



# BEAR HOLLOW VILLAGE

HOMEOWNER'S ASSOCIATION  
PARK CITY, UTAH

## 2023 ANNUAL MEETING MINUTES

The 2023 Annual Meeting of the Bear Hollow Village Homeowner's Association was convened on December 4<sup>th</sup>, 2023 at 7:05 PM MST via a Zoom webinar.

### The following 45 Owners were present on the webinar:

Ken & Traci Grant	Dania & Jose Garcia	Eric Iverson
Philip & Jenny Adams	Paula & Mike Lack	Bryan Lebold
Mike Axelrood	Sara West,	Josh Wilder
Joseph Venturato	Paul Zimmerman	Bob & Megan Flannery
Jim & Ann Sumner	Michael McFarland	Laura & Ervins Ramanis
Jody & Monique Lodrick	Kim & Scott Cassett	Celia Peterson
Diana Lee	Karen Malm	Julia Andrews
Pam Dorricott	John Ostrowski	Bruce Maw
William Popadich	Aronson	Andi Wieser
James & Cheryl DeMarco	Nick & Casey Eidemiller	Craig Norton
Bob & Elaine Larson	Benny Yih	Jon Connor
Aaron & Jackie Bartrim	John Cummings	Sandra Vandergriff
Mike Johnson (x2 votes)	Alison Overbay	John Chambers
Bob Adams	Steve Noufer	Howard Butt
Sandra Vogt	Petra Butler	John Molenaar

### The following 67 Owners (69 votes) were represented at the meeting by proxies received:

ATKINSON	FELLA	MEHEDFF / KUNZ
ATKINSON	FRANKLE	MULARSKI
BAKER	FRIBERG	MURDOCK
BAUER	GAINES	OWCHARUK
BECK / TANNER	GAMETT	PACE
BIG BEAR DEST. LLC	GARDNER	PETERSON, LINDSAY
BIGATEL	GARTRELL / HINDLEY	PUGATCH
BLAZIC	GILLHAMER	RENZI
BLOCKER - 2x votes	HARTIGAN	SARETTE
BLOCKER	HAYNES	SARETTE / KLEMENTS
BRYCE	HENDERSON	SCHLOSS
BUTTERWORTH	HERRERN	SCHOTT

CANTWELL	HOROWITZ - 2x votes	SEES
CHADWICK	HUFF	SKYE PILOT LLC
CHAMBERS	JBG PARTNERS/GAMETT	SOONER
CONNOR	JESKAG HOLDINGS, LLC	STEELE, DEBORAH
CUMMINGS, SARAH	KERR	THOMPSON
DESANTIS	KIMMEL	VALLIERES
DILLMEIER	KUCK	WILKINSON
DUGALA	LEWIN	WINKLER
ENGLESON	LOGAN	WORTHINGTON
EVANS / STEDMAN	LOSHIN	
FAULCONER	MANTON	

**The meeting did not achieve a quorum with a total of 110 votes represented.**

(Note: 139 votes were needed for a quorum. When a meeting does not achieve a quorum, in accordance with the Association By-Laws and the community CCR's, the Annual Budget is deemed to be approved as presented by the Board of Trustees. No other official business can be finalized; the meeting needs to be re-convened at another date for the purpose of finalizing other official business matters. The only other matter of official business to be addressed would be the election of Trustees. (More info at end of Minutes). \*\*

**Also Present:**

Wade Street, Jennifer Booth, and Greg Parks, from the HOA's management company, K&K Property Management, were also on the Zoom call.

Howard Butt, HOA President, opened the meeting and thanked all the owners for taking the time to join the meeting. He mentioned that 9 new owners have joined our community to date this year and we also said farewell to 9 owners who sold their homes in Bear Hollow Village.

While the meeting did not achieve a quorum a discussion on community matters with the owners on the Zoom call was still appropriate. Howie then asked Jennifer from K & K to make some opening remarks.

Jennifer reminded all owners present on the call that an HOA annual meeting is a business meeting and asked that owners remain civil and respectful during the discussion. Jennifer also introduced each member of the K&K staff. Wade Street is K&K's Director of Maintenance; Greg Parks is the HOA Manager, and Jennifer is the General Manager.

Trustee Jody Lodrick then gave a Treasurers Report, summarized as follows:

- We have \$255,215.80 on deposit with Chase Bank in our Reserve Fund as of 12/4/23
- We have \$50,506.19 on deposit with Chase Bank in our Emergency Fund as of 12/4/23
- There is 1 owner dues account in Delinquent status at this time, all other owners are paying dues on time

Jody then asked Jennifer to provide further financial information, summarized as follows:

- Chase Bank Operating: \$44,054
- \$8500 in pending deposits
- \$35,000 in outstanding dues

Howie then made a brief presentation on our HOA Reserve Study, summarized as follows:

By Utah law enacted in 2011 it is a requirement that an HOA have a reserve study conducted and to have a separate savings account for the reserve funds.

The purpose of a reserve study is to identify future repair and replacement costs for our infrastructure and then to implement a savings plan to address those future expenses. Our HOA conducted a reserve study in 2006 and since then we have been saving regularly and making annual contributions to our reserve fund from dues collections. The reserve study needs to be reviewed periodically and updated as deemed necessary. We have reviewed our reserve study on an annual basis and a more detailed review was conducted in 2014. We may be somewhat overdue now for another more detailed review.

With that in mind the Trustees asked K & K to conduct a reserve study for us. Howie asked Jennifer and Wade to provide an update on their reserve study findings. The entire reserve study document will be posted on our HOA website for everyone to review in more detail.

Jennifer provided a copy of the reserve study in the chat and noted that it would be emailed to all owners following the meeting. Jennifer shared a copy of the reserve study and walked owners through each section. A detailed inspection of the HOA's infrastructure and finances was performed as part of the reserve study; Jennifer noted that overall, the HOA is in a strong financial position, and historically has been managed and planned very well. A recommendation was made to increase the amount being allocated to reserves, but this recommendation was made based on the overall age of the HOA's infrastructure and the need to plan for repairs and replacements in the future. Jennifer also noted that the reserve need at Bear Hollow is not as great as other HOAs because the HOA does not handle exterior maintenance on the residential units.

Wade then gave a presentation on the condition of the Clubhouse, summarized as follows:

Wade noted that the Clubhouse has been very well maintained over the years. Projects and improvements completed in the Clubhouse this year include:

- Replacement of both water heaters.
- Replaced the pool boiler.
- Upgraded chemical controller system for pool & spa to use acid instead of CO2.
- Replaced batteries in locks throughout the Clubhouse

Howie made a presentation on other community projects either completed or started during the past year, summarized as follows:

- The HOA assisted owners in 7 townhouse buildings in coordinating the replacement of their building roof's. The severe winter we went thru created numerous roof leak problems for many of the properties in our community, but especially for the homes built in 1999-2000 by the original developer for Bear Hollow Village. (Note- if the exterior of your home is made of cedar wood siding it was built in the 1999-2000 time frame. Homes built by the second developer, Hamlet Homes, have a hardy board, concrete product exterior and were built in the 2004-2005 time frame. The original developer home roofs are at the end of their life expectancy.) All owners in the community are encouraged to check their roof for problems and to talk with their neighbors in a townhouse building with whom they share occupancy to discuss roof conditions and a replacement plan. The HOA will assist owners in working together but the responsibility of selecting a roofing contractor and the payment for the work done rests with the owners.

- Polar Way and Kodiak Way roads were re-paved completely. Other roads in the community were repaired and/or crack sealed as needed. Together with the road repaving and repair work completed in 2020 our private roads are now in very good condition.
- The project to convert the 1 handicap parking space adjacent to the Clubhouse to 2 spaces with a shared passenger load/unload area, in accordance with ADA requirements, was finally approved by the County planning and engineering departments and a contractor was selected. However, the delay in obtaining all approvals has resulted in the weather becoming prohibitive to start the project. The work has been postponed until Spring 2024.

Howie asked Jennifer and Wade to make a presentation on the 2024 Budget.

- Jennifer noted that the budget calls for a 10% increase in the dues to offset increases in all expense categories, particularly snow removal, and the increase to the reserve fund contribution.
- No special assessment is being requested. Jennifer noted that many other HOAs in the area are experiencing dire funding shortages following the snow removal overages and damages from early 2023. Bear Hollow Village has been well-managed and as such, there is no need for a special assessment at this time.
- A question was asked regarding the Cable TV line item in the budget (\$7000). Howie explained that there are four telephone lines coming into the Clubhouse: one for the burglar alarm, one for the fire alarm, one for the emergency phone line, and one for general clubhouse use. There are also cable TV boxes for the Great Room TV, the exercise room TV, and each of the treadmill monitor screens is also hooked up to the TV system. There is also high-speed internet access throughout the Clubhouse. Collectively, these expenses comprise the budget item, and an increase is expected for 2024.
- An owner asked a question about the \$4000. Line item in the budget for furnishings. Howie explained that earlier this year a group of owners reviewed the Clubhouse interior and made suggestions that the four chairs by the large TV were probably in need of replacement and also that the leather couch, chairs and ottomans could use a professional refinishing. The dollars budgeted are for those expenses. It was noted that the budget also has \$6000. In the Clubhouse / miscellaneous category in the event the above expenses are more than budgeted.
- An owner asked a question about the Dominion Energy line-item expense \$9000. Howie explained this is for Clubhouse heating expenses for the building, the pool and hot tub, the fire pit, and the barbecue grills. The past winter was colder than normal and heating expenses were higher, it is also anticipated there will be a rate increase for 2024.

The budget was approved.

The meeting then addressed nominations for Trustee positions. The following nominations were received:

- Sandra Vandergriff nominated John Chambers, seconded by Pam Dorricott
- Bob Larson nominated Bill Popadich, seconded by John Molenaar
- John Chambers nominated James DeMarco, seconded by Sandra Vandergriff
- Joe Venturato nominated Sandra Vogt, seconded by Ann Sumner
- Bryan Lebold nominated Petra Butler, seconded by Joe Venturato
- Petra Butler nominated Bryan Lebold, seconded by Joseph Venturato.
- Pam Dorricott nominated Sandra Vandergriff, seconded by Cheryl DeMarco

- Paula Lack nominated Robert Larson, seconded by Jody Lodrick

No other nominations were received.

Since the meeting did not achieve a quorum, the election could not be finalized.

A Motion to adjourn the meeting was requested and seconded. The meeting was adjourned at approx. 8:30PM MST.

The Annual Meeting will be re-convened on Monday December 11, 2023, at 7:00PM MST for the purpose of completing the Trustee election process, as per notification previously sent to all owners.

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### **RE-CONVENED ANNUAL MEETING**

The 2023 Annual Meeting was re-convened on Monday December 11, 2023, at 7:05 PM MST via Zoom conference call.

Howie called the meeting to order and advised that at a re-convened meeting whatever the number of owners / votes present is constitutes a quorum in accordance with the Association By-Laws and community rules, the CCR's.

#### **Reconvened Meeting**

##### **Owners present on the call:**

Don Pugatch	Heinrich Markhoff	Robert & Elaine Larson
Jody Lodrick	Erika Nutting	Petra Butler
Mike Axelrood	Jim & Ann Sumner	John & Jo Chambers
Craig Norton	Ken & Traci Grant	Andi Wieser
Julia Andrews	William Popadich	Sandra Vandergriff
Paula Lack	Dania & Jose Garcia	John Chambers
Bryan Lebold	Kim & Scott Cassett	Howard Butt
Donnie Pugatch	Steve & Mimi Kupec	John Molenaar
Joseph Venturato	Debbie & Chris Steele	Karen Malm
James & Cheryl DeMarco	Don & Cindi Chittenden	

##### **Owners represented by proxy:**

84 owners were represented by proxy at the second meeting. All proxies previously submitted by owners are valid for the re-convened meeting if the proxyholder was present to cast the ballot.

ANDREWS	FLANNERY	MULARSKI
ATKINSON	FRANKLE	MURDOCK
ATKINSON	FRIBERG	NORTON
AXELROOD	GAINES	NOUFER
BAKER	GAMETT	OFFICE BUILDING SITE
BAUER	GARDNER	OWCHARUK
BECK / TANNER	GARTRELL / HINDLEY	PETERSON, LINDSAY

BIG BEAR DEST. LLC	GILLHAMER	RAMANIS
BIGATEL	HARTIGAN	RENZI
BLAZIC	HENDERSON	SARETTE
BLOCKER	HOROWITZ	SARETTE / KLEMENTS
BLOCKER	HOROWITZ	SCHLOSS
BRYCE	HUFF	SCHOTT
BUTT	IVERSON	SKYE PILOT LLC
BUTTERWORTH	JBG PARTNERS/GAMETT	SOONER
CANTWELL	JESKAG HOLDINGS, LLC	SUMNER
CASSETT	KERR	THOMPSON
CHADWICK	KIMMEL	VALLIERES
CHITTENDEN	KUCK	VOGT
CONNOR	KUPEC VACATION PROP.	WEST
CUMMINGS	LACK FAMILY REV. TRUST	WIESER/FINNEGAN
CUMMINGS, SARAH	LARSON	WILKINSON
DESANTIS	LEWIN	WINKLER
DILLMEIER	LOGAN	WORTHINGTON
DUGALA	LOSHIN	
EIDEMILLER / OLSON	MALM	
ENGLESON	MANTON	
EVANS / STEDMAN	McFARLAND	
FAULCONER	MEHEDFF / KUNZ	
FELLA	MOLENAAR	

*Please note that if an owner submitted a proxy ballot and attended the meeting, only one vote was counted for that owner. A total of 102 votes were cast in the Trustee election.*

Howie turned the meeting over to Jennifer and Wade to conduct the Trustee election. Jennifer explained the voting procedures, noting that all candidates that are properly nominated must be voted on this evening, as advised by the Bear Hollow Village legal counsel and mandated by Utah state law and the Bear Hollow Village bylaws. There have been some questions regarding the proxy ballot; it is important to understand that the proxy ballot was meant to be used by folks who will not be present and voting at the meeting tonight. It is a tool to ensure that their voice is heard; however, the appointed proxy holder must be present tonight in order to cast the vote.

As part of our vote counting process tonight, we will compare the list of proxy votes to those who have voted in person to ensure that no votes are counted twice. In person ballots will override proxy ballots. This process will take some time to ensure that all votes are counted accurately. With that in mind, results will be posted in the "Documents" section of the owner portal tomorrow, and on the HOA website within the next few days.

Jennifer explained that in-meeting voting will be conducted through Zoom's built in polling feature. Owners should select up to five candidates on the ballot and be sure to complete their name and address to validate their ballot.

Jennifer announced that owners would be given 15 minutes to cast their ballot; during this time, all owners will be muted, and the chat function will be disabled. Chats can be sent directly to K&K in the event an owner needs assistance with their ballot.

*Voting was opened for 15 minutes, and all ballots were cast.*

Jennifer announced that voting was closed. Results will be emailed to owners within 24 hours.

The meeting was adjourned at approximately 7:40 PM Mountain time.