**Alpine Meadows Improvement and Service District**
**Monthly Board Meeting**
**April 9, 2018**

Item I: Meeting Called to Order:
The monthly meeting of the Alpine Meadows Improvement and Service District (ISD) Board of Directors was called to order at 12:03 p.m. MDT by Jane Chapman on Monday, April 9, 2018 at the Meridian Group offices located at 330 North Glenwood in Jackson, Wyoming. Directors Jane Chapman and David Miller were in attendance; Laura Ladd and Kelley Tetrault called in to the meeting, which established a quorum. Amy Simkin was absent. Lisa Paddleford was present to take the meeting minutes.

Item II: Formal Approval of 3/6/18 Meeting Minutes:
David made a motion to adopt the meeting minutes as presented. Kelley seconded the motion and the meeting minutes were unanimously approved.

Item III: Swearing in of New Board Member:
Jane read aloud the Oath of Office to David Miller, which he repeated. David then executed the written Oath of Office.

Item IV: Election of Officers
After discussion, Jane made a motion that Laura continue as President, Kelley take the office of Vice President, Jane continue as Treasurer, and David as Secretary. Kelley seconded the motion, which was unanimously approved by the Board.

Item V: Review Bids:
None.

Item VI: Claims Approved:
After David made a motion to approve claims that did not include an invoice from Sprinkler Specialties, the Board discussed the revised invoice submitted by Sprinkler Specialties in the amount of $1,742.42. David then amended his motion to include the invoice and approve the claims totaling $11,495.92, which Kelley seconded and the Board unanimously approved.

Item VII: Claims Rejected:
None.

Item VIII: Agenda Matters:

- Review of Budget-to-Actual and Monthly Cash Flow Reports
  Jane reported that $16K is left to collect in May. No discrepancies in either report were noted.
- Review of March 2018 Bank Statements and Reconciliations
  Jane confirmed all statements and reconciliations matched. She noted a check in the amount of $1K had not cleared; Lisa explained that was a check made out to the owner of Lot 55 who sold his property and was reimbursed his compliance deposit.
- Latest Update on PSC Action re: Utility Rates
  Neither Kelley nor Laura have received any update. Laura believes the PSC might be waiting to receive information on the progress towards annexation.
- Review of Letter to TOA re: Terms of Annexation
  David wanted to confirm the property lines of lots are deeded to the center of the roadways or if the ISD would be required to provide easements to the Town. Laura said that would be a question to pose to the Town but Lisa said, per the plat, lot lines extended to the center of the roads. Laura said the ISD's letter to the Town would serve as a record of notice of the terms of annexation. Laura asked Lisa to circle back to the ISD's legal counsel and confirm the timeline to oppose annexation if the property owners wanted to do so.

  David and Kelley are planning to attend the public hearing on April 17. Laura felt more information was needed from the Town Council; she would also like to have more input from property owners on how they

felt about annexation. With the lack of comment, she doesn't feel the Board can represent a stance on annexation.

- ARC Review March 2017
  Lisa spent three (3) hours on ARC matters. That time was split mostly between Lot 55 (return of compliance deposit to selling owner and fees owed by buyer) and the final site visit on Lot 160. The remaining time was spend on issues on Lots 131, 185-186 and a general inquiry on Lot 36.

Item IX: Other Matters Discussed and Action Taken, If Any:

- Protocol of Responding To/Resolving CCR Violations, Complaints from Property Owners
  Laura explained the most recent interaction Lisa had with a homeowner regarding CCR violations; the homeowner was invited to attend this meeting but did not appear. Although Lisa provides correspondence to new property owners after closing that details where to obtain information such as governing documents on the website, the Board discussed a process to provide buyers with this information prior to closing. Lisa thought she could work with the title companies to accomplish this. Board members also discussed instituting a consistent process for addressing major violations of the CCRs; Jane felt it was important for a property owner to submit an observed violation in writing for the Board's consideration. Laura suggested that correspondence be sent out to homeowners advising them of the policy to provide written notice to report any violation, which would stress anonymity of the person reporting the violation. Lisa will work on this.
- The Board will hold a special meeting on Monday, April 23 at 12:00 p.m. MDT for David and Kelley to provide an update on the Town of Alpine's public hearing on annexation. The Board will go into executive session to discuss options on filling the administrative role upon Lisa's moving to Arizona.
- The next monthly meeting of the AMISD board of directors will be held on Tuesday, May 8, 2018 at 12:00 p.m. MDT. Amy and Kelley will be unable to attend this meeting, but the other three board members confirmed they would be able to attend.

Item X: Adjournment:
With no further business to discuss, Jane made a motion to adjourn the meeting, which David seconded. The meeting was adjourned at 12:54 p.m. MDT.

Respectfully submitted,

Laura Ladd (lmc)
Laura Ladd
Vice President – Alpine Meadows ISD Board of Directors

Jane Chapman
Jane Chapman
Treasurer – Alpine Meadows ISD Board of Directors