

**SIERRA SPRINGS OWNERS ASSOCIATION**  
**Board Meeting Minutes**  
**December 13, 2023**

**Call to Order:** The meeting was called to order at 6:33 pm.  
M/S/C Petersen/Brown

**Board Members Present:** Cathy Petersen, President, Tom Brown, Vice President, Lynda Cardwell, Secretary and Scott Wheeler, Director.

**Approved Agenda:**  
M/S/C Petersen/Brown

**Meeting Agenda**

The Board will adopt the agenda and approve the consent calendar with one motion. Any Board or Association Member may request an item on the consent calendar be moved to the Association calendar for discussion.

**Executive Meeting was held on Wednesday, December 6, 2023**

Items of Discussion:

Bad Debt Write-offs, Collections, CC&R Fines, Fire Fines Removed/Reversed/Stopped and bids for installation of the Lodge Office split unit and bids to replace Maintenance Garage Roof.

Approved Executive Meeting Minutes: Petersen/Brown 4-0 Motion carried

**APPROVE MINUTES FROM: November 8, 2023**

Tom Brown made a motion to approve the November 8, 2023 Minutes as presented. Lynda Cardwell seconds the motion. M/S/C Brown/Cardwell 4-0 motion carries

**CONSENT CALENDAR: Cathy Petersen made a motion to approve the Consent Calendar. Scott Wheeler seconds the motion.**

**M/S/C Petersen/Wheeler 4-0 motion carries.**

**Collection Accounts:** None

**Bad Debt Write-Offs:** Unit & Lot # 25-0224 = \$1,168.74, #002-102 = \$1,329.50  
& # 403 \$799.50

**Impose Disciplinary Action for Fire Violations:** None

**Remove Disciplinary Action for Fire Violations:** Unit & Lot # 002-185 & 025-221 effective 10.01.23

**Impose CC&R/Rules Violations:** Unit & Lot # 018, 002-196, 002-129 & 025-241 effective 01.01.24

Purchase commercial printer in the amount of \$3,560.70 maintenance agreement included in price.

**OPEN FORUM:** A Member on Five Spot Road would like the Road Committee to address the shoulder of the road where drivers seem to run off the road when the surface of the road is covered in snow. When this happens, it blocks the road for other drivers and for the snowplow to plow the roadway. Shelly will have the road contractor look at the area of roadway and report back to the Board when information comes available.

**Manager's Report:**

Working on a second bid to install mini-split heating & air unit in Office. Additional bids to follow at next Board meeting in January 2024.

Maintenance person, Mike Thomas is currently working on cleaning & clearing portions of the non-county maintained roads culvert pipes and along the shoulder of the roads.

**Treasurer's Report 12.13.23, November 2023 Financials - Cathy Petersen reported:**

Operating Account:	\$41,289.71
Capital Reserve:	\$55,692.24
Forest Fund:	\$68,067.34
Road Fund/Edward Jones	<u>\$286,349.19</u>
<b>TOTAL</b>	<b>\$451,398.48</b>

\*Treasurers Report attached

**12-A01 – Maintenance Garage Roof** – Received three bids to tear off the existing roof and replace it with GAF composition shingle to match Lodge roof.

**American Eagle Roofing**

Roof 50 year limited warranty, 7” seamless gutters & leaf guard mesh \$11,545  
Time & Material to replace any dry rot \$85 per man hour

**Nail it Roofing**

Roof, 7” seamless gutters & leaf guard mesh \$ 11,550  
Time & Material to replace any dry rot \$98 per man hour

**J Rodriguez Roofing**

Roof 40 year limited warranty, 7” seamless gutters & leaf guard mesh \$9,290  
Time & Material to replace any dry rot \$75 per man hour

\*All bids include permit fees.

Tom Brown made a motion to approve the bid submitted by American Eagle Roofing in the amount of \$11,545. Lynda Cardwell seconded the motion.

M/S/C Brown/Cardwell 4-0 motion carried.

**Fire Safety Committee:** See attached Fire Safety report submitted by Les Richards.

**Road Committee:** None

**CC&R Committee:** Progress being made on CC&R’s.

**Events Committee:** Had a very good turn-out at the Christmas Event on Saturday, December 9, 2023. The next event will be the Easter Pancake Breakfast & Easter Egg Hunt on Saturday, March 30, 2024.

**Cathy Petersen made a motion to adjourn the meeting at 7:39 pm. Tom Brown seconded the motion. M/S/C Petersen/Brown 4-0 motion carried.**