

South T-Bar Ranch Property Owners Association, Inc.

Minutes for June 10, 2023

Regular Meeting of the Board of Directors

I. CALL TO ORDER 8:01 am

The June 2023 meeting of the Board of Directors of the South T-Bar Ranch Property Owners Association was held via conference call on June 10, 2023, Lynnette Mote, Pres, called the meeting to order. A quorum was present with the following directors attending:

- Becky Renck
- Gary Lack
- Joyce Omohundro
- Doug Peterson
- Lynnette Mote
- Ralph Spencer
- Brian Miller

Absent: Betty Sue Cornella & Mike Wolfe

POA members present: Ann Eulert #96, John Graham Fremont 160

II. APPROVAL OF BOARD MINUTES

- The May minutes were emailed out to Board members prior to the meeting. There was no discussion or comments.
- A motion was made to approve the May minutes by Ralph S., 2nd by Becky R. Motion passed, no abstentions.

III. REVIEW / RATIFICATION OF ACTIONS TAKEN SINCE THE LAST MEETING: Board voted by email affirmative to hire Cornerstone Creative as new website manager. Signed Website development and scope contracts with Matt Baumeyer of Cornerstone Creative to build and manage a new website.

IV. FINANCIAL REPORT

- Betty Sue Cornella was not present but had sent the June financials by email. (see attached) A Summary of expenses paid in May
 - Triple B Colorado \$4,755.00 for 20 hrs snow removal, 11 ½ Hrs of grading and adding some rock.
 - Balcomb & Green - Legal expense \$80
 - I ordered 12 new gate remotes to have at the annual meeting \$219.99
 - Sangre De Cristo Electric - Gate \$44.49
 - Becky Renck - \$141.89 Reimb for Soft Shoulder Sign and copies from the Fremont County Records

V. OLD BUSINESS

- John G and Doug P were looking into a voting software. Their findings were that right now it is expensive to track for secret vote and not feasible for STBPOA.

- Bylaws were mailed June 7 with a ballot to be completed and returned or brought to the annual meeting. An electronic copy will also be sent to the membership on June 10th.
Ann E made a comment that she had not received the Bylaws document with the Annual meeting notice and that may cause from conflict if contested. And that we should check with the attorney on dates to be in compliance with Non-profit act. Discussion included that notice of the vote should be between 10-50 days and that has been met. If an affirmative majority is obtained with the vote there is no issue.
- Gary asked about the voting regs on governing documents. Per the current Bylaws, approval of the amendment will take “an affirmative vote of a majority of a quorum of voting members at an Annual Meeting or Special Meeting.” Please note, this may also be done via mail ballot.” This was the advice given by Maris this past week.

VI. Committee Reports

INFRASTRUCTURE: Brian M

5 belly dumps of gravel delivered so far and culverts were dug out to help with erosion. This year may be a big year for weeds and Brian wants Triple B to grade sides of road to help prevent some growth.

COMMUNICATIONS: Becky R

June CHAT was emailed out June 9.

Website report: Hired and signed contracts with Matt Baumeyer of Cornerstone Creative. Asked for member input and comments in the Chat for new functionality in website.

Firewise banner or link to TVFD

Doug verified that if webmaster has access to the old website, he can upload any documents on that site to the new one. The deposit of \$1750 was paid and work will begin on June 12.

Cornerstone Creative:

Scope of Services \$350 per quarter starting Q4 of 2023

The scope of services will include all the technical and project coordination and management services listed below for EXISTING

website functionality. **Monthly services will include up to three (3) hours of support from the SP team.**

Requests for work outside

of existing functionality would require a separate estimate and change request (CR).

WORDPRESS UPDATES:

1. Scheduling time to check for available updates (minimum once per month)
2. Installing updates to WordPress CMS core.
3. Installing any available updates to third-party plugins.
4. Coordinating with SB for deploying updates to live environment.

PERIODIC BACKUPS:

1. Performing system backup at least once per month (files and database).
2. Backups will be stored on my local machine.
3. Backups can be delivered manually upon request.

BUG FIXES:

1. Identifying the nature and source of a bug,
2. Applying necessary code patches to correct the bug,
3. Testing bug fixes, if necessary,
4. Coordinating with SB on required action items (if any)

Scope of Services of new website at \$5500

The scope of services will be for new website constructed on the WordPress platform, using a premium customizable theme of SP's choosing. The work on the new website will include: the staging site set up, new site up to 4 pages, project specifications, member site tool installation and set up*, content optimization (copy and photos) and loading, prototyping, and testing, programming, cross

browser and device testing, site launch, bug fixes.

- Design
- Database setup and platform install
- Programming and development
- Set up hosting & staging environment for site build (assumption is current host will support a second site for dev purposes)
- 3rd Party Software integration for membership site tool
- Photoshop image optimization
- Content upload and transfer (4 pages max, all content provided by client)
- Q/A Testing, site launch

ANNUAL MEETING DOCUMENTS: sent by email to members on May 31st. Included the Cover Letter, Agenda, Proxy, RSVP and Board Nomination Form. 2022 Minutes have yet to be distributed.

LEGAL – Becky R

Received the May statement from Okapi on their road use. 1 light truck in May. Tim Brown of Okapi also reached out on June 8th needing a “condensed” version of the road access license to file with their permitting in Fremont County. The request was sent to Blake at Balcomb & Green to verify the validity of that request and will be sent back to our attorney for approval before we sign. Costs should all be incurred by Okapi.

VII. NEW BUSINESS:

Annual Meeting June 24th

1. Okapi presentation confirmed.
2. Mike W will be master of ceremonies and Board will sit at head table.
3. Bylaws ballots will be collected and counted with a floor vote of the same during the meeting. Per the current Bylaws, approval of the amendment will take “an affirmative vote of a majority of a quorum of voting members at an Annual Meeting or Special Meeting.” Please note, this may also be done via mail ballot. Volunteers will be asked to count at the meeting.
4. Board nominations will be collected from the floor or ahead of time if sent into the Secretary. Joyce O asked to know who has been nominated so far and if she could get any prior nominations sent out so we could read the bios. Becky stated no confirmed nominations have been received and if there are she would forward to the Board members.

VIII. Member Comments: None

IX. ADJOURNMENT: Meeting was adjourned at 8:31 am. Becky R move to Adjourn, Ralph S 2nd.

X. CLOSED SESSION: None

Respectfully submitted by
Becky Renck, Secretary South T-Bar Ranch

Agenda for
June 10, 2023 8:00 AM

Regular Meeting of the Board of
South T-Bar Ranch Property Owners' Association, Inc.

- I. Call to Order
- II. Approval of Minutes from May 2023
- III. Ratification of Actions taken since last meeting (none expected)
- IV. Financial Report
- V. Old Business
 - a. As needed
- VI. Committee Reports:
 - a. Infrastructure
 - b. Communications
 - c. Legal
- VII. New Business
 - a. Annual Meeting-content and presentations/section
Okapi, website, roadwork, bylaws, legal
- VIII. POA Member comments [POA Member call in number (605) 468-8015, Access Code: 672521#]
- IX. Closed Session [Not anticipated at this time]
- X. Reconvene/Adjourn

SOUTH T- BAR RANCH POA

Balance Sheet
May 31, 2023

ASSETS:

Operating Funds

Legacy Bank /Checking - General Fund	\$ 1,213.45	
Legacy Bank / Money Market - General Fund	\$ 50,496.43	
Total Operating Funds		<u>\$ 51,709.88</u>

Reserve Funds

Legacy Bank / Money Market - Reserve Fund	\$ 160,332.08	
Total Reserve Funds		<u>\$ 160,332.08</u>

TOTAL ASSETS

\$ -
\$ 212,041.96

LIABILITIES

TOTAL LIABILITIES

\$ -

EQUITY

POA General Fund 2023	\$ 51,709.88	
POA Reserve Fund Balance	\$ 160,332.08	
TOTAL EQUITY		<u>\$ 212,041.96</u>

TOTAL NET WORTH & EQUITY

\$ 212,041.96

SOUTH T-BAR RANCH POA

INCOME STATEMENT

May 31, 2023

	Year To Date May 2023	Annual Budget 2023	Variance
Income			
<i>Annual Expense Assessment</i>	56,038.80	56,088.00	(49.20)
<i>Annual Road Use Fee</i>	9,348.00	9,860.00	(512.00)
<i>Grazing Lease</i>	1,800.00	3,800.00	(1,800.00)
<i>Interest</i>	43.51	75.00	(31.49)
<i>Late fee</i>	32.13	50.00	(17.87)
<i>Ownership Change Assessment</i>	-	300.00	(300.00)
<i>Misc - Remotes, lien fee, etc</i>	20.00	200.00	(180.00)
Total Income	<u>67,282.44</u>	<u>70,173.00</u>	<u>(2,890.56)</u>
Expenses			
<i>Road Maintenance Contract</i>	10,720.00	40,000.00	29,280.00
<i>Insurance/General Liability & Directors</i>	-	4,000.00	4,000.00
<i>Gate Electric/Maint</i>	231.88	450.00	218.32
<i>Trash Service</i>	2,700.00	13,500.00	10,800.00
<i>Post Office Box</i>	166.00	166.00	-
<i>Accounting Fees</i>	700.00	700.00	-
<i>Legal Fees</i>	430.00	4,000.00	3,570.00
<i>Corporate Taxes</i>	240.00	450.00	210.00
<i>Dues Collection Expenses</i>	23.00	75.00	52.00
<i>Annual Meeting Expense</i>	-	900.00	900.00
<i>Repairs & Maintenance</i>	-	300.00	300.00
<i>Misc Expense</i>	361.88	655.00	293.12
<i>Reserves</i>	-	4,977.00	4,977.00
Total operating Expenses	<u>15,572.56</u>	<u>70,173.00</u>	<u>54,600.44</u>
Income (Loss) from Operations	<u>51,709.88</u>	<u>\$ -</u>	<u>51,709.88</u>

South T Bar Ranch POA - Reserve Fund Statement 2023	
	Year To Date May 2023
2023 Reserve Income	
<i>Excess Funds from 2022</i>	909.06
<i>Reserve 2023 Income</i>	-
<i>Interest Income</i>	330.73
Total Reserve Income	<u>1,239.79</u>
2023 Reserve Expenditures	
<i>Road Work/ Re-Gravel etc</i>	-
<i>Other</i>	-
Total Reserve Expenses	<u>-</u>
2023 Income(Loss) from Reserves	<u>1,239.79</u>

South T Bar Ranch POA
Reserve Funds
as of May 31, 2023

Beginning Reserve Fund Balance 01/01/15	193,706.61
Annual Reserve Contributions 2015	18,000.00
Interest Earnings 2015	198.23
Additional funds from 2015 budget excess	6,261.81
Less: Reserve Expenses 2015	<u>(28,266.26)</u>
Reserve Balance 12/31/15	<u>189,900.39</u>
Annual Reserve Contributions 2016	12,950.00
Interest Earnings 2016	200.03
Less: Reserve Expenses 2016	<u>(3,047.82)</u>
Reserve Fund Balance 12/31/16	<u>200,002.60</u>
Additional funds from 2016 Budget Excess	7,308.92
Annual Reserve Contributions 2017	12,450.00
Interest Earnings 2017	207.39
Less: Reserve Expenses 2017	<u>(18,469.06)</u>
Reserve Fund Balance 12/31/17	<u>201,499.85</u>
Additional funds from 2017 Budget Excess	1,642.40
Annual Reserve Contribution 2018	12,500.00
Interest Earnings 2018	239.36
Less: Reserve Expenses 2018	<u>(25,163.71)</u>
Less: Loss from 2018 Budget	<u>(4,790.34)</u>
Reserve Fund Balance 12/31/18	<u>185,927.56</u>
Interest Earnings 2019	541.67
Annual Reserve Contribution 2019	12,500.00
Less: Reserve Expenses 2019	<u>(20,417.58)</u>
Less: loss from 2019 Budget	<u>(9,895.54)</u>
Reserve Fund Balance	<u>168,656.11</u>
Interest Earnings 2020	330.27
Less: Reserves Expenses 2020	<u>(17,326.10)</u>
Annual Reserve Contribution 2020	8,000.00
Less: Loss from 2020 Budget	<u>(3,314.06)</u>
Reserve Fund Balance	<u>156,346.22</u>
Interest Earnings 2021	181.23
Less: Reserves Expenses 2021	<u>(2,824.04)</u>
Annual Reserve Contribution 2021	6,700.00
Reserve Fund Balance	<u>160,403.41</u>
Additional funds from 2021 budget excess	6,497.36
Interest Earnings 2022	232.42
Less: Reserves Expenses 2022	8,040.90
Annual Reserve Contribution 2022	-
Reserve Fund Balance	<u>159,092.29</u>
Additional funds from 2022 budget excess	909.06
Interest Earnings 2023	330.73
Less Reserves Expense 2023	-
Annual Reserve Contribution 2023	-
Reserve Fund Balance	<u>160,332.08</u>