Alpine Meadows Improvement and Service District
Regular Monthly Board Meeting
August 8, 2017

Item I: Meeting Called to Order:
The regular monthly meeting of the Alpine Meadows Improvement and Service District (ISD) Board of Directors was called to order at 12:02 p.m. MDT by Laura Ladd on Tuesday, August 8, 2017 at the Meridian Group offices located at 330 North Glenwood in Jackson, Wyoming. Directors Laura Ladd, Jane Chapman, Amy Simkin, and Kelley Tetrault were in attendance, as was Lisa Paddleford to take the meeting minutes and ARC members Levi Poyer and Scott Brothers. ARC member Gail Miller attended via telephone. Director Bill Wotkyns was absent.

Item II: Formal Approval of July 7, 2017 Meeting Minutes:
Amy made a motion to adopt the regular meeting minutes as presented; Jane seconded the motion and the meeting minutes were unanimously approved.

Item V: Review Bids:
None.

Item VI: Claims Approved:
Claims presented for approval included invoices from Bitter Creek for roadside weed control ($600) and knapweed spraying ($2,000). The Board members who live in Alpine Meadows expressed concern over the presence of weeds still along the roadside and the amount of knapweed in the subdivision. Lisa explained the roadside work was delayed because of poor weather and that Casey said he'd come back and re-spray any areas of growth. Casey has also been in contact with Lincoln County Weed and Pest, which advised spraying knapweed now and possibly again in the fall. Lisa explained that it takes some time for the chemicals to work down to the root system of the plant and until it does, the plant can still appear healthy. Amy advised the Board that Levi Poyer had an aspen tree that was accidently sprayed and subsequently died, which Levi confirmed. Amy will meet with Casey and relay the Board's concerns about weed control and its desire to retain its level of comfort with the long-term contract it has signed with Bitter Creek. Amy will take the check for payment of both invoices and deliver it if she feels confident Casey will deliver a satisfactory result for the Board.

The Board conditionally approved payment to Bitter Creek; therefore, Laura made a motion to approve the claims totaling $4,927.54, which Jane seconded and the Board unanimously approved.

Item V: Claims Rejected:
None.

Item VI: Agenda Matters:

- Review of Budget-to-Actual and Monthly Cash Flow Reports:
  Jane noted the budget to actual report did not reflect the payment to Bitter Creek. Lisa apologized, saying she did not generate a new report after she posted Bitter Creek's invoices, which were submitted just prior to the meeting.
- Review of July 2017 Bank Statements and Reconciliations:
  The bank statements reflected checks which were written for expenses approved for payment in July. It was noted that reserve funds in the amount of $30K was moved from the operating account to the savings account in order to earn interest. The bank statement for the operating account reflected payments to the ARC for review fees and from Lincoln County.
- ARC Review July 2017:
  Lisa spent a total of 3.50 hours on ARC matters during the month. Work was primarily comprised of the sketch plan submittal from Lot 71 and its subsequent denial, as well as responding to a possible violation of Lot 128's construction extending beyond the building envelope and a grading issue on Lot 138.

  The Board then welcomed the ARC members and thanked them for making time to attend today's meeting. The Board and ARC members held a discussion about ways to improve the ARC's efficiency in reviewing submittals. The ARC agreed to meeting twice a month during the summer to review submittals and meeting on an as-needed basis during the winter, drafting an agenda for their meetings, and appointing a chairperson who would be responsible for organizing the ARC's findings and relaying them to Lisa in a concise and efficient manner. The ARC will make every effort to speak as one voice rather than providing Lisa with multiple emails providing their individual comments.

Lisa then asked the Board and ARC to consider the privacy fence on Lot 59 which was built without a post-construction submittal and approval by the ARC. The home is under contract and Lisa asked that the post-construction review fee of $300 (vs. a fine for not obtaining approval) be added to the Seller's side of the closing statement. Although the fence's appearance and height is appropriate for its intended use, everyone agreed that collecting the fee was appropriate. Lisa will notify the owner accordingly.

- Annexation:
  Laura said the Town intends to pass a resolution to initiate annexation of Alpine Meadows at next week's Town Council meeting. The first reading will be held in September; the second reading will take place in October. If there is no opposition at the third reading (in November?), annexation would be anticipated by the end of the year. Laura said Mayor Lutz did not express any issue with Laura's letter summarizing the terms of annexation but that the Town Attorney has not yet given approval. Laura did say the ISD would agree to pay for snow removal in 2017-2018 if the Town agreed to take ownership of the roads. She added that she'd like to have a Memorandum of Understanding prepared for the ISD members.

Laura left the meeting at 12:52 p.m. and Jane took over as chair of the meeting.

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

- Update on Various Compliance Issues with Homeowners:
  Lot 72 – Kelley said that the lawn has been recently mowed, most of the weeds have been removed, and that the lawn was being watered.
  Lot 44 – Kelley said the property had been removed from the AirBnB website as a short-term rental for the total solar eclipse. Lisa said she did hear back from the owner about the items stored against the side of the garage and covered with a tarp; the owner is sheet-rocking the inside of the garage and will store those items in the garage once the sheet-rocking has been completed (2-3 weeks). A large amount of play equipment and children's toys have also accumulated in the yard. Amy and Levi cautioned that items have been stored against the garage for a long period of time already. Amy also said weeds alongside the property's driveway were a problem because the landscaping there didn't have irrigation. The Board agreed that the property owner needs to resolve these items prior to the next meeting; Amy will follow up and provide an update.
- Irrigation of Landscaping at the Entrance:
  Lisa said Sprinkler Specialties (SS) ordered a new water meter and backflow prevention device and that delivery was expected to take 3-4 weeks. In the meantime, the company was hauling water a couple times a week to keep the plantings watered. Laura asked Lisa to confirm that SS planned to pay the charges associated with the excavator contractor.
- Status on Knapweed Control, Rock Removal and Mowing:
  The topic of knapweed was covered earlier in the meeting so Lisa moved on to provide an update on mowing and rock removal. She reported that Casey has been working around equipment breakdowns, which put him behind in mowing the areas that would most reduce the fire danger. Once those key areas had been mowed, Casey would work on removing rocks and complete mowing the remainder of the subdivision. Lisa will provide another update at next month's meeting.
- The next monthly meeting of the AMISD board of directors will be held on Friday, September 8, 2017 at 12:00 p.m. MDT.

Item VIII: Adjournment:
With no further business to discuss, Amy made a motion to adjourn the meeting, which Kelley seconded. The meeting was adjourned at 1:04 p.m. MDT.

Respectfully submitted,

Laura Ladd
Vice President – Alpine Meadows ISD Board of Directors

Jane Chapman
Treasurer – Alpine Meadows ISD Board of Directors