

**Sun Peak Homeowners Association  
Annual Meeting Board Agenda  
Friday, December 11, 2020 @ 5:00 pm**

**Zoom Meeting**

<https://us02web.zoom.us/j/88164460502?pwd=ZmJsZ1kzWm9FTE1kNUZaWwFKVUxyQT09>

**Meeting ID: 881 6446 0502 Passcode: 545736**

Meeting packet is available at [Sunpeak.org](http://Sunpeak.org).

1. Meeting Call
2. ed to Order
  
3. Approve 2019 meeting minutes and reconvened minutes
  
4. Financials
  - a. 2020 year to date review
  - b. 2021 Budget Review (operating and reserve)
  
5. Community Business
  - a. Master Plan
  
6. Community Updates
  
7. Questions & Answers
  
8. Election of 2021 Board of Trustees:  
Sun Peak Master Homeowners Association Board of Directors consists of five members,  
and this year at the end of the annual meeting there will be two (2) open positions.
  
9. Adjourn

**Sun Peak Homeowners Association**  
**Annual Meeting Board Meeting**  
**Thursday, December 12, 2019 6:00 pm – 8:00 pm**  
**Sun Peak Clubhouse, 1950 Bear Hollow Drive, Park City, UT 84098**

***Present:** David Georger, Jim Revel, Roger Sawyer, Vincent (Van) Novack, Bruce Shapiro, Shapiro PC Law, Teresa Wharton and Senta Beyer, Peak Property Management. **Absent:** James Wavle*

1. Meeting Called to Order at 6:11 PM. Owners signed in.
2. Quorum  
Teresa Wharton with Peak Property Management explained that 221 votes are required for a quorum to represent 40% of the available votes. Twenty-four homeowners were present with voting rights totaling 36.5. Proxies received total voting rights were 197.5. Combined proxies and owners present total 234 votes. **A quorum was achieved**, which allowed for a regular meeting to take place with no need to reconvene.
3. The 2018 meeting minutes and reconvened minutes were approved.
4. 2020 Budget Review (operating and reserve). Teresa reviewed the Budget. There were no questions.
5. Community Updates.
  - A homeowner raised concern for the water bills and the need to look at zero scaping. It was explained that the landscaping and irrigation designs will be assessed and revised as part of the master plan re-design. The draft design shows wild/native grasses in areas not being utilized or programmed. In the interim, the Association has upgraded to water conservation irrigation timers.
  - Question concerning the 3% increase in the Annual Dues, which is lower than 2019. Cost of services continue to have a slight increase.
  - Pickleball. A homeowner asked about the long-term plan for Pickleball. The existing court striped this year has been well received and used by homeowners. The Facilities Master Plan calls for additional pickleball courts, and updated tennis courts to be constructed due to current trends and popularity.
  - Amendments to the Governing Documents. Achieved by capturing the 279 proxies. Management will continue to inform residents about the amendments and ask them to submit their proxies.
  - Website updates. The Association is looking for feedback and suggestions on the updated website. Homeowners should visit the website for all information pertaining to the association.
  - An owner asked why it is important to amend the documents. A board member explained the primary reason is to become current with State Law. Other reasons include to allow for reinvestment fee, allow for more enforcement against nightly rentals and general neighborhood updates and improvements.

## 6. Community Business

- a. Amended and Restated CC&R's, By-Laws, Design Guidelines were discussed, owners were asked to submit their proxies before the end of the meeting. Owners suggested community groups be formed to raise awareness of the need to amend and seek additional proxies. The manager will email proxies to owners.

## 7. Community Committees & Concerns

- Trails- Trails and Open Space Committee is working closely with Basin Recreation on updates to signage on Rob's Trail, as well as physical improvements on Colin's Trail to help increase use and relieve pressure from Rob's. Naomi Doyle, Rob Heck and Colin Moffat have worked closely with Basin Recreation on the improvements. Further improvements on Colin's Trail will continue summer of 2020.  
The Trailhead discussion is ongoing with Summit County and Basin Recreation. No formal management decisions have been announced or implemented.
- Traffic Calming. Michelle Kerby heads up the Traffic Calming Committee. Michelle was absent from the meeting, but indicated the Committee continues to work closely with Summit County on traffic calming measures to help make Sun Peak a safer place to live.
- Fire Mitigation. The association has been working with Elite Fire Defense to create a fire mitigation plan. Owners are encouraged to maintain their property as recommended on the Fire Wise publications being sent with newsletters and published on the Sunpeak.org website.
- Safe Routes to school. Public Transportation Routes. It has been suggested that the Association work with the PC School District and Summit County on safe routes to the school bus stop and Parley's Elementary school, including the implementation of a safe pedestrian crossing over SR-224, as well as public transportation routes that are more easily accessed by Sun Peak residents.

## 8. Questions & Answers.

- A few Homeowner's volunteered to assist in governing document amendments, and master planning. Additionally, a homeowner suggested and volunteered to assist in improving communications with County officials regarding the abuse of the parking access to Rob's Trail.

## 9. Election of 2020 Board of Trustees:

Sun Peak Master Homeowners Association Board of Directors consists of five members, and this year at the end of the annual meeting there will be three (3) open positions.

- i. Nominees from the floor – there were none.
- ii. David Georger
- iii. Roger Sawyer
- iv. James Wavle

The board informed members that Vincent Novack was appointed to fill Jerry Gross term, expiring at the end of the annual meeting in 2020. Jerry Gross moved and is selling his home.

David Georger, Roger Sawyer and James Wavle were all reappointed.

## 10. Adjourn at 7:42.

2020 Sun Peak Master HOA Operating Budget					2021 Sun Peak Master HOA Operating Budget			Per LOT
INCOME - operating & reserve assessment	2020 BUDGET	Jan-Nov DRAFT YTD	December estimated exp.	Est Total @ 12/31/2020	INCOME - operating & reserve assessment	2021 BUDGET		
Cedar Draw 29 Lots	\$ 20,968.74				Cedar Draw 29 Lots	\$ 21,597.80	\$ 745	
Cedar Draw Estates 36 Lots	\$ 34,706.88				Cedar Draw Estates 36 Lots	\$ 35,748.09	\$ 993	
Cedar Draw Estates II 13 Lots	\$ 12,533.04				Cedar Draw Estates II 13 Lots	\$ 12,909.03	\$ 993	
Mahogany Hills 98 Lots	\$ 70,859.88				Mahogany Hills 98 Lots	\$ 72,985.68	\$ 745	
The Cove @ Sun Peak Condos 80 Units	\$ 38,563.20				The Cove @ Sun Peak Condos 80 Units	\$ 39,720.10	\$ 497	
The Cove @ Sun Peak Estate 9 Lots	\$ 8,676.72				The Cove @ Sun Peak Estate 9 Lots	\$ 8,937.02	\$ 993	
Willow Draw Cottages 109 Lots	\$ 78,813.54				Willow Draw Cottages 109 Lots	\$ 81,177.95	\$ 745	
<b>TOTAL Annual Dues Income</b>	<b>\$ 265,122.00</b>	<b>\$ 265,130.74</b>	<b>\$ -</b>	<b>\$ 265,130.74</b>	<b>TOTAL Annual Dues Income</b>	<b>\$ 273,075.66</b>		
<b>OTHER INCOME - Operating &amp; Reserves</b>					<b>OTHER INCOME - operating &amp; reserves</b>			
Reinvestment Fee	\$ 0.00	\$ 168,612.86	\$ -	\$ 168,612.86	Reinvestment Fee	\$ 0.00		
Clubhouse Key Replacement	\$ 200.00	\$ 280.00	\$ -	\$ 280.00	Clubhouse Key Replacement	\$ 150.00		
Clubhouse Rental Income	\$ 6,000.00	\$ -	\$ -	\$ -	Clubhouse Rental Income	\$ 0.00		
Design Review Fee	\$ 3,000.00	\$ 2,500.00	\$ -	\$ 2,500.00	Design Review Fee	\$ 3,000.00		
Fines for non-compliance	\$ 500.00	\$ -	\$ -	\$ -	Fines for non-compliance	\$ 500.00		
Interest Income	\$ 750.00	\$ 1,962.93	\$ -	\$ 1,962.93	Interest Income	\$ 1,500.00		
Late Fees Penalty & Legal Fee	\$ 800.00	\$ 3,108.32	\$ -	\$ 3,108.32	Late Fees Penalty & Legal Fee	\$ 1,000.00		
<b>TOTAL Other Income</b>	<b>\$ 11,250.00</b>	<b>\$ 176,464.11</b>	<b>\$ -</b>	<b>\$ 176,464.11</b>	<b>TOTAL Other Income</b>	<b>\$ 6,150.00</b>		
<b>TOTAL INCOME</b>	<b>\$ 276,372.00</b>	<b>\$ 441,594.85</b>	<b>\$ -</b>	<b>\$ 441,594.85</b>	<b>TOTAL INCOME</b>	<b>\$ 279,225.66</b>		
<b>EXPENSES</b>					<b>EXPENSES</b>			
Reserve Contribution					Reserve Contribution			
Reserve Additions (Reserve Study recommends \$56,160 annually)	\$ 56,160.00	\$ 56,160.00	\$ -	\$ 56,160.00	Reserve Additions (Reserve Study recommends \$56,160 annually)	\$ 68,000.00		
<b>TOTAL Reserve Contribution</b>	<b>\$ 56,160.00</b>	<b>\$ 56,160.00</b>	<b>\$ -</b>	<b>\$ 56,160.00</b>	<b>TOTAL Reserve Contribution</b>	<b>\$ 68,000.00</b>		
<b>ADMINISTRATION</b>					<b>ADMINISTRATION</b>			
Design Review Administration	\$ 6,195.00	\$ 6,105.00	\$ 200.00	\$ 6,305.00	Design Review Administration	\$ 6,000.00		
Insurance Clubhouse, GL, D&O	\$ 10,095.00	\$ 9,574.00	\$ -	\$ 9,574.00	Insurance Clubhouse, GL, D&O	\$ 10,095.00		
Misc. - key replacement	\$ 150.00	\$ -	\$ -	\$ -	Misc. - key replacement	\$ 150.00		
Office Exp. (copying/postage), Business Registrations	\$ 2,500.00	\$ 1,586.17	\$ 150.00	\$ 1,736.17	Office Exp. (copying/postage), Business Registrations	\$ 1,200.00		
Property Management Fees	\$ 60,944.07	\$ 55,858.00	\$ 5,086.07	\$ 60,944.07	Property Management Fees	\$ 60,944.07		
Security System Monitoring & Maintenance	\$ 1,500.00	\$ 2,167.22	\$ -	\$ 2,167.22	Fire/Security Monitoring & Maintenance	\$ 800.00		
Website Fees and Maintenance	\$ 300.00	\$ 1,848.00	\$ 150.00	\$ 1,998.00	Website Fees and Maintenance	\$ 1,200.00		
<b>TOTAL Administration Expenses</b>	<b>\$ 81,684.07</b>	<b>\$ 77,138.39</b>	<b>\$ 5,586.07</b>	<b>\$ 82,724.46</b>	<b>TOTAL Administration Expenses</b>	<b>\$ 80,389.07</b>		
<b>PROFESSIONAL FEES</b>					<b>PROFESSIONAL FEES</b>			
Accounting	\$ 600.00	\$ 700.00	\$ -	\$ 700.00	Accounting	\$ 600.00		
Legal (collections, liens, etc.)	\$ 5,000.00	\$ 6,392.25	\$ -	\$ 6,392.25	Legal (collections, liens, etc.)	\$ 5,000.00		
Professional Fees; border oversight, CC&R Re-write	\$ 10,000.00	\$ 7,742.50	\$ 600.00	\$ 8,342.50	Professional Fees; border oversight	\$ 10,000.00		
<b>TOTAL Professional Fees</b>	<b>\$ 15,600.00</b>	<b>\$ 14,834.75</b>	<b>\$ 600.00</b>	<b>\$ 15,434.75</b>	<b>TOTAL Professional Fees</b>	<b>\$ 15,600.00</b>		
<b>TAXES</b>					<b>TAXES</b>			
PROPERTY TAXES - Open Space & Clubhouse	\$ 10,000.00	\$ 9,927.73	\$ -	\$ 9,927.73	PROPERTY TAXES - Open Space & Clubhouse	\$ 9,500.00		
<b>TOTAL Taxes</b>	<b>\$ 10,000.00</b>	<b>\$ 9,927.73</b>	<b>\$ -</b>	<b>\$ 9,927.73</b>	<b>TOTAL Taxes</b>	<b>\$ 9,500.00</b>		
<b>MAINTENANCE</b>					<b>MAINTENANCE</b>			
Community Cleanup/Trash Day	\$ 5,500.00	\$ 7,253.00	\$ -	\$ 7,253.00	Snow Removal (Clubhouse/mailbox areas)	\$ 6,200.00		
Tree Maintenance	\$ 4,500.00	\$ -	\$ -	\$ -	Entry Sign/Winter Lighting	\$ 2,000.00		
Community Improvements	\$ 2,000.00	\$ -	\$ -	\$ -	Landscape Maintenance	\$ 11,000.00		
Clubhouse Cleaning (1x week & private events)	\$ 4,050.00	\$ 5,230.00	\$ 500.00	\$ 5,730.00	Tennis Courts	\$ 2,000.00		
Clubhouse cleaning/management private parties	\$ 5,420.00	\$ -	\$ -	\$ -	Open Space & Trail Maintenance	\$ 15,000.00		
Clubhouse Maintenance & Supplies	\$ 6,000.00	\$ 8,961.61	\$ -	\$ 8,961.61	Community Cleanup Dumpster	\$ 6,000.00		
Landscape Maintenance (Clubhouse/Pool/Entry)	\$ 7,800.00	\$ 9,324.00	\$ -	\$ 9,324.00	Clubhouse Cleaning (1x week)	\$ 5,000.00		
Open Space Maint. weed spraying, Winter lights, Add fire mitigation 2019	\$ 4,500.00	\$ -	\$ -	\$ -	Clubhouse cleaning/management	\$ 0.00		
Pool Maint.. (Supplies/Repair/Clean Clubhouse/Membership)	\$ 21,000.00	\$ 21,138.47	\$ -	\$ 21,138.47	Clubhouse Maintenance & Supplies	\$ 6,500.00		
Member Checker (Mon-Fri 6/15-8/310 (COVID related))	\$ 10,722.00	\$ 11,341.24	\$ -	\$ 11,341.24	Pool Maint.. (Supplies/Repair/Clean Pool Membership check Sat & Sun)	\$ 22,000.00		
Snow Removal (Clubhouse/mailbox areas)	\$ 5,000.00	\$ 4,375.00	\$ 1,095.00	\$ 5,470.00				
Tennis Courts	\$ 1,500.00	\$ 1,788.28	\$ 150.00	\$ 1,938.28				
Trail Construction and Maintenance	\$ 3,500.00	\$ -	\$ -	\$ -				
<b>TOTAL Maintenance Expense</b>	<b>\$ 70,770.00</b>	<b>\$ 69,411.60</b>	<b>\$ 1,745.00</b>	<b>\$ 71,156.60</b>	<b>TOTAL Maintenance Expense</b>	<b>\$ 75,700.00</b>		
<b>UTILITIES Clubhouse</b>					<b>UTILITIES Clubhouse</b>			
Cable	\$ 600.00	\$ 575.77	\$ -	\$ 575.77	Cable	\$ 600.00		
Gas & Electric	\$ 10,500.00	\$ 5,726.13	\$ -	\$ 5,726.13	Gas & Electric	\$ 5,800.00		
Internet	\$ 675.00	\$ 574.35	\$ -	\$ 574.35	Internet	\$ 600.00		
Sewer	\$ 400.00	\$ 306.36	\$ -	\$ 306.36	Sewer	\$ 400.00		
Telephone	\$ 1,000.00	\$ 655.84	\$ -	\$ 655.84	Telephone	\$ 600.00		
Trash Collection	\$ 1,000.00	\$ 766.43	\$ -	\$ 766.43	Trash Collection	\$ 800.00		
Water	\$ 22,000.00	\$ 17,522.49	\$ -	\$ 17,522.49	Water	\$ 21,237.00		
<b>TOTAL Utilities</b>	<b>\$ 36,175.00</b>	<b>\$ 26,127.37</b>	<b>\$ 2,599.00</b>	<b>\$ 28,726.37</b>	<b>TOTAL Utilities</b>	<b>\$ 30,037.00</b>		
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 270,389.07</b>	<b>\$ 253,599.84</b>	<b>\$ 10,530.07</b>	<b>\$ 264,129.91</b>	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 279,226.07</b>		

## 2021 Sun Peak Master HOA

<b>2020 EOY Reserve INCOME</b>	<b>2020 Actual</b>	Notes
2020 Actual End Of Year Reserve Balance	\$ 363,819.00	Estimated EOY
2021 Budgeted Reserve Income	\$ 68,000.00	Recommend inc. from \$56k
<b>TOTAL</b>	<b>\$ 431,819.00</b>	
<b>2021 Retained Reserve Expenses</b>		
Insurance Deductible	\$ 1,000.00	
Retained Reserve for emergencies	\$ 25,000.00	
<b>TOTAL</b>	<b>\$ 26,000.00</b>	
<b>2021 Available Reserves</b>	<b>\$ 405,819.00</b>	
<b>2021 Proposed Capital Improvements</b>		
Design Fees/Architect/Engineering/Admin master plan CD	\$ 25,000.00	
Tennis Repairs (1 season)	\$ 6,000.00	New courts 2022/2023?
Pool Remodel 2021 exp.	\$ 150,000.00	Estimate not based on bids. Start job fall 2021.
<b>2021 ESTIMATED RESERVE EXPENSE</b>	<b>\$ 181,000.00</b>	
<b>Net Income EOY 2021</b>	<b>\$ 224,819.00</b>	

\*Pool remodel \$150k in 2022. Tennis court remodel start end of 2022.