Alpine Meadows Improvement and Service District
Monthly Board Meeting
May 8, 2019

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 Laura Ladd on Wednesday, May 8, 2019 at the Meridian Group office located at 25 S. Willow, Suite 10 in Jackson, Wyoming. Directors Laura Ladd, Jane Chapman, Kelley Tetrault attended in person, as did Meridian Group accountant and AMPOA Board Member Sean Chapman. Directors David Miller and Amy Simkin were absent. A quorum was established. Lisa Paddleford, administrative assistant for the ISD, called in to the meeting, as did AMPOA Board member Beth Wilson.

Item II: Formal Approval of Meeting Minutes from 4/08/19:
Jane made a motion to approve the meeting minutes from April 8, 2019 as presented. Kelley seconded the motion and the meeting minutes were unanimously approved.

Item III: Review Bids:
Several bids were presented for work associated with the reserve study. The Board approved the following bids:

- Bitter Creek Lawn and Tree Service, LLC – The Board approved the bid for weed control around the picnic pavilion and fire pit in the amount of $525 - $575.
- Sprinklers by Heather – The Board accepted a bid of $535 to perform additional landscaping work at the entrance to improve the appearance. The bid for turning on the irrigation system ($80/hr. + materials) and winterization ($110/hr. + $35 travel fee), and weekly garden services ($45/hour) was also accepted.

Item IV: Claims Approved:
Jane made a motion to approve the claims totaling $5,219.20, which Kelley 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 said the ISD still has $21K in dues still owing; Sean said that for whatever reason, collections are down this year. He said it may be because Lincoln County only updates their land records once every year so new owners may not be receiving their tax notices in a timely fashion.

  Laura asked if the ISD will need to submit an amended budget; Sean responded that professional and legal fees may go over budget but funds could be moved from other line items to cover the overages. Total expenses are not expected to exceed the total amount budgeted so submission of an amended budget will not be necessary.

  Laura and Jane both agreed that the ISD will not need to submit an assessment roll to the County when the proposed budget is submitted.
- Review of April 2019 Bank Statements and Reconciliations
  Bank statements and reconciliations are in order.
- Approve/Adopt Second Amendment to Bylaws
  Kelley made a motion to approve and adopt the second amendment to the bylaws, which provided for quarterly meetings of the ISD Board and online approval of invoices and bank statements; Jane seconded the motion, which was unanimously approved by the Board. Board members executed the signature page of the bylaws.
- Cashflow Forecast of ISD / POA
  There was no discussion on this topic other than the earlier agreement that the ISD will not need to seek assessments from property owners for the upcoming fiscal year.
- Discussion/Approval of Revisions to Design Guidelines
  Board members discussed allowing the construction of storage sheds within five feet of property boundaries vs. only allowing construction within the building envelope. The Board generally agreed that such allowance would most likely become problematic for homeowners and the ARC, and create an untidy appearance within the subdivision in general. It is simply too hard to know the impact with 169 residential properties, many of which remain unbuilt as of 2019. Kelley made a motion to strike language allowing construction outside the building envelope; Jane seconded the motion, which was unanimously approved by the Board.

The Board also discussed the compliance deposit for commercial construction; Laura made a motion to revise the language to reflect the fee as the lesser of $10K or 1% of the value of the project. Kelley seconded the motion, which was unanimously approved by the Board.

Kelley made a motion to adopt the amended and revised Design Guidelines as presented with the approved changes, which Jane seconded and was unanimously approved. The fee structure will go into effect June 8; the remaining revisions become effective immediately.

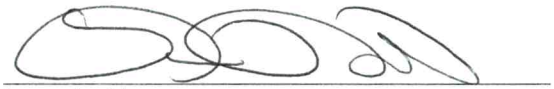
- Process to Amend CC&Rs
  The ISD Board wishes to have the CC&Rs amended to agree with the prohibition of modular and pre-fabricated construction in the Amended and Restated Design Guidelines dated June 8, 2019; this is a process that will need to be initiated by the POA Board. The ISD and POA board members reviewed the packet of correspondence that would be provided to the POA members; the packet included a cover letter which explained the reason for calling a special meeting, the public notice, the proposed amendment to the CC&Rs, and the ballot. Lisa was given the approval to proceed with scheduling a special meeting and sending out the correspondence to POA members.

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

- The ISD Board will need to schedule a budget hearing to present the proposed budget to the ISD membership; a tentative date and time of Wednesday, June 26 at 12:00 p.m. MDT will be scheduled if David and Amy are available to attend. Laura said her availability is doubtful due to prior commitments.

Item VIII: Adjournment:
With no further business to discuss, Jane made a motion to adjourn the meeting; Kelley seconded the motion and the meeting was adjourned at 12:45 p.m. MDT.

Respectfully submitted,



Laura Ladd
President – Alpine Meadows ISD Board of Directors



Jane Chapman
Treasurer – Alpine Meadows ISD Board of Directors