

IRONBRIDGE PROPERTY OWNERS ASSOCIATION
MINUTES OF ANNUAL OWNERS MEETING
December 4th, 2023 at 6pm

The Ironbridge Property Owners Association annual meeting was held at The Orchard, 110 Snowmass Drive, Carbondale. Board members present were Alice Angier, Bryan Avery, Connie Meine, Bart Turner, Rick Moore and Mike Ferguson. Also present was Courtney and Nadia Nel from Key Stone Management (KSM). Nadia Nel assumed the role of secretary to prepare a recording of the meeting.

BUDGET RATIFICATION MEETING:

1. Call to Order:

The meeting was called to order at 6:04pm.

2. 2024 Budget Ratification:

With no objections to the budget, the budget was ratified.

3. Adjournment:

With no further business to discuss, the budget ratification meeting was adjourned at 6:09pm.

ANNUAL MEETING OF THE MEMBERS:

1. Call to Order / Roll Call and counting of proxies:

Alice Angier called the meeting to order at 6:09pm. Roll call transpired and proxies were counted as follows:

Owner/s present:

| | | | |
|-----|------------------------------|---|------------|
| 1. | Angier, Alice & Robert | - | Lot 175 |
| 2. | Averill, Zach & Stephanie | - | Lot 297 DR |
| 3. | Avery, Bryan | - | Lot 062 |
| 4. | Bennet, Robert | - | Lot 093 |
| 5. | Bontempo, Wendy | - | Lot 250 |
| 6. | Braudis, Michael & Shelley | - | Lot 186 |
| 7. | Chapman, John | - | Lot 085 |
| 8. | Chetosky, Warren | - | Lot 137 |
| 9. | Christopherson, Chris | - | Lot 070 |
| 10. | De Wetter, Regina & Robert | - | Lot 087 |
| 11. | Duffy, Christina | - | Lot 247 |
| 12. | Eaton, John | - | Lot 202 |
| 13. | Eggerman, Doug | - | Lot 236 |
| 14. | Ellena, Lisa | - | Lot 310 DR |
| 15. | Falkowski, Phillip and Grace | - | Lot 266 |
| 16. | Fawcett, Emily | - | Lot 051 |
| 17. | Ferguson, Mike | - | Lot 074 |
| 18. | Fielding, Dennis and pam | - | Lot 165 |
| 19. | Gibbons, Robert | - | Lot 127 |
| 20. | Harper, Kathleen | - | Lot 069 |
| 21. | House, Joe | - | Lot 077 |
| 22. | Hunsberger, Shawn | - | Lot 178 |
| 23. | Kidd Trust | - | Lot 106 |
| 24. | Kaelin, Stefan & Stascha | - | Lot 245 |
| 25. | Kaplan, Ellen | - | Lot 232 |
| 26. | Kelley, Jeff | - | Lot 095 |
| 27. | Martin, Sue | - | Lot 273 |
| 28. | Matheson, David | - | Lot 109 |
| 29. | Meine, Jim & Connie | - | Lot 086 |
| 30. | Moore, Rick | - | Lot 149 |
| 31. | Murray, Kristen | - | Lot 063 |
| 32. | Neslo Prop. | - | Lot 288 |
| 33. | New, Barbara | - | Lot 221 |
| 34. | Nieman, Doug | - | Lot 289 |
| 35. | Nyland, Philip | - | Lot 303 DR |
| 36. | Pawlak, Linda | - | Lot 217 |
| 37. | Pratte, Doug & Julie | - | Lot 099 |
| 38. | Prock, Jack & Jeannette | - | Lot 115 |
| 39. | Reeds, Donna | - | Lot 274 |
| 40. | Rojek, Craig | - | Lot 059 |
| 41. | Rummel, Jackie | - | Lot 082 |

| | | | |
|-----|--------------------------|---|---------|
| 42. | Salabounis, Mary | - | Lot 082 |
| 43. | Schultz, Nancy & Gary | - | Lot 241 |
| 44. | Serson, Lynne | - | Lot 197 |
| 45. | Smith, Katie & Paul | - | Lot 075 |
| 46. | Tarmey, Richard | - | Lot 234 |
| 47. | Tozer, Erin | - | Lot 145 |
| 48. | Turner, Bart & Lynne | - | Lot 248 |
| 49. | Wenzel, Thomas & Harriet | - | Lot 179 |
| 50. | Whiting, Eric | - | Lot 280 |

Proxies were received from:

| | | | |
|-----|------------------------|---|---------|
| 51. | Barnes, Cindy | - | Lot 094 |
| 52. | Barnes, Michael | - | Lot 261 |
| 53. | Beach, Gary | - | Lot 037 |
| 54. | Berliner, Karen | - | Lot 193 |
| 55. | Brown, David | - | Lot 182 |
| 56. | Busby, Joni | - | Lot 141 |
| 57. | Carmichael, Leo | - | Lot 219 |
| 58. | Dooley, Jamie | - | Lot 126 |
| 59. | Falliaux, Dan | - | Lot 287 |
| 60. | Frasier, Susan | - | Lot 242 |
| 61. | Fillman, Jonathan | - | Lot 292 |
| 62. | Gerrish, Justin | - | Lot 254 |
| 63. | Gosda, Dirk | - | Lot 026 |
| 64. | Hein, James | - | Lot 102 |
| 65. | Hill, Heather | - | Lot 152 |
| 66. | Hoffman, Jeff | - | Lot 259 |
| 67. | Howard, Danielle | - | Lot 253 |
| 68. | Lewis, Linda | - | Lot 228 |
| 69. | Loomis, John | - | Lot 132 |
| 70. | Lindsay, Julie | - | Lot 067 |
| 71. | Kaufman, Andrew | - | Lot 233 |
| 72. | Kemp, Allison | - | Lot 173 |
| 73. | Kistner, Mary | - | Lot 039 |
| 74. | Klumb, Jessica | - | lot 066 |
| 75. | MacEachen, Jason | - | Lot 268 |
| 76. | Miller, Emily | - | Lot 224 |
| 77. | Moore, Jeffrey | - | Lot 035 |
| 78. | Murray, Cameron | - | Lot 157 |
| 79. | Nelson, David | - | Lot 191 |
| 80. | Pickett, Matt | - | Lot 021 |
| 81. | Richards, John | - | Lot 134 |
| 82. | Richards, John | - | Lot 143 |
| 83. | Richards, John | - | Lot 144 |
| 84. | Richards, John | - | Lot 146 |
| 85. | Sageser, Rick & Rhonda | - | Lot 080 |
| 86. | Tankersley, Sean | - | Lot 294 |

2. Verification of Quorum:

With owners of 50 voting members in attendance and 36 proxies in hand, it was determined that there was a quorum to conduct business.

3. Changes to the Agenda:

None

4. Approval of 2022 Meeting Minutes:

Paul Smith motioned to accept the minutes from the previous annual owners meeting, seconded by Doug Eggerman. With no objections, the previous meeting minutes were approved.

5. Financial & Reserve Study Review:

Bart Turner presented the financials. He thanked the Finance Committee for all their hard work in getting the financial reports audited and ready for the transition from the previous management company. Bart explained that reserve monies had not been transferred to the Edward Jones investment account for a number of years, these monies were now being transferred on a monthly basis. All reserve monies are in Money Market or CD accounts and are earning higher interest than what the banks offer. Bart stated that a Reserve Study had been completed by a specialist company. The board will analyze reserve activities on an annual basis and the study will be updated as necessary. Owners were encouraged to review the study on the associations web page. John Chapman from the finance committee reported that the DRB deposit account from the previous management company will be reconciled at year end and the necessary journals actioned as appropriate.

6. Committee Reports:

a) Engagement & Communications Committee:

Report was read by Alice Angier as committee chair was not present. All committee members were thanked for all their hard work and the following report was submitted:

HERE IS A SUMMARY OF OUR 2023 ACCOMPLISHMENTS:

- regular monthly meetings to review our many tasks at hand
- A **completely revised the IPOA Website** kept updated *at no charge to owners*. It includes:
 - calendar
 - an area to pay dues
 - Groups page
 - updated Agendas and Meeting Minutes
 - Top Issues
 - important governing documents
 - financials
 - password protected login
 - welcome information page for New Residents (created Welcome Letter and Welcome Packet)
 - monthly newsletters

A more polished website helps to give our community more value and be recognized as the great place it is

We created an **incredible new Ironbridge POA Logo** with the help of Roz Birkelo to use for communications, documents, and other items (such as a reusable grocery tote).

- We started a **Monthly Newsletter** emailed on the first of each month using Constant Contact which is full of important information including:
 - Board and Committee information
 - community happenings
 - real estate updates
 - local business feature (Let us know if you own a business and want to be featured. We can help you advertise)
 - meet your new neighbor (let us know if you want to be featured)
 - valley community events of interest
- Each committee member has responsibilities to create content and works hard every month to contribute to the newsletter's success
- It can be distributed to more than one person per household, and we now have 332 emails receiving it. Let us know if you would like to receive it too.
- The monthly newsletter has helped us feel like a cohesive community. Our goal was to start this on January 1, 2023 and we are almost at the end of our first year! That is amazing!
- Let us know if there is anything you want featured that could be important to the community.
- Another facet of our committee is to find out who is moving in and get them a **"Welcome Basket/Tote"**. I hope you saw it on display in the lobby.

Danielle Howard works hard on this and is amazing with delivery and welcoming our new neighbors. We always need items to include from local businesses. Contact us to include any swag, local products or gift cards from your business. We try to know who moves in, but sometimes miss some. If we do, let us know and we will be there!

- We started the **First Annual Garage Sale** with Westbank residents. It will be an annual event as we had a VERY SUCCESSFUL first event: more than 30 homes participated! Thanks to all who participated and let us know if you want to help organize the next one
- We had our **first "Meet and Greet New Residents"** in January at the Kitchen and again in June at the pool. We'll continue to have two events each year. We invite you to come, meet your neighbors and be involved in making them feel welcome.
- We had our first annual **"Spring Clean Up"** event on Earth Day to help clean up our neighborhood. We provided trash bags and The Club picked up the filled bags. Thanks to all who participated.
- We had our first annual **"Spookiest House Contest"**. The winners, the Duffy family, received a gift card from The Village Smithy. Thanks to all who participated.
- Our first annual **"Deck the House" holiday lights contest** has begun, and the winner will receive a gift card from White House Pizza. Make sure to send in your vote
- Our first annual **"Holiday Giving Event"** is underway. Each year we'll select a needy group in our Valley and collect gift cards for them. Donations are due by December 13th.
- We create and distribute flyers through Constant Contact. Committee members give advice on what to include and help compile the information.

Our committee stayed **on budget** this year and plans to be on budget or under for the coming year!

We truly believe this Sub-Committee and its volunteers have provided SO MANY GREAT BENEFITS for the owners here in Ironbridge. Many of these are benefits we never had before this year.

If you have any suggestions or ideas, we are always open to listen.

For all communications, our email is communications@ironbridgepoa.com.

b) Finance Committee:

The Finance Committee report was presented by Connie Meine – former Chair.

The finance committee has been functioning for over a year, after being formed in Oct. 2022.

I served as Chair until August when I offered to fill a vacancy on the Board; Chris Christopherson joined the committee and graciously stepped up to fill the role of chair. Other members are John Chapman, Rick Moore, and Rich Tarmey. I am currently the Board liaison, a role previously held by Dirk Gosda.

The committee, made up of former finance and accounting professionals, was formed to provide guidance on financial matters including financial statements and reports, accounting practices, internal controls such as payment and banking processes, the annual budget and other financial matters as directed by the Board.

During the year 2023, the finance committee or individual members performed the following tasks:

- 1) Reviewed and provided recommendations from the AUP audit (agreed upon procedures)
- 2) Served as participant in the search for new property management firm
- 3) Assisted in the transition of financial data from old to new managers
- 4) Worked on the reconciliation of the construction deposit account provided by the former manager
- 5) Reviewed vendor invoices – mostly Gopher and legal invoices (legal committee on which Rich Tarmey served)
- 6) Drafted a snow removal policy for the community - John Chapman
- 7) Provided analysis and recommendations to adjust and correct the 2022 financial statements (mainly applying expenses paid in 2023 that were for 2022)
- 8) Worked with Treasurer – Bart - on improvements to bank and investment account practices
- 9) Made suggestions for improved financial statement format separating operating from reserve funds
- 10) Provided input on the 2024 Budget

The finance committee will continue to assist the Board, as well as being available to community members to clarify or explain any of the details of the POA's financial statements and budget. Remember these are all posted on the POA website for your review.

c) DRB & River Committee:

Presented by John Chapman - Chair

Your IPOA Operational and Club dues pay for the use of three trail systems as follows:

River Primitive Trails: Over the last two years,

- At the River Bank Lane pumphouse river access point, we added stairs and pebbles on that river access trail;
- In the Heron Crossing (Phase 3) we added wood chips, extended, widened, and added rock steps to two river access points along this new river trail; and
- In the Great Blue Heron Buffer area near the south pumphouse, volunteers created a primitive year-round river access trail. A spring 2023 meeting with IPOA representatives and the Roaring Fork Conservancy (beneficiary of that wildlife easement) resulted in an agreement for IPOA members year-round access to this primitive trail.

The combined three river access trails represent over one mile of dirt and woodchip trails. We will keep you posted on next summer's volunteer river project(s) in future IPOA newsletters.

IPOA Paved Trails: The IPOA owns and maintains slightly over three miles of paved trails that are frequently used by all of us. The IPOA paved trails include IPOA maintained doggie stations and the IPOA provides snow removal on these trails during the winter.

Club Golf Cart Paved Trails: In addition, for next golf season we have asked the Club management team to post non-golf operational hours that will allow IPOA members to use approximately nine miles of golf cart paths before and after golf hours of operations.

While the majority of us probably don't know this - the recently executed June 2023 Resident Membership Agreement (RMA) provides for IPOA member access to the Club's golf cart trails via an "incorporation by reference" of the current Ironbridge Club Rules and Regulations (under Item 7: General Golf Rules), which includes the following provision:

"Jogging, bicycling, or recreational walking is permitted on the golf course cart paths only during specified times. Check with the golf pro shop as these times will change throughout the year."

Note: The Golden Eagle Protection Zone, which encompasses the Club's holes 15, 16, 17 and 18, prohibits human activity in this area from December 1 to March 31.

You can find our most current RMA and Ironbridge Club Rules and Regulations at: www.ironbridgepoa.com/governing-documents-and-covenants

Please note, that the Club has indicated it may revise its Rules and Regulations, which could possibly eliminate the above-mentioned golf cart trail access. If you believe the IPOA should retain this golf cart trail access, please email john.chapman03@hotmail.com. Your opinion(s) will be passed on to the Club's management.

The DRB committee is looking for an additional member, please let Key Stone Management know if you are interested in serving on this committee.

7. Old Business:

a) RMA Completion:

Bart Turner reported that the contract has been completed and will be effective from January 1st, 2024.

8. New Business:

a) Maintenance of the native / landscape areas:

Mike Ferguson reported that this maintenance usually occurs 2 to 3 times a year. It was only done late this year due to the change in management company and availability of vendors. The annual weed treatments were also completed later than usual. This change brought a discussion to the table of whether the roads and pathways need to be trimmed or whether a native grass appeal would be better. This question was addressed to the owners present with a vast majority wanting the paths and roads trimmed on a more regular basis and treatments done earlier. This led to owners also asking for the dead Aspen trees along CR109 being removed and new trees being planted to replace the dead ones and to form a "boundary" along the roadside. The board said they would consider forming a Beautification Committee or asking the River Committee to assist with bids and a projected plan.

b) Transfer Fee Presentation:

Bart Turner presented the facts and advantages of the association passing a transfer fee amendment for new buyers. Buyers would need to pay a fee of 1% of sale or \$9,000 at transfer, whichever is greater. These monies would be used to the benefit of the operating and reserve accounts. There were a few suggestions or alternatives received from the owners but a show of hands reported that the majority of owners at the meeting would support this amendment. The amendment would need a "yes" vote of 67% of all owners to pass. Owners were encouraged to share the transfer fee idea with their fellow neighbors.

c) Board of Directors Elections – 3 seats:

Only one offer to serve on the board was received from Connie Meine, Connie was elected to the board. With no further offers, the board announced that they would be reducing the number of board members from 7 to 5 at the next board meeting. Mike Ferguson spoke on behalf of all the board members to thank Bryan Avery and Rick Moore for their service on the board and to the community.

9. Adjournment:

With no further business to discuss, the meeting was adjourned at 8:25pm.