



**TRAVERSE MOUNTAIN
MASTER ASSOCIATION**

***Annual Neighborhood Representatives
Meeting Minutes***

*Traverse Mountain Master Association
Thursday, October 24, 2019
4341 N. Crest Ridge Road – 7:00P.M.*

Open Session Agenda

1. Call to order

a) Roll Call

i) Present: Kristen Bagley & Amber Hall

ii) Absent: Janelle Leatherwood, Alan Knight, Jeremy Busk, Ronald Peterson,
Tanner Jones.

b) Approval of Agenda

i) MOTION: Amber Hall, SECOND: Kristen Bagley

c) Approval of Minutes –October 18, 2018– Annual Neighborhood Representatives Meeting

i) MOTION: Kristen Bagley, SECOND: Amber Hall

ITEMS OF BUSINESS

1. New Business

a) Review of 2020 General Budget. Karl Karren talked about reserves and the need for an assessment increase of \$6 (refer to attached graph). Karl said the Direct Debit discount would still be available. With the discount, the adjusted assessments would be \$85/month and \$89 without Direct Debit discount.

b) Growth update – review of Area Plan

c) Review of Community Center and Pool report (Refer to Exhibit B)

d) Discuss – Neighborhood Rep Elections 2019 - 2020

2. Meeting adjourned at 9:00pm

a) MOTION to end meeting: Amber Hall, SECOND: Kristen Bagley, All in favor.

Minutes prepared by: Andrew Biesinger

Minutes approved by: Signature

Date

10/22/2020

TRAVERSE MOUNTAIN MASTER ASSOCIATION
 CLUBHOUSE/POOL
 2020 DRAFT
 YEAR TO DATE 9/30/19

REVENUE	2020	2019	YEAR TO DATE 9/30/19
Operating account contribution	292,000	292,000	292,005
2019 remaining balance	35,000	35,000	35,000
Grand Hall/Guest passes	38,000	38,000	36,721
Fitness Classes/Activities	3,200	3,200	4,402
Pool Supplies (diapers, goggles, caps)	2,000	2,000	1,694
Swim Lessons/Team	25,000	25,000	24,729
Clubhouse Concessions	4,000	4,000	9,425
TOTAL REVENUE	399,200	399,200	403,976

EXPENSES	2020	2019	YEAR TO DATE 9/30/19
BUILDING OPERATIONS			
Janitorial	39,000	39,000	32,224
Power/Water/Sewer-Lehi City	40,000	40,000	31,559
Gas	22,000	22,000	16,132
Phone	9,000	9,000	7,088
Insurance	3,500	0	3,025
Clubhouse IT/Software	5,000	5,000	5,820
Clubhouse Maintenance	8,000	8,000	10,014
Monitoring	3,500	3,500	2,797
TOTAL BUILDING OPERATIONS	130,000	126,500	108,659

POOL OPERATIONS	2020	2019	YEAR TO DATE 9/30/19
Chemicals	16,000	11,000	16,770
Uniforms	8,000	8,000	6,237
Equipment/ Service	12,000	12,000	19,221
County Permits & Training	6,000	6,000	3,834
Water/Red Cross Testing	500	500	950
Misc. Supplies (Office/cleaning, etc.)	4,000		3,402
Concession Supplies	8,500	8,500	11,648
TOTAL POOL OPERATIONS	55,000	46,000	62,062

STAFF	2020	2019	YEAR TO DATE 9/30/19
Manager/Asst. Managers	139,594	80,000	60,475
Life Guards	80,000	80,000	71,399
Receptionists	13,000	13,000	12,277
Swim Instructors	15,000	15,000	13,884
Fitness Instructors	7,200	7,200	6,845
Ground Maintenance	6,500	5,500	6,330
Concessions	10,000	6,500	9,280
Manager Benefits	3,000	6,500	1,048
TOTAL STAFF	274,294	213,700	181,538

TOTAL EXPENSES	459,294	386,200	352,259
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NET INCOME	(60,094)	13,000	51,717
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TRAVERSE MOUNTAIN MASTER ASSOCIATION
2020-DRAFT
YEAR TO DATE 9/30/19

REVENUE

Monthly Dues
Setup Fees Income
Late Fee Income
NSF Fees
Violation Fee
Miscellaneous Income (sale of 3 lots)
Discount-DD/Annual
Interest Income
TOTAL REVENUE

	2020	2019	YEAR TO DATE 9/30/19
Monthly Dues	2,109,300	1,712,000	1,392,369
Setup Fees Income	34,000	30,000	32,868
Late Fee Income	5,000	10,500	10,894
NSF Fees	800	400	780
Violation Fee	35,000	5,000	62,305
Miscellaneous Income (sale of 3 lots)	10,000	320,000	8,311
Discount-DD/Annual	(57,000)		(26,665)
Interest Income	700	750	637
TOTAL REVENUE	2,137,800	2,078,650	1,481,499

EXPENSES

ADMINISTRATIVE

Accounting and Auditing
Legal Fees
Professional and Consulting Fees
Management Contingency
Payroll Services
Public Meeting Support (meetings)
Telephone
License and Fees
Insurance
Office Supplies
Software Maintenance
IT Maintenance & Repair
Postage
Recording Fees
Equipment Lease
Credit Card Transaction Fee
Return Check Fee (NSF)
Bad Debt Allowance
Taxes
Website
Communications
Office Wages (Administrative Staff)
Employee Benefits (Administrative staff)
Payroll Taxes
Dues & Subscriptions
Travel & Training & Meals
Miscellaneous Expense
TOTAL ADMINISTRATIVE

Accounting and Auditing	8,000	9,500	0
Legal Fees	12,000	14,000	6,382
Professional and Consulting Fees	9,500	7,000	6,586
Management Contingency	3,000	3,000	0
Payroll Services	9,200	8,800	7,329
Public Meeting Support (meetings)	0	250	0
Telephone	2,200	2,200	1,444
License and Fees	1,200		1,020
Insurance	36,000	36,000	32,786
Office Supplies	10,000	10,000	8,590
Software Maintenance	9,000	9,000	7,267
IT Maintenance & Repair	8,000	8,000	1,415
Postage	9,800	6,000	6,520
Recording Fees	400	200	261
Equipment Lease	6,400	6,400	5,433
Credit Card Transaction Fee	9,800	9,800	6,971
Return Check Fee (NSF)	330	250	330
Bad Debt Allowance	4,000	4,000	372
Taxes	2,000	2,000	787
Website	3,400	4,000	2,079
Communications	2,000	2,000	0
Office Wages (Administrative Staff)	313,000	232,600	240,005
Employee Benefits (Administrative staff)	64,296	60,000	51,437
Payroll Taxes	53,407	42,000	42,726
Dues & Subscriptions	2,000	1,500	1,884
Travel & Training & Meals	6,000	7,000	2,588
Miscellaneous Expense	1,000	1,000	92
TOTAL ADMINISTRATIVE	585,933	486,500	434,304

2020 Monthly Dues \$89.00

ACCOUNT BALANCES as of 10/24/19

Business/Operating \$118,152.00
Payroll holding \$5,292.00
Reserve \$237,159.00
Community Activities \$23,746.00
Capital Improvement \$187,760.00
Escrow holding \$36,269.00
Park Fund \$221,717.00
Clubhouse/Pool \$51,222.00

CLUBHOUSE LOAN

Clubhouse Original Loan \$4,296,525.00
Clubhouse Loan balance 10/24/19 \$2,779,000.00

HOA COMMON AREA MAINTENANCE

	2020	2019	YEAR TO DATE 9/30/19
Maintenance Staff Salary & Wages	170,000	170,000	152,885
Employee Benefits (Maintenance Staff)	19,000	19,000	19,778
Landscape Maintenance Contracts	85,000	85,000	76,149
Light Replacement	10,000	10,000	0
Turf Replacement	1,500	1,500	647
Fertilizer	36,000	29,000	29,078
Signage	9,000	3,000	4,310
Lighting Maintenance	16,000	16,000	8,498
Christmas Lighting	0	7,000	0
Snow Removal	10,000	6,000	10,287
Pest Control		0	0
Sprinkler Repair	8,000	8,000	7,268
Tree Replacement	10,000	6,000	(550)
Miscellaneous Repairs	2,000	2,000	934
Tools & Supplies	6,000	6,000	3,470
Vehicle Maintenance & Repair	12,000	7,000	14,505
Vehicle & Equipment Fuel	1,000	10,500	9,034
Property Taxes Common Area	6,000	3,000	0
Monument Repair	4,000	10,000	0
Fence Repair	10,000	12,000	3,307
Street Light Repairs	4,000	4,000	0
Mailbox Repairs	5,000	20,000	20
Park Repairs	1,500	1,500	0
Equipment Repair	2,800	2,800	2,385
Power Common Area	28,000	27,000	25,166
Garbage	31,244	22,000	21,244
Pool Complex	352,094	292,000	292,005
Clubhouse Debt Service	530,000	530,000	397,503
Reserve Contribution	180,000	96,000	
Reserve Fee Payback		140,000	
Vista Ridge Open Space N/C Payback		45,000	
TOTAL HOA CAM	1,550,138	1,591,300	1,077,923

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TOTAL EXPENSES	2,136,071	2,077,800	1,512,227
NET INCOME	1,729	850	(30,728)

COMMUNITY ACTIVITIES

	2020	2019	year to date 9/30/19
Contribution from Community Enhancement Fee	33,000	27,000	29,100
TOTAL REVENUE	33,000	27,000	29,100
Community Activities Expenses			49,481
NET INCOME	33,000	27,000	(20,381)

COMMUNITY ACTIVITY BALANCE 9/30/19 \$21,178

RESERVE

Contribution from Community Enhancement Fee	33,000	27,000	29,100
TOTAL REVENUE	33,000	27,000	29,100
Reserve Expenses			134,577
NET INCOME	33,000	27,000	(105,477)

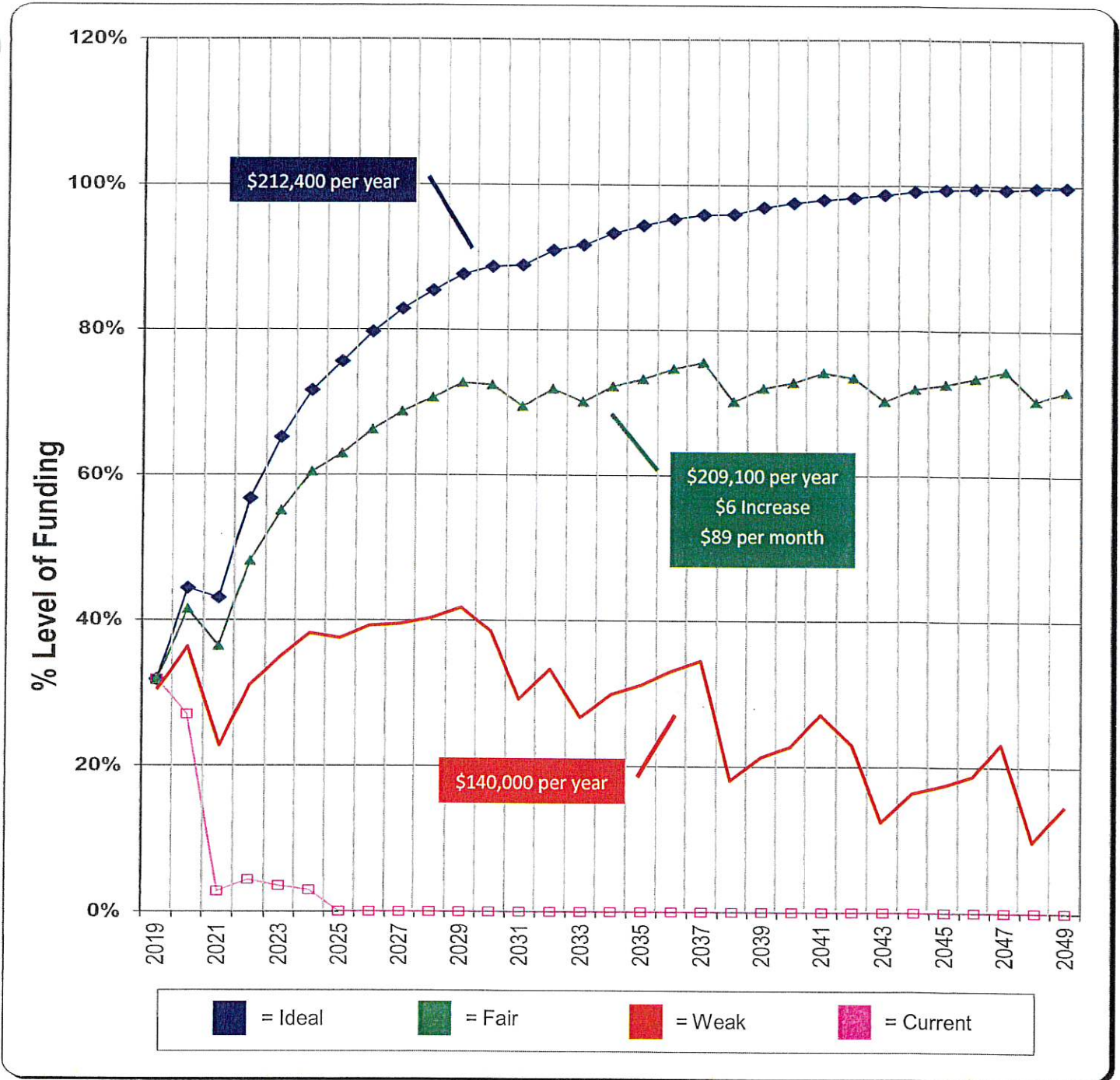
RESERVE BALANCE 9/30/19 \$234,159

CAPITAL IMPROVEMENT

Contribution from Community Enhancement Fee	66,000	54,000	58,200
TOTAL REVENUE	66,000	54,000	58,200
Workout Facility payment/Brighton Bank		0	10,456
Capital Improvement Expenses			260,018
NET INCOME	66,000	54,000	(212,274)



TMMA RESERVE FUNDING



Measures of reserve fund financial strength are as follows:

0% - 30% Funded is considered a “weak” financial position. Associations that fall into this category are more likely to have special assessments and deferred maintenance. Action should be taken to improve the financial strength of the reserve fund.

31% - 69% Funded is considered a “fair” financial position. Associations that fall into this category are less likely to experience special assessments and deferred maintenance than being in a weak financial position. Action should be taken to improve the financial strength of the reserve fund.

70% - 99% Funded is considered a “strong” financial position. Associations that fall into this category are less likely to experience special assessments and deferred maintenance than being in a fair financial position. Action should be taken to improve the financial strength of the reserve fund.

100% Funded is considered an “ideal” financial position. Action should be taken to maintain the financial strength of the reserve fund.

2019 Community Center and Pool Report

Exhibit B

FITNESS ROOM ADMITTANCE

- Total: 7,704
- Average 64 users per day

FITNESS CLASS ADMITTANCE

- Total: 460

GRAND HALL & ACTIVITY ROOM RESERVATIONS

- Total: 837
 - Grand Hall
 - Total reservations: 115, Total use: 245 (includes TMMA classes, events & meetings)
 - Resident rate \$350x98 + non-resident rate \$600x17
 - Activity Rooms
 - Total reservations: 592 (includes neighborhood pool parties)

POOL ADMITTANCE

- Total: 27,250 (2019)
- Total: 23,492 (2018)

TMMA EVENTS ATTENDANCE

- Total: 2,819
 - NEIGHBORHOOD POOL PARTIES
 - Total: 2019 (184 average per party)
 - 131 – June 6 – Harvest Home & Cresthaven Townhomes
 - 191 – June 13 – Shadow Ridge
 - 136 – June 20 – Heather Moor
 - 270 – June 27 – Country Run, Canyon Trails & Canyon Point
 - 183 – July 11 – Eagle Summit and Rockwell Estates
 - 242 – July 18 – Woodhaven
 - 193 – July 25 – Vialetto, Vista Ridge & La Ringhiera
 - 250 – August 1 – Winterhaven
 - 132 – August 8 – Chapel Bend & Mountain Point
 - 192 – August 15 – Hunter Chase
 - 99 – August 22 – The Crossings, Seasons Townhomes & Lakeview Estates
 - OTHER EVENTS
 - Total: 800
 - 80 – Winter Ball
 - 300 – Bingo (2 events)
 - 150 – Coffee N Common (2 events)
 - 120 – Teen Nights (2 events)
 - 150 – Family Movie Nights (2 events)

REPORTS AND PRESENTATIONS

1. Presentations – Guests

- a) No outside presentations are scheduled.

2. Officers & Committees – Reports

- a) Karl Karren

ITEMS OF BUSINESS

1. New Business

- a) Review of violation report (see Exhibit A)
 - i) Review of compliance enforcement procedure: common violations, letters, fines, timeframes, inspections, etc.
 - (1) Overnight parking and restricted vehicles
 - (2) Rear yard maintenance: backyard landscape, interior fence staining
 - (3) Holiday lights timeline
 - (4) Exterior house painting
- b) Review of Community Center and Pool report (see Exhibit B)
 - i) Review of
 - (1) Grand Hall reservation rates
 - (2) Fitness room age restriction

2. Open Session

- a)

3. Adjournment

TRAVERSE MOUNTAIN MASTER ASSOCIATION
BOARD OF DIRECTORS' MEETING
STANDING RULES

1. An open forum will be conducted after the meeting is called to order, and will not exceed thirty (30 minutes).
2. All members who wish to address the Board will complete a "Request to Speak" form, listing their name, address and/or lot #, phone number, and the subject they will be speaking to. The form must be turned in to the President of the Board.
3. Members will be called upon to speak by the President of the Board. When called upon, please state your name and subdivision and lot # for the record. Keep comments brief and to the point. All members will be allowed three (3) minutes to make their comments.
4. Members shall not interrupt the Board during the course of discussion of an agenda item. If you wish to speak to an agenda item, please state so in your Request to Speak and you may be called upon after the Board concludes their deliberation, should your question (s) not be answered during deliberation.
5. Personal attacks directed to the members of the Board of Directors, members of any committee and/or staff will not be tolerated. Any interruption of the Board proceedings will be grounds for removal from the meeting.
6. No use of cell phones or audio pagers in the Board meeting room.

Adopted by the Board of Directors, January 18, 2007

2019 Compliance Report Exhibit A

FENCE STAINING

- TOTAL: 319 were opened, 304 completed, 15 still open

FENCE INSTALLATION

- TOTAL: 109 were opened, 89 completed, 20 still open

LAWN CARE

- TOTAL: 189 were opened, 173 completed, 16 still open

WEEDS

- TOTAL: 147 were opened, 123 completed, 24 still open

Architectural Review Committee Submittals

FENCING SUBMITTALS

- TOTAL: 104

LANDSCAPE SUBMITTALS

- TOTAL: 172

FENCE STAINING

- TOTAL: 319 were opened, 304 completed, 15 still open
 - CB 31, 29
 - CR 58, 57
 - CT 2, 2
 - ES 13, 13
 - HC 19, 18
 - HH 41, 40
 - HM 39, 36
 - SR 80, 74
 - WD 2, 2
 - WH 34, 33

WEEDS

- TOTAL: 147 were opened, 123 completed, 24 still open
 - CB 5, 3
 - CR 4, 4
 - CT 40, 41
 - CY 2, 2
 - ES 6, 5
 - HC 8, 6
 - HH 10, 9
 - HM 19, 15
 - SR 13, 8
 - VI 3, 1
 - VR 15, 14
 - WD 20, 13
 - WH 2, 2

LAWN CARE

- TOTAL: 189 were opened, 173 completed, 16 still open
 - CB 11, 10
 - CR 19, 17
 - CT 16, 12
 - ES 17, 16
 - HC 32, 31
 - HH 12, 12
 - HM 38, 38
 - SR 23, 19
 - WD 20, 17
 - WH 1, 1



TRAVERSE MOUNTAIN
MASTER ASSOCIATION

FENCE INSTALLATION

- **TOTAL: 109 were opened, 89 completed, 20 still open**
 - CT 54, 47
 - ES 21, 16
 - HC 6, 5
 - HM 5, 5
 - RE 5, 0
 - SR 3, 3
 - VI 7, 7
 - VR 3, 1
 - WD 2, 2
 - WH 3, 3



TRAVERSE MOUNTAIN
MASTER ASSOCIATION

2019 Community Center and Pool Report Exhibit B

FITNESS ROOM ADMITTANCE

- **Total: 7,704**
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