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**Board of Directors Meeting**

Wednesday October 20, 2021 – 6:30 PM

VIA ZOOM

**Meeting Minutes**

**From:** Ellen Maxton, Secretary

**Board/Committee Members Present**

Chris Gober, President Bill Swapp, Architectural Review Committee Chairperson

Mark Wagner, Vice-President Les Kole, Wildfire Adapted Partnership, Council Representative

Shelly Faris, Director

Karl Schreiber, Director

Paul Duggan, Treasurer

Ellen Maxton, Secretary

**Property Owners Present**

Les and Linda Kole Paul and Betsy Romere

Linda Pampinella Bill Swapp

Trudy Pingree Chris Tipton

**Meeting called to Order**

By Chris Gober, President, at 6:31 PM

**Additions/Deletions to Agenda:**

Mark Wagner suggested an addition to the agenda to clarify the timeline of approval of the culvert project and the expenditure of funds in separate fiscal years (FY). Chris stated this item of discussion will be added under Old Business.

**Approval of September Meeting Minutes**:

* Mark Wagner made a motion to approve the September 15, 2021, DVE Board of Directors Meeting Minutes and Clark Roach seconded. The motion carried.
* Karl Schreiber made a motion to approve the September 28, 2021, DVE Board of Directors Special Meeting Minutes and Mark Wagner seconded. The motion carried.

**Treasurer’s Report** – Paul Duggan

Paul changed the format of the Treasurer’s Report slightly. Trash revenues and expenditures were removed from the general finances portion and placed into a separate finance category of trash only, because not all Owners pay a trash fee.

As of October 2021, for FY 2021-2022:

The following excludes trash fees:

* Revenues - $60,288.70
* Expenditures – $1,410.98
* Ending Cash Balance (including carryover) - $61,337.95

The following are trash fees:

* Revenues - $6,900
* Expenditures - $668.36
* Ending Cash Balance (including carryover) - $9271.88

Total Ending Cash Balance - $70,609.83

Reserve Fund remains the same:

* Reserve Fund Total – $30,582.15
* 1 CD in the amount of $12,300.00 for 15 months
* 1 CD in the amount of $12,300.00 for 27 months
* 1 CD in the amount of $5,982.15 for 42 months

There are nine Owners who pay their dues monthly. Paul surveyed them to see whether any of them would be interested in participating in an automatic payment plan. None of them expressed interest, so this matter will not be pursued any further.

**Committee Reports**/**Board Reports:**

**A.** **Architectural Review Committee** – Bill Swapp

* Lot #26 – Preliminary plans were approved on October 21, 2020, and the 365 days to build will expire in one day. Due to unforeseen circumstances of the pandemic and contractor availability, Owner requested an extension to January 15, 2022. The ARC is currently reviewing but would recommend an extension.
* Lot #49 – Still working to get plans in, agreement is not signed yet.

**B. Welcome Committee** – Lori Swapp (as reported by Bill Swapp)

* Working on scheduling welcome visits in November.
* Shelly Faris volunteered to help on the Welcome Committee

**C. Wildfire Adapted Partnership** – Les Kole (as reported by Chris Gober)

* Nothing to report at this time.
* Firewise reports will be given by Les on a quarterly basis.

**D. Road Maintenance** - Chris Gober

* Nothing to report at this time.
* Plan to hold meeting in November, for long-term spring maintenance planning.

**E. Snow Plowing** - Clark Roach (as reported by Chris Gober)

* The new contract for this winter is signed and in place.

**F. Workdays** - Chris Gober

* Workday for the Wieland Dr. culvert is set for Saturday, September 23rd
* Arrangements have all been made for equipment and supplies.
* Several Owners brought up concerns about other culverts. Chris replied that technically culverts on private property are the Owners’ responsibility, but he will place the issue on the Road Maintenance agenda.

**G. Annual Meeting -** Board Member

Nothing to report.

**H. Special Projects -** Board Member

Nothing to report

**I. Security/Fencing** – Karl Schreiber

* Karl plans to set up a time in June 2022 for the bridge inspection.
* Plans to hire Bud Short of Short Civil Engineering and Land Surveying.
* Karl reviewed old bridge reports but feels some may be missing so requested that anyone who might have copies to forward them to him.
* The bridge appears to be built from “parts and pieces” but is well built.
* A 2006 report stated that the bridge should be rebuilt within 18 months.
* Two concerns were raised:
* The guardrails are inadequate.
* PVC pipes house electrical components to the keypad and gate. They should be replaced by a metal conduit system.
* Karl will walk along the fence within a few days and report at the November meeting.
* Chris Tipton provided an update on the fence/gate. The breakaway gate across Beaver Creek Drive at the north end of the subdivision is swung open now for the winter through spring.

**Old Business:**

**1. Fiber Project –** John Beebe (as reported by Chris Gober)

 John is out of town, so Chris read an update report from John that was provided to the Board. The report is

 provided below to be incorporated into the minutes.

*“As I stated in September, the progress of our project was dependent on the contractor for Brainstorm being successful in securing the machinery to cut the trenches in our roads to install conduit for the fiber.  Well, that has proven to be easier said than done.  All the contractors working out there are scurrying to get work done before winter sets in so equipment is scarce.  Additionally, while we have identified some of our own residents to potentially run the trenching equipment, staffing issues abound for the contractor as they are having problems hiring attendant personnel for all their projects.  We still hold out some hope of getting started this fall (with supplies from another job), but with each passing week, it looks less likely.*

*On a more positive note, supplies for our project have been ordered and should be received in Deer Valley sometime this fall.  The shipment will include very large spools of orange conduit, smaller spools of the actual fiber and a large number of hand holes to make underground connections to our homes.  This is positive news because it will ensure that when the snow melts, supplies will not hold up installation.  In anticipation of getting started as soon as the snow melts, we will be storing the supplies where they are easy to retrieve minimizing the mud issues that come with spring.  Numerous owners have volunteered space on their properties, but most would involve the potential mud issues.  We have two Owners who have established driveways and are not typically here in the early spring as potential sites; there are also a number of locations like cul-de-sacs and a few wide spots in the roads that may also be used.  In the end, the contractor will select the best site(s) for storing the supplies over the winter recognizing that any damage to a site will need to be repaired.*

*Also on a positive note, we have full agreement with Brainstorm to begin spring work as soon as snow melt permits.  The plan is to have the conduit buried in the roads in plenty of time so that normal spring roadwork can be completed while adequate water runs in the creek.  This timing will help mitigate road damage from the trenching.  With a few months of winter, the contractor should be able to solve the personnel and equipment issues and be ready to hit the ground running.  Brainstorm is also eager to complete our project and begin providing us with high speed internet service.*

*On the financial side of the project, we want to acknowledge the wonderful cooperation from our Owners in paying the special assessment timely.  THANK YOU, OWNERS.  Brainstorm has not requested any money from Deer Valley, and they will not do so until the work begins and they have invoices to pay.  The supplies mentioned above have been paid for by State grant funds by securing a full credit for the supplies ordered last March designed for the original overhead plan on the power lines.  In short, the Association has the funds to pay our share of the project sitting securely in the bank.*

*While I wish I had more positive news to share about project progress, the fact that we should soon see supplies on the ground in Deer Valley gives further confirmation that this project will get done.  I continue to share your frustration over the delays, but greatly appreciate your patience.”*

**2. Seasonal Residents Trash Usage** (tabled until November)

**3. Social Media** – Shelly Faris

* Shelly has made notes on how to change settings in the NextDoor App. There are restrictions and privacy setting that will restrict incoming and outgoing messages to limit them to DVE only. She has sent these notes to Board members, and with the Board’s approval, would like to send them out to all members of the POA.
* Shelly has also researched Google Groups (GG). GG gives the ability to communicate within a certain group without revealing email addresses. She suggested that Board members try using GG among themselves for the next couple of months and see if it would be a good application to use as the principal form of communication for everyone in the POA. It was suggested that if approved, two GG accounts be formed, one in which each Owner can communicate with the Board only, and one in which all Owners can communicate with each other.
* Chris said the Board members would use GG among themselves for a couple of months and revisit the subject for more general use in January 2022.

**4. Signage Throughout DVE** – Clark Roach (as reported by Chris Gober)

* Chris displayed different types of signage that Clark had researched and priced.
* Discussion ensued among several Owners regarding type, quantity and location of signs, as well as the effectiveness and practicality of the use of additional signs to what are already present on DVE roads.
* It was suggested that other, more inventive ways to reduce speed should be researched, such as speed bumps.
* Chris stated no decision will be made at this time, but the topic will continue to be discussed at future meetings.

**5. Rules of Running a Meeting** – Shelly Faris

 a. Roberts Rules

 b. Parliamentary Rules

* According to Shelly’s research, the Board is already following both Roberts Rules (RR) and Parliamentary Rules (PR).
* PR outlines procedures for conducting a meeting, such as how to call a meeting to order, providing timely agendas, minutes and notifications, how to take a vote, etc.
* RR ensures allowing people to bring concerns to the Board and to allow their voices to be heard for discussion.

 The prior DVE Board implemented all of the above and the current Board continues to follow both RR

 and PR.

* Shelly was unable to find anything specific pertaining to matters of confidentiality.
* Information in the DVE Property Owners List
* Information the Board is allowed to share with the Owners
* Information in the meeting notes or minutes
* Chris asked about the concern of disclosing Owner names in the minutes. Shelly responded that she was unable to find anything specific addressing that in her research.
* Discussion ensued regarding use of names in the minutes. Chris made the point that publishing the name of a complainant could cause conflict and issues, but Karl stated that per RR, names and issues should be disclosed.
* Ellen, Secretary, suggested rather than a blanket inclusion or exclusion of names, the Board members make a decision on a case-by-case basis based on the draft minutes presented to them. Include names if it is helpful or neutral to do so and exclude them if it would cause an issue or conflict.
* Shelly asked why would the Board become involved in an Owner to Owner conflict when they should be abiding by the CCRs and By-Laws? Chris replied that they would be referred back to the CCRs and By-Laws for arbitration and mediation. If there were a violation of the CCRs or By-Laws, there would be due process and a hearing, and it would not be appropriate to release names without written consent

**6. Approval of Culvert Project/Expenditure of Funds (Addition to Agenda)** – Mark Wagner

The culvert work on Wieland Dr. was approved in September 2021 (FY 2021) but the expenditure will come from FY 2022 Mark made a motion to use 2022 funding for the costs of the culvert and equipment, motion was seconded by Shelly motion carried with all members present voting in favor.

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**New Business**

**1. Strategic Planning Meeting** – Chris Gober

The Strategic Planning Meeting was held on October 13, 2021. The Board discussed upcoming projects and

 assigned duties to Board Members. Minutes of the meeting will be approved at the regular Board meeting in

 November.

**2. Co-Secretary –** Chris Gober

At the Strategic Planning Meeting, the creation of a co-secretary position was discussed. A Board member (Shelly) was proposed to be co-secretary to assist with some duties in order to meet the requirements of the secretarial position as stated in the By-Laws. Mark made a motion to have Shelly Faris be the Co-Secretary to assist with the Secretary duties as required in the By-laws. Motion was seconded by Karl, motion carried with all members present voting in favor.

**3. Reserve Study –** Chris Gober

Chris Gober gave an update on the Reserve study, as it was updated at the Strategic planning meeting (see attached). Karl made a motion to approve the 2021 Reserve study motion was seconded by Mark, motion carried with all members present voting in favor.

**4. Google Groups** – Shelly Faris

Previously discussed and reported under Old Business #3 social media.

**5. Owners Feedback Board**

There is some discussion on getting feedback from the owners on the bylaws and CC&Rs. It was recommended that the Board review the Bylaws and CC&Rs and CCIOA to become familiar with these documents and determine what sections of our governing documents need to be updated to be in compliance with State Statues.

**6. Gate/Lock Code(s)** – Chris Gober

**a. Sign Under Keypad** Chris Gober brought up that we need add a board member that is willing to have their name and phone number listed at the keypad in case there are issues with someone getting into the gate. Right now, Paul Romere is listed, and he is fine with that but would like to have someone else listed as well. It was also discussed that new codes that are in the keypad. 4568 is for owners and their guests, the 7378 is for delivery services i.e., FedEx, UPS, propane companies, etc. A decision on the name of the Board member to be listed at the gate was not determined at this meeting, we will discuss further and will decided who that will be at the Nov. meeting.

**Discussion - Open Form**

A concern was brought up about a resident cutting wood in the forest service area at the end of Stagecoach. There was discussion about cutting wood in the forest area, and that owners still need a wood cutting permit. This area is considered a timber lease area and cutting of firewood is illegal in this area and could be considered timber theft. An email sent out to remind people the proper use of forest service access gates, along with reminders on speed throughout the neighborhood, use of ATV/UTVs on forest service trails, dumpster rules, and trail etiquette.

Meeting was adjourned at 8:31 P.M.

Next regular Board Meeting is scheduled for November 19, 2021, at 6:30 P.M. via Zoom.

**Periodic Review**

**A. Review Planning Calendar**

**B. Property Owners’ List**

**Next DVE Board Meeting:** Wednesday, November 17, 2021

**Meeting Adjourned:**