

**SUN VALLEY ELKHORN ASSOCIATION
EXECUTIVE COMMITTEE MEETING
Wednesday, September 04, 2024**

MINUTES

PRESENT:

- Clark Furlow, President
- Jeff Mihalic, Vice President
- Bob Diercks, Secretary
- Tom Eklund, Treasurer
- Chuck Williamson, Staff
- Linda Horensavitz, Staff

ESTABLISHMENT OF A QUORUM

All members of the Executive Committee (the “**Committee**”) of the Sun Valley Elkhorn Association (“**SVEA**”) were present, and Clark declared that a quorum was established.

CALL TO ORDER

Clark asked if there were any objections to the form or timeliness of the notice of the meeting. There were no objections, and Clark called the meeting to order at 2:00 p.m.

BUSINESS

1. The Sunshine Development

The Sunshine Development contemplates 42 townhouses to be constructed in four phases. Construction of Phase One has begun. It will have nine townhouses. Construction on the other three phases has not begun. The first sale of a townhouse in Phase One is scheduled to take place soon.

A Resolution adopted by the SVEA Board on April 26, 1988, states:

When the first unit or lot in a new development in Elkhorn is sold by the developer, all assessments begin on that unit and all other units in the development as of the first of the month of the month next after the date of closing of that first unit.

Linda asked the committee whether, after the closing on the first sale in Phase One, SVEA should levy assessments against all 42 townhomes in the development or against the nine townhomes in Phase One. Clark suggested that, in the context of a multi-phase development where construction had only begun on one phase, the word “development” as used in the Resolution should be construed to refer to the phase that is under construction and not the whole development. Accordingly, when the first townhouse in Phase One of Sunshine is sold, SVEA should begin to levy assessments on all nine townhouses in Phase One. A motion to that effect was made, seconded, and unanimously approved. Clark suggested that because the Resolution had apparently been adopted by the full SVEA board, the Committee should ask the full board to ratify by unanimous written consent its decision regarding the application of the Resolution to the Sunshine Development.

2. Staff Compensation Budget

Linda Horensavitz presented a proposed staff compensation budget for 2024/2025 as summarized in Exhibit A. Following a discussion of the proposal, a motion to approve the staff compensation budget for 2024-25 as summarized in Exhibit A was made, seconded, and approved unanimously.

3. ADC Fees and Compensation for ADC Architects

Linda Horensavitz presented updates regarding the Architectural Design Committee (“ADC”) fees to be paid by Elkhorn homeowners and the fees to be paid by SVEA to the architects who serve on the ADC. Linda explained that the fees paid to the architects on the ADC had not been increased since 2007. The funds to pay the architects are generated by the fees paid by Elkhorn homeowners who seek approval from the ADC. Accordingly, the fees charged to homeowners for review by the ADC should be increased so that fees paid to the architects can be increased. Clark suggested that to make sure the compensation paid by SVEA to the architects stays consistent with prevailing market rates, the SVEA Finance Committee should review both sets of fees annually during the budget process.

The Committee decided that notice of the new fee schedule to be paid by homeowners should be given to the members of SVEA at least 30 days prior to implementation. This can be accomplished by posting notice on the SVEA website, and by eBlast. Clark will also said he would mention it at the September board meeting.

A motion to approve the increase in fees charged by SVEA for ADC review, and to increase the compensation paid by SVEA to architects who serve on the ADC as defined in the schedule attached as Exhibit B was made, seconded, and unanimously approved.

4. Chuck Williamson, Transition

Chuck Willimson is retiring from his position as General Manager of SVEA. Chuck presented his proposed transition plan, a copy of which is attached as Exhibit C-1. The Committee asked him to leave the room so it could freely discuss his proposal. Chuck left the room. After some discussion, a motion to: (a) change Paragraph 2 of Section D of the proposed transition plan so that Chuck’s hourly rate as an independent contractor would be \$100 per hour rather than \$80 per hour and (b) approve the transition plan as amended (Exhibit C-2) was made, seconded, and unanimously approved.

5. Other Business

Peter Peterson, a board member, joined the meeting by phone to report on a retirement gift for Chuck. After some discussion, a motion that SVEA purchase a river cruise (with round-trip air) for Chuck and his wife was made, seconded and unanimously approved.

Chuck was then brought back into the room. With great appreciation and gratitude, the board then notified Chuck of the retirement gift.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:16 p.m.

Respectfully Submitted,

Robert Diercks, Secretary

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Exhibit A Summary of the Salary Schedule

This Page will be redacted prior to the posting of the minutes.

Exhibit B; A summary of the fees paid to architects and fees paid by homeowners to the ADC

SCHEDULE A - REVIEW FEE

The current architects on the committee compensations are \$100.00 an hour and it will be raised to \$200.00 an hour. We have increased the fees charges for the ADC application submissions to cover the cost. This will help to ensure that the additional cost of the professionals needed for this service is not burdened on the general ownership.

1. SINGLE FAMILY RESIDENTIAL PLANS

Current Rate ~~\$750~~750.00 New Proposed Rate \$1,000.00~~50~~

When presenting plans for preliminary review, \$500 of the architectural review fee must accompany the preliminary submittal; the \$500 remaining balance must accompany the submittal for final plan review. If preliminary review is not required, the full amount is due at the time of submission for Final Design Review.

2. SINGLE FAMILY RESIDENTIAL REMODEL, ADDITION, OR ALTERATION

Current Rate \$450 New Proposed Rate \$750.00

3. DOG RUNS, FENCES, WALLS, SCREENS, LANDSCAPE ADDITIONS (depending on complexity of proposal), DECKS, MINOR EXTERIOR MODIFICATIONS AND ALTERATIONS

Current Rate \$100-\$150 New Proposed Rate \$300-350

4. REPAINTING EXTERIOR: SAME COLOR NO FEE
COLOR MODIFICATION VARIES

5. COMMERCIAL OR MULTI-FAMILY REMODEL, ADDITION OR ALTERATION, INCLUDING EXTERIOR COLOR MODIFICATIONS VARIES

Current Fee Hourly fee @ \$750/hour Proposed New fee: Hourly Fee @ \$1,000 /Hour

6. COMMERCIAL OR MULTI-FAMILY PROJECTS VARIES

Current Rate: The greater of: \$150 per dwelling unit or \$750 minimum fee

(Plus \$750 per hour above one hour)

Proposed New Rate The greater of \$350 per dwelling unit or \$1,000 minimum fee

(Plus \$1,000 per hour above one hour)

7. SPECIAL MEETINGS BY REQUEST VARIES

Current Fee: \$750 minimum plus \$750 above one hour in addition to the normal fee

Proposed New Fee: \$1,000.00 minimum plus \$1,000 for each additional hour charged by the ¼ hour increments.

8. PROJECT EXTENSIONS.....

Current Fee: \$100 Proposed Fee: \$300.00

Exhibit C-1 Chuck Williamson's proposed employment schedule.

From September 9th to October 18th, 2024

The following is an outline that will accommodate and complete the transition from General Manager while providing administrative and operational continuity, historical information access, a qualified understanding of the processes and the expertise to development solutions.

In addition, this proposal will aid the transition and provide much needed labor for Operations and allow an opportunity to continue training Mark Lube in his duties as an Operations Manager.

To meet the stated objectives, I would propose the following:

1) Employment Transition Compensation

Mr. Williamson will move from salary to hourly at the current base pay from September 9th to October 18th and my working hours would be regularly scheduled from 7:00 a.m. to 12 Noon daily, unless administrative demand requires additional time as may be necessary. After October 18th, I would make myself available on a consulting basis as an independent contractor.

2) Proposed Compensation

- a. Current Hourly Rate as an employee is approximately \$65/hr. (will remain the same up to October 18, 2024).
- b. Maintain 401K Contribution as an employee until October 18th.
- c. Be paid for all accumulated vacation at current base salary. As of August 31, 2024, I have 6 weeks (about 1 and a half months) vacation time accrued. 2 weeks will be used from September 19th thru October 3rd.
- d. After October 18, if desired I would be available as an independent contractor at \$65.00 per hour if desired by GM and Board. I would no longer be on SVEA payroll, and all benefits associated with employment status will be discontinued. SVEA would be invoiced through my company Information Alternatives, Inc.

3) Ongoing Project and Process Assistance

I will assist if desired by General Manager and the Board of Directors on the following projects initially as an employee and after as an independent consultant:

- a. Transition Bank Account Access to Linda
- b. Work with Operations Manager to winterize facilities
- c. Work with Board on Sagewillow & Arrowleaf Annexation Issues
- d. Work with Board on Village Parking Resolution and Development
- e. Work with Board on Jericho Project Resolution
- f. Software Analysis and development:
 - i. Review of Ally Management Software functionality.
 - ii. Incorporating New Rental Amenity Program into administrative functions of SVEA.
 - iii. Review and assist in revising accounting processes
 1. Receiving Owner Dues
 2. Receiving Rental Amenity Access Fees
 3. Receiving Amenity Guest Fees
 4. Receiving Tennis Programming Revenues
 - iv. Finalizing the Development of Voting Software
 - v. Assist in Website Upgrade
 1. Online Owner Portal Development
 2. Dues Payment Options
 3. Amenity Reservation
 4. Summer Programs & Facility Reservation
 5. Tennis and Amenity Scheduling
 6. Advanced Owner Communications
 - vi. Develop Billing, Newsletter and Owner Communications Strategies
 - vii. Amenity Security Enhancement and Implementation
- g. Assist in preparing to Annual Meeting as needed
 - i. Board Elections Process
 - ii. Annual Meeting Process
 - iii. Other

Exhibit C- 2 the Accepted version of Chuck Williamson's proposed employment schedule

ACCEPTED EMPLOYMENT SCHEDULE FOR CHUCK WILLIAMSON

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- ii. Annual Meeting Process
- iii. Other