

LPPO Association  
Board of Directors Meeting  
August 8, 2016

**Call to Order**

President Tom Clutinger called the meeting to order at 5:05 pm and noted that a quorum had been established.

**Roll Call of Attendance**

A. Board Members

Tom Clutinger, President  
Jon Ickes  
Jim Melot  
John Oxley  
Jonathan Westlund

B. Others Present

Dan Bates, Home Owner  
Jeff Bradshaw, Waldo Excavation  
Laura Melot, Recording Secretary  
Doug Scott, Treasurer  
Kurt Waldo, Waldo Excavation

**Agenda**

1. The first order of business was to appoint Laura Melot as the acting secretary for the LPPO Board of Directors. The motion was made by John Oxley and seconded by Jonathan Westlund. The motion carried unanimously.
2. Second order of business was to review the Snow Plowing Contract between the LPPO Association and Waldo Excavation for the 2016-2017 Winter. Tom Clutinger requested that Jim Melot, author of the contract, review the contract point-by-point. Open discussion followed with minor revisions and recommendations. The most notable issues were:

- A. LPPO and LPDRA will contract under separate agreements with Waldo Excavation. LPDRA will use the same basic Contract as LPPO with the notable exception of Assurance Funds/Retainer.

Further a discussion followed regarding the intent of “Assurance Fund” and the need of the Contractor to have access to equipment for other work. It was agreed that although the equipment was to be placed onsite at a location agreeable to both Owners/Contractor, equipment may be removed for Contractor projects, it was unanimously agreed upon that, “Waldo Excavation would assure that the equipment would be in a location that would ensure it would be in good working condition to commence plowing within one hour of receiving ‘the call.’”

- B. Jim Melot mentioned the need for Tom and Doug to not only provide the list of approved driveway work to the Contractor prior to November but to further show the order in which driveways will be cleared as well. Jonathan Westlund stated that he would procure detailed maps and pictures of private driveways to be plowed from the previously held Snow Plowing contract. He will provide them by 9/8/16 to Waldo Construction in order to supplement their fact finding efforts.
- C. John Oxley proposed that Waldo Excavation continue to review the draft contract and return an initialed copy back to the Board within one week. Tom Clutinger asked that Jeff Bradshaw continue to review the contract and to send it to Jim Melot. Jim and Jeff will continue to work together through the process.

Jeff Bradshaw and Kurt Waldo left the meeting at 5:45 pm.

Jonathan Westlund thanked Jim Melot for the work he had done on the contract. Each of the other Board members also expressed their appreciation of the many hours dedicated to revising and improving the structure and content. The contract is now formatted to American Institute of Architects (AIA) standards.

3. Final order of business was brought to the Board by Dan Bates. A discussion followed regarding the need for a door to be added to the covered mail delivery area. It was noted that other developments on the mountain have experienced theft of packages. Doug Scott stated that he is in the process of building a door. Jonathan Westlund will be contacting Jen Horowitz to clarify protocol for delivery of oversize packages and the use of the NBUs.

John Oxley called for a motion to adjourn the meeting at 6:01 pm. Jon Ickes seconded the motion.

As a general footnote to the Board, extensive and detailed notes are available from the Board Secretary, Laura Melot, on specific items should a more thorough account be needed.

Respectfully submitted,

Laura Melot  
Secretary