

**APPROVED MINUTES  
ARROWHEAD IMPROVEMENTS ASSOCIATION  
SPECIAL BOARD MEETING  
FRIDAY, JANUARY 20, 2017  
ARROWHEAD MOUNTAIN LODGE**

**CALL TO ORDER, DETERMINATION OF QUORUM:**

Secretary Bridget Isle called the meeting to order at 9:05 AM. Present were current board member via conference call, Jim Matteson and Dale Breckenridge. Physically present were Kim Norwood, Bridget Isle and our three newly elected board members, Dick Bloss, Patty Greeves and Becky Stilley. Jacob With from Law of the Rockies (LOTR) was also present. A quorum was determined.

**FIRST ORDER OF BUSINESS:** Secretary Bridget Isle administered the AIA Board Member Pledge to new board members. New AIA board officers are as follows for 2017: PRESIDENT – Kim Norwood; VICE PRESIDENT – Dick Bloss; TREASURER – Dale Breckenridge; SECRETARY – Bridget Isle.

New Committee leads are as follows: Election Committee – Bridget Isle; Design and Review – Becky Stilley; AIA Horse Corrals – Patty Greeves; Heavy Equipment – Jim Matteson and Dick Bloss; Maintenance – Jim Matteson and Dick Bloss; Fish Ponds – Becky Stilley; Forest Liaison – Dick Bloss; Patrol – Kim Norwood; Weed Abatement – Patty Greeves; Covenants, Rules and Regulations – Patty Greeves and Becky Stilley.

**EXECUTIVE SESSION:**

President Kim Norwood adjourned the Board of Directors (BOD) to Executive Session at 9:45 AM.

**REPORT ON EXECUTIVE SESSION:**

President Kim Norwood reconvened the Special Boarding meeting at 1:05 PM. Kim reported that during the executive session the BOD discussed issues involving personnel, privacy, delinquencies/collections and legal matters.

**OWNER COMMENTS:**

NONE

## **WORKING SESSION:**

### **OLD BUSINESS/TOPICS FROM OCTOBER 2016 MEETING:**

1. **SECURITY CAMERAS:** The final update on the Winter Parking Lots new security cameras was given. All cameras have been installed. The clarity of picture use is far superior to any other cameras the association has had and will greatly enhance our ability to identify personnel and better pinpoint any parking lot issues.
2. **WINTER PARKING LOT SIGNAGE:** The new board will follow through with the plans for posting signs to help eliminate non-owner use problems in the parking lot during the winter months. The signs will be ordered and put in place during early summer months. Our Patrol Team will continue to monitor the parking lot for the 2017 winter months.
3. **DESIGN AND REVIEW:** It has been discussed and determined that a minimum of two and maximum of three new members will be added to our Design and Review Committee and some required changes instituted within current record keeping protocol and an additional level of monitoring applied to AIA construction projects. New D&R members are: Linda Bloss; Doug Cockes and Barrie Riddoch.
4. **REAL ESTATE HOLDINGS:** Arrowhead currently has 99 lots listed for sale. Our association currently has two listed, with 4 additional lots to follow. As sales are slow during the winter months, the board will reassess the current listing prices during the summer to determine if any price adjustments are necessary.

### **NEW ITEMS:**

1. **AWM:** President Kim reported on the board's "Action Without Meeting" (AWM), that was required by the past BOD to approve the personnel hiring of a new groomer driver. The BOD unanimously voted in favor of the new hire. The Arrowhead new groomer is Curt Strange.
2. **New Personnel:** Communications Liaison – The association currently has one applicant and that is Lisa Ditmore who was the Communication Liaison before Cappi.
3. **Transfer of funds into Members Contributions:** This transfer of funds was discussed and will be voted on at the Saturday, January 21, 2017 meeting.
4. **The Revision of AIA Tree Permit Form:** LOTR suggests an addition of verbiage. This will be voted on during the Saturday, January 21, 2017 meeting. The forms with our Forester and D&R will have a similar adjustment of verbiage.
5. **Employee Time Sheets and Timekeeping:** The association will be working with Agnes and Jacob at the LOTR to streamline the protocol for Time Sheets. Jacob With explained that there have been confusing individual variations in how time cards have been kept in the past. Timecard procedures will be standardized to make the job of reading them easier on the office staff and all involved.
6. **Firehouse Web Cam:** Board members discussed Firehouse Web Cam quality, maintenance and usage with the LOTR attorney. This topic will be discussed and reported on again at our May 2017 meeting.

7. **LOTR Accounting Software:** Jacob With from the LOTR addressed the switch from Quick Book to another accounting software better able to deal with advance dues payments in our financial records and facilitate preparation for our annual review. He explained to the board several different bookkeeping approaches and the actions taken. He also addressed the March 2017 audit/review of the associations books. Association Treasurer, Dale Breckenridge, past Treasurer, Al Hale and AIA attorney, Jacob With will work together in preparation for the annual review (mini-audit).
8. **Annual Review of Governing Documents:** Jacob With, LOTR, addressed our yearly review of AIA Rules and Regulations. One major focus will be compiling and collecting documents, letters and information regarding the AIA and the Arrowhead Ranch Water Company.

**OWNER COMMENTS:** It was suggested by an owner that we consider combining our two meetings into a one day meeting rather the current two days of meetings. Several other owners present agreed that this might work better for the community. The BOD will add this topic to discussion at our next meeting held in May, 2017.

**ADJOURNMENT:**

With no other topics, President Kim Norwood adjourned the meeting at 3:20

**Submitted by Secretary-Bridget Isle**

Approved with no corrections or additions at the Saturday, May 20, 2017, AIA Regular Board Meeting.

*Bridget Isle*  
Bridget Isle  
Secretary/Member  
AIA Board of Directors