

**LAKE ROCKPORT ESTATES PROPERTY OWNERS ASSOCIATION, INC.
A NON-PROFIT CORPORATION
100 ROCKPORT BOULEVARD, COALVILLE, UTAH 84017**

**MINUTES FOR THE MONTHLY BOARD MEETING
TUESDAY, OCTOBER 8, 2024
PARK CITY COMMUNITY CHURCH
PARK CITY, UTAH**

The meeting of the Lake Rockport Estates Property Owners Association Board of Trustees was called to order Tuesday, October 8, 2024 at 6:48 p.m.

[OPEN PORTION OF MEETING]

Call to Order & Roll Call

Present: Nachi Fairbanks (President), Jeremy Boeckmann (Secretary), Skyler Kershner (Vice President), Johnny Wasden [Virtual], Wendee Aguilar, Candace Rust [Virtual], Greg Warner [Virtual] and John Simmons were present. Sarah Strader (Treasurer) joined late ~6:55 pm. Doug Barrus is on leave.

~6:48

Financials

Invoices – two from AES, August \$32,509.82 (services thru June), September \$11,758.61 (services thru July)

MOTION: Nachi moved to approve the two AES invoices. Jeremy seconded the motion. The motion passed by all present.

Got a new shed lock for ~\$350. Old one was fried inside when taken apart.

Reserve Analysis – Nachi responded to the company doing the Reserve Analysis for most of their questions. Pending item is still PRV costs.

Action: Jeremy to look into 2018/2019 records for PRV costs.

Audit – Sarah got an updated proposal. Previous proposal was for 3 years, this updated one is only for 1 year estimated at \$15k.

Action: Sarah to check into the timeframe proposed by audit company (1 vs 3 years).

Past due accounts – Nachi and Sarah gave direction to PMSI to request payment for past due accounts. The following procedure was inserted post-meeting:

1. Courtesy Phone Call
 - a. Call those with past due amounts informing them of such. Inform them that finance charges, statement fees and liens will take effect in X amount of time (1 week. If PMSI accounting needs more time, this timeframe can be adjusted) and double check contact information. Notify that these charges should have already taken effect, but we're giving them a chance to get current before they are implemented. Log the phone call process.
2. Apply finance charges, statement fees and liens
 - a. Accounts that are not brought current within the allotted time frame, add finance charges and statement fee per the invoicing procedure sheet. For accounts with past due annual charges, start the lien process and add the lien fee.
3. Mail statements
 - a. Mail statements to all past due accounts in addition to email notifications. Perform this monthly, adding additional finance charges and statement fees until their accounts are current.

~7:17

Minutes: September 2024

On hold until next month, Nachi to provide some input.

~7:18

Board Position: Assistant Secretary

The board has discussed having someone be assistant secretary.

MOTION: Nachi moved to appoint Johnny Wasden to assistant secretary. Sarah seconded the motion. The motion passed by all except Wendee who opposed, and Johnny abstained.

Wendee requested that the reason she opposed be noted – the position wouldn't be necessary if the appropriate platform was in place.

~7:20

Architectural

Frattin: Lot 264 – reviewed revised site plan which appears to adhere to setback requirements. We are waiting to receive septic plan.

MOTION: Nachi moved to approve Frattin's plans pending the receipt of acceptable septic plan. Jeremy seconded the motion. The motion passed by all present except Candace who abstained.

Stephenson-Simmons: Lot 153 – setbacks were verified post-build and the project is complete.

MOTION: Nachi moved to approve refund \$2,000 impact fee. Wendee seconded the motion. The motion passed by all present except John who recused himself.

Mortensen: Lot 305 – electrical was installed (line under road from transformer to junction box to the meter), nothing abnormal (e.g., dirt on road). Note that the electrical project is separate from the home-build project.

MOTION: Nachi moved to approve refund the refundable portion (\$745) of the impact fee for Lot 305 electrical project. Wendee seconded the motion. The motion passed by all present.

~7:29

Operations Committee Update

Had first meeting last month.

Package Shed – James McKenna helped to replace the package shed lock. It's up and running.

Gate – found the company (Crawford Doors) that worked on it last year, their service tech will be here Friday to investigate issues and potential paths forward.

Cameras – Mike reinstalled the broken camera in the parking lot, but WiFi down there is not working properly (need to trim some trees impeding reception). John and Nachi plan to coordinate tree trimming this weekend. Nachi talked with Mike about privacy (camera angles) and contract – to be addressed soon. Nachi will talk with Mike about getting the rest of the board view access to cameras. Mike estimated that we have roughly 2 weeks of video storage for all the cameras. James McKenna is planning to help out with maintenance of camera system. Mike plans to have draft agreement/contract submitted to the board by November meeting.

Snow removal – committee discussed coordinating more closely with people who plan to plow over the winter. Committee will meet this week to get a better plan together. For lower lot and mailbox area, John has been trying to get quotes for snow removal, but it's been challenging – more to come. Nachi noted that the priority is for dumpster access.

Fall projects – missing signage (lower lot), new dumpsters (need house count), miscellaneous safety hazards to address, snow markings/flags (hydrants, transformers)

Hydrant at Aspen/Hollow – on order

Road grading – possibly have budget (had \$40k for grading, used \$27k), got estimate for grading and roughly \$5k short, but had new construction projects (impact fees) this past year providing income that could make up the difference. We could use Service Area 5 funds for grading. There were some extra costs for water pipe repairs this year though. Nachi wants to look closer at the budget.

~8:03

Water Committee update

Held a meeting on Sunday. Denise and Rosemary are working through funding efforts through EPA (local contact Scott Anderson) and DEQ (Michael Granger). Meeting with Scott Anderson October 16th who wants to look at our water system. Scott had asked preliminary questions which the committee drafted answers to. DEQ has been lacking communication lately.

Still looking to get the Well #3 loan scope amended to use those funds for other water projects.

Bowen Collins bid for feasibility study for Mountain Regional interconnection was ~\$96k.

Skyler thinks it's time to hold a meeting for the membership to provide updates for the water status. It was proposed to provide a written summary first.

Action: Water committee to draft up water projects status letter to ultimately share with the membership.

Yet to follow up on sam.gov access.

Committee is continuing to look into water rates charged to members. It's noted that typically funding agencies do not like to see low water rates being charged.

~8:29

Misc.: Meetings for 2025

Been meeting at Park City Community Church (PCCC) for a few years. Wendee looking into pricing for meeting at hospital. The idea was thrown out to move these meeting to Zoom only. The board discussed and generally agreed that in-person meeting is beneficial and preferred. Nachi to ask PCCC about costs for next year.

~8:35

Open for Member Comments

Denise Holding – understand that the DEQ requiring us to move toward year-round water, but is there a deadline?

- Nachi understands that the DEQ/DDW requires it but they understand the limitations and constraints to getting to year round water, but they expect to see efforts moving forward toward it.
- Greg confirmed that Nachi is correct. We need to continue moving forward toward year round water to satisfy the DEQ/DDW. No hard requirements though. We are still classified as a transient (i.e., part time) water system.

~8:48

---Transition Open to Close---

[CLOSED PORTION OF MEETING]

~10:21

Submitted By: Jeremy Boeckmann

Attachments:

1. Assessment Invoicing Process and Procedures

Lake Rockport Estates Property Owners Association

A Non-Profit Corporation

Assessment Invoicing Process & Procedures

Adopted and Approved by the Board of Trustees

Step #1	November	Notice of Annual Assessment	Invoice Mailed, dated and due on January 1
Step #2	January 1	Balance Due	First Statement Mailed**
Step #3	February 1	Balance Past Due 30 Days	Second Statement Mailed**
Step #4	March 1	Balance Past Due 60 Days	Third Statement Mailed** Additional Late Fee Assessment (\$25) Added to Statement
Step #5	April 1	Balance Past Due 90 Days	Fourth Statement Mailed** Finance Charges Added to Statement (12% per annum on unpaid balance)
Step #6	May 1	Balance Past Due 120 Days	Fifth Statement Mailed** Finance Charges Added to Statement (12% per annum on unpaid balance) Warning of Pending Collections Board Approves List of Delinquent Accounts
Step #7	June 1	Balance Past Due 150 Days	Sixth Statement Mailed** Finance Charges Added to Statement (12% per annum on unpaid balance) Courtesy Demand Letter: Request for Payment in Full by July 1 or Account Sent to Collections on July 1
Step #8	July 1	Balance Past Due 180 Days	Account is Sent to Collections: Property is Liened and Lien/Foreclosure Assessment Fee (\$205) is Added to Account Assignment Assessment is Added to Account Balance (100% of Balance Owed) Property Risks Foreclosure with Attorney Fees, Collection Costs, and Court Costs Added to Account

** Statements are sent monthly when there is a balance outstanding on an account. Statements will include a **\$5 charge** (due on receipt) to cover the cost of creating the statement, printing the statement, stuffing statements in envelopes, and mailing statements. If statement assessments are not paid with annual assessments the amounts will be carried over to be paid with subsequent year billings.