Alpine Meadows Improvement and Service District
Monthly Board Meeting
September 5, 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 12:04 p.m. MDT by Laura Ladd on Wednesday, September 5, 2018 at the Meridian Group office located at 25 S. Willow, Suite 10 in Jackson, Wyoming. Directors Laura Ladd, Kelley Tetrault and Jane Chapman were in attendance; Directors David Miller and Amy Simkin called in to the meeting, which established a quorum. Lisa Paddleford called in to take the meeting minutes.

Item II: Formal Approval of Meeting Minutes from 8/08/18:
Kelley made a motion to adopt the meeting minutes from August 8, 2018 as presented. David seconded the motion and the meeting minutes were unanimously approved.

Item III: Review Bids:
The Board discussed a bid submitted by Bitter Creek Tree and Lawn Care for sweeping of the pathways. The Board agreed that in addition to sweeping, weed control and mowing were also needed. It was decided the Board would wait to review the results of the reserve study before making any decision on pathway maintenance. In the meantime, Lisa will ask Casey to include additional information in the bid (add mowing and weed control to the bid, break out time and rental equipment expense, bid as multiple visits vs. one time, etc.). The Board hopes to review the results of the reserve study and a revised bid next month.

Item IV: Claims Approved:
The Board discussed the invoice submitted for weed control and mowing and reviewed the documentation Lisa provided about past invoices and contract parameters. It was uncertain whether rock removal is included in the invoice presented for payment so Lisa will follow up with Casey. The Board agreed to approve payment contingent upon Lisa finding that out.

Jane made a motion to approve the payment of all claims presented in the amount of $9,076.00. Kelley seconded the motion, which was unanimously approved.

Item V: Claims Rejected:
None.

Item VI: Agenda Matters:

- Review of Budget-to-Actual and Monthly Cash Flow Reports
  Jane noted that Sean Chapman had transferred funds reserved for the roads into the money market account. She also questioned why $2K was noted in a bank statement as being deposited but QB noted $2,500; Lisa was not able to answer that question so Jane will follow up with Sean Chapman to find out.
- Review of August 2018 Bank Statements and Reconciliations
  All bank statements looked fine.
- Review of Bid for Reserve Study of ISD/POA Assets
  Laura has not received any information from the person conducting the study. It is hoped the results of the study can be reviewed next month.
- Vote on Transfer of Road Lots after Annexation
  Lisa included legal opinion in the board packet on this topic, which the Board reviewed and discussed. It was determined that the vote on the lots to be transferred are 187 and 188, and no privately-owned lots would be affected. Lisa will follow up with legal counsel to determine the most efficient and cost-effective method is to accomplish the voting process.
- Follow-Up Discussion on Recurring Monthly Accounting Fee
  Amy said she would prefer that the ISD be charged a flat fee for services performed by Meridian. After Laura provided a summary of her discussion with other Meridian employees besides Lisa who perform work for the ISD, and reviewing the terms of the executed contract, it was agreed to leave the arrangement as it stood and move on.

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

- Charging a Transfer Fee for New Ownership
  Lisa said she has become aware of other HOAs charging a "transfer fee" to new property owners to cover administrative expenses and asked if the Board wanted to consider charging one. After a short discussion, the Board to not take any action on this matter.
- The next monthly meeting of the AMISD board of directors will be held on Monday, October 8, 2018 at 12:00 p.m. MDT.

Item VIII: Adjournment:
With no further business to discuss, the meeting was adjourned at 12:48 p.m. MDT.

Respectfully submitted,

Laura Ladd
President – Alpine Meadows ISD Board of Directors

Jane Chapman
Treasurer – Alpine Meadows ISD Board of Directors