



# BIG SKY OWNERS ASSOCIATION

## Board of Director's Meeting Minutes - December 15, 2017

Big Sky Owners Association Board of Directors met on Friday, December 15, 2017 at 9:00 am at the Big Sky Owners Association office in Big Sky, Montana. Directors in attendance included: Gary Walton, Gail Young, Maggie Good, John Loomis, Michelle Frederick, Eric Ossorio and Grant Hilton. Kevin Frederick and Sharon Douglas were on the phone. Suzan Scott and Steve Anderson represented Staff. Paula Alexander was present to record minutes.

1. Membership Forum: None
2. Call to Order: Chair Gary Walton called the meeting to order at 9:02 am.
3. Traffic Calming Study Presentation: Tom Eastwood at Morrison Maierle was in attendance to present and answer questions about the completed traffic calming study on Little Coyote Road. Tom says: In August we were asked to monitor speeds and cut-through traffic. There were five traffic counters and two video cameras gathering speed data, traffic volume and video identifying certain vehicles. The average speed on Little Coyote Road was 30 mph, there was a traffic volume increase west to east and a directional split more on the east end. There was some cut-through traffic west to east but very little. Recommendations as possible options from Morrison Maierle were as follows:
  - At a few intersections, install traffic calming circles or compact islands (not a full roundabout).
  - A narrowing of the road with an island in the middle at the entrance to the Little Coyote Road with landscaping, which slows the traffic from Lone Mountain Trail.
  - Driver Feedback Signs (signs with flashing speeds) installed at the entry point to each neighborhood.
  - Speed tables – (They are plow-friendly and are 22 feet long, 3 inches tall and force drivers to slow down.) Asphalt speed tables cost approximately \$4000, and concrete speed tables, which would provide additional longevity, would be approximately \$7500-8000. There is also a recycled rubber option.

Discussion ensued that stop signs stop may re-engage drivers on Little Coyote Road who are not paying attention to traffic or pedestrians. However, stop signs where they are not justified are not recommended as traffic calming devices. The question of liability was mentioned, particularly if the engineer does not recommend stop signs, again stating that they are not an effective traffic calming device. Also, speed cameras are not legal for enforcement purposes in Montana, so this is not a viable option. It is an advantage that the driver feedback sign flashes,

drawing attention to the speed limit and the sign, potentially re-engaging the driver, but a disadvantage because they are flashing in the neighborhood. Driver feedback signs will cost roughly \$2500 for solar powered and \$5000 for electric. The Board discussed a step approach phasing in one or all of these options: Speed feedback signs (flashes speeds as driver drives by), speed tables, calming circles. Tom says from an engineer's standpoint and from a budget standpoint, the step approach is a good idea. The Board was also not in favor of doing a winter study and would rather spend the money towards a solution. A neighborhood public meeting was mentioned so area residents have a chance to give their input and to invite the Sheriff and Fire Chief. The following is an overview of the process: an analysis has been done, the engineer has made his recommendations and the members of the Board have reviewed the study and have made suggestions. The next step is for Kevin, Gary and Suzan to set up a meeting with the Sheriff and the Fire Chief. When this is done, the Board will meet again and then BSOA will call a neighborhood public meeting for input and make the study available to the public on the website. Once public input has been integrated, a cost benefit analysis will be completed, and a final plan with multiple phases and specific locations will be implemented. Maggie also requested to be on the Little Coyote Traffic Calming Sub-committee.

**Motion made by Grant Hilton to authorize the sub-committee to use up to \$2500 for further study and additional information for recommendations from Morrison Maierle; seconded by John Loomis. Motion passed unanimously.**

4. Minutes: Oct. 20<sup>th</sup> Board Meeting, Oct. 30<sup>th</sup> Special Board Meeting:

**Motion made by Maggie Good to approve October 20<sup>th</sup> Board Meeting Minutes as amended; seconded by Eric Ossorio. Motion passed unanimously.**

**Motion made by John Loomis to approve October 30 Board Meeting Minutes with amendment on page 33; name spelling correction to Kevin Germain; seconded by Maggie Good. Motion passed unanimously.**

5. Finance and Audit Committee
  - A. October and November Financials – It was noted by the Board that various bank account statements don't always reconcile and so Steve will ask the auditor whether the reports should reflect a registered or cleared balance.
  - B. Receivables/ Assessment Correspondence - Accounts Receivables: Steve is still working to get the four Performance Deposits CDs off the books and will ask the auditor how this is reported. Also, cash Performance Deposits showing in Assets are not matching in Liabilities. They need to match in Janet's records which Steve and Janet are working on. On Page 39 under "Payroll Taxes" there seems to be an

incorrect formula. Steve will look into this as well. Recognizing that this is a work in progress, it was requested that these issues be cleared up by June 1, 2018. It was reported that the audit was just completed and there is a discrepancy on page 48 "Snowplowing" due to prepaid payments in fiscal year 2017. The auditor will also be asked how to account for this.

C. Lien Request: None

D. Collection Request: None

6. October and November Staff Report - Staff is very busy. Mary Richardson was hired on a temporary basis (a total of 20 hours) to assist staff with data entry.

7. Chairman's Report

A. Old Business

i. Little Coyote Corridor Committee Update -

a. At the last meeting, it was discussed that BSOA consider a one-time special assessment for members that would go towards funding of the Ponds Project. It was acknowledged that this will show Resort Tax that BSOA has a stake in the game. John mentioned the special assessment request is not good timing considering the tax increase for the fire department; Maggie agreed and added that real estate taxes are also increasing by approximately 20% in Madison County. It was discussed if a one-time \$25 assessment fee is an option. Two directors stated that these types of special assessments are common practice for a Board but generally Boards are reluctant to do anything without members' knowledge and their vote. It was stated that a majority vote of the membership is needed for it to pass and it was acknowledged that the membership might vote it down. As far as Directors can remember, BSOA has never done a special assessment. On the other hand, it is in BSOA's mission statement to enhance the property value and the Ponds Project does just that. Staff is to work up a proposal with marketing assistance from Barb Crowley and Michelle Frederick. A policy may be needed for members who cannot pay the additional \$50.

**Motion is made by Gail Young to move forward with a vote of the BSOA membership for a one-time \$50 special assessment fee for Ponds Project funding; seconded by John Loomis. Motion passed unanimously.**

ii. Project Update -

- a. DNRC Application: DNRC submitted an official letter of approval for a water rights change application after an 11-year process.  
Permitting Update: RESPEC has been given the go ahead on permitting for the Ponds and Bridge replacement.
- b. Open Space Clean Up Update – Mac is managing this project. The firewood contractor who cleared out the downed timber on BSOA open space is done for the winter.
- c. Meadow Village Alternative Parking – There has been a verbal agreement made with our snowplow contractor to plow Crail Ranch Parking Lot and the road at the end of Black Otter at the clubhouse. The \$2000 to cover this additional snowplowing will come out of Contingency Fund. The survey to determine where road right of ways and Boyne sprinkler heads were located at the entrance to Black Otter Road went over budget by \$300, which Suzan approved.
- d. No Parking signs on Curley Bear – No Parking signs are in and appear effective.
- e. Little Coyote Culverts – This repair project has been approved by Gallatin County. The Meadow Village RID will be paying the cost of this repair, estimated at \$2300-2800.

iii. Bylaws Review Subcommittee Update -

Bylaws subcommittee met and completed its initial review. Additional recommendations will be made after one or two more meetings, and then they will be sent to the attorney for legal review. The subcommittee will then further review the final document before presenting it to the Board.

iv. Moonlight Basin ODP Update –

The issue of emergency evacuation at Moonlight Basin has been brought to the Board's attention. Kevin Germain will get back to us with an update. In the case of emergency evacuation, there is a three mile stretch at the bottom of Jack Creek Road that would cause a bottleneck. Discussion ensued that BSOA, Moonlight Basin, Big Sky Resort and Cross Harbor get together with Madison County and Gallatin County to address this and that Madison County needs to take safety precautions, address the needs of the ODP and provide more financial support for the road's

improvement. It was suggested that someone from BSOA speak to the Big Sky representative on the Gallatin County Commission. The Board states that this is a crucial time to bring up this issue—prior to any development—and that there is need for a fire station and emergency vehicle access. The BSOA will write a letter of support to enhance the road, but will take no position on any development, and will assert that if the development is approved, safety of existing residents MUST be looked at first. Also, the two washouts on the Moonlight portion of the road need to be addressed as well. It is suggested that a copy of the letter be sent to the newspaper. Gail, Maggie and Suzan will be on a sub-committee to oversee this and will draft a letter to the Madison County planning board that states the above.

**Motion made by Grant Hilton to draft a letter with the above content to be circulated (submitted to the Board first); seconded by Eric Ossorio. Motion passed.**

A. New Business

- i. Board Fiscal Year Documents – The calendar of regularly scheduled meetings is enclosed in the board packet, to be approved by the Board. If everything looks in order it will be uploaded onto the website.
- ii. Additional BOD Signatories – Gail Young and Gary Walton will be added to the checking account as new signatories. Barb Rooney will be removed as she no longer sits on the Board.

8. Committee Reports

- A. Executive Committee – *Staff Vacation and Sick*: Suzan discovered that accrual of staff vacation and sick hours were not stated accurately on the check stubs so corrections have been made on a spreadsheet and submitted to Steve for adjustments. Staff has been made aware of the issue. *Retirement Contributions*: It was discovered that the retirement contributions were not being made. All of the documentation and statements have been submitted to the auditor so the issue can be rectified. The Board was made aware of the issue and adjustments have been made so that it doesn't happen again. *Staff Year-End Bonuses*: The Staff year-end bonuses that were budgeted for FY 2018 were approved for distribution by the Executive Committee.
- B. Legal Committee - *Tort Claim Update*: – Regarding the claim that was made against the BSOA by a pedestrian who was injured in 2016, Suzan completed an affidavit stating that BSOA was NOT involved in any capacity. *Contract Attorney*: Enclosed on page 95 is the signed contract with the new BSOA attorney David Weaver. *BSAC*

*Issue:* There were 7-8 issues with a member's building project that culminated in the BSOA and the BSAC making the decision to issue a cease and assist. The cease and assist was delivered and all building stopped due to the violations. The contractor representing the member has agreed to address the issues. The Board suggests that the above list is forwarded to the listing agent so that they are aware of the issues.  
Nominations Committee - *December 12<sup>th</sup> NC Meeting*

C. Bylaws Amendment Subcommittee - *December 19<sup>th</sup>*

D. BSCO - None.

E. BSAC - See above *BSAC Issue*.

9. Other

Center Lane Condo and Meadow Village Center Condo Annual Meeting - Notes are in Board Drop box for Board review.

The meeting was adjourned at 12:06 pm.

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Eric Ossorio, Secretary