Mark presented the proposed changes to the current design review/construction fees adding that presently Glenwild is below comparative communities and needs to cover the increase expenses that will be incurred with the addition of the architects retained on the committee. Additional increases were proposed for the refundable construction bond and road impact fees.

Mark noted that input from the members on the ARC fee changes will be taken during the Q&A of the annual meeting.

VII. 2016 Capital Projects – John West / Lynn Postnieks

- A. *Entry Monument*: John reported that the lower Glenwild Drive entry monument has been completed, with a final lighting correction to be made in the next month to improve illumination of the lettering.
- B. *Community Master Plan*: John noted that the Board completed a longer-term master plan that creates a community “identity” while working to develop desired amenities and general aesthetic improvements.
- C. *Community Survey*: John reported that recent community survey hosted through Survey Monkey has garnered meaningful input from members. John stated that the survey focused on recreational and community developments (trails, community facilities, trash service, etc.). John noted that to date, private community trails are receiving the majority support. John asked for members to take a moment to complete the online survey.
- D. *East Park* – Lynn Postnieks
Lynn reported that the East Park was renovated spring of 2016 with new play equipment and a single-track mountain bike loop that received great usage throughout the summer. Phase II of the project is planned for spring 2017 including the installation of a permanent pavilion to serve as a picnic area, shade respite and a facility that could host a small summer concert and/or family reunions parties, etc.

Lynn added that the Purple Sage park is being considered for renovation in 2017 as well, noting there are some challenges with the layout of the parcel upon which it sits. Lynn asked members to submit suggestions to the Board on park improvements.
- E. *Social Events* – Lynn Postnieks
Lynn noted that the HOA hosted a house crawl in 2016 and the board is looking to host more events in the near term to get to know one another and enjoy the community.

VIII. Bitner Ranch Road – Danny Siegel

John introduced Danny Siegel who sits upon the Bitner Ranch Road Association (“BRRA”) as the Glenwild designated representative. Danny reported that a basic repair was completed summer of 2016. Danny noted that there has not been any new information from Summit County in 2016 regarding connectivity from the Silver Springs area and any possible County dedication of BRR thus.

Danny noted that the BRRA is working with the Division of Wildlife Resources (“DWR”) and legal counsel on the possibility of designating all the contiguous communities (Glenwild, Goshawk, Preserve, Ranches) as NO HUNTING areas. Although the community governing documents prohibit hunting the area is not an official NO HUNTING area. Danny noted additional information will be forthcoming

IX. NOMINATIONS FROM THE FLOOR AND TRUSTEE ELECTION

John announced that three (3) Trustee positions were open for election, with three (3) nominees presented in advance: Brad Dickson, Mark Lucas and Lynn Postnieks . (*Bios of Nominees were sent to all Association Members in advance of the meeting and were made available for review at the meeting.*)

John asked for any nominations from the floor for the Trustee election. No nominations from the floor were submitted. *Owner Ballots were collected for official tallying and recordation with the Association.*

X. Membership Q&A

- A. Bitner Ranch Road – Proposed Capital Expense – Member inquired about more detail on the proposed BRR expense. Danny Siegel stated that the BRR may not complete larger scale repairs in 2017 pending a final decision from Summit County and possible acquisition of the road. The BRR does not want to commit to a large expense on behalf of the involved HOA's only to have the County take over the road. The Board confirmed that they are being prudent to keep the possible expenditure on the 2017 capital expense budget. Board added that the current proposed expense has been carried forward for several years
- B. Glenwild common area roads: concern about the section of Glenwild Drive between the Club and the East entry. Owner expressed concern that the condition of this section of common area road is deteriorating at a faster rate and may need substantive repairs before the targeted 2025 repair year.
- C. Owners inquired about the design of BRR currently and could it host a bike-lane? Board noted at present the width would not safely accommodate a bike lane. For future, if it stays private, a bike lane may be considered as part of an improvement. It was noted that it is currently not a safe road for bike passage and mixed use travel.
- D. Owners inquired about a Glenwild Foundation: The Board noted that over the past two (2) years allocated charitable contributions to organizations that seemed to be most in line with Glenwild. \$5000 was allocated in both 2015 and 2016 and donations were allocated to: Swaner Nature Preserve, Utah Open Lands, Summit Land Conservancy. The Board has agreed that the charitable allocation should be increased to \$10K for 2017. The Board stated that if there is interest amongst the membership to establish a Foundation, the Board will take that under advisement and consider establishing a committee to annually research and recommend recipients of such charitable funds.
- E. Owners inquired about the general Real Estate publicity of/for Glenwild, noting that Glenwild seems under-represented in the market place. The Board and other members reported that a marketing committee was established in early 2016 and worked to design specific marketing efforts for the HOA. It was noted that the effort legally required involvement of the Club and the Club (via DMB) did not approve the marketing effort that was being put forth and funded by the HOA. Board asked for additional member input on this topic moving forward.
- F. Winter Road Conditions: An owner reported concerns about snow removal conditions inside the community and BRR. Board noted that they will work with all snow removal contractors to keep roads cleared. It was noted that from time to time winter conditions will exist during heavy storm cycles. A suggestion was made about a community “notification” system about community road conditions. Board agreed to take the request under advisement.
- G. Entry Monument: Owner stated that the entry monument lighting does not match the quality of the product and that lighting is directed into a private residence south of the monument. Board noted that a light adjustment is being made, including redirecting the north light fixture.
- H. GPS/GOOGLE Mapping: Owners inquired about the accuracy of directions provided by Google Maps, and other sources for Glenwild addresses. It was noted that from time to time Glenwild addresses yield incorrect directions to/into the community. Board will take under advisement.
- I. Pride Security: Owner inquired about the cost of the community road patrol. Board noted that the 5-month pilot program will cost just under \$30K. The Board noted that they received a significant volume of positive feedback and some negative commentary as well. The Board has budgeted \$40K for 2017. An owner noted that he had not received any positive feedback personally and wanted to make the Board aware; commentary made to him was that the service was unnecessary.

- J. Community Communication: Owners noted that they would like to see additional communication and receive invitations to community events more consistently. The Board agreed to improve communications across the board and will follow up to make sure owners are receiving mail /email notifications. (meetings, meeting minutes, socials, etc.) Patty asked owners to stop after the meeting and confirm their email with Mgmt. (** three owners stopped after the meeting)
- K. Nightly Rental: Owners have reviewed advertisements (*Air BNB / VRBO*). Patty reported that the governing documents prohibit any rental less than thirty (30) days. At present three (3) homes are listed on various rental sites. All owners have been notified and in the case of two homes they have current long-term tenants and use the sites for long term solicitation. In one instance an owner has had their home listed in a nightly program and has had tenants. A cease and desist notice has been sent and will be enforced. Patty asked if owners see unusual activity at a home that may indicate short-term rental activity to please notify the HOA and the appropriate actions will be taken.
- L. Survey Results: Board confirmed that the current survey result statistics were included with the meeting packet. Survey is online and is still open for owner participation.
- M. Trails: Owner inquired about details of a community trails. Board noted that there has been significant support of a community trail system. The challenge is establishing the location since the community was not developed with trail easements, etc. The Board will further the research of trail options and development in the near term.

XI. Announcement of Ballot Results

John West announced that Brad Dickson, Mark Lucas and Lynn Postnieks were elected to the Board of Trustees for a 2-year term.

XII. ADJOURNMENT: *Motion:* Amy Baker moved to adjourn the 2016 Annual Meeting 2nd: Brad Dickson
The meeting officially adjourned at 7:25pm

The Board of Trustees invited all attendees to stay and enjoy a dinner/social event hosted by the Association and prepared by the Glenwild Club.