



Property Owners Association

### **BOARD MEETING AGENDA**

Feb. 28, 2024 | 4:00-5:30 pm | Park City Sheraton

**Open Meeting**, Dean Berrett, Board President

**Board Attendance Recorded – Guests** - Agenda Overview  
Bill Ciraco, new city council liason

**Approval of prior meeting minutes Nov. 15, 2023**

**City Council Report**, Bill Ciraco/Tana Toly

**Succession Planning . . .**

Board changes coming up; officers in the future, board recruitment

**Financial Report**, Craig

Mid-year Financials

Cash Flow Analysis

Potential Borrowing Needs

**Master Plan Phase 3 Update**, Dean Berrett

Sewer Work Planning

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### **Executive Director Report, Craig Dennis**

PSPOA Property Tax Bill, Appeal Hearing on Feb. 22

Snow Report

Sheraton Garage

No Berrett Lane Block Party

Sheraton Membrane, \$138,000 Cost

Garbage Rates

Vacation: March 6 to 15

### **PRESENTATION: Parking Enforcement**

### **Future Meeting Proposed Schedule, all at 4 p.m.**

Wednesday, April 10

Wednesday, May 15

Wednesday, June 19

Annual meeting, Wednesday, July 17, or Monday, July 22 (avoid Pioneer Day)

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# PROSPECTOR SQUARE

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**Primary Operating Account**

Checking, Dec. 31, 2023	-7,844
Sweep Account	269,612
AR as of Dec. 31	53,734
MP1 Loan, Payback May 2024	19,000
MP1 Expense Reimbursement	15,000
Estimated Membrane cost	-138,000
Operating Income Jan. to June 24	21,411
<b>TOTAL June 30</b>	<b>232,913</b>

**Master Plan 3**

Certificate of Deposit	200,000
Checking Account	203,144
AR	10,337
Jan. 1 MP Billing	103,416
April 1 MP Billing	103,416
July 1 MP Billing	103,416
<b>TOTAL MP 3 Funds Available</b>	<b>723,729</b>

Note: 6 payments of \$103,416 will come in after this date  
Total = 620,496

**Master Plan 1**

Certificate of Deposit	70,000
Checking Account	34,014
Less Operating Account Loan	-19,000
MP1 Expenses Paid by Operating	-15,000
<b>TOTAL MP 1</b>	<b>70,014</b>

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# PROSPECTOR SQUARE

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**SUMMER 2024 PROSPECTOR SQUARE CAPITAL PROJECTS WORK**

Available Cash (see collection below) 723,729

Less:

Pave Lot E	49,748
Pave Lot J	120,396
Pave Lot C	45,615
Pave Lot I	77,400
Pave Lot A	76,500
Concrete Work, Lots I to A	50,000
Sewer Work, Lot C	121,301
Sewer Work, Lots I to A	450,565
Signage	35,000
Lighting, Berrett Lane	40,000

TOTAL CAPITAL EXPENSED 1,066,525

**Cash Needed -342,796**

Funds remaining for 2025 277,700

**Master Plan 3 Collection**

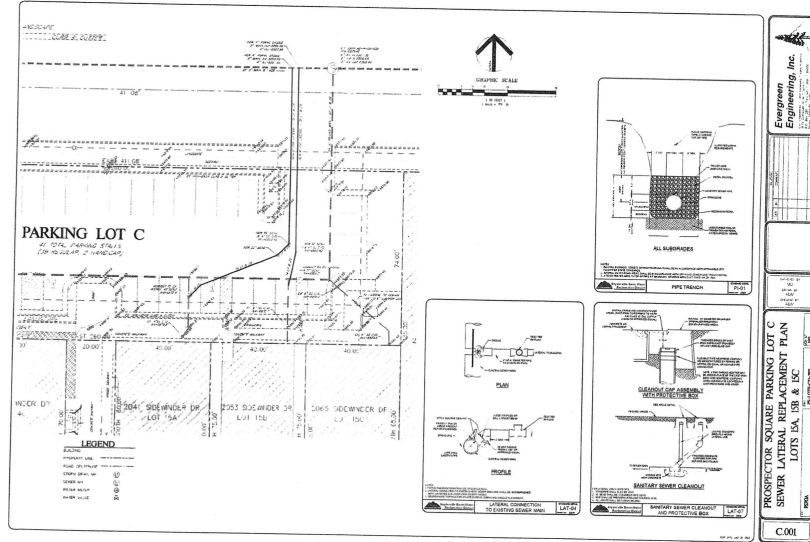
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# Lot C Estimate, Work starts about April 15

Daley Excavators, LLC  
6460 Mountain View Dr  
Park City, UT 84098  
daleyexcavators@gmail.com

Estimate



ADDRESS  
Prospector Square POA  
P.O. BOX 680344  
Park City, UT 84060

ESTIMATE # 1483 DATE 11/13/2023

ACTIVITY	QTY	RATE	AMOUNT
Prospector Square Parking lot C sewer			0.00
Pot Hole	1	3,500.00	3,500.00
Saw Cutting	1	3,000.00	3,000.00
Haul off Asphalt	13	317.00	4,121.00
Remove and haul off asphalt approx 8 loads with dump fees			
Haul Off Concrete	5	317.00	1,585.00
Remove and haul off concrete approx 5 loads off with dump fees			
sewer line	248	230.00	57,040.00
Excavate and install approx 248' of 4" sewer line and back fill and excavate and repair 6" line			
Pipe Zone Material	100	28.00	2,800.00
Approx 100 tons of gravel haul in for pipe zone			
Asphalt	500	15.00	7,500.00
temporary asphalt patch 500 square feet			
Wyes	3	2,400.00	7,200.00
Install 3 Wyes			
Trench	1	10,000.00	10,000.00
Trench box			
Road plates	1	7,500.00	7,500.00
Traffic Control	1	7,500.00	7,500.00
Flowable Fill	1	25,000.00	25,000.00
To flow fill road PO required			
does not include			0.00
- hauling off materials or mine tailings			
- permits			
- LOD fence or silt fence			
- Replacing asphalt anywhere but temporary area of			

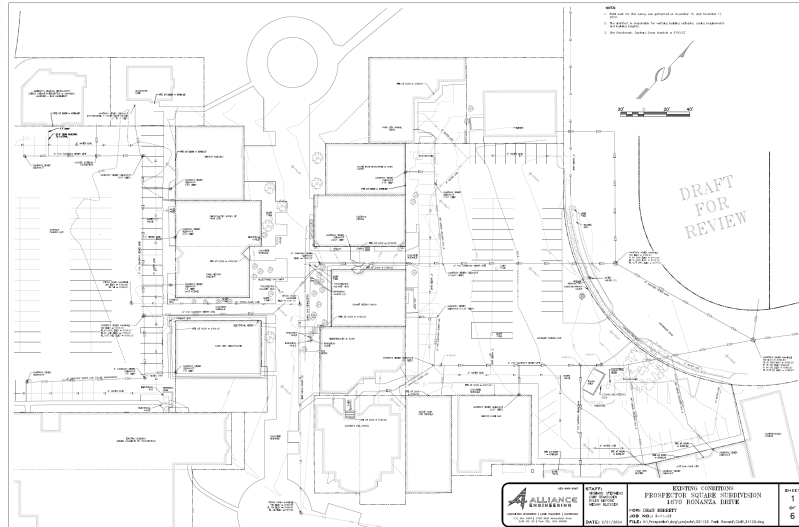
ACTIVITY	QTY	RATE	AMOUNT
trench			
This is a estimated guess. I would like to do this on a time and materials basis			
TOTAL			\$136,746.00

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**Lots A to I  
You Received  
Yesterday,  
About \$450,000**



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# PROSPECTOR SQUARE

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## PSPOA PROPERTY TAXES -- 2022 vs. 2023

	2022 Taxable Value	2023 Taxable Value	2022 Tax	2023 Tax	Dollar Increase	Percentage Increase	Stall Count	Valuation @ \$1800 Per Stall	Difference From Tax Valuation	Underground Stalls Added In	Valuation Per Stall
LOT A	\$47,634	\$237,634	\$314	\$1,340	\$1,026	327.0%	105	\$189,000	\$48,634		\$2,263.18
LOT B	\$25,567	\$121,567	\$175	\$685	\$510	291.7%	45	\$81,000	\$40,567	-\$143,033	\$2,701.49
Lot B underground							102	\$183,600			\$0.00
LOT C	\$19,240	\$98,966	\$127	\$558	\$431	340.3%	42	\$75,600	\$23,366		\$2,356.33
LOT D	\$23,115	\$112,415	\$152	\$634	\$482	316.3%	49	\$88,200	\$24,215	-\$49,585	\$2,294.18
Lot D underground							41	\$73,800			\$0.00
LOT E	\$20,562	\$121,262	\$135	\$684	\$548	404.8%	50	\$90,000	\$31,262		\$2,425.24
LOT G	\$43,124	\$223,124	\$284	\$1,258	\$974	342.9%	95	\$171,000	\$52,124		\$2,348.67
LOT H	\$28,290	\$155,590	\$186	\$877	\$691	370.7%	62	\$111,600	\$43,990		\$2,509.52
LOT I	\$52,272	\$261,272	\$344	\$1,473	\$1,129	327.8%	114	\$205,200	\$56,072		\$2,291.86
LOT J	\$65,776	\$440,076	\$433	\$2,481	\$2,048	472.7%	199	\$358,200	\$81,876		\$2,211.44
LOT K	\$27,443	\$166,143	\$181	\$937	\$756	418.2%	87	\$156,600	\$9,543		\$1,909.69
Buffer Zone	\$20,604	\$37,462	\$136	\$211	\$75	55.6%					
	\$373,627	\$1,975,511	\$2,468	\$11,138	\$8,670	351.4%					

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# Parking Enforcement Update Winter 2023/24

Interstate West  
**VIOLATION**

VIOLATION : 68230834  
ORIG. FEE : \$250.00  
PLATE # : 5AA861


VIOLATION : Park Prospector Square -  
Overnight Permit  
Required  
ISSUE DATE : 02/12/24 5:35 AM Mon  
PLATE STATE : Utah  
ZONE : 2002 - Prospector Square  
VEH MAKE : Subaru  
VEH # : Outback  
VEH COLOR : Gray

NOTES : parked in lot D  
AMBASSADOR : UTAH CA

**FEE SCHEDULE**  
PAY BY: 02/21/24 \$125.00  
THEREAFTER: \$250.00  
\*Fee includes admin fees \$3.00

**PAY ONLINE**  
interstatwest.mcpay.com  
For more information on unpaid parking in  
this area please visit the website on  
your violation envelope.  
To pay immediately or dispute this  
violation please visit  
interstatwest.mcpay.com.  
All appeals MUST be made online within 18  
days of the violation issued.  
Violation is discounted if paid within 18  
days.  
Unpaid violations are subject to  
collections after 30 days.  
Interstate Parking Company LLC

High-Res Image Available Online



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## PROSPECTOR SQUARE PARKING STATISTICS

### BACKGROUND:

- No enforcement since March 2020
- Even then, enforcement was spotty
- Buildings have filled up, putting more stress on parking
- Current orange sticker began use in 2018
- 1100 parking stalls across 11 lots and two garages
- Old signs were becoming inaccurate

LOT	Square Ft.	Stall Count
A	36,000	106
B	22,275	45
B Under		102
C	14,400	42
D	16,500	49
D Under		41
E	16,900	50
F	34,050	104
G	34,200	95
H	21,600	62
I	36,000	114
J	60,000	199
K	27,000	87
Total	318,925	1096

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## Old Signs were inaccurate, failing




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Approximately 900 of these have been issued, but likely many not in use anymore



PO Box 680344, Park City, UT 84068 | (888) 832-1262 [info@prospectorsquare.com](mailto:info@prospectorsquare.com)

**PSPOA OVERNIGHT PARKING PERMIT APPLICATION**

*Check all that Apply:*

☐ Resident   ☐ Tenant   ☐ Overnight Employee   ☐ Building Owner

Vehicle Owner's First, Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Building/Project You Work/Live In: \_\_\_\_\_

Physical Address in Prospect: \_\_\_\_\_

Mailing Address (If Different): \_\_\_\_\_

Parking Lot to be Parked In: \_\_\_\_\_

Emergency Contact in Case PSPOA Needs to Move Vehicle:

First, Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Vehicle information:

Make/Year: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ State/License Plate: \_\_\_\_\_

I have read, and agree to abide by, the Prospect Square Property Owners Association Parking Rules and Regulations. I understand that improper parking or failure to display proper permit will result in a ticket and towing, at the Association's discretion. I also understand that failure to follow the rules may result in the revocation of my permit. I agree to notify PSPOA's property manager if any information pertaining to my vehicle or contact information changes.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Permit Number \_\_\_\_\_

**PARKING RULES & REGULATIONS ARE SUBJECT TO CHANGE**

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## Customized Overnight Permits for short-term lodging

**Short Term  
Overnight Parking Permit**

Last Name: \_\_\_\_\_ Unit # \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

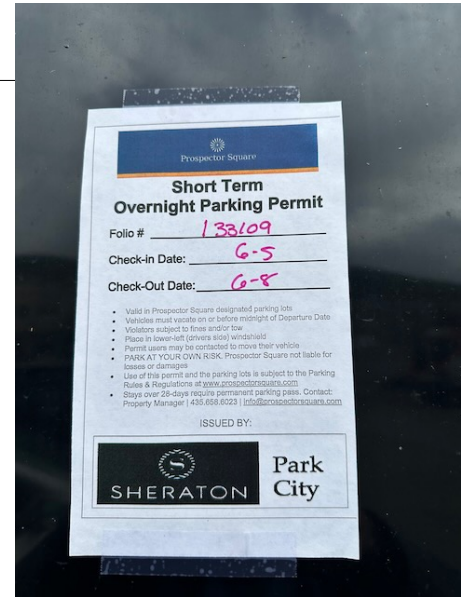
Check-In Date: \_\_\_\_\_

Check-Out Date: \_\_\_\_\_

- Valid in Prospector Square designated parking lots
- Vehicles must vacate on or before midnight of Departure Date
- Violators subject to fines and/or tow
- Place in lower-left (drivers side) windshield
- Permit users may be contacted to move their vehicle
- **PARK AT YOUR OWN RISK.** Prospector Square not liable for losses or damages
- Use of this permit and the parking lots is subject to the Parking Rules & Regulations at [www.prospectorsquare.com](http://www.prospectorsquare.com)
- Stays over 28-days require permanent parking pass. Contact: Property Manager | 435.656.6023 | [info@prospectorsquare.com](mailto:info@prospectorsquare.com)

ISSUED BY:

**PARKING LOT J**



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## Concerns:

Aspen Villa Parking (10 to 20)  
More than 30 vehicles towed  
Skier parking  
Storage of vehicles  
Desire to bring back enforcement



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## Parking Rules and Regs Reviewed

- Committee of about ten met twice
- With Josh McConnell's help (Black Tie owner), talked to four firms, but most were technology driven, not enforcement
- Then came across Interstate in the fall.

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## Board approved Interstate contract and Rules and Regs revision in the fall

### CHANGES INCLUDED:

- Increase of Fleet Rate from \$50 to \$80/month
- Need for new and updated signage
- Additional time restricted stalls In Lots A, C, D, I and J
- No overnight parking in those stalls for snow removal*
- Sheraton garage changes

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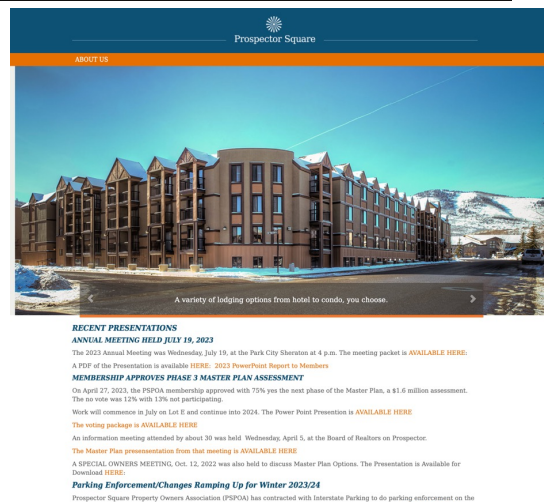
## ENFORCEMENT BEGAN DEC. 1

Two weeks of warnings,  
then \$125/\$250 fines


*About 50 new overnight applications came in  
and still coming in*

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Webpage  
updated  
and email  
blast late  
November



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# Overnight Permit Application on Website

Also applications for Lot D and Sheraton garages

**Parking Enforcement/Changes Ramping Up for Winter 2023/24**

Prospector Square Property Owners Association (PSPOA) has contracted with Interstate Parking to do parking enforcement on the 11 lots that PSPOA manages, effective Dec. 1. In addition, the PSPOA board last week approved updates its [Parking Rules and Regulations HERE](#).

Interstate Parking already has a presence in Park City. They manage the paid parking at Park City Mountain Resort and recently took over parking management at Solitude and Brighton.

Here are some of the changes you can expect:

- New signage at the entrances as well as at time restricted stalls.
- Better defined time restricted stalls with some modest expansion. Time restricted will be primarily two-hours with a few 30-minute stalls. Time restricted will be long buildings in Lots A, B, C, H, I and J. A map of the time restricted stalls is [available HERE](#). Time restricted stalls will have no overnight parking (11 p.m. to 6 a.m.) to better facilitate snow removal.
- Time restricted and overnight parking with a pass will be enforced. Fines can be as high as \$149. Initially there will be warnings; but by mid-December there will be fine enforcement with repeat offenders subject to tow.
- The Sheraton garage will be restricted to ten specialized passes, available in one-year increments at \$960. Other PSPOA passes will not be honored in the Sheraton garage. Due to construction, the garage is down 30 percent of its stalls thru mid-summer 2024. Parking for Sheraton Guests will be encouraged in the garage to take pressure off of Lot J. Parking Pass applications [NOW AVAILABLE HERE](#). Passes will be distributed on a first-come, first-serve basis.
- For the time being, overnight parking will continue to use the orange stickers for more than 30-days while overnight guests will continue to use paper passes now in use. At some point, PSPOA expects to move to an online system that will require everyone to re-register their vehicles.
- Fleet parking fees are increasing Dec. 1, and those with fleets (defined usually as more than three vehicles) are being notified this week.
- Special targeting of illegal parking including snowmobiles and ride, skiers catching the bus and Aspen Villa parking.
- Overnight parking passes will be limited by bedrooms. Two bedrooms or less can receive two passes; Three bedrooms can receive three passes.

Questions/comments can be directed to: [info@prospectorsquare.com](mailto:info@prospectorsquare.com)

**OVERNIGHT PARKING PERMIT APPLICATION**

**UNDERGROUND PARKING GARAGE:** In addition, PSPOA has available secure underground parking under Lot D, available at \$100/month, minimum six-months paid in advance. Sometimes a wait list does exist but stalls are currently available. Please [FILL OUT THIS APPLICATION](#).



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# New entrance signs with proper, legal language




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## Standardized 2-hour and 30-minutes

Park City Signs Did Installation

Some challenges:

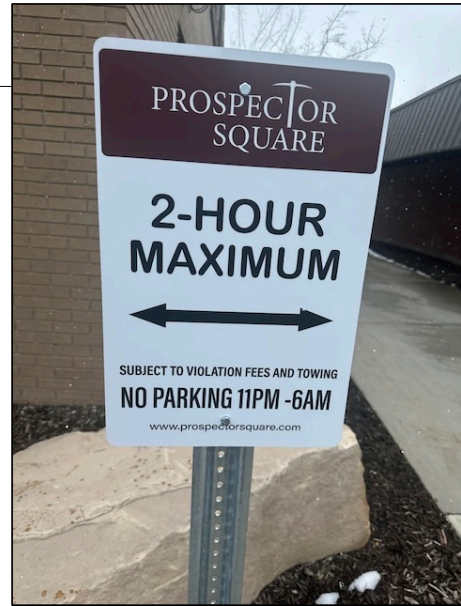
Sundance

Some mistakes

Communications

Snow

Not Done



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## New Spanish language sign at walkway leading to Aspen Villa



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## FLEET PARKING, Prospector Square

**80-Plus  
Fleet  
Vehicles**  
More than anticipated

Business Name	# of Vehicles	Lot	Tenant/ Owner
Abode	17	A	Owner
Ski Butlers	12	B/K	Tenant
Park City Lodging	9	F	Owner
I Love Vacations/	7	J	Tenant
Sky Run	7	B/J	Tenant
Black Tie Ski	6	K	Owner
Salt Box/Riverhorse	6	H	Tenant
Alpine Adventures	5	J	Owner
Sheraton Park City	4	B/J	Owner
Swiss Property Management	3	D	Tenant
Park Regency	2	I	Owner
KBM Resorts	2	A	Tenant
Park City Lock and Key	2	J	Owner
<b>TOTAL</b>	<b>82</b>		

### NOTE:

Half Abode Vehicles Operational; other half houskeeping  
Park City Lodging has 9 in Lot D garage not included in above numbers  
Abode requested Sheraton garage, turned down

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### HANG TAGS FOR:

SHG . . . Ten Stalls for rent in Sheraton garage  
SHE . . . Sheraton Employee  
HTZ . . . Hertz  
FLE. . . . Fleet

### WILL SOON ISSUE FOR:

LDG . . . Lot D Garage



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## PARKING REVENUE & EXPENSES

On Track for \$50,000 in revenue

Budgeted \$32,000

Last year that actual number was \$16,200

A \$33,800 increase

Expenses:

Parking Enforcement \$17,700

Next Year, \$2,340/month or \$28,000 (full-year contract)

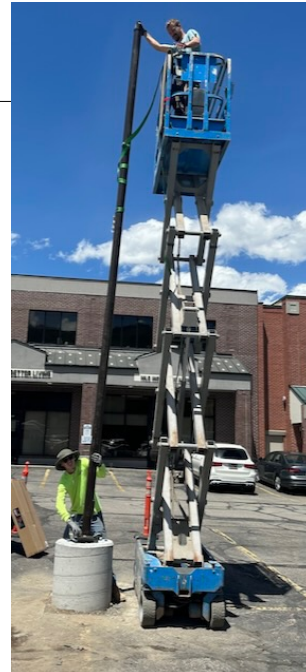
Signage, this year, \$18,000

Next year, \$1,000

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## More Signage to Come

- Overnight Pass Required  
on 17 New Light Poles
- Lot C, semi parking and  
overnight



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## Concerns Shared by Members & Tenants

- Some believe too much time restricted, want to park in front of business
- Size of fines
- Lots A & D at capacity
- Staff does not remember to pass out temporary permits. Park Regency has had 23 tickets voided. Sheraton zero



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## Issues to Address & Lessons Learned

- Meet with Interstate Parking End of Season
- Towing way down . . . Three so far compared to 30-plus last year
- Aspen Villa is gone
- Fines are likely too high but understand why Interstate does it
- Spending too much time on permits
- Signage takes time, we need some more
- Parking is limited and going to get worse throughout Prospector and the City



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# Feedback & Discussion