Conifer Mountain Neighbors

July 1, 2026 Board Meeting Minutes

Date	Wednesday, July 1, 2026
Time	Called to order approximately 7:04 p.m. MT; adjourned approximately 8:38 p.m. MT
Location	Zoom
Prepared from	Meeting transcript
Status	Approved by each CMN board member

Attendance

- Present: BethLynn Maxwell, Eileen McGinnity, Dave Jackson, Sarah Thompson, Alex Winning, Jason Grieder.
- Absent / not attending: Bonnie Biafore notified the chair she could not attend; Carl Borrmann did not join; Jamie McWhirt was not present following her resignation as secretary.
- Eileen volunteered to take notes. BethLynn noted the meeting was being transcribed and would send the transcript/recording to Eileen.

Motions and Decisions

Motion / Decision	Outcome / Notes
May 2 annual homeowners meeting minutes	Approved as amended to add that Dan Snyders would consider helping with communications/social media. Jason will post once final.
May 20 board meeting minutes	Approved. BethLynn will confirm/correct the spelling of Ed Vaclavik.
Posting agendas and minutes on CMN website, once operational	By consensus, CMN will post agendas and approved minutes for the annual/public meetings and interim board meetings going forward. The May 2 agenda, minutes, and Bonnie's presentation will be posted; the May 20 agenda and approved minutes will also be posted.
Website launch	Target is early August, with a 30-minute website-only review/sign-off meeting of the CMN Board scheduled for August 5, 2026.
Organizational documents	Post the updated bylaws, not the Articles of Incorporation, to avoid publishing personal address/signature information.
Former HOA	Conifer Mountain HOA was officially dissolved on June 13, 2026.
Next meetings	Website-only review meeting: August 5, 2026, 7:00 – 7:30 p.m. MT. Next regular board meeting is **September 16, 2026**, 7:00 p.m. MT.

Discussion Summary

1. **Call to order and prior minutes.** BethLynn called the meeting to order at approximately 7:04 p.m. MT. The board reviewed the May 2 annual homeowners meeting minutes and the May 20 board meeting minutes. The May 2 minutes were approved with a communications/social media note regarding Dan Snyders. The May 20 minutes were approved after noting that Ed Vaclavik's spelling should be checked.
2. **Secretary vacancy.** Jamie McWhirt has resigned as secretary. The board still needs a permanent secretary. Eileen took notes for this meeting. BethLynn told all that an AI was transcribing this meeting. Also, these Minutes were generated by an AI based on the transcription. **Via email when sending these Minutes, BLM asked the Board members if using these AI produced Minutes based on the meeting transcription going forward was acceptable. Board agreed that AI generated Minutes were acceptable and the board also agreed that reviewing such minutes will be done by a board member – rotating so board member will only have to review minutes about 1 time per year.**
3. **Website posting of minutes and agendas.** The board agreed to post agendas and approved minutes for CMN Board and General meetings going forward. Jason will post the May 2 annual meeting agenda, minutes, and Bonnie's presentation, as well as the May 20 agenda and approved minutes. **PER BLM – JASON WILL UPLOAD AGENDA AND APPROVED MINUTES FOR EACH CMN BOARD MEETING.**
4. **Community chipping day.** The event was successful. The full allowed cohort of 20 properties signed up; all but 2 were served (one due to the amount and age of material to be removed, the other due to time/truck constraints. Participants generally prepared piles in compliance with instructions. Dave recommended incorporating Bonnie's written event summary into these minutes or the meeting record.
5. **Dissolution of former HOA.** Conifer Mountain HOA was officially dissolved on June 13, 2026, avoiding the need to file the next periodic report for that entity.

6. **Treasurer's report and CDs.** As of June 28, CMN funds totaled $32,890.61. FirstBank transitioned to PNC. Dave will verify online access and CD rates after returning in late July, then email the board before opening CDs. The working concept is two CDs of different durations while retaining approximately $5,000 to $10,000 in checking, likely closer to $5,000 given normal annual operating expenses of about $2,500 to $3,000.
7. **Website development.** Jason demoed the draft website, including an introductory/about section, community meeting summary, minutes, Bonnie's presentation, Firewise materials, document links, and the CMN email address created by Alex. Dave Jackson recommended expanding the Intro section*. The site will remain private until board approval to go live, based on the Board's August 5 Zoom meeting to review the draft website.
8. **Bylaws and organizational documents.** Dave Jackson recommended posting the bylaws but not the Articles of Incorporation because the Articles contain personal address/signature information and add little substantive value. BethLynn Maxwell will review prior approvals; Dave Jackson re-sent the latest April 15 bylaws version and can convert the final approved document to PDF for Jason Grieder.
9. **Firewise documentation.** Bonnie Biafore's mitigation/home-hardening Google Form has been moved to the CMN account, is linked on the draft website, and can export responses to a spreadsheet. The board discussed encouraging residents to log 2026 mitigation work, both for Firewise recognition and potential grant support. Eileen McGinnity and Bonnie Biafore will review Firewise content and documentation needs. Sarah Thompson suggested using positive peer pressure or "bragging rights" to build a culture of mitigation.**
10. **Elk Creek wildfire preparedness meeting.** The board noted an Elk Creek wildfire preparedness/community event scheduled for July 8, 2026, at Conifer High School, 6:00 to 7:00 p.m. MT, with a 6:00 to 6:30 meet-and-greet and the program beginning at 6:30. Sarah Thompson offered to forward information to Jason for the website.
11. **Website promotion and communications.** Promotion ideas included cross-linking from Bonnie's listserv, CMN emails, Facebook, and possible quarterly or semiannual newsletters. The board may ask Dan Snyders to help with communications/social media.
12. **Website on signs/banners.** The board supported adding a permanent sign or plaque with the CMN website information to the 3 Conifer Mountain community entrance signs, but deferred action until the website is launched.
13. **Elk Creek fire assessment drawing.** Teresa Callahan won the Elk Creek fire assessment drawing. Her application status is unknown, though she participated in the chipping day. Dave will follow up with Elk Creek, so he is included when payment is requested. The board discussed tracking whether giveaways lead to assessments and considering future incentives, subject to Elk Creek capacity.
14. **Donations framework.** The board discussed creating a protocol for soliciting/accepting donations as a 501(c) 3 organization. Organization around donations might include providing receipts for and acknowledgement of cash and in-kind gifts for IRS purposes. Mechanisms to take in donations could include a QR code, Venmo, Zelle, or other business-account options. Jason noted that we would need to create a business account and link to Zelle or Venmo etc. via PNC. Sarah will ask preliminary questions about electronic payment options, and the topic will continue at a future meeting.

Action Items

Owner	Action Item	Timing
BethLynn	**DONE →** Send this meeting transcript/recording to Eileen; BL reviewed prior records on bylaws approval; BLM corrected the spelling of Ed Vaclavik ; keep website signage item on a future agenda **– BL will add this item to our September 16th CMN Board meeting;** BL revised the CMN May 2 Homeowners Meeting Minutes to add that Dan Snyders is willing to help with communications and social media.	Before next approvals / ongoing
Eileen	**DONE →** Take notes for this meeting; meet with Bonnie to review Firewise content and documentation strategy.	Near term
Sarah T.	**DONE →** Follow up with Dan Snyders about communications/social media interest and possible board member-at-large interest; **DONE?? →**ask initial questions about electronic donation/payment options.	
Jason Grieder	**DONE →**Updated/posted approved minutes and agendas; maintain website test site; **DONE →**sent development link to all board members; **DONE?? →**post bylaws once approved/final PDF is available.	Before website launch
Dave	Review PNC account access and CD rates after returning; email board with proposed CD strategy before opening CDs; follow up with Elk Creek on Teresa Callahan assessment payment request.	Early to mid-August / as needed
Eileen and Bonnie	Review Firewise resources, community fire assessment needs, and ways to prompt homeowners to log mitigation/home-hardening work.	Before website launch / fall certification
Board	Review website content before August 5 meeting; consider donation	August 5 and

	acknowledgment process and future fire assessment incentives.	future meetings

- ☐ *** Did the Board make an assignment to review the Intro section of the website and suggest edits?** *PER BLM: I WILL ADD THIS ITEM TO THE AGENDA OF CMN'S AUGUST 5TH BOARD MEETING TO DISCUSS & LAUNCH THE CMN WEBSITE – COURTESY OF JASON.*
- ☐ ****Was there an action item about exploring "peer pressure" strategies? This relates to Item 9 above.** *PER BLM – I'LL ADD THIS AGENDA ITEM TO OUR SEPTEMBER 16, 2026 CMN BOARD MEETING.*
- ☐ **General question – I have a note that Dave said his 4/15/26 email has the best version to convert to PDF for website purposes – however, I did not capture what this is a version of, sorry.** *PER BLM, DAVE WAS REFERRING TO THE CMN BYLAWS WHICH BLM HAS FINALIZED & EXECUTED AND SENT TO ALL CMN BOARD MEMBERS.*
- ☐ **General question – Sarah noted that Genessee funds mitigation, however, I did not note if this was something for the Board to follow up on or whom to contact, sorry.** *PER BLM – I'LL ADD THIS AGENDA ITEM TO OUR **SEPTEMBER 16, 2026** CMN BOARD MEETING.*

Next Meetings

- Website-only review meeting: Wednesday, August 5, 2026, 7:00 p.m. MT; planned for approximately 30 minutes.
- Regular board meeting: Wednesday, September 16, 2026, 7:00 p.m. MT, tentatively scheduled.

Adjournment

- Sarah T. moved to adjourn. There were no objections. The meeting adjourned at approximately 8:38 p.m. MT.