



Lawson Hill Propertyowners' Company  
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## **BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, August 12th, 2025 @ 8:30AM Ellison

MacIntire Offices at Lawson Hill

**Board Members Present:** Laura Ellison (President), Alex Martin (Vice President), Kathrine Warren (Secretary), Dean Bubolo (Treasurer), Heather Chase and Jennifer Birrittella (Alternate) via Microsoft Teams, constituting a quorum.

**Staff:** Anneliese Riebel (AHP) and Amanda Wood (AHP)

**Others Present:** LHPOC Property Owner Brian Miller

### **1.) Roll Call & Call Meeting to Order:**

The meeting was called to order by President, Laura Ellison, at 8:32 am

### **2.) Public Comment: LHPOC property owner Brian Miller provided comments regarding the Design Review Committee (DRC) approval process for new windows.**

### **3.) Review & Approval of the Draft Minutes from the last BOD Meeting on July 8th, 2025:** There was a motion by Dean Bubolo to approve July 8th, 2025. The motion was seconded by Heather Chase, and the motion was carried unanimously.

### **4.) New Business:**

#### **A. Discussion On Community Wood Chipping Day:**

AHP distributed a survey to property owners to gauge interest in hosting a community wood chipping day as part of fire mitigation efforts. The survey received strong participation, and a significant number of owners expressed interest. Based on this feedback, the Board of Directors agreed to move forward with the event, which will be held September 6–11. During this time, property owners may bring woody yard waste to Lot HI. AHP will send an email to all property owners with detailed instructions and guidelines.

#### **B. Manager Update:**

- **Cameras at Trash Building:** AHP installed cameras at the trash building to help deter and monitor inappropriate dumping.
- **Signage:** AHP has been directed to consult with Tom Kennedy regarding appropriate signage throughout Lawson Hill, including trail use, e-bike regulations, and traffic calming measures, with the goal of enhancing safety and communication within the community.
- **Maintenance:** Recent updates included trimming vegetation obstructing a stop sign and addressing general landscaping and trail maintenance needs.
- **Compost:** The new compost dumpster has been contaminated with trash on two occasions. The Board agreed to install a lock on the compost container. Property owners who wish to participate in the composting program will be required to complete a short quiz to demonstrate their understanding of proper composting practices.

## **5.) Old Business:**

### **A. Review of Yeti Event:**

The community provided generally positive feedback on the Yeti event. Discussion focused on improving parking logistics in Lot HI and establishing a clear guideline prohibiting vehicles from parking on the playing field grass in future events.

### **B. Wells Update:**

An update was provided on the well water discharge permit application submitted to the Colorado Department of Public Health and Environment, which remains pending. AHP will continue working closely with SGM to ensure the project progresses as planned.

### **C. Historical Documents Preservation:**

The Board reviewed a bid of approximately \$2,000 to scan and preserve all Design Review Board (DRB) documents in a searchable format. The proposed process includes scanning large-format (D-size) sheets, applying Optical Character Recognition (OCR), and organizing files by lot number and address rather than by property owner name. This would allow for efficient retrieval of DRB applications, approvals, house plans, letters, and related documents. Discussion also addressed whether to retain the physical paper documents after scanning or to shred them, with the option of returning originals to current homeowners if preserved. The Board considered confirming with the DRB if additional searchable fields should be included in the file naming. Once digitized, the documents will be stored on a dedicated office computer and backed up on a hard drive for long-term preservation. The Board agreed this project would provide significant value to the members and gave administrative approval to move forward with the digitization within the \$2,000 bid.

## **6.) Executive Session:**

**There was a motion by Heather Chase to enter back into executive session at 9:33 am. The motion was seconded by Dean Bubolo, and the motion was carried out unanimously. Executive session was concluded at 10:45am**

## **7.) Next Meeting & Meeting Adjournment:**

The next Board of Directors meeting will be held on Tuesday, October 14th, 2025, at 8:30am at the Ellison MacIntire offices at Lawson Hill.