

Park River West Board of Directors 2019-2020
Wednesday, June 24th, 2020, 4:00 p.m. MDT
Special Meeting Called to Discuss Preparation for Annual Membership Meeting
Via Zoom Conference

<p>1. Call to Order/ Role Call</p>	<p>In attendance: Stewart Squires (President), Fritz Sampson (Vice President), Mindy Stephens (Secretary), Helen Evans (Treasurer), John Mize (Director), Greg Barkley (Director), Ron Springer (Director) Elizabeth Repola (Director) joined at 4:19 p.m. Helen Evans left the meeting at 4:30 p.m.</p>
<p>2. Financials for Annual Meeting – Timeline (Helen Evans)</p>	<p>Helen Evans reported that she just has to make some minor changes and will have the budget updated by Friday, June 26th.</p>
<p>3. Current reservation at church. (Mindy Stephens)</p>	<p>Mindy Stephens will cancel the reservation that has been made at the church where the meeting was held last year.</p>
<p>4. Authorize Electronic Annual Meeting (Fritz Sampson)</p>	<p>Fritz Sampson has a resolution that would allow this year’s meeting to be held in an electronic format rather than with attendance in person, due to the continuing restrictions and safety of owners in consideration of the COVID-19 pandemic. Fritz Sampson moved that we amend our policy regarding meetings; John Mize seconded the motion; all approve.</p>
<p>a. Can we declare COVID-19 emergency and change format?</p>	<p>The question had arisen whether the Board could declare an emergency due to COVID-19 pandemic. Fritz Sampson reports that the Board can declare an emergency and organize an electronic meeting using the conferencing app Zoom.</p>
<p>5. Review structural change docs for approval at Annual Mtg besides budget. (Fritz Sampson)</p>	<p>In consideration of the potential actions of the Upper Thompson Sanitation District and how it may affect the respective cost difference between the Short-Term Rental units of PRW and the non-STRs, Fritz Sampson is preparing a resolution to allow us to take action to respond to this.</p>
<p>a. Prepare for separate unit billing for Sewer</p>	<p>At this point, there isn’t inequality between the two types of units and won’t be until the UTSD passes this. At the last meeting, they indicated wanted to get this done by the fall. As that would be after the Owners Annual Meeting, it behooves us to be prepared for whatever the outcome is. Fritz Sampson proposed that he send out what he has and asks for us to look at it, especially for John Mize’s review.</p> <p>Ron Springer asked if we are pursuing anything about setting up for water to also be billed directly to each unit. Stew Squires responded that as this is a bit more structural, there are a few more things going on with this to calculate at this point. In general terms, the Board has agreed that we would like to get out of the utility billing business. The resolution being prepared by Fritz Sampson would cover both situations.</p> <p>If we can’t get UTSD to bill separately, then we can do something internally.</p>

b. Policy for Reserve Study	
6. Format for on-screen presentation for budget and reports.	The format for an on-screen presentation for the budget and reports was discussed. These can be prepared in Power Point for an easy presentation on Zoom. There will be reports from the President, Stew Squires, and the Treasurer, Helen Evans. We will also have announcement letter, agenda, etc. in a presentable format.
7. Practice session for those that haven't used Zoom.	We will send out training materials and will offer a practice session for those owners who haven't used Zoom.
8. Other Meeting needs.	
9. Landscaping Report (John Mize)	John Mize reports that he conducted a walk around the property with Dennis McDonald. There are a great number of bushes need trimming and look forward to getting a lot done on Volunteer Day, June 27 th . Helen Evans moved to authorize Dennis to research what equipment is needed trim trees, etc., and have the Board purchase the item. Greg Barkley seconded, all agreed.
10. Adjourn	Fritz Sampson moved to adjourn, John Mize seconded, all approved. The meeting was adjourned at 4:36 p.m.

Minutes prepared and signed by:

Mindy Stephens, Director and Secretary of the Meeting