

Stone Gate Estates Improvement & Service District - General Information / Guidelines

Updated: July 10, 2023

The Stone Gate Estates Improvement and Service District is managed by 3 board members who are elected to four-year terms. The District generally holds regular meetings the second Monday of every other odd month (January, March, May, July, September, and November). Additional regular meetings may be scheduled as needed, and special and emergency meetings may be scheduled as well. The District follows state statutes for meetings and holds meetings in a public setting at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette (K2 Technologies building – office entrance is on 4th Street across from Arrow Printing). Members are always welcome.

Current Board members: Bobby Schmitz, President (307-680-4920) / Travis Given, Treasurer / Jodi Schilling, Secretary

DISTRICT RATES

\$1,440.00 per year annual assessment on property taxes. Evaluated annually during the budget process and updated as needed. Two lots not in the District but under an agreement for roads – 65% of annual assessment direct billed.

Monthly Water Billing – Base assessment includes up to 10,000 gallons of water. Monthly billing is as follows:

Up to 10,000 gallons:	\$0.00 (included in annual assessment)
Over 10,000 gallons up to 50,000 gallons:	\$4.00 per 1,000 gallons
Over 50,000 gallons up to 100,000 gallons:	\$6.00 per 1,000 gallons
Over 100,000 gallons:	\$10.00 per 1,000 gallons

MONTHLY BILLING FOR WATER

Water Guy reads meters and mails an invoice monthly to customers on the water system. Their office number is 307-299-3544 and the office is located at 512 WY-50, Gillette. There is an automatic payment option, and customers can pay over the phone with a check or mail a payment made out to Stone Gate Estates ISD to: Water Guy, PO Box 7189, Gillette, WY 82717. Payments must be received at the office of Water Guy no later than 5:00 p.m. on the 20th of the month. Water is shut off for non-payment following Water Guy's standard procedures (in general – at 30 days a late notice is sent, and at 60 days – a shut off notice is sent). Water Guy sends information to customers regarding shut off, and water is shut off if the account remains unpaid. Contact Water Guy for information on the shut off policy at 307-299-3544. Past due balances may also be assessed, at the discretion of the Board, along with the annual assessment.

ADMINISTRATIVE / BOOKKEEPING

Cathey Consulting provides administrative, bookkeeping, and compliance services for the District. Minutes and updates are e-mailed to members who provide their e-mail addresses. Call 307-685-8235 or e-mail hcathey@collinscom.net for additional information or to be added to the e-mail list.

WEBSITES

- 1) Minutes and other information are posted online at www.catheyconsulting.net – click on Stone Gate.
- 2) Water Information such as the Annual Water Quality Reports is posted online at www.wateryuywyoming.com. A link to pay for water overages is also on this website.

WATER SYSTEM INFORMATION:

Water Guy is the water operator for the system and can be contacted at 307-299-3544 or through the website listed above. Residents are encouraged to follow Water Guy on Facebook for notices of emergencies or when the water lines are flushed. If the red light on the tank is flashing or there are water issues, contact Water Guy at 307-299-3544.

REGIONAL WATER USAGE

The District is connected to the regional water (City of Gillette) system. The regional water is used frequently in summer months and if the District's water well goes down or there is some maintenance on the system.

SHUT OFF / TURN ON

Water Guy bills the District for shut off/turn on fees. If the shut off/turn on is due to an issue on the customer's side of the meter (examples – leak in the service line or customer request for other reasons), the fees will be billed to the customer by the District.

WATER METER / METER PIT ACCESS AND REPAIRS

Only authorized personnel are to be opening water meter pits. Any damages that occur because of an unauthorized person entering the meter pit will be billed to the homeowner. Contact Water Guy at the number listed above for assistance with water service.

WATER METER REPAIRS

Normally, if and when repairs are required, the District will administer the repairs, and the cost will be split equally between the District and the homeowner.

SERVICE LINE REPAIRS

Charges for repairs and for services completed or requested by homeowner shall be at homeowner expense.

CONSTRUCTION REQUESTS – GENERAL INFORMATION

PRIOR TO BEGINNING ANY CONSTRUCTION IN THE STONE GATE ESTATES IMPROVEMENT & SERVICE DISTRICT:

- 1) **Contact the Campbell County Building and Planning office (307-685-8061) to obtain zoning approval of the proposed project and check on permitting requirements. Failure to obtain this prior approval could result in a delay on your project if you have to provide a revised set of plans which will require a new petition with signatures.**
- 2) **Contact your neighbors in your phase, and receive written approval from a majority of the residents in your phase. 51% qualifies as a majority – for example, if there are 18 owners in your phase, 10 approvals are necessary for approval.**
- 3) **Submit the plans and petition to the Stone Gate Estates Improvement and Service District Board of Directors.**

Print the petition form for your Phase (online at www.catheyconsulting.net – click on Stone Gate – see the files at the bottom of the screen). Remember that you will need signatures from a minimum of 51% of the landowners in your phase. The plans that you take to your neighbors along with the petition for their review should include at a minimum:

- 1) Plans for the structure, including details on what type of exterior materials will be used.
- 2) A plot plan of your lot, showing dimensions, locations of structures, and distances from each structure from each other and from lot lines, etc. Hand drawn plans are acceptable.
- 3) Your initials should be included on all plans / maps submitted for your proposal.

Upon securing at least a majority of written approvals on the petition, then submit the completed petition with written approvals along with the same materials / plans (ORIGINALS ONLY) to the board, at which time we will write a letter to the Campbell County Planning and Zoning authorizing them to proceed with issuance of permits to construct. The County will not approve permits for the project without covenant compliance.

This describes the process. The speed at which it moves along will depend, in part, on how quickly you desire it to go.

Good luck with your construction project. If you have any other questions during the process, please feel free to ask any of the board members. Board member contact information is available in meeting minutes and online at www.catheyconsulting.net – click on Stone Gate.

Covenant Violations

The Board reviewed guidelines to address reported and /or observed violations of the "Declaration of Covenants and Restrictions of Stone Gate Estates, Phases I thru V. The following guidelines have been established to insure compliance with Stone Gates' recorded covenants.

1. From time to time as new property owners arise a welcome letter will be sent via regular mail to the new owner of record welcoming them to the Stone Gate subdivision and introducing the Board Members by providing telephone and mailing contact information. A request of the new property owner will also be included asking for contact information including correct name, preferred mailing address and email address. Also provided will be a copy of the covenants for the Phase the new property owner resides.
2. In the event a perceived covenant violation exists or has been reported, the Board members will convene to review the available information and / or facts and determine if further action is necessary.
 - a. Should the Board determine that definitively no violations occur no further action will be done.
 - b. Should the Board determine that a violation may exist an executed letter (*Appendix A*) from the Board will be sent to the property owner via regular mail informing them of the violation of recorded Stone Gate Covenants. The letter will request the land owner respond to the Board's request for clarification on the perceived violation by a specific date provided in the letter. If additional information is available, such as county building permit statutes, this will be included as well.
3. If no response is received from the land owner by the date requested, a follow up notification of all items previously requested in item 2 will be sent again via registered mail.
4. A review of "good faith" mitigation measures will be completed by the Board and the property owner with an agreed time frame to correct the noted violation.
5. A notification of pending legal recourse will be sent via registered mail to the property owner.
6. Upon the resolution of the identified covenant violation a notification of acceptance from the Board to the property owner will be sent via regular mail.

Covenant Violations – Additional Information

On occasion, violations of the covenants have been brought to the Board's attention. According to the covenants, this Board is charged with the responsibility of enforcing them.

Each purchaser of property in Stone Gate should have been advised of the covenants by their broker, and should have received a copy from the title company at their closing. The District sends a copy of covenants to new homeowners with a "Welcome" letter.

However, some violations continue, and they will no longer be ignored. The most common and glaring violations are:

- Commencement of construction of structures without approval of the plans and plot plan.
- Inoperable vehicles left exposed in excess of one week.
- Failure to comply with the provisions on storage and removal of trash.
- Failure to maintain a reasonably aesthetic appearance.

Covenants merely spell out everyone's responsibility to make a positive contribution to the appearance and activities in our neighborhood that maintain our quality of life and the value of our properties. Purchasing a property with those covenants is the purchaser's implied agreement to comply with them.

As your neighbors, we much prefer that people voluntarily comply with the covenants, without the Board's encouragement. However, the Board will not avoid its responsibility to enforce those covenants using whatever measures are appropriate.

District Files and Public Records Policy

Public Records from Current Year

Most of the Stone Gate Estates Improvement and Service District records are considered public records and are available for public review. To view the district's records, advance notice is requested as there is only one person that runs the office where the district's records are stored. A one week notice is requested.

Written copies of records are available at a current cost of \$3.00 per page. This is to cover the cost of the person who will be making copies as well as the cost of paper and any other supplies. Again, a one week notice is requested.

Public Records from Prior Years

If information from a prior fiscal year is requested, additional time and costs may be required to pull together the information.

Meeting Minutes and Website

Stone Gate meeting minutes are e-mailed to all Stone Gate homeowners who provide their e-mail address. In addition, meeting minutes and other information are posted online at www.catheyconsulting.net and can be printed from there.

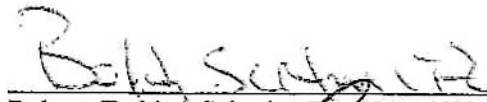
See Cathey Consulting website for updated fee schedule for public records requests.

Fence Guidelines

The residing Board met to discuss and review a consistent set of guidelines pertaining to the construction of various types of fences. The following guidelines have been established to insure compliance with the recorded covenants of all phases of Stone Gate Estate as well as Campbell County Zoning Regulations.

1. No fence should be constructed which would constitute a traffic hazard. No fence shall be constructed on any corner lot within twenty (20') of the intersecting boundary street line.
2. Any fence should be designed, constructed and maintained to insure aesthetic acceptance of adjacent lot owners.
3. No fence shall be constructed in such a manner or be of such design as to be hazardous or dangerous to persons or animals.
4. Electrical fences for District R-S shall be allowed when a valid electric fence permit has been obtained. An electrical fence shall not be permitted within fifty (50) feet of a residential area.
5. No person shall erect or maintain any fence which will materially damage the adjacent property by obstructing the view, shutting out the sunlight, or hindering ventilation or which fence shall diversely affect the public health, safety and welfare.
6. No fence shall be constructed of a height greater than six and one half (6-1/2) feet.

Board Member Approval

 7/10/23
Robert (Bobby) Schmitz, President (680-4920)

Date


Travis Given, Treasurer

Date


Jodi Schilling, Secretary

Date