

**Mountain Springs Ranch HOA Board Meeting**  
**Monday September 30, 2024; 7 pm MST via Zoom**  
**Meeting agenda**

Meeting called to Order: at 7:02pm by Matthew Graham

Attendance:

- Board. Members: Matthew Graham, Tim O’Sullivan, Cindy Rippy, Jennifer Tomsen, Chris Fedrizzi and Louisa Morrissey
- Community members: Carrie Clark and Michael Freeman (Lot 18), Chris Jermaine (Lot 22), and Michael Green (Lot 14).

Rules of meeting decorum:

Matthew Graham read the rules of decorum: Raise your hand and wait to be recognized for your turn to speak. Limit your comments to 3 minutes. Do not interrupt the member with the floor. Be respectful of all members, no abusive language. There will be one request to change behavior/warning from the President or the facilitator of the zoom meeting. If it happens again the person will be removed from the meeting.

Community member comments:

There were no community comments.

Approval of Minutes from August 5, 2024

Matthew Graham motioned to approve the minutes.

Cyndie Rippy seconded the motion.

The motion was approved by all Board members present.

Treasurers Report and proposed 2025 budget

- Draft of budget report for Sept. 30, 2024:
  - We are over budget on the road, gate and insurance.
    - We are short in road budget funds to pay for plowing in November and December. However, we are usually not billed for these months until the following year.
    - The gate was hit by lightning and needed repairs.
  - Outstanding dues: Lot 35 (Columbo); Lot 16 B (Elias) is behind on dues payment plan.
  - Prepaid dues in a separate account for Lot 5 (Stone).
- Presentation of proposed 2025 Budgets for Board approval:
  - Options:
    - A: Keep the budget the same as 2024.
      - The road budget would be \$57,000 for both plowing and summer maintenance.
      - The fire mitigation remaining funds would be rolled over into the fire mitigation reserve account.

- B: Increase dues by \$550 per year (\$45.83 per month) to a total of \$2300 per year per lot. This would generate \$24,200 additional revenue per year for the road.
    - C: Increase dues by \$250 per year (\$20.83 per month) to a total of \$2000 per year per lot. This would generate \$11,000 additional revenue per year for the road.
  - Road costs and donations:
    - The total 2024 budget for both road maintenance and plowing was \$65,411.
    - Actual road costs for 2024 came to \$84,714 (\$61,705 for summer maintenance and \$23,009 for snowplowing).
    - Extra donations to the road came to \$17,650 over the amount collected by annual dues.
      - Thank you to MSR members who have donated over and above their dues to the road:
        - Jennifer Tomsen and Chris Jermaine (Lot 22)
        - Tim O' Sullivan (Lot 31)
      - Thank you to non-HOA neighbors who use the road and donate regularly to the road maintenance:
        - Velasquez,
        - Black Bear Ranch,
        - Delany).
      - A HUGE thank you to the Jan Walters Memorial Trust for the generous \$10,000 donation to the road.
      - When designing a proposed budget, donations cannot be included in the proposal because we cannot count on those funds.
  - Discussion:
    - We have been playing catch up on the road from the cost of the slide a few years back. (Note, the contingency fund paid for the repairs but needed to be replenished. It is now completely funded at \$29,339).
    - It is easier on the road if spending on maintenance is consistent rather than a roller coaster.
    - Look at ways to build a reserve for road maintenance to cover fluctuating expenses.
    - Survey MSR property owners re: road costs and options for raising funds either through dues or a special assessment.
    - Put this topic on the agenda for the annual members meeting.
    - Reach out to non-HOA road users to encourage more donations.
    - We have only raised dues \$200 in the past few years while construction, fuel and road costs have increased up to about 40%.
    - Increasing dues by \$550 would create hardship for owners.
    - Increase of \$250 would be more palatable.
    - Members can arrange for a monthly payment plan if the total yearly amount is a hardship.
  - Matthew Graham motioned to adopt the 2025 budget with a \$250 yearly increase in annual dues to \$2000 per year. (Option C)

Louisa Morrissey seconded the motion.

The motion was approved by all Board members present.

- The 2025 proposed budget approved by the Board (with a \$250 yearly dues increase) will be sent to the membership for approval at the Annual members meeting.
- The dues increase will need to be approved by 67% of the members present at the annual members meeting.

Architectural Committee: Matthew Graham suggested that we move this item up on the agenda so that community members waiting to discuss their projects would be free to leave if they wanted.

- Lot 22 (Tomsen and Jermaine) patio improvement:
  - Jennifer Tomsen and Chris Jermaine were present at the meeting and asked the Board if they needed approval to improve their patio.
  - Matthew Graham noted that a patio fell under landscaping (not a building construction) and that the Covenants allow up to 2 acres of reasonable landscaping around the primary residence without Board approval.
  - Tim O' Sullivan noted that this is already existing infrastructure.
  - Louisa Morrissey noted that this project is simply improving an existing patio, does not have any elevation and does not have any impact on their neighbors' views.
  - Matthew Graham thanked Jennifer and Chris for bringing the matter to the attention of the Board and motioned to approve the patio improvement. Tim O' Sullivan seconded the motion. The motion was approved by all Board members present except for Jennifer Tomsen who recused herself from the vote.
- Lot 18 (Clark and Freeman) carport addition:
  - Carrie Clark and Michael Freeman were present at the meeting.
  - Carrie Clark and Michael Freeman presented a proposal to add an addition to their current carport for increased storage. The total square feet of the proposed project would be 240 square feet.
    - The building height would be the same.
    - There are no utilities proposed.
    - Will not file for a Garfield County building permit unless they need to.
    - They are using the existing infrastructure.
  - The Covenants allow work of 200 square feet or under to be done without Board approval.
  - While just 40 feet over the 200 square feet allowed, Carrie and Michael were asked to go through the process of AC approval as outlined in the Covenants and Policy Regarding Construction Procedures (site plan, Board visit, story pole, notification of neighbors with a two-week response time). They were willing to cooperate with this plan.
  - Louisa Morrissey motioned to give preliminary approval to the project. Mike and Carrie will go through the AC procedure. If the Board does not receive any negative comments from neighbors in two weeks, then it is deemed approved. Matthew Graham seconded the motion.

The motion was approved by all Board members present.

- Lot 5 (Stone) carport:
  - The Stones and their architect were not present at the meeting.
  - The Board reviewed the architectural plans.
    - The proposed garage will be located to the east of the existing residence.
    - Need to provide more specific dimensions, especially elevations.
    - The Stones will need to go through the AC procedures as outlined in the Covenants and the Policy Regarding Construction Procedures (story pole on the highest elevation, Board site visit, neighbor notification and feedback).
    - Mathew Graham motioned to give the project **preliminary** approval under the following conditions:
      - They send specific dimensions especially for elevations.
      - They erect a story pole to the **highest** elevation.
      - They follow the AC procedures and notify their neighbors and copy the Board on their communications.
    - Chris Fedrizzi seconded the motion
    - The motion was approved by all Board members present.

#### Committee Reports:

- Road Committee: Matthew Graham
  - Walters Company did a tremendous job on the road maintenance this summer.
  - We went over budget but were able to address some pressing projects:
    - Quality of the road is in good shape
    - Saddle drive got much needed attention with road base and ditches pulled.
  - Matthew Graham and Tim O' Sullivan met with Ed Walters to discuss making a fire truck turn around at the intersection of Saddle Drive, North Marsh and South Marsh.
    - Can use extra dirt from another project on South Marsh.
    - Costs are involved in transporting the substrate and constructing the pad.
    - Need to find funds for this project. Perhaps find some infrastructure improvement grant for this specific project.
- Fire Committee: Louisa Morrissey (see report).
  - Glenwood Springs Fire Department will be offering free home risk assessments for MSR residents this coming October.
  - There will be an upcoming grant opportunity for individual homeowners funded by the Roaring Fork Valley Wildfire Collaborative for home hardening projects and mitigation on the home ignition zones. The home risk assessments need to be done first and are a prerequisite for the grant application.
  - Following up with the agencies from the site visit in June.

- A representative from the Colorado State Forest Service (CSFS) suggested that MSR would be eligible for matching or reimbursement grants to perform fuels mitigation along the roads.
  - Would be a high priority as identified by the Colorado State Forest and Glenwood Springs Fire Department.
  - MSR would need to have the funds available to pay for the entire cost of the mitigation before being reimbursed.
  - The cost of the doing maintenance on the mitigation done on the main road a few years ago is estimated at \$40,000 to \$50,000
- The Fire Committee can work with the CSFS to more clearly define the scope and costs of the project.
- The Fire Committee will work with Tom Heald to design a survey of MSR residents to ask about the community's interest in these types of projects, openness to mitigation efforts and ideas for raising the seed funds for the grants.
- Possibly combine the survey of the road needs with the FC fire mitigation needs.
- Habitat Committee: Martha Cochran
  - There was not a report from the Habitat Committee.

#### Old/new business

- Preparations for the Annual meeting (Saturday November 2, 2024 at 10 am)
  - Will be held at the Glenwood Springs recreation center with a hybrid option.
  - Louisa will send out a save the date notice of the meeting this week.
  - Louisa will provide the supporting documents to the community in mid-October and will send out a meeting reminder a week before the meeting date.
- TBD if we need another meeting before the annual meeting.
- Matthew Graham made a housekeeping request regarding email protocol.
- Matthew Graham announced that he is retiring from the Board and the Road Committee after this term. He recommended that Blake Morgan (Walters Company operator) be on the road committee as he has a tremendous amount of road knowledge.

#### Meeting adjournment

- Mathew Graham motioned to adjourn.
- Cyndie Rippey seconded the motion.
- The motion was approved by all Board members present.
- Meeting adjourned at 8:39 pm MST.