

**MINUTES**  
**SIERRA LOS PINOS PROPERTY OWNERS' ASSOCIATION (SLPPOA)**  
**BOARD MEETING**  
**May 8, 2018**

**1. CALL TO ORDER:** President, Ms. Judy Kilburg called the meeting of the Sierra Los Pinos Property Owners' Association to order at 7:18 p.m. at the SLP Fire Station.

**2. ROLL CALL:** (P-Present, E-excused, A-Absent without notification)

Pres - Judy Kilburg	P	Water – Peter Veverka	P	Firewise – Tamera Weary	P
VP - Harold Corn	P	Roads – Brian Nelson	P	Parks/Architectural – Max Otero	P
Sec/Treasurer - Lorraine Otero	P	Legal –			

GUESTS: Suzanne Star and Barbara Van Ruyckevelt

**3. APPROVAL OF AGENDA:** Ms. Kilburg asked if anyone had any changes to the agenda. There were none. **MOTION:** Ms. Otero made a motion to approve the meeting agenda. Ms. Weary seconded the motion. There were no oppositions.

**4. APPROVAL OF THE MINUTES:** **MOTION:** Mr. Nelson made a motion to accept the minutes of April 10, 2018. Ms. Weary seconded the motion. There were no oppositions.

**5. OFFICER REPORTS:**

**a. President** – No report.

**b. Vice President** – No report.

**c. Secretary/Treasurer:** Ms. Otero provided the following Monthly Report:

i. The balance in accounts as of April 30, 2018 is as follows:

Operating Account: \$151,110.18

Reserve Account: \$119,460.44

ii. Past due accounts: We have 4 delinquent accounts in foreclosure or bankruptcy that total \$9,257.02. Nine members haven't paid anything toward their 2018 assessment dues and warning letters went out on April 17, 2018. Eleven other members have made a portion of their payment and three of those 11 owe very minimal amounts. One of these eleven members with two lots has requested a payment plan which will be discussed in Executive Session.

iii. No response was received from the two covenant violation letters we sent out. We will be sending follow-up letters.

iv. A new member package will be sent out to a new member.

v. Ms. Kilburg worked to finalize The Jemez Agency Insurance policy which will be effective on 5/20/2018.

vi. Ms. Otero has the April monthly transfer check in the amount of \$666.67 to deposit into the LANB Reserve account.

vii. The legal costs remain unchanged from last month:

Lawsuit Legal Costs: \$51,949.63

Other Legal Costs: \$936.59

## 6. STANDING COMMITTEE REPORTS:

### a. Water

i. Water Maintenance – Mr. Veverka stated things have been busy in the last month. The \$8,000 funds estimated for the repairs are near the limit. Other than the valves Mr. Veverka said that things are pretty much completed. He would like to do a flow rate test for System 2 like that done on System 1. The electrician has the permit and will probably start the work on the relays at the pumping stations on Wednesday.

ii. Water Compliance – Mr. Corn provided the following April 2018 Water Compliance-Meter Report:

#### Water System Coliform/Microbiological Reports:

- System 1 sample taken by Frank Naranjo, 4/12/18, 87 Aspen Grove
  - o Total Coliform - A
  - o Total E. Coli - A
  - o Disinfected, Residual 0.06 mg/l
- System 2 sample taken by Frank Naranjo, 4/12/18, 720 Los Griegos
  - o Total Coliform - A
  - o Total E. Coli - A
  - o Disinfected, Residual 0.10 mg/l

#### Water System Compliance Schedule required by NMED DWB for 2018:

- Consumer Confidence Report is due to NMED and the SLPPOA members by July 1.
  - o Frank has responded that he is working on this document's creation.
- Well meter readings for April were filed with NMED, 5/8/2018.
- NMED 2017 Sanitary Survey Progress... NM3565423..
  - o Corrective actions were completed April 30, and a report was filed.
  - o Thanks goes out to Max Otero, Peter Veverka, & Harold Corn
  - o Notice of Completion was received from Tanya Trujillo, NMENV on 5/3/2018.
- Reminder – A new SLP Water Compliance Officer has not been assigned.

#### Water System Miscellaneous:

- Water service to an owner on Sys 1, Unit 2 is complete
  - o Demand pump has been installed by the owner.
  - o Meter can assembly has been installed.

#### Water Usage: Meters were read March 31, 2018 by Dave Schmitt and Mark Stanley.

- System 1
  - o Wells Pumped 827,654 (658,498) gals, (...last month's data...)
  - o Usage = 500,258 (250,301) gals

- o Main Line Leakage Rate = 7.3 (9.4) gpm
- o Leak Flags Identified = 19 (20)
- o Users > 7,000 gals = 7 (4); highest user = 193,109 gals (leak flag); next highest user = 42,378 gals (leak flag); next highest user = 37,407 gals (NO leak flag... water turned off)
- System 2
  - o Well Pumped 363,540 (293,710) gals, (...last month's data...)
  - o Usage = 147,880 (134,062) gals
  - o Main Line Leakage Rate = 4.8 (3.7) gpm
  - o Leak Flags Identified = 4 (6)
  - o Users > 7,000 gals = 3 (1); highest user = 23,445 gals (leak flag), next highest user = 14,932 gals (leak flag); next highest user = 12,150 gals (NO LEAK FLAG)
- Summary
  - o An EMERGENCY meter run was conducted for Sys 1 on April 23 due to high water demand and Hovenweep being electrically out of commission. Two high users were noted, but no real leak determined.
  - o End of month meter read indicated highest user had a constant use of 10.6 gpm since the April 23 EMERGENCY meter run. The user was notified by email. Mark Stanley & Dave Schmitt found a leak on the property. The water was shut off.

**b. Roads** - Mr. Nelson reported that Mr. Crane will not be plowing next year and does not know of anyone that would be interested in doing the plowing. Mr. Nelson asked where the sander, which SLPPOA owns, should be placed. Ms. Kilburg said to place it by the shed. Mr. Nelson called several grading companies. One company contacted was moving to Phoenix, one company doesn't answer and does not have an answering machine; another company said they are too busy and will be for the next several months. Ms. Kilburg suggested we talk to DCS Enterprises. The sign for the cinder pile came in and he will attach the sign to a t-post and set it up.

**c. Legal –**

**i. Delinquent Account Updates** – Ms. Kilburg said Ms. Otero gave a brief update on the delinquent accounts.

**ii. Lawsuit** – Ms. Kilburg reported that there hasn't been any new actions on the lawsuit.

**iii. Restrictive Covenants Violations** – Ms. Kilburg said we will most likely be sending out follow up letters and only one of the violations can be forwarded for legal action.

**d. Firewise** – There was no report since Ms. Weary had to attend to an emergency.

**e. Parks** – Mr. Otero developed an inspection sheet for the playground equipment. He conducted an inspection and identified the following:

- i. He recommends the monkey bars at the big park be removed due to the numerous protruding screws which could be a hazard.
- ii. Some of the other equipment needs to have screws tightened.
- iii. The uneven bars need to have caps put at the top of the posts.
- iv. He also recommends we put chipped rubber or bark under the swing sets.

Otherwise everything else is in good shape. It recommended that wooden structures not be used on playgrounds. There is one wooden picnic table at the big park which was left by someone. It needs to be removed immediately due to large protruding bolts. Mr. Otero drafted a proposed sign for the parks and requested comment from the Board. He will order 4 signs and posts.

**f. Architectural** – Mr. Otero reported that he received a request for architectural approval. He has reviewed the package but is waiting on the other two architectural members input which is due to him on May 11, 2018.

## 7. OLD BUSINESS

**a. Webmaster** – Ms. Weary was not available but before she left to the emergency she said she will work with Mr. Luke to have the Board's comments on the webmaster contract addressed.

**b. Unit 2 Lot 16 Property Survey** – Mr. Corn said the survey was completed. The survey shows where the fire barn is and where our property is. The surveyor did a good job of highlighting the features, markers and cans. The survey indicates that the County fire cinders are on SLPPOA property. Ms. Kilburg said she will now contact the County.

**c. Sandoval County Cinder/Jersey Bouncer Placement** – as discussed in the paragraph above, Ms. Kilburg will call the County. Mr. Corn offered to help.

**d. Appointment of Water Compliance Officer** – Ms. Kilburg said this position still needs to be filled.

**e. Additional Member of Architectural Control Committee** – Ms. Kilburg asked if Mr. Otero had any ideas for a replacement for Mr. Nelson. He said not yet.

**f. Insurance question follow-up** – Ms. Kilburg stated Ms. Star had asked questions about the current policy that expires on May 20, 2018:

i. Question 1: There are a couple of statements that the company will not be liable for loss of any claim based upon or arising out of a claim of Philadelphia Insurance. **Answer:** The statements were put in there due to a contentious lawsuit and in fear of a future lawsuit from the plaintiffs. Ms. Kilburg believes the statement will not be in the new policy but she hasn't seen the new policy yet.

ii. Question 2: The company will not be liable for any claim brought on or on behalf of Joe Brophy. **Answer:** The insurance company originally thought the lawsuit was brought on by Joe Brophy but it was corrected to reflect Suzanne Star, Barbara Van Ruyckevelt, Sabine Shurter and Mary Moore.

## 8. ACTION ITEMS

**a. Spare Parts (water)** – Mr. Veverka said they've been going through the spare parts. It will be a while before they are stabilized and determine what needs to be discarded or what parts need to be purchased.

**b. NMED Action** – Mr. Corn said this action is complete.

**c. Residential water leak flags** – Mr. Corn said this is a monthly work in progress. He is contacting the high water users that have leak flags.

**d. Excess usage policy (surcharge/metering)** – Ms. Kilburg asked who is leading the Committee now or is it still Mr. Fredlund. Ms. Kilburg said more work needs to be done on the letter. The letter is written as an announcement and a ballot. It can't be a ballot because were changing the bylaws. There are other areas of the bylaws that need to be changed as well. The letter should be the announcement and then later a ballot for the bylaw changes will be put before the members for a vote.

Mr. Otero asked when we will replace the next 1k feet of pipe now that the weather is good. Mr. Veverka said we need to get volunteers together and do some testing with Mr. Mark Stanley on System 1 and System 2.

**e. Fencing** – Mr. Nelson said he hasn't heard from Mr. Dave Schmitt. He will continue trying.

**f. Mgt Company/Accounting Firms Bids** – Ms. Kilburg said Ms. Otero received a letter in the mail from another management company interested in doing business. She will try to contact them this week to see if this is a viable option for us.

**g. Property Tax Follow-up** – Ms. Kilburg and Mr. Corn went through the 2018 County property tax valuations which were raised about 3000% or more in some cases. Ms. Kilburg hasn't heard anything back. We received the personal property valuation also and she will review it because it looks out of line too.

**h. Restrictive Covenants** – Mr. Veverka said nothing has been done in this regard.

**i. Drainage Issue on Cerro Pelado** – Nothing has been done yet.

Ms. Kilburg also mentioned she and Mr. Corn went through the insurance policy to review replacement costs for wells, parks and storage tanks, etc. They adjusted some of the costs down and increased cost in other places. This resulted in our premium being reduced to \$9,224 versus over \$12,000 previously. We still have a significant amount of coverage.

## **9. NEW BUSINESS:**

**a. Listserv Management** – Ms. Kilburg mentioned that Mr. Jan Studebaker will no longer be managing the listserv. She said Ms. Weary will discuss with Mr. Chad Luke to see if he can take that on that task with the webmaster duties.

**b. Nomination Committee** – Ms. Kilburg said we have to start putting together a nomination committee and we need a volunteer to lead the committee. Ms. Weary was recommended to lead the committee and Ms. Otero offered to help. Ms. Kilburg believed five nominees are needed this year.

**c. Playground Protection Plan** – Mr. Otero said the inspections will be done monthly during the warm months and less during the winter. He will take down the monkey bars at the big park as soon as possible. At a later time we can replace it with a thermoplastic piece of equipment.

**10. NEXT MEETING:** Tuesday, June 12, 2018, 7:15 p.m.

**11. ADJOURN: MOTION:** Mr. Nelson motioned to adjourn the meeting. Ms. Otero seconded the motion. There were no oppositions. The meeting adjourned at 8:29 p.m.

**12. EXECUTIVE SESSION**

Delinquent Accounts

Restrictive Covenants Violations

The public Board meeting reconvened at 8:39 p.m.

The Board reviewed a payment plan submitted by one of the members. **MOTION:** Ms. Otero motioned to approve the payment plan. Mr. Veverka seconded the motion. There were no oppositions.

**MOTION:** Mr. Nelson motioned to adjourn the public Board meeting. Mr. Otero seconded the motion. There were no oppositions. The public Board meeting adjourned at 8:40 p.m.

The Executive Session adjourned at 8:59 p.m.

Submitted by: Lorraine Otero