



**TRAVERSE MOUNTAIN
MASTER ASSOCIATION**

BOARD MEETING MINUTES

*Traverse Mountain Master Association
Board of Directors
Thursday, November 11, 2021
2175 W. Chapel Ridge Rd. – 7:00 P.M.*

Open Session Agenda

1. Call to order

- a) *Roll Call / Establish Quorum*
 - i) **Directors**
 - (1) **Dan Reeve (President)**
 - (2) **Andrew Lambert (Treasurer)**
 - ii) **Neighborhood Reps**
- b) *Pledge of Allegiance*
- c) *Review of Standing Rules*
- d) *Approval of Agenda*
 - i) *MOTION: Dan Reeve, 2nd: Andrew Lambert*
- e) *Approval of Minutes –*
 - i) *November 12, 2020 Board Meeting Minutes (done via email due to Covid restrictions)*
 - ii) *MOTION: Dan Reeve, 2nd: Andrew Lambert*

REPORTS AND PRESENTATIONS

1. General Managers Report

- a) Karl Karren
 - i) Policy summary for rentals
 - (1) 10% rental cap is currently full
 - (2) Rental restrictions overview
 - (a) If approved to rent property:
 - (i) 6-month minimum lease contract
 - (ii) No sub-leasing or leasing different sections of the property
 - (iii) Family occupancy only
 - 1. For a complete list of rental rules visit tmma.org > rental restrictions
 - ii) Reserve study review
 - (1) The next big project coming from the reserve study and budget is replacing all TMMA wood fencing with a Trex fence or premium material fence. This project may need to be done during one of the next few summers. This will

- improve the longevity and curb appeal of the common areas, especially along Traverse Mountain blvd.
- iii) Discussion on Community Center Report, Compliance Report, and Home Sales Report for 2021. Refer to attached documents.
 - iv) We are working to find Neighborhood reps and for the nominating committee for the upcoming 2 resident Board Member seats to be elected in the 2022 April TMMA meetings.

ASSOCIATION BUSINESS

1. Consent Calendar

The consent calendar is comprised of routine, non-controversial items of business and will be adopted in whole in one motion unless a Board member requests that a specific item be removed for discussion and separate action.

- a) NONE

2. Board Action Items

- a) **BAI 11.11.01** – Adopt 2022 Meeting Schedule
 - i) MOTION: Andrew Lambert, 2nd: Dan Reeve.
- b) **BAI 11.11.02** – 2022 Budget
 - i) MOTION: Andrew Lambert, 2nd: Dan Reeve.
- c) **BAI 11.11.03** – Change non-resident Grand Hall reservation fee from \$600 to \$1,000 (additional \$150 refundable cleaning fee still required). And to only allow non-resident reservations to be made no sooner than 6 months in advance.
 - i) MOTION: Andrew Lambert, 2nd: Dan Reeve.
- d) **BAI 11.11.04** – Change gym opening hours on Mon-Fri from 6:00am to 5:00am
 - i) MOTION: Andrew Lambert, 2nd: Dan Reeve.

3. New Business

- a) NONE

4. Open Forum: Resident Participation (30 minutes; 3 minutes per speaker)

None.

5. Adjournment

The next regularly scheduled meeting of the Traverse Mountain Master Association Board of Directors will be held at 7:00 PM on Thursday, January 20, 2021. The next TMMA Town Hall will be held prior to the Quarterly Board meeting, commencing at 6:00 pm on Thursday, January 20, 2021.

Minutes prepared by: Andrew Biesinger

Approval of minutes: Date: 2/2/22 Name: Andrew A. Lambert



**TRAVERSE MOUNTAIN
MASTER ASSOCIATION**

2022 ANNUAL MEETINGS

All Town Hall Meetings and Board of Directors Meetings will be held on the same evening. Town Hall Meetings will begin at 6:00 pm and Board Meetings will begin at 7:00 pm. Unless otherwise noted below. This is in an effort to reduce meetings and increase attendance. Meetings will be held on the following dates:

- **Thursday, January 20, 2022**
 - **Town Hall Only 6:00pm** (Board Meeting held via email due to illness)
- **Thursday, April 21, 2022**
- **Thursday, August 18, 2022**
- **Thursday, October 20, 2022**
 - **Annual Guidelines and Rules Committee Meeting, 6:00 pm**
 - **Annual Neighborhood Representatives Meeting, 7:00 pm**
- **Thursday, November 10, 2022 – Town Hall Only 6:00 pm**
- **Thursday, November 17, 2022 – Annual Traverse Mountain Master Association Board of Directors Business Meeting, 6:00 pm**

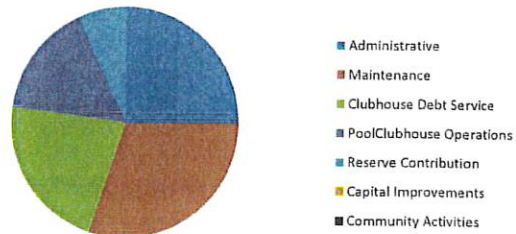
All meetings will be held at the Traverse Mountain Community Center in the Grand Hall, located at 2175 W. Chapel Ridge Road.

TRAVERSE MOUNTAIN MASTER ASSOCIATION 2022 APPROVED BUDGET

REVENUE	2022
Monthly Dues (\$89.00 per month)	2,391,695
Set-up Fees Income	49,000
Late Fee Income	12,500
NSF Fees	900
Violation Fee	14,000
Miscellaneous Income	0
Interest Income	1,000
Direct Debit Discount	(54,000)
TOTAL REVENUE	2,415,095

Administrative	25.0%
Maintenance	30.0%
Clubhouse Debt Service	22.0%
Pool/Clubhouse Operations	16.0%
Reserve Contribution	7.0%
Capital Improvements	0.0%
Community Activities	0.0%

EXPENSES	
ADMINISTRATIVE	
Accounting and Auditing	8,000
Legal Fees	10,000
Professional and Consulting Fees	15,000
Management Contingency	3,000
Payroll Services	11,620
Telephone	2,500
Insurance	46,000
License and Fees	0
Office Supplies	8,000
Software Maintenance	9,000
IT Maintenance & Repair	5,000
Postage	9,800
Recording Fees	400
Equipment Lease	9,800
Credit Card Transaction Fee	17,000
Return Check Fee (NSF)	500
Bad Debt Allowance	8,000
Taxes	1,200
Website/Complex Access Software	3,500
Communications	500
Office Wages (Administrative Staff)	305,000
Employee Benefits (Administrative staff)	68,000
Payroll Taxes	56,000
Dues & Subscriptions	1,000
Travel & Training & Meals	6,000
Miscellaneous Expense	0
TOTAL ADMINISTRATIVE	604,820



NOTE: The Community Enhancement Fee of \$1,200.00, which is charged to each home/lot at closing, is funding the Community Activities, Reserve and Capital Improvement Accounts.

HOA COMMON AREA MAINTENANCE	2022
Maintenance Staff Salary & Wages	230,000
Employee Benefits (Maintenance Staff)	32,851
Landscape Maintenance Contracts	120,000
Bark Replacement	10,000
Turf Replacement	1,500
Fertilizer	40,000
Signage	15,000
Lighting Maintenance	20,000
Snow Removal	10,000
Sprinkler Repair	8,500
Tree Replacement	20,000
Miscellaneous Repairs	2,000
Tools & Supplies	5,500
Vehicle Maintenance & Repair	30,000
Vehicle & Equipment Fuel	20,000
Property Taxes Common Area	7,500
Monument Repair	4,000
Fence Repair	10,000
Street Light Repairs	35,000
Mailbox Repairs	12,000
Park Repairs	1,500
Equipment Repair	8,000
Power Common Area	46,800
Garbage	42,000
Reserve Contribution	180,000
Pool Complex	400,000
Clubhouse Debt Service	530,000
TOTAL HOA CAM	1,842,151

TOTAL EXPENSES 2,446,971

NET INCOME (31,870)

COMMUNITY ACTIVITIES	2022
Contribution from Community Enhancement Fee	44,000
TOTAL REVENUE	44,000
Community Activities Expenses	38,000
NET INCOME	6,000

RESERVE	
Contribution from Community Enhancement Fee	44,000
TOTAL REVENUE	44,000
Reserve Expenses	0
NET INCOME	44,000

CAPITAL IMPROVEMENT	
Contribution from Community Enhancement Fee	88,000
TOTAL REVENUE	88,000
Capital Improvement Expenses	
NET INCOME	88,000

**TRAVERSE MOUNTAIN MASTER ASSOCIATION
CLUBHOUSE/POOL
2022 APPROVED BUDGET**

REVENUE

	2022
Operating account contribution	400,000
2020 remaining balance	15,000
Grand Hall/Guest passes	40,000
Fitness Classes/Activities	4,000
Pool Supplies (linpers, goggles, caps)	1,500
Swim Lessons/Team	23,000
Clubhouse Concessions	11,500
TOTAL REVENUE	495,000

EXPENSES

BUILDING OPERATIONS

Janitorial	46,000
Power/Water/Sewer- Lehi City	43,000
Gas	26,000
Phone	9,000
Clubhouse IT/Software	5,000
Clubhouse Maintenance	18,000
Monitoring	3,000
TOTAL BUILDING OPERATIONS	150,000

POOL OPERATIONS

Chemicals	20,000
Uniforms	5,000
Equipment/ Service	12,000
County Permits & Training	6,000
Water/Red Cross Tasting	1,000
Misc. Supplies (Office/cleaning, etc.)	20,000
Concession Supplies	9,000
TOTAL POOL OPERATIONS	73,000

STAFF

Manager/Asst. Managers	104,000
Life Guards	80,000
Receptionists	20,000
Swim Instructors	18,000
Fitness Instructors	9,000
Ground Maintenance	8,500
Concessions	11,000
Manager Benefits	11,500
TOTAL STAFF	262,000

TOTAL EXPENSES

485,000

NET INCOME

10,000



TRAVERSE MOUNTAIN
MASTER ASSOCIATION

Board Action Item **BAI 11.11.03**

Subject:	Non-resident Grand Hall reservation fee
From:	TMMA Staff
Date Prepared:	11/11/21
Meeting Date:	Board of Directors meeting November 11/11/21
History:	Ever since the Community Center first opened we have allowed non-residents to reserve the Grand Hall as long as they were sponsored by a Member of TMMA. With increasing growth and demand, both TMMA Staff and Committee Members have agreed that a change needs to be made to give more priority to the TMMA Members to reserve the Grand Hall.
Staff Recommendation:	a) TMMA Staff recommends increasing the non-resident Grand Hall fee from the current \$600 to \$1,000 (additional \$150 refundable cleaning fee still required). And to only allow non-resident reservations to be made no sooner than 6 months in advance.
Support for Recommendation:	N/A
Committee Recommendation:	Rules Committee recommend changing non-resident Grand Hall fee from the current \$600 to \$800-\$1,200 (additional \$150 refundable cleaning fee still required).
Financial Impact/ Budget Source:	TBD
Desired Board Action:	MOTION TO APPROVE to change non-resident Grand Hall reservation fee from \$600 to \$1,000 (additional \$150 refundable cleaning fee still required). And to only allow non-resident reservations to be made no sooner than 6 months in advance.



**TRAVERSE MOUNTAIN
MASTER ASSOCIATION**

Board Action Item **BAI 11.11.04**

Subject:	Increase weekday gym hours
From:	TMMA Staff
Date Prepared:	11/11/21
Meeting Date:	Board of Directors meeting November 11/11/21
History:	Once in a while we receive a request to increase gym hours on Sundays or later into the night. Based on our data, the demand is very low and likely not worth the investment. The time where our data tells us it makes the most sense to increase gym hours is on weekday mornings.
Staff Recommendation:	TMMA Staff recommends increasing changing gym opening hours on Mon-Fri from 6:00am to 5:00am.
Support for Recommendation:	N/A
Committee Recommendation:	N/A
Financial Impact/ Budget Source:	TBD
Desired Board Action:	MOTION TO APPROVE to change gym opening hours on Mon-Fri from 6:00am to 5:00am.



2021 COMMUNITY CENTER REPORT

GRAND HALL & ACTIVITY ROOM RESERVATION

- 2021: 999 total | 2020: 909 total | 2019: 848 total
 - Grand Hall
 - 2021: 289 total, 100 resident, 20 non-resident, 169 other | 2020: 248 total | 2019: 243 total (includes TMMA classes, events & meetings)
 - 2021 Monthly Grand Hall totals

	Resident	Non-resident
2021	\$350	\$600
Jan	5	1
Feb	4	0
Mar	7	1
Apr	7	2
May	9	4
Jun	10	1
Jul	6	3
Aug	9	0
Sep	8	2
Oct	13	3
Nov	12	2
Dec	10	1
Totals:	100	20

 - Jan - 19
 - Feb - 14
 - Mar - 25
 - Apr - 22
 - May - 26
 - Jun - 26
 - Jul - 25
 - Aug - 23
 - Sep - 25
 - Oct - 29
 - Nov - 24
 - Dec - 31
 - Activity Rooms
 - 2021: 710 total | 2020: 661 total (includes family treat nights) | 2019: 605 total

GYM ADMITTANCE

- 2021: 9,921 | 2020: 9,472 total | 2019: 9879 total
- 2021: 27 avg per day | 2020: 26 avg per day | 2019: 27 avg per day

Avg Sunday Gym Admittance by Hour						
Time	12pm	1pm	2pm	3pm	4pm	5pm
2021	5.5	3	2.5	2.5	2.9	1.5
2020	5.5	3.5	2	1.5	4.5	2
2019	3	2	2	2	1	0.5

POOL ADMITTANCE

- 2021: 33,053 total | 2020: 36,113 total | 2019: Total: 27,779 total

Avg Pool Admittance by Day							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
2021	356	367	336	302	332	376	203
2020	351	368	356	316	329	369	206
2019	298	308	315	314	285	263	130

Avg Sunday Pool Admittance by Hour						
Time	12pm	1pm	2pm	3pm	4pm	5pm
2021	53	38	31	32	35	13
2020	54	41	37	32	31	11
2019	37	28	21	21	15	8

2021 COMPLIANCE REPORT

TOTAL

- TOTAL: 988 were opened, 651 completed, 337 still open

WEEDS

- TOTAL: 73 were opened, 63 completed, 10 still open

LAWNCARE

- TOTAL: 244 were opened, 173 completed, 71 still open
 - Note: The “still open” number was mostly impacted by the drought

OVERNIGHT PARKING

- TOTAL: 260 were opened, 146 completed, 114 still open, 5 in 4th warning stage, 3 in monthly fine stage

RV (RESTRICTED VEHICLES)

- TOTAL: 115 were opened, 58 completed, 57 still open, 1 in 4th warning fine stage, 0 in monthly fine stage
 - Note: While the “still open” number may seem high on parking violations, it’s actually not an accurate reflection of the real number as parking is year-round and always revolving with new cars and RV’s and we don’t close out accounts until at least 90 days of being in compliance and many old ones that are now compliant still need to be closed out. The actual number is much lower. Rarely does a properties vehicles make it to the monthly fine stage because of the consistency of our parking violation enforcement.

NOTES:

- As you know the drought had an impact on lawncare. We worked hard to carefully draw the line on compliance. Trying to be understanding while not allowing homeowners to use it as an excuse to not care for their property.

Architectural Review Committee Submittals

TOTAL SUBMITTALS:

- TOTAL: 232 (mostly landscaping and fencing)



TRAVERSE MOUNTAIN
MASTER ASSOCIATION

2021 HOME SALES REPORT

2021

	New	Resell	CEF (Community Enhancement Fee)	Escrow
Jan	18	11	11	1
Feb	12	14	12	0
Mar	15	22	22	1
Apr	18	21	16	2
May	20	16	15	0
Jun	15	17	13	2
Jul	11	19	18	1
Aug	19	22	19	2
Sep	13	20	20	3
Oct	15	22	21	5
Nov	6	15	14	3
Dec	19	17	16	4
Total	181	218	198	24

0 foreclosures

2020

	New	Resell	CEF (Community Enhancement Fee)	Escrow
Jan	6	12	12	0
Feb	14	9	11	2
Mar	3	10	7	0
Apr	18	9	8	2
May	12	12	11	0
Jun	27	22	19	1
Jul	32	29	25	3
Aug	24	29	25	3
Sep	30	27	24	5
Oct	32	17	13	0
Nov	28	13	10	0
Dec	13	30	25	2
Total	239	219	190	18

0 foreclosures