

**Alpine Meadows Improvement and Service District**  
**Annual Budget Hearing**  
**July 15, 2014**

Item I: Meeting Called to Order:

The budget hearing of the Alpine Meadows Improvement and Service District (ISD) was called to order at 12:05 p.m. MDT on Tuesday, July 15, 2014 at the Meridian Group offices located at 330 North Glenwood in Jackson, Wyoming. Director Mike Halpin attended the meeting in person while Directors Lauren Leoni, Randy Williams, and Laura Ladd attended via teleconference. Director Shea DeMello was absent. Property owners in attendance included Shawn Hawkins (also the CPA for The Meridian Group), Sean Chapman, Bill Wotkyns, and Paul Lowham. Property owners Ken Burnes, Kelley Tetrault, and John Ulfelder attended the hearing via teleconference. Lisa Paddleford was present to take the meeting minutes.

Item II: Formal Approval of Meeting Minutes:

Laura made a motion to adopt the meeting minutes as presented. Randy seconded the motion and the motion was unanimously passed.

Item III: Bids

No bids were presented.

Item IV: Claims Approved

No claims were approved.

Item V: Claims Rejected

No claims were rejected.

Item VI: Agenda Matters

- Budget Hearing: Laura summarized the objections and complaints that were outlined in the two letters received from property owners:
  - Both owners were oppose to an increase in the annual property owner dues for residential lots, although one of them didn't object to an increase for commercial lot owners.
  - Other objections pertained to line items of website maintenance, snowplowing, accounting/administrative fees, and open space irrigation. One of the owners also stated disappointment in the construction of the picnic pavilion.
  - Shawn commented that property taxes on open space lots were reduced from \$2268 to \$130 per lot. Secondly, open space irrigation will be reduced from \$6870 to \$6750. Lastly, based on current actual numbers vs. estimated current year expenditures, Shawn does not anticipate any changes to other budget line items.
  - Laura wishes to keep the amount allocated to website maintenance as shown on the proposed budget because if the budget for that line item (or any other line item, for that matter) was exceeded for some reason, a special meeting would need to be held to amend the budget (per state statute requirements). She also explained that administrative and accounting fees are increased from last year to

include “contingency expenses”, such as additional work associated with compliance with Department of Audit and state statute requirements. She mentioned that every effort will be made to keep costs under budget—the budget allocation doesn’t mean that every dollar will be spent but the rigidity of the state template provides a disincentive to lowering line item amounts unless the Board can be quite sure that they won’t be exceeded.

- Laura confirmed John Ulfelder’s understanding that the purpose of the proposed increase in annual dues is to build up operating reserve funds so the ISD can avoid borrowing from reserve funds was correct. John asked if excess money from other line items that come under the budget can be moved over to the operating account; Shawn confirmed excess funds can be transferred to the operating reserve but only with Board approval of an amended budget.
- Lauren asked how the budget “got behind” and why an increase in dues is now required to catch up. Shawn explained the operating account was depleted after paying for construction documents and construction costs associated with the picnic pavilion. It was noted that the developer contributed \$43K towards completion of the entrance sign and pavilion.
- Board Action on Proposed Budget: With no other comments on the proposed budget, Randy made a motion to adopt the proposed budget with Shawn’s recommended revisions. Lauren seconded the motion, which was unanimously passed.
- Summary of Final Audit Report: Laura provided the Board and members with a summary of the findings included in the final audit report. Among other recommendations, the Board is to take a more active role in the District’s financial matters, avoid conflicts of interest of contractors who provide services to the ISD, and establish accounting and administrative procedures. John asked if there was a need for a Board member to recuse from any potential conflict; Laura felt the Board should disclose any potential appearance of conflict but that Board member recusal wouldn’t be unusual. Increased transparency is the key goal. Finally, Laura added that efforts to comply more fully with audit and state statute requirements will require additional work effort from Shawn, Sean and Lisa.
- Subdivision Weed Control: Although the CCRs state that individual owners are to provide weed control to their property, Lisa advised the Board and members that the District provides weed control to all areas of the subdivision where knapweed and roadside weeds are problematic in order to make an effective effort to control weeds. This expense is included in the proposed budget and is a benefit provided to all property owners as part of their dues. Lauren questioned whether weed control was being adequately performed, as knapweed plants appeared to be blooming. Mike explained that some plants required systemic application of chemicals at a later stage of growth in order to kill the root system and not only the plant which appears above-ground. Lisa confirmed this was the case with knapweed.
- Picnic Pavilion Fundraiser: Neither Lisa or Laura have received any feedback from an email Lisa sent to Board members who are also residents of Alpine Meadows regarding the organization of a summer picnic/fundraiser event. A solicitation letter sent last fall resulted in a few donations but the total amount donated isn’t even quite enough to purchase a picnic table. If this event is to take place, Laura felt a Board member who lives in Alpine Meadows should spearhead the effort to organize and host it. Randy will

check with Shea, who had previously mentioned interest in helping and organizing such an event.

Item VI: Other Matters Discussed and Actions Taken

- Mike addressed a letter submitted by a property owner who felt not enough notice of this meeting had been provided to members. The owner also stated she did not receive any notice of the meeting that was held on 6/25/14. Lisa said she confirmed that neither the by-laws nor state statutes provide any time requirements for member notification of board meetings other than the budget hearing and elections. Laura felt it was fine for members to attend board meetings but noted that the discussion is intended to be among board members not the broader audience, so member participation should be generally limited to listening to the board dialogue. When asked how members are notified of meetings, Lisa stated that meeting information is posted in the “Coming Up” area on the members’ site of the Alpine Meadows website, agendas are posted on the website and via email or U.S.P.S., usually 2-3 weeks prior to a meeting. Randy thought these measures were adequate, stating that members needed to take responsibility for providing correct contact information to Lisa if they wish to receive notifications and/or information concerning meetings. It was suggested that Lisa make one more effort to contact those on the U.S.P.S. mailing list to again request an email address so information can be provided on a timely basis. Emailing information would reduce administrative and mailing costs. Mike suggested that the Board adopt a policy of providing a 14-day notice of meetings to members; Laura made a motion to adopt a policy to notify members via the website and email 14 days in advance of a meeting, if practical. Randy seconded the motion, and the board unanimously approved it. John wanted the Board consider allowing some time at the beginning or end of the meeting for attending members to comment, which the Board agreed was a good idea.

Item VIII: Adjournment

With no further business to discuss, Randy made a motion to adjourn the meeting, which Laura seconded. The motion passed unanimously and the meeting adjourned at 12:42 p.m. MDT.

Respectfully submitted,

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Michael T. Halpin  
President – Alpine Meadows ISD Board of Directors

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Lauren Leoni  
Secretary – Alpine Meadows ISD Board of Directors