

Sun Peak Homeowners Association Annual Meeting Board Agenda

DATE: Thursday, December 16, 2021

TIME: 5:00 pm to 6:00 pm

LOCATION: Zoom Meeting

HOW TO CONNECT:

<https://us02web.zoom.us/j/81211416882?pwd=L3RmcXRINkdBT2U4ZzJsYWdPejZGUT09>

Meeting ID: 812 1141 6882

Passcode: 547872

One tap mobile +12532158782,,81211416882#,,,,*547872#

1. Welcome
2. Quorum
A total of 221 votes are required for a quorum to represent 40% of the available votes. In the event a quorum is NOT present at a meeting, the Members present (whether represented in person or by proxy), though less than a quorum, may adjourn the meeting to a later date not more than seven (7) days from the date of the adjourned meeting. Notice of the date of the reconvened meeting shall be delivered at the adjourned meeting. At the reconvened meeting, the Members and proxy holders present shall constitute a quorum for the transaction of business.
3. Annual Financial Report
4. 2022 Budget
5. Community Business
 - Open Space Assessment and Wildfire Mitigation Planning
 - Masterplan
 - Other
6. Election of 2022 Board of Trustees:
The property, affairs and business of the Association are managed by its Board of Trustees composed of five members. Each Board Member serves for a term of two years, and the terms of three (3) of the current directors are expiring. This year there are **three incumbent members running for re-election, Dave Georger, Roger Sawyer, and Risa Offit.**
7. Adjourn

Sun Peak Homeowners Association
Annual Meeting Minutes - ZOOM
Friday, December 11, 2020, 5:00 pm – 6:00 pm

***Present: Board Members:** David Georger, Jim Revel, Roger Sawyer, Vincent (Van) Novack, Teresa Wharton and Senta Beyer, Peak Property Management.*

1. Meeting Called to Order at 5:07 PM via Zoom. Approximately 24 residents attended via Zoom.
2. Quorum. Teresa Wharton with Peak Property Management explained that 221 votes are required for a quorum to represent 40% of the available votes. **A quorum was not achieved** and required a meeting to reconvene and formally vote in Risa Offit to the Sun Peak Board.
3. The 2019 Annual meeting minutes were approved. Roger Sawyer motioned to approve the minutes and David Georger seconded the motion all were in favor.
4. 2021 Budget Review (operating and reserve). Teresa reviewed the budget. She went on to explain that a Reinvestment Fee was approved at part of the recent amendments to the Sun Peak CC&R's and Bylaws, allowing one half percent of the sale of a home in Sun Peak to be collected and contributed towards capital improvements. To date, \$168,612.86 has been collected and will allow the HOA to move forward with the Masterplan, Phase 1 Capital Improvements.
5. Community Business
 - Masterplan Update. The 2018 Masterplan was reviewed and discussed. David Georger explained that the Masterplan has been discussed for more than a year and a half. The Board plans to move forward with Phase 1, which includes the pool expansion with shade, fence, landscaping, and more useable play space. Phase 2 will include replacement of the tennis and the addition of pickleball courts. The courts will be further discussed once Phase 1 has been completed. The entry sign into the neighborhood also remains a priority. Funding will determine phasing of projects.
 - COVID-19. The HOA worked to uphold CDC, State, and local County Health guidelines to keep Sun Peak amenities open and available for safe use. The HOA will continue to monitor recommended guidelines and implement the necessary protocols as recommended by the State, and local County Health guidelines.
6. Community Updates.
 - The Traffic Calming Committee has been working with Summit County Engineers on speed control in the neighborhood. Based on the data collected, Summit County is recommending three permanent delineators be installed along Bear Hollow Drive. Improvements will be completed and paid for by Summit County. A Zoom meeting will be scheduled in January with Summit County engineers to discuss the details. The HOA will keep residents posted on the date and time of the meeting.
 - Trails. Robs Trailhead continues to be a challenge for Summit County and Basin Recreation officials to manage. Signage, designated parking stalls and an enforcement officer are all means to help mitigate the impacts to residents. Basin Recreation

continues to work with Vail to secure an easement for winter use of the trail. Matt Wagoner with Basin Recreation should be contacted with questions related to trails.

- Website. Dave Georger encouraged homeowners to visit the Sunpeak.org website often for updates and current information. Annual invoicing and community updates are sent via email. Please contact the HOA manager at Sunpeak.org to update your contact information.
- Fire Mitigation is a priority and concern for the HOA. The HOA will be consulting with a forest management company to develop a plan and identify red zones/priorities throughout the neighborhood, including the 312 (+/-) acres of open space held in common.
- Clubhouse gym. HOA is working to open the clubhouse gym. Stay tuned for safe access protocols that will adhere to CDC, State, and local County Health guidelines.

7. Community Questions & Concerns

- Some owners expressed they had a difficult time logging onto Zoom.
- Owners expressed concern about the dead tress and vegetation in the open space.
- Owners expressed concern about access to trails being closed.
- Owners requested the Sun Peak clubhouse gym be reopened as soon as possible.
- Pickleball. A homeowner asked about the long-term plan for Pickleball. Due to the growth in the sport, there should be more consideration for more pickle ball courts as part of Phase 2 planning.
- Growth pressures surrounding Sun Peak and the greater Park City area.
- Additional kid friendly pool or zero depth option should be considered as part of the remodel.

8. Election of 2021 Board of Trustees:

Sun Peak Master Homeowners Association Board of Directors consists of five members. Incumbents Jim Revel and Van Novack agreed to serve an additional term. And Willow Draw resident Risa Offit has stepped forward to fill the vacant position of James Wavle, who has stepped down based limited availability to serve. The annual meeting is reconvened for Saturday, December 12, 2020, at 9:30 am via Zoom.

9. Adjourn at 6:14 pm

**Sun Peak Homeowners Association
Annual Meeting Board Meeting Reconvened - ZOOM
Saturday, December 12, 2020, 9:30 am**

1. Meeting called to order 9:30 am via Zoom. Present at the Zoom meeting are Jim Revel, Roger Sawyer, and Van Novack. Managers Teresa Wharton and Senta Beyer were also present. Dave Georger called in to see if he needed to attend, he is on vacation. The manager Teresa Wharton informed Dave we have a quorum, and his attendance is not necessary.
2. The 2019 Annual meeting minutes were approved. Van Novack made the motion to approve the minutes and Roger Sawyer seconded the motion all were in favor.
3. Election of 2021 Board of Trustees:
Sun Peak Master Homeowners Association Board of Directors consists of five members. Incumbents Jim Revel and Van Novack agreed to serve an additional term. And Willow Draw resident Risa Offit has stepped forward to fill the vacant position of James Wavle, providing a bio on her ability to serve on the board. Roger Sawyer made a motion to elect the three board members. All were in favor. The board agreed positions should be as follows: Dave Georger President, Van Novack Vice President, Roger Sawyer Treasurer, Risa Offit Secretary.
4. Owners have filed complaints about yard signage being excessive. The board discussed the need to review the rules and regulations and adopt a policy in 2021 to better address these issues.
5. Meeting adjourned at 9:45 am.

SUN PEAK MASTER HOMEOWNER'S ASSOCIATION

1950 Bear Hollow Drive, Park City, UT 84098

(435) 655-8365 sunpeakpc@gmail.com

December 1, 2021

Dear Sun Peak Homeowners,

The Sun Peak Master Homeowners Association Board Members (Board) have approved the Sun Peak Master 2022 budget. The following items represent the increases in budget:

1. Open Space and the Risk of Wildfire: Sun Peak Master HOA owns 312 (+/-) acres of open space in need of maintenance to create defensible space for wildfire protection. Please reference Sunpeak.org for additional information regarding the association's efforts in creating open space assessments and wildfire mitigation maintenance planning. The budget reflects an increase of annual cost for maintenance of approximately \$55K to create defensible space on 6-12 acres of open space, \$10K community cleanup and \$5K to obtain Community Wildfire Protection Plan (CWPP) and Firewise certificates. The maintenance will be an ongoing annual expense.
2. Administration and maintenance increase are due to additional responsibilities planned for capital projects and cost of living increases.
3. Increases in water expenses are estimated due to the one time fill of the added pool and to establish new plantings as part of the pool remodel. The Board, at the recommendation of the landscape architect and contractor are reviewing options to decrease and eliminate water use on open space areas where xeriscaping can be applied. The new landscaping projects around the clubhouse are being designed with water conservation goals in mind.
4. Sun Peak will continue to fund reserves at the same level of 2021 and will update its reserve study in 2022.
5. Currently, the association does not have sufficient funds to replace the tennis/pickleball courts that are at the end of life. The replacement courts are a priority and will be the next capital improvement project to be addressed.

As a result, to create wildfire mitigation planning and maintenance, along with other necessary needs of the association, the Board has determined it is necessary to increase the annual dues for 2022 by 33%. The increase will allow Sun Peak Master Association to continue to maintain and improve its common areas and keep up with increased costs.

The budget, and annual meeting have been delayed because I got COVID-19 at the end of October and was sick for an extended time. I am recovered now and healthy.

If you have any questions, please contact the Sun Peak association manager at Teresa Wharton at 435-640-5857 or sunpeakpc@gmail.com.

Warm Regards,
Teresa Wharton, Association Manager
Sun Peak Board of Directors

Sun Peak Master HOA 2022 APPROVED BUDGET

	2021 BUDGET	2021 January October Actual	Nov-Dec Estimated Expenses	Total 2021 Estimated EOY	2022 BUDGET	% of votes	Per Lot Annual Fee
INCOME - operating & reserve assessment							
Cedar Draw 29 Lots	\$ 21,598	\$ 745			\$ 29,617	7.9743%	\$ 1,021.26
Cedar Draw Estates 36 Lots	\$ 35,748	\$ 993			\$ 49,021	13.1989%	\$ 1,361.68
Cedar Draw Estates II 13 Lots	\$ 12,909	\$ 993			\$ 17,702	4.7663%	\$ 1,361.68
Mahogany Hills 98 Lots	\$ 72,986	\$ 745			\$ 100,084	26.9478%	\$ 1,021.26
The Cove @ Sun Peak Condos 80 Units	\$ 39,720	\$ 497			\$ 54,467	14.6654%	\$ 680.84
The Cove @ Sun Peak Estate 9 Lots	\$ 8,937	\$ 993			\$ 9,191	2.4748%	\$ 1,021.26
Willow Draw Cottages 109 Lots	\$ 81,178	\$ 745			\$ 111,317	29.9725%	\$ 1,021.26
TOTAL Annual Dues Income	\$ 273,076	\$ 273,206	\$ -	\$ 273,206	\$ 371,399	100.0000%	
OTHER INCOME - operating & reserves							
Reserve Income	inc annual dues	inc annual dues	\$ -	inc annual dues	\$ 68,000		
Reinvestment Fee	\$ -	\$ 138,275	\$ -	\$ 138,275	\$ -		
Clubhouse Key Replacement	\$ 150	\$ 630	\$ -	\$ 630	\$ 150		
Clubhouse Rental Income	\$ -	\$ 500	\$ 300	\$ 800	\$ 1,500		
Design Review Fee	\$ 3,000	\$ 4,500	\$ 1,500	\$ 6,000	\$ 3,000		
Fines for non-compliance	\$ 500	\$ -	\$ -	\$ -	\$ 500		
Interest Income	\$ 1,500	\$ 1,093	\$ 219	\$ 1,312	\$ 1,500		
Late Fees Penalty & Legal Fee	\$ 1,000	\$ 1,552	\$ -	\$ 1,552	\$ 1,000		
TOTAL Other Income	\$ 6,150	\$ 146,551	\$ 2,019	\$ 148,569	\$ 75,650		
TOTAL INCOME	\$ 279,226	\$ 419,757	\$ 2,019	\$ 421,775	\$ 447,049		
EXPENSES							
Reserve Contribution							
Reserve Contribution	\$ 68,000	\$ 68,000	\$ -	\$ 68,000	\$ 68,000		
TOTAL Reserve Contribution (collected as dues, deposit to reserve account)	\$ 68,000	\$ 68,000	\$ -	\$ 68,000	\$ 68,000		
ADMINISTRATION							
Design Review Administration	\$ 6,000	\$ 7,240	\$ 2,000	\$ 9,240	\$ 6,000		
Insurance Clubhouse, GL, D&O	\$ 10,095	\$ -	\$ 10,095	\$ 10,095	\$ 11,105		
Misc. - key replacement	\$ 150	\$ 518	\$ 264	\$ 782	\$ 300		
Office Exp. (copying/postage), Business Registrations	\$ 1,200	\$ 1,058	\$ -	\$ 1,058	\$ 1,200		
Property Management Fees	\$ 60,944	\$ 50,784	\$ 10,157	\$ 60,941	\$ 72,944		
Fire/Security Monitoring & Maintenance	\$ 800	\$ 620	\$ 365	\$ 985	\$ 800		
Website Fees and Maintenance	\$ 1,200	\$ 1,278	\$ 1,275	\$ 2,553	\$ 4,000		
TOTAL Administration Expenses	\$ 80,389	\$ 61,497	\$ 24,156	\$ 85,653	\$ 96,349		
PROFESSIONAL FEES							
Accounting	\$ 600	\$ 340	\$ -	\$ 340	\$ 400		
Legal (collections, liens, etc.)	\$ 5,000	\$ 3,113	\$ 200	\$ 3,313	\$ 5,000		
Professional Fees; border oversight	\$ 10,000	\$ 8,488	\$ 1,200	\$ 9,688	\$ 10,000		
TOTAL Professional Fees	\$ 15,600	\$ 11,940	\$ 1,400	\$ 13,340	\$ 15,400		
TAXES							
PROPERTY TAXES - Open Space & Clubhouse	\$ 9,500	\$ -	\$ 9,401	\$ 9,401	\$ 10,000		
TOTAL Taxes	\$ 9,500	\$ -	\$ 9,401	\$ 9,401	\$ 10,000		
MAINTENANCE							
Snow Removal (Clubhouse/mailbox areas)	\$ 6,200	\$ 3,495	\$ 3,050	\$ 6,545	\$ 7,625		
Entry Sign/Winter Lighting	\$ 2,000	\$ 2,402	\$ 2,402	\$ 4,805	\$ 2,500		
Landscape Maintenance (Clubhouse/Pool/Entry/Trees/Spraying)	\$ 11,000	\$ 10,641	\$ 735	\$ 11,376	\$ 17,500		
Tennis Courts	\$ 2,000	\$ 1,350	\$ 650	\$ 2,000	\$ 2,000		
Open Space & Trail Maintenance	\$ 15,000	\$ 13,650	\$ 9,050	\$ 22,700	\$ 70,000		
Community Cleanup Dumpster	\$ 6,000	\$ 4,594	\$ -	\$ 4,594	\$ 5,000		
Clubhouse Cleaning (1x week)	\$ 5,000	\$ 4,635	\$ 1,125	\$ 5,760	\$ 6,000		
Clubhouse cleaning/mngt private parties	\$ -	\$ 285	\$ 750	\$ 1,035	\$ 625		
Clubhouse Maintenance & Supplies	\$ 6,500	\$ 4,545	\$ 200	\$ 4,745	\$ 6,500		
Pool Maint. (Supplies/Repair/Clean Pool Membership check Sat & Sun)	\$ 22,000	\$ 25,020	\$ -	\$ 25,020	\$ 28,000		
TOTAL Maintenance Expense	\$ 75,700	\$ 70,618	\$ 17,962	\$ 88,580	\$ 145,750		
UTILITIES Clubhouse							
Cable	\$ 600	\$ 608	\$ 122	\$ 730	\$ 600		
Gas & Electric	\$ 5,800	\$ 6,977	\$ 1,396	\$ 8,373	\$ 8,500		
Internet	\$ 600	\$ 517	\$ 103	\$ 620	\$ 600		
Sewer	\$ 400	\$ 275	\$ 56	\$ 331	\$ 600		
Telephone	\$ 600	\$ 549	\$ 110	\$ 659	\$ 600		
Trash Collection	\$ 800	\$ 797	\$ 202	\$ 999	\$ 1,000		
Water	\$ 21,237	\$ 14,207	\$ 2,502	\$ 16,709	\$ 24,000		
TOTAL Utilities	\$ 30,037	\$ 23,929	\$ 4,491	\$ 28,420	\$ 35,900		
TOTAL OPERATING EXPENSES	\$ 279,226	\$ 235,984	\$ 57,411	\$ 293,394	\$ 371,399		