



LAWSON HILL  
Board of Directors

Lawson Hill Property Owners Company  
P.O. Box 3927  
Telluride, CO 81435  
970-728-5893  
www.LawsonHill.com

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
Tuesday, January 9<sup>th</sup>, 2024, @ 8:30AM  
Ellison MacIntire Offices at Lawson Hill

**ROLL CALL & DETERMINATION OF QUORUM:** Laura Ellison (Pres.), Dean Bubulo (VP), Ginny Gordon (Secy.), and Stu McCreedy (Treas.) were all present representing a full quorum. Vanessa Sandoval and Anneliese Riebel management team members from At Home Properties (AHP) were also present.

The meeting was called to order at 8:42 AM by President, Laura Ellison.

**1. Approval of Prior Meeting Minutes:**

**A motion was made by Laura Ellison to approve the prior board meeting minutes from December 19<sup>th</sup>, 2023, as presented. The motion was seconded by Stu McCreedy, and the motion passed unanimously.**

**2. New Business:**

- A.** Letter of Authorization - AHP is in the process of transitioning the Lawson Hill information and accounts including banking, filing 1099's for 2023 taxes, vendors, insurance, and payables. AHP will continue to work on these items in conjunction with ASAP accounting.
- B.** Confirmation of Forum - The informational packet for the upcoming Dog Forum with Tom Kennedy on January 25<sup>th</sup>, 2024, was sent out to all the Lawson Hill owners via US mail on January 8<sup>th</sup>, 2024, with an additional email blast to be sent to owners in the coming days. This informational packet also included information about the Annual Owners Meeting on March 13<sup>th</sup> and a request for owners who wished to serve on the board to send in letters of interest.
- C.** Preliminary 2024 Draft Budget Discussion – AHP has reviewed the draft budget prepared by Pam Hall earlier in 2023 and has requested additional details from ASAP in order to better understand all budget items, and work to finalize its suggested budget for board review.

**A motion was made by Laura Ellison, to have AHP finalize the draft Lawson Hill 2024 budget as discussed so that it may be reviewed, amended, and adopted by the Board at their next regular meeting. The motion was seconded by Stu McCreedy, and the motion passed unanimously.**

The date of the Owners' Budget meeting will be determined. Notice of this meeting along with board approved budget will be distributed to owners in advance of that meeting.

**D. Preferred communication methods**

The group discussed and agreed that all future Lawson Hill communications with and between board members should be done using the new Lawson Hill email accounts created by AHP for Lawson Hill POC business. Board members should use these official Lawson Hill emails whenever possible and limit text communications.

**E. Outside Meeting Dates & Reports - None.**

**F. Manager's Update**

Annaliese provided an update on AHP's current progress on deliverables such as the new Lawson Hill website, parking, banking, insurance, payables, and preparing updated 2024 vendor and owner lists, as well as performing a preliminary draft 2024 review. A few specific owner questions had been submitted by individual owners and by neighboring HOAs. Individuals will be responded to per the board's direction. AHP discussed that specific authorizations for banking access are needed and will require appropriate access levels to be granted by the BOD signors.

**A motion was made by Laura Ellison to authorize At Home Properties (AHP) to facilitate the transition of access from Pam Hall to AHP for all LHPOC bank accounts, as well as to arrange for updated signature cards for authorized BOD signors, on behalf of LHPOC, so that AHP may have the access required to conduct the routine accounting and business needs of LHPOC. The motion was seconded by Ginny Gordon, and the motion passed unanimously.**

**G. Historical Documents Preservation - AHP is working to outsource some of the larger chunks of scanning work that will be needed to convert some of the historical files into an updated electronic version.**

**A motion was made by Laura Ellison to have AHP obtain at least 2 bids from companies that can provide this service. The motion was seconded by Ginny Gordon, and the motion passed unanimously.**

**H. Noticing of Board and DRB Meetings - Current procedures will be followed until the new LHPOC website is up and running and it is easier for AHP to make edits and updates at the board's direction. Once the board is apprised of the capabilities of the new website, this noticing issue will be discussed further.**

**I. Other**

1. Wildlife Study - The board discussed the timing of obtaining the wildlife study that will be a requirement of a PUD amendment if the members consent to the changes. Sherri Reeder, representing Ilium, emailed a request asking the board to consider a joint study. Ginny will respond to her that Tom Kennedy and the wildlife biologist do not recommend this, as the two areas are very different habitat types.
2. SMC Request to Waive Interest - The board directed AHP to have ASAP respond to San Miguel County's request to waive interest for overdue dues, which the board declined to do.
3. Compiling and Updating Owner Information - The board directed AHP to continue compiling a master list for the LHPOC as owners respond to the request for current contact information. This list will be kept in a master Excel spreadsheet format for the use of LHPOC, and will contain all owner information given, including physical address, mailing address, lot #, emails and phone numbers. Until this list is more complete, we will mail packets for the meeting on February 12 and March 13.

**3. Old Business:**

**A. Board Vacancies**

Notice was sent out in the 1/8/24 packet of three regular board seats that are up for election at the annual meeting on March 13, 2024. A request for letters of interest to be submitted by people interested in serving was also included. David Eckman and Michelle Haynes had previously submitted such letters to fill the interim vacancy seat when Shane Jordan resigned mid-term. However, the board decided to wait for the March owners meeting to fill these seats by a vote of the members. Ginny will contact them both to determine their interest in running for these regular seats.

**B. Design Review Board Vacated Seats**

Emails were sent to all members soliciting applications to serve on the Design Review Board. Two applicants have applied for the vacancy. Coors Wright and Karen Guglielmo are both expected to be present and will be interviewed further at the next DRB meeting on January 16<sup>th</sup>, 2024, with recommendations to the board for appointment expected to follow.

**C. Alpine Planning, Chris Hawkins next steps**

The proposed contract with Alpine Planning and Chris Hawkins was discussed. The Design Review Board has recommended that the Board of Directors move forward with the contract. Laura Ellison, President, plans to sign and execute the contract.

Alpine Planning will meet with the DRB for further discussion at its regular meeting on January 16<sup>th</sup>, 2024, from 1-3pm, at the library.



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**D. Other**

1. The Annual Meeting Packet and meeting preparations were discussed. The packet to owners will be mailed out by mid-February and will include the meeting notice, proxy, ballots for the election of BOD members, and draft minutes of the last annual meeting.
2. Discussion of Minutes and Recording Procedure - It was agreed that the minutes be primarily 'Action Minutes' with a broad overview of the discussion and any resulting decisions or motions made. It has been LHPOC management's practice to record the meetings (no recording or minutes are taken of Executive sessions) in order to facilitate the drafting of the minutes. The recordings will only be erased after the final approval of the minutes.

**4. Executive Session:**

Discussion and update of legal matters.

**5. Meeting Adjournment & Next Meeting:**

The meeting was adjourned at 11:20 AM by unanimous consent.

The next board of directors meeting will be held on Tuesday, February 13<sup>th</sup>, 2024, at 8:30am, at the Ellison McIntire office conference room.