

**BACK COUNTRY CABINS  
BOARD OF DIRECTORS MEETING  
February 5, 2020**

**I. CALL TO ORDER**

The meeting was called to order at 4:00 pm.

Board members present were Marcus Baughman in person and Sean Serell attended via telephone. A quorum was reached.

Owner Ronda Campbell was present in person.

Representing Summit Resort Group was Kevin Lovett.

**II. OWNERS FORUM**

Notice of the meeting was posted on the website.

**III. BOARD of DIRECTORS**

Resignation/ vacancy; Board President Joel Pins resigned from his Board position on 1-8-20 due to the sale of his unit.

Appointment to fill vacant position; Upon discussion, Marcus moved to appoint Ronda Campbell to fill the vacant position; Sean seconds and the motion passed.

Officer appointments; Upon discussion, Marcus moved to appoint the following Officer positions:

President Marcus Baughman  
Vice President Ronda Campbell  
Secretary/ Treasurer Sean Serell

Sean seconds and the motion passed.

**IV. APPROVE PREVIOUS MEETING MINUTES**

Marcus made a motion to approve the minutes of the May 29, 2019 Board Meeting and the November 4, 2019 Budget Ratification meeting; Sean seconded, and the motion carried.

**V. FINANCIAL REPORT**

Financials were reviewed as follows:

*2019 Year End Financials;*

December 31, 2019 close balance sheet reports \$10,457 in Operating, \$21,437 in reserves and \$4,298 in deck reserves.

December 31, 2019 profit and loss reports a year end operating expense underage of \$2111.

*Tax Return;* The 2019 tax return is pending

*Capital Reserve Study;*

The Board discussed the Capital Reserve fund and study. The Board will revisit during 2021 Budget planning to determine if an increase to dues funding is needed. SRG will send the Board the Capital plan for further review.

*Bank Accounts;*

Bank account signers will be updated to include removal of Joel Pins and addition of Marcus and Sean.

**VI. RATIFY ACTIONS VIA EMAIL**

There following Board of Directors action was considered for ratification:

10-1-19 2020 Budget and Ratification meeting mailer /notice to owners

Upon review, Marcus moved to ratify; Sean seconds and the motion passed.

**VII. OLD BUSINESS**

The following Old Business items were discussed:

A. Completed items: The following completed items were reviewed:

Tree planting

Metal railing cap installation

Storage locker room door bottom replaced

Parking/ additional signage added to include individual parking space letters

B. HB 1254; management fee disclosure: The HB 1254 Management fee disclosure was presented.

C. Conflict of interest policy; The Conflict of Interest policy was presented and reviewed.

D. Annual Disclosure; It was noted that the Annual Required HOA Disclosure is completed by way of notice of all HOA documents on line at the Association website. Notice of this website is mailed to owners with both the annual owner meeting notice and the post annual meeting minute mailer as well as with the annual budget mailer.

E. Garbage enclosure lock; The Board discussed the addition of a lock to the garbage enclosure. The Board agreed to proceed with the intallation of a lock on the garbage enclosure. Once installed, the code will be given to all Owners as well as the trash removal company.

**VIII. NEW BUSINESS**

The following New Business items were discussed:

A. Window Washing; The Board agreed to have the exteriors of all unit windows washed in late June/ early July 2020. Proposals will be obtained and reviewed.

B. 2020 Projects; The following projects for 2020 were discussed:

-Heat tape turn off; Heat tape turn is scheduled for April 15<sup>th</sup> as the weather allows.

-Landscape items such as irrigation turn on and preventative tree spraying/ treatments will take place in Spring/ early summer. Weed eating / trimming will take place monthly throughout the summer.

C. Insurance Renewal; The HOA insurance policy renews 7-1-20. SRG will see that the renewal is completed.

D. Summer mailer to owners; A draft summer seasonal mailer was reviewed. The mailer will be sent to owners in mid – May and will address:

- Space around units is to be kept clean
- Planters; all planters must be planted by June 30<sup>th</sup>
- House Rules; remind to review with renters and guests
- Railing linseed oil; all railings must receive linseed oil application by September 30<sup>th</sup>
- Trash/ recycling usage reminder

E. 2020 Annual Owner Meeting date scheduling; The 2020 Annual Owner Meeting will be scheduled to take place in Fall 2020, to include 2021 Budget presentation and ratification.

**IX. NEXT BOARD MEETING DATE**

The next meeting will be in Spring / Summer 2020. SRG will poll the Board to schedule the date. A walkaround of the site will take place in the Spring to determine 2020 maintenance and painting needs.

**X. ADJOURNMENT**

The meeting was adjourned at 4:46 p.m.

Approved: \_\_\_\_\_ 9-2-20 \_\_\_\_\_