
RECORD OF PROCEEDINGS

Minutes of the Annual Member Meeting Timber Springs Property Owners Association November 2, 2023

The Annual Meeting of the members of the Timber Springs Property Owners Association was held on November 2, 2023 at 9:30 am., concurrent with the Timber Springs POA Executive Board and Timber Springs Metropolitan District meetings, via [electronic Zoom meeting](https://us02web.zoom.us/j/83622377932) <https://us02web.zoom.us/j/83622377932>, Phone Only: US 1 253 215 8782 US, Meeting ID: 836 2237 7932.

Attendance

The following members were present and acting:

- Michael Barry for Bangor LLC, Lots 4 and 5
- John Turner for JTT Partners LTD, Lot 7
- Patrick Martin, Lot 8

The following members were present by Proxy:

- JMCG Colorado LLC (Chen), Lots 1, 2 and 3

Also in attendance were:

- Andy Schifanelli, proxy for JMCG Colorado LLC
- Beth Johnston, Marchetti & Weaver, Secretary for the meeting
- Brian Brandl, Sabra Services, Property Manager
- Rob Samit, under contract to purchase Lot 6
- Hugh Fairfield-Smith, Eagle River Fire Protection District
- Matt Komer, Old Growth Tree Service

Call to Order

The annual meeting of the Timber Springs Property Owners Association was called to order by Ms. Johnston on November 2, 2023 at 9:37 a.m. Ms. Johnston called roll and confirmed a quorum was present.

Ms. Johnston certified for the record that notice of the meeting was provided as required by the Association's bylaws. The members, by attending, acknowledged receipt of the notice.

Minutes

The minutes of the Annual member meeting included in the packet were reviewed. By motion duly made and seconded, it was unanimously

RESOLVED to approve the minutes of the October 10, 2022, Annual Member Meeting as presented.

Owner Education

Ms. Johnston explained the state requirement that Associations provide at least one owner education training per year. The education topic is fire mitigation presented by Hugh Fairfield-Smith and Mr. Komer. Mr. Fairfield-Smith gave background on the Eagle River Fire Protection District (ERFPD) structure, fire mitigation work to date, partnerships with other Metropolitan Districts and Homeowner Associations to ensure grant funding for on-going projects. He then reviewed the situation at Timber

RECORD OF PROCEEDINGS

Timber Springs Property Owners Association November 2, 2023 Annual Meeting Minutes

Springs which had only one way in and out and the differences between fuel break and fire break. Red Canyon has poor ecosystem health which needs to be addressed to increase forest and eco-system health. Poor ecosystem health equates to elevated risk of wildland fire from lightning or roadside ignition. For Timber Springs, the highest risk areas are north and east. The Association can partner with BLM and US Forest service for additional grant funds to clear the border land. Once mitigation is complete, Timber Springs could apply for a Firewise Community designation which could impact insurance coverage and premiums. Mr. Fairfield-Smith offered to develop a plan to bring back to the Board for review and approval. There was general discussion on the scope and cost of the initial work and on-going maintenance, with Mr. Fairfield-Smith estimating on-going mitigation would be about 20%-30% of the initial investment. He recommended assessments for the private lots and reviewed the priority of completing the identified areas. With grant funds, the Association cost would be about half of the estimate, although grant funds are not guaranteed. Mr. Fairfield-Smith recommended 100% funding for at least one of the priority phases and if grant money was awarded, use it to complete additional phases. General discussion continued on CVC fire mitigation efforts, scatter versus removal of debris options, and if easements were necessary for work on private property.

Financial Statement & 2024 Budget

The 2024 preliminary budget was discussed during the Executive Board meeting, held concurrently. Following discussion, there was no motion to veto the budget and the 2024 budget was approved as presented.

Election of Directors

The floor was opened for nominations for one Director seat up for election in 2023. Following discussion, Mary Chen was nominated to serve another term. There being no other nominations, Ms. Chen was elected by acclamation for a 3-year term expiring 2026.

Adjournment

There being no further business to come before the Association, upon motion duly made and seconded it was unanimously

RESOLVED to adjourn the annual meeting of the members of Timber Springs Property Owners Association on this 2nd day of November, 2023.

Respectfully submitted,



Beth Johnston
Secretary for the meeting

RECORD OF PROCEEDINGS

Minutes of Executive Board Meeting Timber Springs Property Owners Association November 2, 2023

A meeting of the Executive Board of the Timber Springs Property Owners Association was held on November 2, 2023 at 9:30 am., concurrent with the Timber Springs POA Annual Member and Timber Springs Metropolitan District Board meetings, via electronic Zoom meeting <https://us02web.zoom.us/j/83622377932>, Phone Only: US 1 253 215 8782 US, Meeting ID: 836 2237 7932.

Attendance

The following Directors were present and acting:

- Michael Barry, Secretary term ends 2024
- John Turner, President term ends 2025
- Pat Martin, Treasurer term ends 2024

The following Director was present via proxy:

- Mary Chen, Asst Sec/Asst Treas term ends 2026

Also in attendance were:

- Andy Schifanelli, Proxy for Mary Chen
- Beth Johnston, Marchetti & Weaver, Secretary for the meeting
- Ken Marchetti, Marchetti & Weaver, Association Manager
- Brian Brandl, Sabra Services, Property Manager

Call to Order

The meeting of the Executive Board of the Timber Springs Property Owners Association was called to order by Ms. Johnston on November 2, 2023 at 10:26 a.m. confirming a quorum was present.

Changes to Agenda

There were no changes to the Agenda.

Minutes

The minutes of the previous Board meeting included in the packet were reviewed. By motion duly made and seconded, it was unanimously

RESOLVED to approve the minutes of the October 10, 2022 Executive Board Meeting as presented.

Lot 6 Construction Update

Directors Turner and Barry gave the following update:

- There was an on-site meeting with Millie Aldrich and the need for a final landscape plan.
- The landscape architect is working with the plan from the Developer which still needs an irrigation plan in place
- Silt fences are requested to minimize impacts to down creek properties.

RECORD OF PROCEEDINGS

Timber Springs Property Owners Association November 2, 2023 Board Meeting Minutes

- The completion date is estimated for July 2024.

Roof Materials

The Board discussed acceptable roofing materials. Following discussion and upon motion duly made and seconded, it was

RESOLVED to approve the following changes to section G of the Timber Springs Design Guidelines:

- 1) Wood shakes and other non-flame-resistant roofing materials are no longer allowed in Timber Springs.
- 2) New roofs, reroofs, and substantial repairs of 40% or more to roofs are required to use approved flame-resistant materials.

Design Review Consultant

Ms. Johnston informed the Board that Millie Aldrich resigned as consulting architect for the Association in October 2023 and that the Lot 6 construction project would be her final project. Ms. Aldrich provided a replacement recommendation and Ms. Johnston is waiting to hear back if the architect would be interested in working with the Association.

Operations Report

Mr. Brandl gave the following report on operations:

- Roads – The crack seal is completed. There was one cut done along the roadside and the noxious weeds need to be sprayed. There is concern about the area around Lot 6 construction and it is recommended that the road be shored up at the bottom when the asphalt driveway is installed. Seal coat of the road is recommended in 2024 for an estimated cost of \$21,000. There was general discussion on the seal coat and overlay.
- Gate – Comcast is installing internet at the front gate so it will no longer be run from CVC. The estimated costs to move the internet and install new cameras is approximately \$5,000. The updated software will allow owner access via a phone app.
- Landscaping and Pump – Fall cleanup is on-going. Delineator posts need to be replaced. Whittaker Landscapes replaced several plantings that did not survive, and it is recommended that all beds need to be re-soiled. There was general discussion on what is covered under the warranty, plants replaced mid-summer instead spring, and mid-summer irrigation issues. There was discussion on the landscaping proposals received to date. The Whittaker Landscape proposal did not include redoing the hillside, which would be an additional \$30,000. The Stevens Home Care proposal did include the hillside work. Following discussion, the Board request that Mr. Brandl get additional proposals for the summer landscaping season

RECORD OF PROCEEDINGS

Timber Springs Property Owners Association November 2, 2023 Board Meeting Minutes

- Wetlands and Ditch – The ditch was walked at the end of August and the seepage holes are cleaned out. Ms. Johnston reviewed the due diligence application for water rights being prepared by Balcomb and Green. The water rights supply irrigation water at the front entrance. Following discussion, it was decided that absolute rights would be applied for and Director Barry would sign the application due at the end of November.
- Lights and Other – The lights are nearing the end of their life cycle and strings need to be added to the tops of the trees. Director Barry will meet with Mr. Brandl to review repair of the GFI box so the lights stay on.
- Wildfire Mitigation – The trees cut last fall were piled for burning. There was general discussion on the logistics and safety of controlled burning of the piles or hauling the trees off of the hillside. Following discussion, the Board requested that the piles be scattered and spread out instead of burned or hauled away.

Vendor Contracts The Board reviewed the vendor proposals included for consideration in the meeting packet. Following discussion and upon motion duly made and seconded, it was unanimously

RESOLVED to ratify the 2023-24 Snow Removal Contract with Premier Landscapes on a monthly contract basis; and

FURTHER RESOLVED to approve Estimate 3238 from Double M Asphalt for crack fill only at a cost of \$7825; and

FURTHER RESOLVED to approve installation of the gate cameras and software at a cost not to exceed \$5,000.

The proposals for landscaping and fire mitigation were tabled to a future meeting pending receipt of additional information.

Financial Report Mr. Marchetti reviewed the financial statements included in the meeting packet. The 2023 forecast was reviewed noting that most items were tracking close to budget, and the year was projected to end with a \$10,000 favorable increase to the fund balance.

Ms. Johnston reviewed the 2024 preliminary budget options, one that includes the projected fire mitigation work to be funded by a special assessment and a second option without the fire mitigation and capital landscaping work. An increase to assessments is proposed to cover regular

RECORD OF PROCEEDINGS

Timber Springs Property Owners Association November 2, 2023 Board Meeting Minutes

annual expenses and continue saving for the road overlay. Following discussion, and upon motion duly made and seconded, it was unanimously

RESOLVED to approve 2024 Budget option without fire mitigation and no special assessment; and

FURTHER RESOLVED to set the 2024 annual Assessments at \$115,000 with \$79,000 for the Operating fund and \$36,000 for the Reserve Fund.

Election of Officers

Following election of Directors (see Annual Meeting Minutes for same date), and upon motion duly made and seconded, it was unanimously

RESOLVED to elect the following officers for 2024:

President	John Turner	term ending 2025
Secretary	Michael Barry	term ending 2024
Treasurer	Patrick Martin	term ending 2024
Asst Sec/Treas	Mary Chen	term ending 2026

Red Canyon Gate

Mr. Brandl reported that Red Canyon is requesting to move the gate about 100 yards to the bottom of the hill. Red canyon would be responsible for all legal and maintenance costs to move the gate. There was general discussion on access to the wetlands and reasons for moving the gate. No action was taken pending receipt of additional information and an official request from Red Canyon.

Future Meetings

Following discussion, the Board set the next annual member meeting and board meeting for fall 2024 with additional Board meetings as needed.

Adjournment

There being no further business to come before the Association, upon motion duly made and seconded it was unanimously

RESOLVED to adjourn the Executive Board meeting of the Timber Springs Property Owners Association on this 2nd day of November, 2023.

Respectfully submitted,



Beth Johnston
Secretary for the meeting