

## ARROWHEAD IMPROVEMENTS ASSOCIATION

## Board Of Directors Meeting Minutes

Friday June 14, 2013

AIA Firehouse, 10:00AM

10:00AM Executive Session – Board of Directors only

- a. Financial Issues: Delinquent accounts were reviewed. The use of promissory notes was discussed as a means of getting money due to the AIA.
- b. Personnel Issues: Two personnel issues were discussed.
- c. Legal Issues: None
- d. Design Review & Compliance: Compliance issues on a couple of lots were discussed.

12:00 PM Adjourn – Lunch at Arrowhead Inn (no discussion)

1:00 PM – Board Meeting

- 1. Call to Order** – President Bobbie Kerns called the meeting to order at 1:00 PM and declared that a quorum was present.

Board members present were:

Bobbie Kerns  
Mike Wigent  
Al Hale  
Barrie Riddoch  
John Moseman  
Sharon Pugh  
Linda Squirrel

**2. Discussion Items**

- a. Minutes & recording: John Moseman proposed the use of a recording secretary. Typical cost for this type of service is \$75.00 per meeting. The conference call system also provides a transcription of the recording and a keyword index at a cost of \$1.00 per minute. It was also suggested that the Communications Manager help with this task so that the Secretary could participate in the meeting.

- b. Disclaimer for website: A suggested disclaimer for the website was discussed. Barrie and Lisa will work with Robb Pennie (webmaster) to implement the disclaimer. Disclaimer will also be added to the Bulletin Boards.
- c. Reserve Study Draft: John discussed the draft of the Reserve study. He discussed funding the reserve accounts and the changes required. A spreadsheet showing the major assets and the useful life of each asset was presented. This information will be posted on the website for all owners to read. John also provided information on Surplus Cash & Investment Policy.
- d. Lot we own: The unimproved lot is located at 1156 Hazel Lake. Linda said the value of the lot is \$37,500 based on today's market. The Board will try to sell the lot. Four local realtors who sell at Arrowhead were identified. It was decided to pull names out of a hat at tomorrow's meeting to decide who gets the first chance at the sale. The lot would still be listed under the MLS system so everyone gets an equal chance at the sale. Linda removed herself from consideration so as to avoid a conflict of interest.
- e. Mitigation Regulation re-wording: New wording for the mitigation regulation based on Bill Conway's recommendation from April 7, 2013 will be reviewed. This wording along with any other changes needed will be posted on the website for owner review and comment.
- f. Hazel Lake Water Agreement: Al will review old documents regarding the agreement between AIA and the Arrowhead Water Company regarding Hazel Lake. He will review provide a draft for review at a future Board meeting.
- g. Firehouse repairs: Linda discussed the repairs to the Firehouse roof. The repairs are complete. The total cost was \$7,085 that will be split with the fire district. Many hours of volunteer work by the Fire Department personnel helped reduce the overall cost of this project. A suggestion was made to have an appreciation dinner for the Fire Department.
- h. Violations & Non-Compliance: This topic was tabled until the next Board meeting.
- i. Audit: Barrie asked the question "When was the last full financial audit done?" " No one could recall when a full audit was done. For the past few years, Chadwick, Steinkirchner, Davis & Co., P.C. has conducted a review of the accounting procedures used by AIA. A copy of this review can be obtained by calling Dave Tobler at the AIA office. Most of the Board felt this process was

adequate. A full audit would cost upwards of \$7000 that is not in this year's budget.

- j. Mag-chloride for roads: This topic was discussed but past experience indicated that it did little to reduce the dust.
  - k. Work Plan: Al distributed a spreadsheet with the topics the Board is working on, some of which were topics of this meeting. The main topics needing more work were the Board of Directors Manual (BOD) and the Employee handbook.
  - l. BOD Manual: Al will email the current version of the BOD to all directors for review and input.
  - m. Committees-
    - i. Noxious Weeds-Wayne Flick will be responsible for the herbicide and spraying equipment. Patty Greeves will coordinate the volunteers.
    - ii. Krall Committee- Bob Hernandez volunteered to continue as head of the John Krall Award Committee.
3. **Announcement from the Board:** Linda Squirrell disclosed that she is listing a Board member's property for sale.
4. **Comments**
- a. Reinie said that the Security Snowmobile trailer needs some repair work. Toby Ezell and Bob Hernandez volunteered to do this work.
5. **Adjourn**

**Secretary – Barrie Riddoch**

## ARROWHEAD IMPROVEMENTS ASSOCIATION

## Board Of Directors Meeting Minutes

Saturday June 15, 2013

AIA Firehouse 2:00 PM

**Call to Order / Determination of a Quorum**– Bobbie Kerns called the meeting to order and began the meeting with the Pledge of Allegiance. She determined that a quorum of the Board was present.

**Board Members in Attendance**

Bobbie Kerns  
Mike Wigent  
Al Hale  
Barrie Riddoch  
John Moseman  
Sharon Pugh  
Linda Squirrell

**Approval of Minutes:** Barrie stated that he had received and made most of the corrections to the minutes. **Barrie moved to approve the minutes with the final changes he had received. The motion was seconded and passed.**

**Financials:** Al reviewed the financial data for May. **Al moved to approve the financials for review. The motion was seconded and passed.**

**Mock Evacuation:** Paul Grosvenor introduced Scott Morrill, Gunnison County Emergency Operations Manager. Scott would like to conduct a mock evacuation of Arrowhead next summer. He discussed the value of a practice evacuation conducted by the Mountain Shadows subdivision prior to the Waldo Canyon fire last summer. **John made a motion to proceed with the planning and organization of the mock evacuation that would occur next summer. The motion was seconded and passed.**

**Board Action Items****A. Unfinished business from previous meeting(s)**

- a. Conduct of Meetings Policy: There was no further discussion. **Sharon made a motion to adopt the Conduct of Meetings Policy. The motion was seconded and passed.**

- b. Flagpole: The flagpole has been ordered and the hole has been dug.
- c. Lot we own: Four local realtors names were pulled from a hat. Each will be contacted in the following order to see if they are interested in listing the lot. The order of selection was Debbie Thomas, Debbie Dietmeyer, Lucia Lebon, and Carol Bond. The lot will be on the MLS list so everyone will have an equal chance.
- d. RV & Heavy Equipment Storage: Modification of the existing Winter Parking Lot Land Use Agreement is the easiest approach if additional parking for Heavy Equipment or RVs is needed. This issue is on hold now.
- e. Firehouse Repair: The repair of the firehouse roof is complete. There will be a Fire Fighter Appreciation Barbeque on July 27 to thank all the fire fighters for their help with the roof repairs. John Moseman is the chef.

#### **B. New business items**

- a. Mitigation Regulation re-wording: The proposed re-wording of the Mitigation regulation will be posted on the website in a few days for owner review and comment.
- b. Reserve Policy, Surplus Cash and Investment Policy: John discussed the Reserve policy and how the Reserve fund would be implemented. The rough draft of the study and the funding plan will be posted on the website for review and comment.

#### **Management Reports:** (all reports are attached to these minutes)

**Communications** – Barrie Riddoch for Lisa Ditmore

**Design Review** – Joyce Boulter

**Forest Management** – Bill Conway

**Maintenance and Heavy Equipment** – Linda Squirrell

**Security** – Reinie Masanetz

#### **Committee Reports:**

**Hazel Lake:** Linda Dysart reported that Hazel Lake is doing fine. They are still evaluating if fishing will be allowed at Hazel Lake.

**Weed Spraying:** Noxious Weeds-Wayne Flick will be responsible for the herbicide and spraying equipment. Patty Greeves will coordinate the volunteers.

**Krall Award Committee:** Bob Hernandez volunteered to continue as head of the John Krall Award Committee. Nominations are due July 26. The nomination form will be posted on the website.

**Fire Department:** Paul Grosvenor reported there were no fire restrictions in effect yet. Arrowhead follows the Gunnison Wildfire Council recommendations. Paul reminded owners that 911 calls for an ambulance from Gunnison alerts about 20 first responders at Arrowhead. Those first responders on-call will also respond and may be able to handle the situation and stop the ambulance.

**Announcements from the Board:** Owners interested in serving on the Board should contact Barrie Riddoch at [briddoch@gmail.com](mailto:briddoch@gmail.com). There are three vacancies this year. Term of office is three years beginning in Jan. 2014.

**Announcements from the audience:**

- a. Nick Garreffa: On July 9 there will be a fire department training drill at the Inn.
- b. Carla Vavrick: Mountain Cleanup on June 22 from 9-12.
- c. Kathy Koeltzow: First responder training session at 10:00 AM on Tuesday June 18.

**Adjourn:** The meeting was adjourned at 4:30 PM.

**Secretary - Barrie Riddoch**

## DISCUSSIONS OUTSIDE OF A MEETING

May 19, 2013 – June 14, 2013

- 5/25 – 5/28 Family Reunions on RV lot approved.
- 5/18 – 5/22 One lot with house approved for an RV during construction.
- 5/18 – 5/28 One lot with house approved for a neighbor's RV during installation of septic system on neighbor's lot.
- 5/19 Discussion with Security about final RV Regulation implementation plan.
- 5/21 Discussion with Forest Manager re: opening date and limitations of Forest Refuse Site.
- 5/21 Discussion about announcement re: Board Elections this fall.
- 5/23 Discussion re: an Owner's concerns about an adjoining owner using his driveway; inspection of same followed.
- 5/23 Discussion re: putting up a flagpole in front of firehouse.
- 5/26 Review of wording on flyer to be given by Security to owners re: RV Regulation.
- 5/26 Read and reviewed documents re: Hazel Lake Water agreement with Water Company.
- 5/28 Discussed returning to a two-day Board meeting format; Friday and Saturday.
- 5/29 Legal review of corral lease and related documents; legal counsel drew up a 30 day extension pending further review of documents.
- 6/3 Decided not to pursue By Law 3.3 change at this time.
- 6/5 Board met at an owner's lot to examine the condition of the lot after mitigation had been done in October of 2012.
- 6/5 Preliminary discussion and review of first draft of Reserve Study.
- 6/8 Discussion and review of firehouse repairs.
- 6/11 Approval of a Family Reunion and 50<sup>th</sup> Wedding Anniversary on an RV lot in July.

## Communications Manager Report for June 2013 Board Meeting

### **SMOKE SIGNALS:**

The June/July edition was posted to the AIA Website on May 29<sup>th</sup> and mailed out to all owners on Tuesday, June 4<sup>th</sup>.

As a reminder to those who advertise, ad submissions **AND payments are due into the AIA Office no later than the 10th day** of the prior month to the publication month. Ad availability is on a “1<sup>st</sup> come 1<sup>st</sup> serve basis” and **if payment has been received on time.**

### **AIA WEBSITE:**

We still have much to update and I’m asking for those Department and Club leaders to please review the information pertaining to your group or club and get with me to update the information.

### **FACEBOOK:**

Again, look to the AIA Facebook page for instant/immediate information.

The AIA Facebook page is an extension to our AIA Website. It is a Public page and does not require you to be a member of Facebook to review the page for information.

Any Club that is interested in posting their scheduled “events” please let me know.

We now have 325 “Likes” and the views per week reach over 1800 views.

**Lisa Ditmore**

Smoke Signals: [aiasmokesignals@gmail.com](mailto:aiasmokesignals@gmail.com)

Facebook: [aiafacebook1@gmail.com](mailto:aiafacebook1@gmail.com)

6/7/2013



Design Review comments for board meeting

6-15-13

Design Review has four houses permitted for this summer. There are five shed being built, and 2 deck additions. In addition to that the committee has permitted five new drives. Several of these are new owners. Be sure to wave to all owners and if you see new people, stop and invite them to the Inn, firehouse meetings and pot luck. Pot luck every Tuesday is the best place to meet new people. We want to make new owners feel a part of this great community. So far Design Review has made \$1750 in permit fees for AIA. Last year at this time we had only \$600. I would like to thank all the owners who have demonstrated that they have read the regulations and have the paperwork finish when I get there. Keep it up and welcome all new property owners.

Joyce Boulter

Forest Manager Report  
6/14/13

MCH Packs

As of today, there are 8 residents that have not picked up their MCH packs. Approximately 10,600 have been put up to date. Kevin Stilley holds the record for putting up 800 MCH packs on common land in two days. Bob Rosenbaum and I have put up an additional 1000 on common land. I have also put up approximately 500 on private lots and suggested that any payment they wish to make should be made out to the AVFD for a first responder vehicle.

Beetles – Some Douglas fir trees that were infected with beetles last year did not turn red until the last few weeks. A significant infestation has expanded in the area from 663 to 701 Crest. Individual or small groups of dead trees are showing up in a few other areas.

I have started a process of removing dead trees with volunteers cutting and removing trees on common land and encouraging private property owners to remove trees on their property.

A significant flight of Douglas fir bark beetles started on Tuesday 6/11. The largest numbers of beetles being caught in traps are near the infestation mentioned above on Crest.

It also appears that I incorrectly identified Spruce beetles last fall and there is no firm information showing that we have a spruce beetle infestation. The infestations north and south of Arrowhead appear to be moving east - northeast and right now they do not appear to threaten Arrowhead. Continued removal of blow down of all species continues to be important for both forest health and fire reasons.

I will continue to work with the Forest Service entomologist Roy Rusk assess the above information.

Permits

I have initiated a process of issuing a permit for the removal of any green tree over 2" in diameter. Trees being removed for construction of a structure or driveway will continue to be approved by design review. Requests to remove any living vegetation from the common area adjacent to lots requires a description of the action and a signature of all adjacent property owners and myself. Removal of dead and down can continue without permit.

So far the reaction to this process has been very positive and has provided an opportunity to educate people about their trees and recommend actions to improve defensible space and mitigation. To date I have issued 13 such permits. There is no back log of requests for this service.

Forest Refuse Site (Now commonly called the No Stump Dump)

Only a few small stumps and some small logs that could have been used as firewood have ended up in the main pile. Overall the process is going well and with continued education I believe the results will be well within the expectations of the state regulators.

William Conway  
Forest Manager

## HEAVY EQUIPMENT AND MAINTENANCE REPORT 6/11/13

### Roads

Will has begun wetting down and grading the filing roads. When finished, he will start using the water truck periodically to control dust if we continue to lack rain. I'm sure you all noticed the potholes he filled in on the Alpine Road as well.

### Open Dumpsters

3 open dumpsters for larger household trash have been ordered. To conserve funds, we will try to coordinate their delivery with the haulaway of the compactor when full. The delivery of the dumpsters will be publicized through Communications.

### Electrical Repairs

2 sensor lights for the winter parking lot and the outside light on the west side of the maintenance shop have been repaired.

### Loader

Despite lots of hard work by our heavy equipment employees as well as Toby Ezell, we still can't get the loader bucket to disconnect automatically as it should. So, Will has arranged with Honen Equipment to come diagnose our problem on the way to their next job in Gunnison or Crested Butte (we always try to minimize trip charges).

### Parking Lot Bathroom

We did have the camera inspection of the septic system line from the building to the tank performed at a much discounted rate by combining it with another trip the plumber was making up here for a private customer. No crushes were detected but they were able to see where freezes had been taking place, probably because our low flow toilet (required by Code) doesn't use enough water with each flush to send effluent some 60' to the septic tank. With the help of Bob Hernandez (who knew he also did plumbing work?), Will has come up with a possible and very economical solution, which we will try, at an estimated cost of less than \$75. (An alternative would be to only allow use of the toilet by groups of 5 or more at one time so we have enough water moving through the line!)

### Firehouse Roof

As all of you involved with the fire department probably already know, the repairs have been made, new insulation installed, and inspections done by ORE. All this would not have been possible without the continuing hard work and good humor of Kevin Stilley, Ray White, Mike Wigent, Bill Boulter, Paul Grosvenor, Toby Ezell, Brent Mims, Kathy Koeltzow and probably many others I don't even know about. Please buy them a beer or a glass of wine when you see them!

Linda Helken Squirrel

June 15, 2013 Security Manager Report

I reviewed the security reports since the last AIA meeting and they (Security Officers) all have been busy re-certifying fire pits and issuing new vehicle registration stickers.

One property owner complained about young persons driving a Razor and 2 motorcycles in excessive speed and turning donuts and kicking up dirt on Memorial Day. I did not receive a report from that person.

The winter parking lot was cleared out by June 1st, and all vehicles, trailers and snowmobiles were gone by the deadline.

New business:

The AIA snowmobile trailer needs to be resurfaced, wiring checked and torn up license plate replaced.

Battery at the Forrest Refuse trailer needs to be replaced.

Fresh fish will arrive for the Flint lakes by the end of this week.

During the workshop on Friday I would like to go over the enforcement procedures for unauthorized additional camper past the 14 day permit.

Respectfully submitted:

Reinie Masanetz