

**SUN VALLEY ELKHORN ASSOCIATION  
BOARD MEETING & WORKSHOP MINUTES  
February 17 (1:00 p.m.), & 18 (9:00 a.m.), 2010  
Harker Center**

**AGENDA BUSINESS ITEMS**

1. Consider City Planning & Zoning Request to Process Rezone of Bluff Parcel
2. Consider Selling Swim & Tennis Privileges to Elkhorn Golf Members

**WORKSHOP ITEMS**

1. Policy/Governance
2. Governing Documents
3. Long Range Planning
4. Committee Goals
5. 2010 Goals
6. Budgeting

**IN ATTENDANCE**

Board Members	Counsel, Staff & Others
Jim Fletcher	Ed Lawson (2/17/10 only)
Pam Bailey	Marlene Lowry
Patty Rosewater	Darlene Kuehn
Sid Alpert	Jan Kaas
Stephen Smith	Chuck Williamson
Cris Thiessen	
Margaret Walker	
Ted Witt	

**ABSENT**

Gary Black
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**CALL TO ORDER**

Jim Fletcher called this meeting to order at 1:00 p.m.

**ESTABLISHMENT OF A QUORUM**

A quorum was established with eight Board Members in attendance.

**APPROVAL OF JANUARY 27 & 29, 2010 MINUTES**

The minutes of the above meetings were reviewed.

**MOTION:** Ted Witt made a motion to approve the January 27, 2010 minutes as presented. Patty Rosewater seconded and the motion passed with Cris Thiessen abstaining.

**MOTION:** Pam Bailey made a motion to approve the January 29, 2010 minutes as presented. Sid Alpert seconded and the motion passed with Stephen Smith and Cris Thiessen abstaining.

## BUSINESS

### 1. Consider City Planning & Zoning Request to Process Rezone of Bluff Parcel

City of Sun Valley Community Development Department staff member Diane Shay was in attendance to request the SVEA Board authorize the City to proceed with a rezone of the SVEA owned Bluff Parcel, aka Tax Lot 7637. This 'housekeeping' action would bring the subject property into compliance with the Sun Valley Comprehensive Plan and the Future Land Use Map by changing the current zoning of OR-1 (Open Space-Recreational; a zoning designation that is no longer recognized) to Open Space (OS). This rezone will not change the use of the property. Following a review of the area and lengthy discussion the decision was made to move ahead with a rezone.

**MOTION:** Cris Thiessen made a motion to authorize the City to proceed with the rezone as described. Pam Bailey seconded and the motion passed unanimously.

Independence Creek Lot 12A (112), currently owned by the Wood River Land Trust (WRLT) and restricted by deed to open space land in perpetuity, is an additional parcel of land in Elkhorn the City is seeking to rezone. Scott Boettger, Executive Director of the WRLT has informed staff they plan on offering to deed this land to SVEA. Based on the intent of WRLT, the City is requesting SVEA's support in the rezoning of this parcel.

**MOTION:** Patty Rosewater made a motion to support the rezone of Independence Creek Lot 112 as described. Ted Witt seconded and the motion passed unanimously.

### 2. Consider Selling Swim & Tennis Privileges to Elkhorn Golf Members

Following the January 27<sup>th</sup> Board Meeting Cris, Sid and Marlene met with Don Shirey and Bryce Turzian of the Elkhorn Golf Club (EGC). The idea of SVEA allowing the EGC to market and sell swim and tennis privileges along with golf memberships continues to be viewed as a benefit to both parties. The Ad Hoc Golf Committee made a recommendation that the Board agree to the following contract between SVEA and EGC:

SVEA Pool & Tennis memberships will be offered to current EGC members and to future EGC members with the following conditions:

- a) Annual membership fees will be charged at the same rate as annual dues assessed to SVEA owners (currently \$630).
- b) The term of the agreement is for one (1) year. The agreement may be continued on an annual basis after one year, however, may be terminated by either party with a written sixty (60) day notice. Should a termination occur by either party, all existing memberships will be honored as long as the member remains in good standing with EGC and SVEA.
- c) If a member's fees become delinquent access will be denied; a delinquency of more than 60 days will result in termination of the individual's membership.
- d) All members will abide by all applicable SVEA Rules.
- e) SVEA shall approve in advance, in writing, the content and timing of any advertising for golf/tennis/swim memberships.
- f) There will be only individual memberships; no corporate or fractional memberships.

Following lengthy discussion the Board agreed to the Golf Ad Hoc Committee's recommendation.

**MOTION:** Sid Alpert made a motion to offer SVEA pool and tennis memberships to members of the EGC based on the six points outlined. Cris Thiessen seconded and the motion passed unanimously.

## WORKSHOP

### 1. Policy/Governance

Pam Bailey presented information on planned community associations, including the characteristics of common-interest communities; the hierarchy of the governing documents (where the Board gets its authority); and roles of the board, committees and staff. Pam addressed the governance style of the board, stressing the board should strive to be proactive, not reactive, in their leadership and all Board decisions are collective, not individual. Ed Lawson cautioned all in attendance that confidentiality is important and discussing privileged communications outside of a Board meeting can have unfortunate consequences. In a legal proceeding, privileged information may be lost through disclosure.

### 2. Governing Documents

The Master Declaration, Articles of Incorporation and Bylaws and how the various documents apply were discussed. Ed Lawson reviewed his "Guide to Service on the Board of Directors".

### 3. Long Range Planning

Jim Fletcher discussed the 'SWOT' analysis that was conducted approximately four years ago. All agreed it would be beneficial to repeat the process at this time and look at a three-to-five year plan. The strengths, weaknesses, opportunities and threats were listed, and reviewed. Following discussion the opportunities were outlined as follows:

- 1- Increase Sense of Community
  - Enhance Use of facilities
  - Better use of our open space
  - Use SVEA purchasing power to obtain benefits for our owners
  - Maximize Amenity Card information to better plan new facilities or facilities upgrades
  - Increase services to our owners and create value accordingly
  - Heightened communications with owners, sub-associations, the City of Sun Valley and Sun Valley Company
- 2- Fiscal Responsibility
  - Consider and create non-dues revenue
  - Sustain dues at current level for as long as possible
  - Consider some open space land for residential development
  - Increase revenue and offers to community by considering amenity memberships
  - Consider facility usage fees
  - Consider possible sale of buildable SVEA land or land trades that would benefit all owners
- 3- Strategic Facilities/Program Evaluations
  - Review tennis program to ensure it meets the needs of our owners
  - Consider a Pools Manager (Recreation Manager) to coordinate a broader range of services for pool users
  - Consider developing additional recreation programs to utilize trails, parks and other open space
  - Coordinate with Elkhorn Golf Club to maximize golf benefits for owners
- 4- Facilities Evaluations
  - Analyze present physical plants and consider future amenity opportunities such as water parks, pickle ball, etc.
- 5- Governance
  - Master Declaration- review annually

- Board Governance- stress purpose of and content of governing documents when soliciting and interviewing board candidates
- Legislature- work with State Representatives to explore voting rights for part-time residents (similar to Vail).

**The meeting adjourned at 4:30 p.m. - to be continued at 9:00 a.m. February 18, 2010**

The three-to-five year plan as developed on February 17<sup>th</sup> was reviewed and discussion held as to which committees would take ownership of each section by setting goals for 2010, as well as the three-to-five year plan. The various committees will also identify the line items in the current and future budgets and provide input for the budgeting process. Committees were assigned as follows:

1. Increase Sense of Community- Communications, Golf Ad Hoc, Pool and Tennis (Recreation)
2. Fiscal Responsibility- Finance, Capital Improvements, Pool and Tennis (Recreation)
3. Strategic Facilities/Program Evaluations- Golf Ad Hoc, Pool and Tennis (Recreation)
4. Facilities Evaluations- Golf Ad Hoc, Pool and Tennis (Recreation)
5. Governance- Nominating and Executive

All Committee Chairs will select their members as soon as possible. They will also review the June 2007 Committee Position Plan and suggest changes prior to the March 29<sup>th</sup> Board Meeting.

Following the above work it was positively noted that the five points of the current Mission Statement are still applicable.

4. Finalize 2010 Goals

The 2010 Goals as reported at the Annual Meeting were reviewed and slightly amended to reflect the following:

Facilities & Open Space-

- Continue Mapping of Elkhorn Trail System
- Work with City of Sun Valley to Benefit from Possible Grant Monies for Open Space Willows Maintenance / Wildfire Danger Mitigation
- Update Long-term Capital Plan
- Continue to Improve & Enhance Amenity Software Capabilities
- Evaluate Village Tennis Facilities

ADC-

- Scan and Electronically File All Architectural Plans; Provide to Owners Upon Request
- Inform Owners of Approval Requirements of Proposed Plans with City Planning & Zoning

Communications-

- Enhance Membership Communications
- Enhance Website Development
- Interaction with Sub-Presidents
- Interaction with City of Sun Valley, SV Co., and CG-Elkhorn

Finances-

- SVEA Spending within Budget
- Cash Assets Actively Managed
- Review Capital Reserve Analysis and Projections
- Review Contingency Fund Balance Policy

SVEA Management-

- Begin Conversion to 'Paperless' Office
- Create Library of Job Replacement Requirements

**MOTION:** Pam Bailey made a motion to confirm 2010 Goals as amended. Cris Thiessen seconded and the motion passed unanimously.

**OTHER BUSINESS**

There was no other business to discuss.

**ADJOURNMENT**

With no further business, the meeting adjourned at 11:45 a.m.

Respectfully submitted,

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Margaret Walker, Secretary

**SUMMARY OF MOTIONS & DECISIONS**

Motion or Decision	Page #
Minutes of 1-27-10 and 1-29-10 were approved as presented	1
Motion to authorize City to process Bluff Parcel rezone	2
Motion to support rezone of Independence Creek Lot 112	2
Motion to offer pool and tennis memberships to EGC members	2
A 3 to 5 year plan (Opportunities) was established	3
Committee assignments were identified to reach the three to five year plan	4
Motion to confirm 2010 Goals	5

**ACTION ITEMS**

Who	Does What	By When
Marlene	Invite Tim Silva to next Board Meeting	ASAP
Pam & Sid	Work on absentee voting	ASAP
Marlene, Cris	Inform Don Shirey of membership decision	ASAP
Marlene	Add 'advisory voting' to March 29 <sup>th</sup> agenda	3-29-10
Committee Chairs	Review Position Plans – submit any suggested amendment prior to 3-29-10 Board Meeting	3/20/10
Margaret & Darlene	Work on guideline of one email blast update each month to all owners	ASAP & ongoing
Darlene	Request email addresses in each newsletter	ongoing
Marlene	Investigate tax/filing implications of selling memberships	2-22-10
Marlene	Set up meeting with Wendy Jaquet and Pam	Late March
Marlene	Send list of committee volunteers to Board along with last year's list	2-24-10

2-17 & 18-10 Board Minutes (approved)

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