

THE PANORAMA RANCHES HOMEOWNERS ASSOCIATION
MINUTES OF ANNUAL HOMEOWNERS MEETING
January 26th, 2022 at 6pm via Zoom

The Panorama Ranches Homeowners Association annual meeting was held via Zoom. Board members present were Lea Tyler, David Thiel, Patty Heydenberk, Lance Burwell and Tony Merkel. Also present were Courtney and Nadia Nel from Key Stone Management (KSM). Nadia Nel assumed the role of secretary to prepare a recording of the meeting.

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

President Lea Tyler called the meeting to order at 6:06pm. Roll call transpired and proxies were counted as follows:

Owner/s present:

1.	Patty Heydenberk	-	Lot 2	
2.	Angela Shetzer	-	Lot 3	
3.	Lance & Denise Burwell	-	Lot 4	
4.	Angela Shetzer	-	Lot 5	
5.	Matuszeski, Andrew	-	Lot 7	
6.	David & Carol Thiel	-	Lot 10	
7.	Lucas Rains	-	Lot 12	
8.	Leslie Buettner	-	Lot 15	
9.	Tom Fisher	-	Lot 16	
10.	Cathie Farrar	-	Lot 20	
11.	Cathie Farrar	-	Lot 21	
12.	Jorge Lopez	-	Lot 22	
13.	David & Dianne Zamansky	-	Lot 23	
14.	Leilani Damke	-	Lot 24	
15.	Linda Stoeckl	-	Lot 26	
16.	Tony Merkel	-	Lot 27	
17.	Michael Kuznetz	-	Lot 30	
18.	Mark Montgomery	-	Lot 35	
19.	Karen Cox & Wayne Hall	-	Lot 39	
20.	Michael Thullier/Kathy Denman	-	Lot 42	
21.	Lea Tyler & Levi Borst	-	Lot 43	
22.	Lea Tyler & Levi Borst	-	Lot 44	
23.	Don & Susan Edmonds	-	Lot 45	
24.	Don & Susan Edmonds	-	Lot 46	
25.	Harry & Susan Burr	-	Lot 47	
26.	Thomas & Jodi Provost	-	Lot 53B	
27.	Mark Blodgett	-	Lot 53C	(27 owners present)

Proxies were received from:

29.	Shaine Ebrahimi	-	Lot 40	
30.	Frank & Christine Kroening	-	Lot 48	(2 proxies received)

2. Verification of Quorum:

With owners of 27 voting members in attendance and 2 proxies in hand, it was determined that there was a quorum to conduct business.

3. Changes to the Agenda:

New Business will now read as follows: a) Board of Directors Elections, b) Lot 53C - Pump house frozen pipes, c) Lot 15 – Signage suggestion.

4. Approval of Previous Annual Meeting Minutes:

With some minor edits suggested from Karen Cox and read to all members, Lea Tyler motioned to accept the annual meeting minutes from January 21st, 2021, this was seconded by Patty Heydenberk and agreed to by all members present.

5. Introductions – Presidents Report 2021:

The President, Lea Tyler thanked the Board, ACA, WO, and the management company for all their hard work during the year. All Board members introduced themselves. The President informed all owners that the association has moved to a new management company, Key Stone Management, still with Nadia and Courtney Nel just under a new name.

She reported the completion of the following projects during the 2021 year:

- The water system continues to be upgraded, a transducer has been added at the water tank and an auto dialer system. The auto dialer system will alert the water operator, board of directors and KSM when a problem is detected in the system. Sensors have also been installed in one tank to monitor activity which is digitally recorded. A second sensor will be installed in the other well in 2022. These sensors and recorded data will provide information needed to apply for absolute water rights for the association.
- Owners were reminded to be diligent with their water usage as water remains a precious commodity.

6. ACA Report:

Mark Montgomery represented the ACA and reported that the ACA had received several applications for the 2022 year. 5 had been approved and completed with 1 house build, 1 garage and tree lining to still be accomplished. Owners were reminded to notify KSM of any new work / builds needing approval and of any informal work being done on their properties. This makes it easier for the ACA to answer possible queries from the community. KSM will notify the ACA and BOD of any requests received.

7. Water Report:

The water operator, Davis Farrar presented the annual water report. He informed all owners that the year had been a good one overall, with no major leaks and all water testing completed and at good quality. He recapped the new water monitoring equipment and tracking system. There had been a spike in May, due to a service line leak. This was quickly found and repaired. The second spike was in December due to frozen water pipes at the pump house on Buck Point Road. Owners were asked to be conscious of water usage, especially in the summer months during landscape season. A reasonable amount of usage during the summer months, runs between 20,000 and 30,000 gallons per quarter. It was suggested that owners read their meters on a regular basis to ensure conservative water practice. If owners notice a wet patch or area, please notify KSM as soon as possible, KSM will notify the Board and the water operator. Owners were reminded of the importance in having their backflows tested. This is a state regulation and will prevent the association from getting fined. The testing also ensures that any contamination is kept at bay.

8. Treasurers Report:

a) 2021 Overview:

The Treasurer, Patty Heydenberk reported that 2021 had been a good financial year and that the association was in overall good standing. Year-end financials had been sent out ahead of the meeting. The financials reflect that expenditure had run mostly in line with the projected 2021 budget. Added income for the year was due to the \$250 dollar fines issued to owners

who did not perform their backflow testing. Out of contract fees paid to the management company are mostly due to extra work done regarding the quarterly water readings, to resolve any issues. Repairs and maintenance ran over due to 3 curb stop replacements / installations and stripped nuts on fire hydrants being replaced.

b) 2022 Budget:

The board had reviewed and discussed all line items. Some line-item figures have been adjusted for the 2022 budget and the board had ascertained that there is no need for any increases in operating or reserve dues for the 2022 year. With no objections received, the 2022 budget was ratified.

c) Reserve Study update:

Courtney Nel from KSM presented the reserve study update. The reserve account is running slightly higher for the start of year predicted balance. The reserve account is in overall good standing but is still running in the (red) high-risk factor for special assessments but is climbing well. The current goal is to get the association into the medium (yellow) risk factor as soon as possible. The only item on the schedule per the reserve study is a tank inspection for the 2022 year. The reserve study does include inflation and interest forecasts over the 30-year projection plan.

9. New Business

a) Board of Directors elections:

Two Board positions are expiring and both Lance Burwell and Tony Merkel have offered to continue serving. Lance was voted onto the Board during the year to fulfill Karen Cox's position after her resignation. Leilani Damke has also offered to serve. With 3 owners offering their services and only 2 positions available, KSM will send out an email ballot following the meeting. Ballots will be tallied, and all owners will be notified of the successful candidates. Each candidate was given an opportunity to introduce themselves.

Edit: An email ballot was sent out to all owners who attended the meeting, as an extension of the meeting to vote for the 2 open board positions. Tony Merkel and Lance Burwell received majority votes and will serve on the Board for the next 2 years as per the governing documents.

b) Lot 53C – Pump house frozen pipes:

The owner of Lot 53C experienced an issue with the pipes leading to the pump house freezing and causing a burst in the line. The board invited the owner to the next Board meeting to discuss further and find an agreeable solution to the problem.

c) Lot 15 – Signage suggestions:

The owner of Lot 15 raised the issue of speeding on the community roads. She suggested the erection of speeding signs. As these are county roads, she offered to speak to the council to get the necessary permissions. The issue of owners not cleaning after their dogs was raised and all owners were reminded again of this. The third issue raised was the shooting and littering occurring on the neighboring BLM land. No official decision was made about this as the associations has no rights to this land. Lot 15 will speak to County to see if anything can be done about this and will report back to the board with her findings.

10. Old Business (Q&A):

No old business was discussed.

11. Adjournment

With no further business to discuss, the president, Lea Tyler adjourned the meeting at 7:20pm.