

## SKYLINE RANCH IMPROVEMENT AND SERVICE DISTRICT MINUTES OF MEETING

July 14, 2016

A public meeting of the Directors of the Skyline Ranch Improvement and Service District was held on July 14, 2016, at 5:30 p.m. at the office of Nelson Engineering in Jackson, Wyoming.

The following Directors, constituting a quorum, were present: Kurt Harland, Bob Norton, and Renée Glick. Homeowners also in attendance were: Jim Lewis, Christine Thulin, Marge Hunt, Warren Machol, Mike Minter, Walter Villamue, Martha McCravey, Chris Koski, Susan Dong, Angela McGrath, John Willot, Alaine Willot, Arne Johanson, Tim Glick, Jim Knoke, Bill Schwartz, Carolyn Allen.

Kurt served as Chairman, Bob served as Vice-Chairman, and Renée served as Treasurer.

Kurt called the meeting to order.

Kurt made a motion to approve the June amended minutes. Renée seconded the motion and the minutes were approved.

The Board reviewed the July Treasurer's Report, and the June bills. Bob made a motion to approve the Treasurer's Report and payment for the bills. Renée seconded the motion and the Treasurer's Report and bills were approved.

Renée made a motion that the Skyline Ranch ISD Board of Directors who have been authorized by the original developers to be the "Site Committee" for Skyline Ranch, appoint an Architectural Review Committee that will review homeowner construction applications and other issues regarding the Skyline Ranch Restrictive Covenants. The Architectural Review Committee to be appointed by the Board of Directors will:

- 1) Consist of 3 members each to serve a 4 year term. (The first appointment will be 1 member for 2 yrs., 1 member for 3 yrs., and 1 member for 4 yrs., so that all terms are not concurrent).
  - a) The appointment to the Site Review Committee shall be based on willingness to serve and qualifications, preferably the committee will be residents or property owners of Skyline Ranch, however, if there are not enough willing or qualified applicants that are residents or owners of Skyline, the Board may appoint qualified non-resident committee members.
  - b) The Site Review Committee will not be compensated for their time, but they will be compensated for reasonable expenses approved by the Board.
- 2) The Site Review Committee will review construction applications and property use questions for compliance with the Skyline Ranch Restrictive Covenants, note there are two sets of covenants: one for the first filing and one for the tracts.
- 3) Meet with the applicant to review the plans and or proposal and discuss any issues. The applicant shall provide a Teton County Building permit showing compliance with Teton County Land Development rules and regulations.
- 4) The Site Review Committee after review shall vote on the application and/or property use issue and make recommendation to the Board for approval, approval with conditions, or denial.

5) Recommendations to the Board should be provide at least one week prior to the scheduled Board meeting.

6) The Board shall take into account the recommendation of the committee, comments by the applicant, and public comment and make the final decision regarding the application.

Bob seconded the motion and the Skyline Ranch Architectural Review Committee will be appointed.

A public discussion regarding SRARC was then held. Jim Lewis: What rules will the committee follow to be in full compliance with the CC&Rs? John Willot: What rules governed the site committee prior to current? Angela McGrath: There needs to be transparency. Martha McCravey: Requests that committee receives plans that affected neighbors be consulted. Chris Thulin: Requests that the committee be comprised of 5 members instead of 3. Bill Schwartz: Supports the motion that the committee only recommends and also agrees with Chris that there should be 5 members.

At 6:00 pm, Kurt made a motion to suspend the meeting. Bob seconded the motion and the meeting was suspended.

Kurt called the Public Budget Hearing meeting to order. Bob presented the proposed balanced 2016-2017 budget. Bob asked for any public comment. Jim Lewis: Is there a way to add more of the water fees onto the tax roll? Chris Thulin: Would like to see more information on the website regarding possible change to tax roll. John Willot: Request basis for calculating lowest estimated water usage to break down by different lot sizes. Angela McGrath: What is the tax assessment for? Susan Dong: Are there reserves for emergencies? Chris Thulin: Was the Chip Seal project advertised? Warren Machol: How was the water usage fee income calculated? Angela McGrath: Can water meters be replaced? Chris Thulin: Requests follow up items to be posted on website/listserv for feedback with dates on timeline. John Willot: Will the water reserve be used to fix the water mainline in the future? How did the Board get the estimate for the replacement of water mainline? Susan Dong: Are there any concerns the Board has in regards to the budget that they would like homeowners to know about? Kurt closed the public comment.

Kurt made a motion to reopen the regular meeting. Renée seconded the motion and the regular meeting was reopened.

Bob made a motion to adopt the advertised 2016-2017 Skyline Ranch ISD Budget. Renée seconded the motion. Kurt called for a vote: Yea: (3) Kurt, Bob, and Renée. The Budget was adopted.

The public discussion regarding SRARC resumed. Jim Lewis: Disagrees with motion and would like to see it be comprised of 5 members, 3 from the West and 2 from the East, with a quorum of 3. Chris Thulin: If a Board or committee member's project is being reviewed they should be recused. Warren Machol: Requests policy for following up on items. Jim Knoke: Agrees with the motion of 3 members; 5 members are too many for time is of the essence. Susan Dong: A google search may be a good tool to find established policies from similar committees. Susan will follow up with this search. Jim Knoke: What will the job description be of the ARC? Kurt closed the public comment.

Bob made a motion to amend the Skyline Ranch Architectural Review Committee to appoint 5 members, preferably 3 from the West and 2 from the East. Kurt seconded the motion and called for a vote. Yea: (3) Kurt, Bob, and Renée. The motion is amended.

Bob made a motion solicit volunteers to serve on the ARC. Kurt seconded the motion and called for a vote: Yea: (3) Kurt, Bob, and Renée. A note will be mailed in with the third quarter water billing and posted on the listserv.

Bob informed the Board that the Road Chip Seal Project is scheduled for the 1<sup>st</sup> week of August.

The Board set an election date of November 8<sup>th</sup>, 2016.

Bob made a motion to mail out solicitations for the current Director's term expiring as per state statute. Nominations are due by September 6<sup>th</sup>, 2016.

A public discussion regarding Glick's construction project was held. Mike Minter: Feels as though there hasn't been Board transparency on follow up requests to the project. Jim Lewis: Concerned regarding the approval of Glick's 2<sup>nd</sup> building. Tim Glick: States that he followed the rules and received approval for 2<sup>nd</sup> building. Bill Schwartz: Wondering if there is an opportunity now to resolve the complaints against Glick's 2<sup>nd</sup> building by moving the structure further back from the road? Bill offered to mediate the issue, gratis. Chris Thulin: Concerned about the process on how the site committee grants approval for projects. States that she was involved with fielding construction issues that led to Pete transferring the site committee to the Board. Again, she is concerned about the timeline for developing policies of the ARC. Warren Machol: Finds the problem with the Glick's 2<sup>nd</sup> building is with the inconsistencies of the structure with the surrounding buildings. Kurt closed public comment.

Alaine Willot requested making the entry to Skyline more visible from the highway. Possible ideas are higher watt lights and reflective strip on sign. Her concern is for safety. Chris Thulin added that she had safety concerns with the entrance 2 years ago and brought it up at a District meeting. Jim Knoke would like to look into a new entrance design.

Jim Lewis requested that the Board send out surveys when the District has item issues so that homeowners may have more input.

John Willot requested that the Board post more information on listserv such as the agenda and minutes.

Chris Thulin requested more information on the process for bid proposals.

Warren Machol verbally presented notes regarding his view on the water fees for the budget.

Kurt adjourned the meeting.

The Treasurer's Report indicates that as of July 14, 2016, the District has account balances totaling \$443,998.52.

Approved: \_\_\_\_\_

Attest: \_\_\_\_\_

