

# Trapper Creek Glen Homeowners Association, Inc.

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## Minutes of the January 15, 2011 Board of Directors Meeting

The Trapper Creek Glen Homeowners Association Board of Directors met on January 15, 2011, at the cabin of Nancy Schommer in the Trapper Creek Glen subdivision. In attendance were: Ralph Lee - President, Jim Hazlett – Vice President, Nancy Schommer - Secretary, Jean Hartman - Treasurer, and John Giacalone - Officer. All Board members were in attendance constituting a Quorum. Also present were Association Members Charlie Martin, Stan Lasater, Jack Schommer, John Quinley, and Connie Quinley.

The meeting was called to order by President Ralph Lee. There were no minutes to review at this meeting.

The Secretary's Report containing an ownership update and dues collection status was presented. This report, as updated, is attached and will be presented at the 2011 Annual Meeting.

To facilitate the pursuit of Small Claims action against the eight delinquent accounts with balances that date back to 2008 and prior, a motion was made by Nancy Schommer proposing a Board Resolution designating herself as the authorized representative for all court actions. John Giacalone offered a 2<sup>nd</sup>. The vote in favor was unanimous. The motion passed and a Resolution was signed by President Ralph Lee. Attached is a copy. Jean Hartman took the action to review the Small Claims packages that have been prepared before they are filed with the court. We expect the cases to be filed before the Annual Meeting.

The Treasurer's Report containing a financial accounting of the 2010 income and expenses as of 12/31/10 was presented. A motion was made by John Giacalone to accept the report. A 2<sup>nd</sup> was provided by Jim Hazlett. The vote in favor was unanimous. The motion passed. This report will be presented at the 2010 Annual Meeting. Attached is a copy. A plan was made to have 2010 financial and membership records audited again this year. Ralph Lee will make arrangements to have this done.

A post-2010 Trail Work Report was presented. This report was discussed along with trail work proposals for 2011. This report as updated to include approved 2011 trail work, along with an account of the discussion, will be presented at the 2011 Annual Meeting. See attached. An email will also be sent to all who submitted proposals. Nancy Schommer took the action to review the MSB permit to determine if it needed to be extended. Nancy also took the action to see if we could possibly get free, used culverts. Ralph Lee took the action to assess whether any of the 2011 trail improvement projects needed DNR permits.

A 2011 Operating Budget and Spend Plan was developed and approved to include funding for trail work and funding for collection of delinquent dues. A motion was made by Ralph Lee to accept the plan. A 2<sup>nd</sup> was provided by John Giacalone. The vote in favor was unanimous. The motion passed. This Operating Budget and Spend Plan will be presented at the 2011 Annual Meeting. See attached.

The Board of Directors discussed plans for the 2011 Annual Meeting. The date of March 12 at 10am was set. The MatSu Family restaurant is available on this date. However, due to the problems from the previous year with this space, Jim Hazlett agreed to continue trying to find an alternative location in Wasilla. An Agenda was discussed and agreed upon. The Notice, Agenda, call for Board of Director nominations, notice of Proxy procedures, and a reminder of dues payable will be mailed to all members as soon as a location is determined.

Unfinished business from the 2010 Annual Meeting was discussed. At the 2010 Annual Meeting, the membership voted to pursue an encroachment permit for storage of HOA equipment. The Board reassessed the need for this and determined that all HOA equipment could be properly stored and secured without the need for an encroachment/storage building. A motion was made by Ralph Lee to not pursue an encroachment permit. A 2<sup>nd</sup> was provided by Jim Hazlett. The vote in favor was unanimous. The motion passed. An update on this subject will be provided at the Annual Meeting.

The subject of noise pollution and trail conditions was discussed. It was acknowledged that the subdivision offers a wide range of uses for different lot owners, everything from providing a tranquil, quiet place to relax and enjoy nature to a place to let loose, play and let off some energy. With increased land ownership, increased lot development, and increased use of the subdivision, these opposite land uses can cause conflicts. By developing and offering guidance on trail and land use etiquette within the subdivision, it was hoped that the subdivision would be an enjoyable place for all. Nancy Schommer took the action to draft guidance for Board review. The approved guidance will be distributed to all members along with the Notice of the 2011 Annual Meeting. In addition, it was suggested that problems be immediately identified and addressed with the lot owner. Sometimes all it takes is to make the person aware of the concerns. Most people want to be good neighbors. Jean Hartman took action to make some signs for the trailheads.

The parking lot trailheads were discussed. Jean Hartman took the action to send a letter to the Road Service Area following up on our request to have the 120 parking lot enlarged, to identify a drainage problem in the 118 parking lot, and to request better plowing service.

## Secretary's Report for Year End 2010

HOA Website	tcghoa.org
HOA email	nschommer@tcghoa.org

### General Business

- Delinquent Dues since 2008 & prior - going to small claims - 8 lots representing \$8410.26
- HOA Membership Directory - handout
- Reminder: Using email for communication - not mailing minutes

### Ownership Report

Total Lots	251	
Not offered	15	
State Owned	7	
<b>Total Membership</b>	<b>229</b>	same as 2009, vs 232 in 2008
<b>Forum Requirements</b>	<b>23</b>	

### Dues Collection Report

Reminder	Jan 25, 2010	w/mtg notice	
Notices	December 1, 2010	stand alone	
Lots collected	<b>192</b>	vs 197 in 2008, 198 in 2009	
Delinquent at end of 2010	<b>37</b>	vs 20 in 2008, 33 in 2009	13 lots that were delinquent in 2009 were collected during 2010, 20 lots remained delinquent, and 17 additional lots became delinquent in 2010
total value of delinquent accounts	<b>\$13,236.26</b>	vs \$12,223.99 in 2009	

Trapper Creek Glen Homeowners Association  
2010 Treasurer's Report

Beginning balance as of January 1, 2010		\$24,703.09
Income		
Dues	11,680.00	
Interest	8.43	
Total Income		11,688.43
Expenses		
Lumber for Trail	9,371.86	
Moon Lake Bridge	3,377.75	
Dozer Work	1,035.00	
Postage	89.52	
Office Supplies	28.99	
Auditing	200.00	
Website	190.80	
Total Expenses		(14,293.92)
Ending Balance as of December 31, 2010		\$22,097.60
To date:		
Income		1,227.75
Expenses		(1,065.40)
Balance as of Jan. 15, 2011		22,260.81

2011 Trail Work (Prework)				2011 Proposed	2011 Approved
Lead	Area of Responsibility	Work Planned	Status		
		Project at Moon Lake to replace bridge.	A 2010 budget request of \$1500 was approved. During 2009, piles were driven and steel was bought. During 2010, the bridge was constructed and dirt approaches built. The bridge is functional, but will need additional fill after it settles over the winter. In addition, the old bridge and culvert will need to be removed in accordance with the requirement contained in our permit. The remaining work will be proposed for 2011. Permits are valid through July 2011. Proposal received	\$500.00	\$500.00
Jack Schommer Ralph Lee	Mile 118 Trail from parking lot to Ridge Trail turn off	Project at deteriorated board walk (last one before Ridge trail turn off) to remove boardwalk and replace with culverts and fill	Although a budget request of \$1500 was approved, no work was done on this project during 2010 due to a wet summer and other work being done. A new proposal was submitted for 2011 for this project.	\$2,500.00	\$2,500.00
John Quinley	Summer Trail east of Moon Creek	Improve muddy spots	2011 proposal to improve muddy spots using fill/gravel.	\$550.00	\$0.00
John Giacalone Rick Girouard	120 Trail	Boardwalk muddy areas	A 2010 budget request of \$4100 (300 2x6x12 boards, box of 2500 nails, 2 packs fuel cartridges) was approved. Lumber was purchased, hauled in, and work was completed. Additional work will be needed for 2011. Proposal received for 480 boards, 40 yards of gravel, 300 feet of fabric.	\$5,500.00	\$5,500.00
Stan Lasater	Whispering Woods	Project to improve muddy spots with boardwalk	A 2010 budget request if \$1000 (100 boards) was approved. Lumber was purchased, hauled in, and work was completed. Additional work will be needed in 2011. Proposal received. See Nancy's notes.	\$3,000.00	\$2,000.00
Charlie Martin	Hugo Loop on the West side of Lake September	Project to improve muddy spots	Dirtwork was completed along the first section of the trail. Additional work will be needed for 2011.	\$5,000.00	\$4,000.00
Bob Troutman	Hugo Loop on the West side of Lake September north from Charlie's lot	project to develop trail and improve with boardwalk	A 2010 budget request of \$5000 was approved. Lumber and railroad ties were bought and staged for summer use. Trees were cut and stringers were created. However, very little boardwalk construction took place due to being a very wet summer. Existing materials will be used in 2011. Additional material requested: 50 - 2x10x12, 250 - 2x6x12, and \$500 misc.	\$4,000.00	\$500.00
Ralph Lee	Crystal Clear Lane	relocate bridge to legal ROW	A 2010 budget request of \$5000 was approved. An estimate has been received for pilings. Pilings are planned to be driven in March 2011. Additional work will be required in 2011.	\$5,000.00	\$5,000.00
Rob Zeiler	Crystal Clear Lane	develop approaches to relocated bridge	Need lumber for 850 feet of boardwalk.	\$3,500.00	\$3,500.00
John Quinley	Ridge Trail between 118 Trail and Crystal Clear Turnoff	Improve muddy and ruff spots	New proposal	\$2,150.00	\$0.00
Jean Hartman Tina Gulley	Little Bit Lane at intersection of Hugo Loop	relocate trail to legal ROW, boardwalk as needed	A 2010 budget request of \$500 was approved. Trail boundaries have been found and marked. No funds are needed for 2011. The minor improvements will be made using gravel from Charlie's project area.	\$0.00	\$0.00
Kearny Grissom Betty Hein	Scrimshaw	Develop Scrimshaw	A budget proposal was received for purchase of boards to develop a boardwalk across swampy areas.	\$7,500.00	\$0.00
Tom Luchsinger Jim Clark	Hugo Loop south of Tina's	Develop/Continue trail	Nothing proposed in 2011, but a heads up given for 2012.	\$0.00	\$0.00
<b>Total Funds Approved: \$23,500</b>				<b>\$39,200.00</b>	<b>\$23,500.00</b>

## 2011 Trail Work Discussions

The Board agreed that a general priority for needed trail improvements/repairs should be given to main trails that provide access from the road/parking lots to the subdivision; i.e., MP 118 Trail, MP 120 Trail. These trails have the most use.

Accordingly, the proposal for the 120 Trail was approved. The projects for Moon Lake and Rickety Boardwalk were also approved. The Moon Lake project needed to be finished no later than the end of July when the permits expire. Rickety Boardwalk is deteriorated to the point that repairs/replacement is a priority to ensure safety.

However, the project proposed to improve muddy spots on the 118 Trail was considered a lower priority that perfected the trail as compared to other proposals that addressed improving areas that were completely impassable without improvements. Therefore, no funds were provided for this project.

Trail improvements on Whispering Woods was discussed. Whispering Woods is a regularly used trail for one full-time resident and has become increasingly used by new owners who are developing their lots. It is also the main access to Scrimshaw which is legal access for numerous developed and used lots in the subdivision. Currently these lot owners are crossing a swamp on State owned land. The swamp is becoming increasingly deteriorated and hard to traverse. Scrimshaw needs to be developed in lieu of crossing State land. However, Whispering Woods needs to be improved to handle the additional traffic that will be caused by developing Scrimshaw.

Not enough funds nor volunteers are available to complete all of the needed work for Whispering Woods and Scrimshaw in the summer of 2011. So, a 2-year plan was developed. Funds were approved to properly locate and develop the intersection of Whispering Woods and Hugo Loop (Charlie's project). Funds were also approved to purchase boards to complete the boardwalk area at the most westerly end of Whispering Woods (Stan's project). The preceding described work will be completed in the summer of 2011. The dozer will be relocated to the easterly end of Whispering Woods during the winter of 2011/12 for work to be performed in the summer of 2012. The plan is to find and use gravel to improve Whispering Woods all the way to the intersection of Scrimshaw. The large culvert being removed from Moon Creek will be relocated to the creek crossing on Whispering Woods. This culvert will be used in the summer of 2012 to replace an existing, deteriorating bridge. The bridge will connect the boardwalk on the west end of Whispering Woods to the graveled part (mid and easterly area) of Whispering Woods. This should complete the work needed for Whispering Woods.

The boardwalk work that was proposed for Scrimshaw has been deferred until the ROW has been located and cleared. This should occur at no cost during the summer of 2011. The part of the project that involves purchasing boards and constructing a boardwalk will be reconsidered in 2012 and will be dependent on completion of the work needed in 2011 and having sufficient volunteers willing to donate numerous weekends to the project. Additionally, this part of the project may need to be deferred until 2013, after the work on Whispering Woods has been completed in order to provide access to the Scrimshaw work area.

Funding was also approved to continue improving Hugo Loop north of the intersection of Whispering Woods. Gravel will be used from the intersection to approximately the property boundary between the Major and Gordon lots. Boards will be bought to construct a boardwalk for this point north to provide access to the Martin lot. This area provides access to Whispering Woods and to 5 developed lots on Hugo Loop. It was decided that sufficient funds were not available to both continue improvements north of this area while also pursuing Crystal Clear Lane development and bridge relocation. See next paragraph.

Funding was approved for the relocation of the existing bridge to the legal Crystal Clear Lane ROW (Ralph's project). Funding was also approved to construct a boardwalk from the Ridge Trail intersection of Crystal Clear Lane to the bridge (Rob's project). The plan is to relocate the bridge in Feb/March and construct the boardwalk in the summer of 2011. It is the intent to redirect traffic from Hugo Loop west of Lake September (which is a very long, wet, swampy trail) to the Ridge Trail on the east side of Lake September then cross the creek at Crystal Clear Lane for continued access either north or south on Hugo Loop. This will provide an alternative, less costly solution for access. See next paragraph.

As a continuation of the above projects, the material purchased last summer to improve Hugo Loop on the west side of Lake September from the Troutman lot to the south, will be relocated and used on Hugo Loop from the Troutman lot to the intersection of Crystal Clear Lane. Crystal Clear Lane on the west side of the creek will also need to be cleared. All of this work is planned to be completed in 2011. This is believed to provide less expensive access to the Troutman lot while also providing legal access to several developed lots in that immediate area as well as owners in the further northwest end of the subdivision.

Funding was not approved to improve muddy and rough spots along the Ridge Trail. However, it was noted that the HOA tractor would be made available for volunteers to use to accomplish the project at no cost. It is recognized that with redirection of traffic from the west side of Lake September to the Ridge Trail, that the Ridge Trail will need to be closely monitored and maintained in order to support the increased traffic.

A total budget of \$23,500 was approved for 2011 trail improvements. This is the largest budget ever approved and exceeds current bank balances. However, only approximately \$13,500 for lumber and \$3,500 for relocating the bridge will be expended prior to April. The remaining expenses will be for fabric, culverts, and dirtwork and not needed until most of the 2011 dues have been collected. In addition, it was noted that previous history indicates that actual expenses are always lower than planned. Even so, the 2012 budget may be significantly lower than 2011 due to less monies brought forward. Please see the 2011 Operating Budget and Spend Plan.

**Esitmated 2011 Operating Budget**

		budget levels	estimated balance with expenses
Balance Forward		\$22,260.81	-\$2,639.19
2010 Dues 75%	\$8,587.50	\$30,848.31	\$5,948.31
2010 Dues 90%*	\$10,305.00	\$32,565.81	\$7,665.81
2010 Dues 100%	\$11,450.00	\$33,710.81	\$8,810.81

**2011 Spend Plan**

	2011 Estimated Expenses	2010 approved	2010 actual
Office Supplies	\$100.00	\$200.00	\$28.99
Postage	\$100.00	\$500.00	\$89.52
Income Taxes	\$0.00		\$0.00
Misc	\$0.00	\$300.00	\$0.00
Small Claims	\$1,000.00	\$1,000.00	\$0.00
Trail Material	\$23,500.00	\$20,000.00	\$14,850.01
Audit	\$200.00	\$0.00	\$200.00
Website	\$0.00	\$0.00	\$190.80
<b>subtotal expenses</b>	<b>\$24,900.00</b>	<b>\$22,000.00</b>	<b>\$15,359.32</b>