

*The Meadows of Melody Ranch*

**ISD**

Board of Director's Meeting  
Thursday, August 16, 2018, 12:00 pm  
Grand Teton Property Management

**MINUTES**

**CALL TO ORDER: 12:35**

Bob Hammond

Jim Miller

Lee Harris

Rich Bloom

Kelsey Bancroft, GTPM

Demerie Northrop, GTPM, (via phone)

Matt Ostdiek, Rendezvous Engineering

1) Approval of Minutes, July 18, 2018

Lee moved to approve the last meeting minutes with the spelling error fixed. Jim seconded the motion and all voted in favor.

2) Financial review

a) Review Financials

With one month of spending there was not a lot to review. The board would like to have the period of financials on the report moving forward. Rich moved to accept the financial report. Lee seconded the motion. All voted in favor.

b) Delinquent Review

The most delinquent account will be taken care of when the house sells – the closing is scheduled for next week. The other homeowner who is severely past due lives in a Habitat home. The board would like GTPM to reach out to Habitat and see if they can intervene and assist in the collection of her water bills.

3) Old Business:

a) Update from Rendezvous Engineering

Matt Ostdiek reported that the grant is now closed out for the water valve repair project. SLIB was sent the final request for funds. Westwood Curtis has a pay application #2 in which is due now in the amount of \$35,200.08. The #3 pay app in the amount of \$5,702.34 is due on September 4<sup>th</sup>. The accounting of next year's work on valves will be kept separate from the other water projects.

Lee and Matt went to Cheyenne last week to request principle forgiveness on the loan for the Wyoming Water Development Commission project. The ISD was granted \$57,925 of principal forgiveness; 46.4% of the \$124,825 requested. Combined with the principal forgiveness awarded for the water valve repair project, the ISD saved

\$140,425. The paperwork for the loan is in the process with the state and once that is received and executed the ISD will be able to start spending. A 0.5% loan origination fee (approximately \$3,500) will need to be paid upon loan initiation.

The water and sewer systems are running very well. There were a couple of low-pressure alarms in the water booster pump station when the system automatically switched to test the generator, but nothing of concern.

b) Discussion of RFP and timeline for WWDC process

GTPM will email the RFP to Nelson, Jorgensen and Rendezvous Engineering. Any proposals will be due at GTPM by the close of business on August 31<sup>st</sup> with interviews to be held on September 12<sup>th</sup>. We will check with the ISD attorney, Nicole Krieger, to make sure the RFP doesn't need to be published since it is being sent to three local firms. She will review the ISD governing documents and advise. The engineer will be selected by September 14<sup>th</sup>. Once the engineer is selected the owners on lots 1-83 and 1-84 should be advised about the project and the use of the easement which is located on their lots.

c) Election

Rich Bloom and Larry Pardee have expiring seats on the ISD. Rich will rerun and is completing his application for election. Larry is not returning to the board. There are two other people who indicated they may be interested in running; Demerie will send them both the application to get them on the ballot as well.

4) New Business:

a) Children at Play Signs

Echo Miller from Glory View contacted Demerie to request the addition of several Kids at Play signs to be added to the existing speed limit signs. There are a lot of children and density on that side of the neighborhood and she would like to increase awareness without adding to the problem by putting cones in the street as one neighbor has started to do. GTPM will do a sign count during the next drive through and report how many signs there are and how many may be needed. The ISD would like to reiterate the need for people to drive slowly in the next newsletter.

b) Tree trimming

The ISD has requested Evergreen Tree Co. to trim up the trees in the neighborhood that restrict visibility for drivers. They want to be sure the intersections (especially the one by the old sales office) are addressed.

c) Berm on Lot 1-201

The homeowner recently build and landscaped a berm at the edge of his lot. The location of the berm is in the road lot. The ISD has concerns that when the trees mature they will become problematic in regard to visibility for cars. For future landscape requests the ISD would like to be sure that people do not plants trees or shrubs in the road lots.

d) Fire Hydrants

It has been noted that Wyoming Landscape has not been mowing around the hydrants. Demerie will contact WLC to make sure this is being done for visibility purposes, as per the contract. In addition, the paint on many of the hydrants appears to be chipping and peeling off. They should be painted with enamel paint in the coming year.

e) Entry Signs

The ISD granted the HOA an easement on the islands for entry signs to be placed at the three main entrances of Melody Ranch. The Presidents for both boards met on site to locate the appropriate placement for each sign. The ISD would like the HOA attorney to draft a memorandum of understanding granting the HOA an easement on these locations (similar to what was done for the mailboxes). This MOU will be reviewed by the ISD attorney and then recorded.

5) Adjournment 1:24

Next meeting to be held September 12<sup>th</sup> at noon; interviews will be held starting at 12:30