

**TIMBERLINE SPECIAL SERVICE DISTRICT  
BOARD MEETING**

**OCTOBER 4, 2023**

Board Members:

Kyle Monez – Chair  
Dan Syroid - Treasurer  
Stuart Stein  
Logan Jones  
Christopher Gorder (via Zoom)  
Kris Smith – Road Manager  
Steve Anderson – Road Manager

Resident

Guests: Kimba Forbes                      Todd Hunter  
            Chuck Dinger                     Steve Anderson  
            Eric Ghanem                        Becky May  
            Toni Hampshire                  Weston Luzadder  
            Doug Anderson                     Don Fulton  
            Kathryn Eden

Secretary: Carol Steedman, KGC Associates

Location: Kimball Junction Library

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The meeting was called to order at 6:21 p.m.

A summary of topics discussed is detailed below.

The difference between TSSD and TLOA was explained for the new residents. TSSD is authorized by Summit County to maintain and improve roads in the Timberline community, including snow removal and to collect funds for that purpose. TLOA is the Homeowners Association for the community and oversees things such as covenants and architectural control. The TLOA also owns three vacant lots. A discussion regarding those three lots would be discussed later in the meeting.

**1. Approval of Minutes – February 14, 2023**

MOTION: Kyle Monez moved to approve the Minutes of February 14, 2023, as written. Stuart Stein seconded the motion. VOTE: The motion passed.

## **2. Formally Authorize Bonuses for Steve and Kris**

- a) The Board voted via email to extend bonuses to Steve and Kris because they had done a fabulous job last winter.
- b) The emailed motion needed to be formally approved.  
MOTION: Kyle Monez moved to approve the bonuses for Steve Anderson and Kris Smith, the Timberline snowplow drivers. Stuart Stein seconded the motion. VOTE: The motion passed unanimously.

## **3. Vote on TLOA lots to TSSD and Consider Sale**

The TLOA owns three vacant lots that the Timberline community pays taxes on.

- a) They could save the community \$4,000 if they transfer the lots to TSSD.
- b) The TSSD Board was reaching out to the TLOA Board to see if they were interested in doing a title transfer of those lots from TLOA to TSSD. The title transfer would require legal language and possibly a cost to transfer the title.
- c) Christopher Gorder explained that Timberline would stop paying taxes the day the title is transferred and there is no cost involved. The papers are signed and notarized and transferred at the title company.
- d) Mr. Gorder had spoken with Summit County and thought it was straightforward; however, he thought they needed to do a little more due diligence.
- e) Mr. Gorder offered to draft a letter to the TLOA on behalf of the TSSD Board explaining that it is in the best interest of the community to consider transferring ownership.
- f) Kathryn Eden understood that if the title is transferred, as an advisory Board the TSSD can only give advice and Summit County could use those lots in whatever way they see fit, including selling the lots.
- g) It was noted that Ms. Eden's concerns could be addressed through deed restrictions.
- h) Ms. Eden believed that transferring the property was more complicated than just saving \$4,000 because they would be giving up control of the lots to Summit County.
- i) Logan Jones suggested that the goal is for the TSSD to express their vision for the community assets. They are all buildable lots and a previous suggestion was to sell one of the lots and use those funds to invest in the assets of the community such as an actual garage for the equipment or purchasing a new tractor.
- j) Ms. Eden still had concerns about transferring the lots and essentially

- giving them to Summit County.
- k) Dan Syroid suggested that the Board talk with the Summit County Attorney to see if there are options for protecting the lots.
  - l) One option could be a first right of refusal where the neighbors would have the first right to purchase the property.
  - m) Mr. Syroid thought they first needed to get legal advice. He was in favor of presenting the idea of transferring the lots TLOA lots to the TSSD if they find that it is legal.
  - n) Regarding a separate issue, Ms. Eden owns the lot next to the vacant lot on Douglas Drive and she has the first right of refusal with the TLOA. She would like that issue to be addressed because she still wants the ability to exercise that right.
  - o) The Board agreed that the TSSD should be the ones to explore the most advantageous legal approach to retain rights either through an easement, a deed restriction, or a memorandum between TSSD and the County Council.
  - p) The TSSD will begin the process of determining how they can save the community money without giving away control of 1.5 acres of buildable land.
  - q) The TSSD Board can disseminate information to the community without having an official meeting. No action will be taken until the TLOA approves it.
  - r) Logan stated that regardless of whether the TLOA or the TSSD owns the property, they need a structure built to house the equipment as a benefit to the community.

MOTION: Logan Jones moved to begin conversations with the TLOA regarding the potential sale of one of the lots to provide space for the equipment and any other investments focused on the long-term maintenance of the roads. Stuart Stein seconded the motion. VOTE: The motion passed unanimously.

**4. Consider Purchasing a second tractor with a blower and blade**  
**5. Skid Steer and Fuel Tank Purchase**

- a) A few years ago, the Board decided to keep a slush fund for equipment or anything unexpected that could occur with maintaining the equipment.
- b) If there is a catastrophic failure, they wanted to make sure there is enough money to purchase parts for repair.

- c) Kyle noted that Timberline has a volunteer fleet of neighbors with equipment of their own; however, that equipment is not at the magnitude and scale of the TSSD owned tractor.
- d) The thought is to have a backup piece of equipment with more capacity than private equipment. It could supplement Big Blue during big storms resulting in two pieces of snow removal equipment clearing the roads. Also, if Big Blue goes down and it takes three months to get replacement parts, they would still be able to take care of the roads without needing rental equipment.
- e) Big Blue is close to 20-years old and has 6,000 plus hours of use on it.
- f) Kris Smith had looked into similar models with some variations, primarily horsepower and hardware. He found a few tractors on the used market.
- g) Kris noted that in a format the size of blue, there needs to be the maneuverability that that platform has. A standard tractor or chassis does not provide the necessary maneuverability. Another factor is that tractors like Blue are bi-directional. The TV140, 145 series were designed for a niche market in the snow removal industry because of the maneuverability and the power offered for large scale snow removal.
- h) Kyle had looked at a Skid Steer because it is a utilitarian piece of equipment that can be utilized in the winter and the summer. The drawback is that the tracks are not good on ice. They would need to look at winter mounts that go on the tracks or a wheel Skid Steer loader with chains.
- i) The horsepower on a Skid Steer is usually 75 hp. The cost varies from \$49,000 to \$54,000 for a CAT depending on the year, and between \$49,000 to \$64,000 for a John Deere.
- j) Someone asked how much of an increase the homeowners can expect if they purchase a new piece of equipment.
- k) Dan estimated that a \$100,000 vehicle would increase the assessment by approximately \$250. They have talked to Carol about setting up quarterly assessments to avoid having to pay a large amount in one payment.
- l) Another option is to finance a large piece of equipment over 5 years. The increase would be approximately \$25 per lot per year.
- m) Dan made the argument for getting a duplicate of Big Blue because if Blue dies and it takes three months or longer to replace or repair it, they have a responsibility to the owners to make sure they can access the roads in the winter to get to work.
- n) Kyle stated that a lot of people in Tollgate use a Skid Steer to plow their roads and they get twice as much snow as Timberline.
- o) Kyle remarked that the equipment will pay for itself if they can do in-house

projects themselves without paying an outside contractor for labor and equipment time. A smaller piece of equipment could be used in the summer for small jobs and during the off season to prepare for winter.

p) Kyle thought they needed to get a breakdown on how a piece of equipment will cancel other costs, the increase to the owners, and the issue of whether to finance considering the high interest rates.

q) Logan thought they should make a decision on the direction moving forward on the type and style of equipment.

r) Steve Anderson had been trying to reach someone who has a fleet of Kubotas and works primarily in Jeremy Ranch and Pinebrook. Steve would like to talk to him and get some information on those devices. The vehicle is small with a 7-8' blade and heated cab.

s) Steve would like to see if this gentleman would come into the neighborhood to do individual driveways instead of the trucks that come in with the larger blades. Also, if he can find out more specifics on the device itself it might help the Board make a decision on which equipment to purchase.

t) There was agreement that it was imperative to stop the blades from coming into the neighborhood to plow driveways.

u) Kris reiterated that they have a responsibility to the community to maintain access for the neighbors to get in and out for work and school, but also for first responder vehicles.

v) Kris stated that for winter maintenance Blue is an unparalleled tool with the blade and the blower that offers maneuverability. He did not believe that any other unit offered that capability. If Blue goes down, the trade-off is accessibility versus the aforementioned issues.

w) Logan agreed with Kris that there needs to be a backup option to keep immediate access. However, he did not believe they needed another vehicle as big as Blue. He thought it would be irresponsible fiscally to have a second big Blue sitting in a garage. In addition, they would rarely need two operators at one time because during a major snowstorm they work in shifts.

w) The suggestion was made to rent a Skid Steer for a year to see if it meets their needs. The Board also talked about leasing.

x) Kyle will put together a cost matrix, a cost benefit, and future depreciation, as well as leasing and/or rental costs. Once they have an in-depth analysis the Board will make a decision and vote.

MOTION: Dan Syroid made a motion to have some type of backup

equipment before this winter based on a cost matrix and spreadsheet that Kyle will prepare. Logan Jones seconded the motion. VOTE: The motion passed unanimously.

#### **6. Tent for Truck and Gravel**

- a) Based on the time in the season, Steve suggested tabling these two items until a later time.
- b) Steve already had solutions in place for keeping the truck and the gravel dry and safe.
- c) The tent at the top of Douglas had collapsed. Steve thought at the time the tent was a good idea however they neglected to get the snow off the roof before it was too late.
- d) Steve noted that there are snow load capable tents if they choose to purchase another one.
- e) It was noted that a second piece of equipment will require garage space. They could inquire around the neighborhood to see if anyone has extra space.
- f) Kyle suggested looking into a metal carport as an alternative to a tent. He found one that did not have the most ideal snow rating, but it was 75 pounds per foot. The tent that collapsed was 30 pounds per foot. Kyle presented a picture of one he had seen. That particular carport fully outfitted with all the metal was \$5700.
- g) Kyle noted that a carport could house the plow truck, but they will eventually need a larger building to store all their equipment.
- h) Someone suggested asking Roger Crawford if he has extra garage space.
- i) Kathryn asked if the carport would need to go through the TLOA ARC for approval.

MOTION: Logan made a Motion to reach out to Roger to see if he would be willing to allow them to use his garage space to store a Skid Steer, and if not, reach out to TLOA to see if they can erect a temporary structure to replace the tent. Stuart Stein seconded the motion. VOTE: The Motion passed unanimously.

#### **7. Equipment Maintenance Plan**

- a) Steve Anderson stated that they were getting a formalized service contract on Big Blue.
- b) The person they were contracting with has already been doing the

maintenance on Blue and the intent is to formalize the process.

c) Dan noted that most of the issues were electrical. There were two mechanical failures this year.

d) Dan understood that the problem was wire rubbing against the chassis. He asked if there was a way to make sure the wires are not rubbing against other items as part of the maintenance review.

MOTION: Steve made a motion to formalize the current equipment repair contract. Stuart Stein seconded the motion. VOTE: The motion passed unanimously.

#### **8. Winter Tow Fee and Liability Waiver**

a) Kyle noted that Steve tries to keep track of the number of people who get stuck that he pulls out each year. Some of them habitually get stuck.

b) Carol explained that a Venmo account was already set up for fees.

c) The Board settled on \$150 fee every time someone is towed out. The fee is noticed at the entrance, and everyone is aware of it.

d) Steve's wife is a lawyer and she had reviewed a draft general liability waiver for towing a car that Steve had prepared.

MOTION: Logan Jones moved to provide the draft prepared by Steve to the Summit County Attorney for their approval, and to also ask the County Attorney how Kris' personal liability works under his job of keeping the roads open by towing a vehicle, and to set up a process that the waiver is signed before a vehicle is towed, and pictures are taken of the stuck vehicle and emailed to the Board. The vehicle owner will be asked to Venmo \$150 to the TSSD. Dan Syroid seconded the motion. VOTE: The motion passed unanimously.

e) There was a request to purchase a tablet to keep in the tractor with the waiver, so all the information is on the tablet.

The meeting adjourned at 8:03 p.m.