

MINUTES
SIERRA LOS PINOS PROPERTY OWNERS' ASSOCIATION (SLPPOA)
BOARD MEETING
March 12, 2019

1. CALL TO ORDER: President, Ms. Judy Kilburg called the meeting of the Sierra Los Pinos Property Owners' Association to order at 7:25 p.m. at the SLP Fire Station. A quorum was met.

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

Pres - Judy Kilburg	P	Water – Harold Corn	P	Legal – Paul Rightley	P
VP - Harold Corn	P	Water Compliance – Tamara Weary	P	Firewise – Paul Lisko	P
Sec/Treasurer - Lorraine Otero	P	Roads – Dave Stuedell	P	Parks/Architectural – Max Otero	P

GUESTS: Barbara Van Ruyckevelt and Suzanne Star

3. APPROVAL OF AGENDA: Ms. Kilburg asked if anyone had changes to the agenda.

MOTION: Ms. Weary motioned to accept the agenda. Mr. Corn seconded the motion. There was no opposition from Mr. Lisko, Ms. Otero, Mr. Otero, Mr. Rightley or Mr. Stuedell.

4. APPROVAL OF THE MINUTES: Ms. Kilburg asked if everyone had reviewed the February 12, 2019 Draft 2 minutes from last month. **MOTION:** Mr. Stuedell motioned to accept the minutes and Mr. Otero seconded the motion. There was no opposition from Mr. Corn, Mr. Lisko, Ms. Otero, Mr. Rightley or Ms. Weary.

5. OFFICER REPORTS:

- a. President – No report.
- b. Vice President – No report.
- c. Secretary/Treasurer:

i. The balance in accounts as of February 28, 2019 is as follows:

Operating Account: \$180,478.41

Reserve Account: \$112,745.50

ii. As of February 28th, we had 34 delinquent accounts totaling \$26,005.30.

-Approximately 78% of the membership as paid their 2019 assessment dues.

-There are currently 34 delinquent accounts. Of those 34, eleven have paid a portion of their 2019 assessment dues.

-A second reminder letter/statement went out to delinquent members on March 8th.

iii. The March 2019 Reserve check in the amount of \$666.67 was deposited March 12th.

iv. Two new member packages we mailed out 2/28/19. There were no property ownership changes in February, although we had a few inquiries from prospective buyers.

v. Our 2019 Income Taxes were completed and signed on March 3, 2019. We owe no Federal tax but we owed \$50 to the State of NM for Corporate Income and Franchise Tax. The tax preparation fees were \$269.69.

vi. The legal costs to date:

Lawsuit Legal Costs: Remain unchanged at \$52,077.13.

Other Legal Costs: Remain unchanged at \$5,557.41.

6. STANDING COMMITTEE REPORTS:

a. Water

i. Water Maintenance: Mr. Corn provided the following:

1. February 2019 Water Maintenance-Meter Report

Water System Maintenance:

- General – No water delivery maintenance events to report for February 2019.
- System 2 LevelCon stopped working on 2/11, troubleshooting is ongoing.
- Dave Schmitt will no longer be volunteering technical work for the association due to relocating. We want to thank Dave for the volunteer service provided.
- **VOLUNTEERS ARE NEEDED** to learn and maintain our water SLP systems. Training will be provided.
- A call for help on 3/5 from a member on System 1 turned out to be a ruptured service line leaking approximately 5-10 gpm. I assisted turning the water off within 15 mins and supplied parts for an emergency repair to the homeowner.
- The anonymous water usage report revealed an absentee homeowner used 18,278 gals for the month of February. Follow up on that high usage revealed a constant water flow rate of ~0.5 gpm. The water was shut off and the owner notified.

Water System Miscellaneous:

- Well meter readings were sent to NMED on 3/4/2019.
- SLP notified on 2/27/2019 by Scott Christenson that we have been selected by the NM Bureau of Geology and Mineral Resources to receive one Continuous Monitoring Device for the well of our choice. An internet connection is necessary within ¼ mile.
- Signed and sent Groundwater Level Monitoring Program and Data Sharing Agreement on 2/28/2019.
- On 3/5 Vernon Trujillo with NMED sampled all three wells for nitrates, heavy metals, etc. Results should be returned in 1 to 2 months.

Water Usage: Meters were read March 1, 2019, by Harold Corn. Mark Stanley provided the setup and distributed the Readings and Usage reports:

- System 1
 - Wells Pumped 541,550 (555,062) gals, (...last month's data...)
 - Usage = 214,855 (213,879) gals
 - Daily Average Household Usage = 88 (82) gals
 - Main Line Leakage Rate = 8.1 (7.9) gpm
 - Leak Flags Identified = 15 (13)
 - Users > 7,000 gals = 4 (5);
 - 18,278 gals (leak flag); owner was notified on 3/2.
 - 12,121 gals (leak flag);
 - 8,411 gals (leak flag);
 - 7,029 gals (leak flag);
- System 2
 - Well Pumped 345,960 (345,960) gals, (...last month's data...)
 - Usage = 128,588 (128,588) gals
 - Daily Average Household Usage = 70 (63) gals
 - Main Line Leakage Rate = 4.9 (5.0) gpm
 - Leak Flags Identified = 9 (10)

- Users > 7,000 gals = 2(3);
 - 15,138 gals (leak flag); owner is aware, Spring fix is planned
 - 8,655 gals (leak flag);
- Summary
 - Six users are above the 7,000 gal recommended usage threshold.

2. Aquifer Monitoring Program – Mr. Corn addressed this in paragraph 6.a.i.1. above.

ii. Compliance – Ms. Weary provided the following February 2019 Water Compliance-Meter Report

Water System Reports:

- System 1:
 - New Mexico Water Testing Laboratory Inc.
 - Sample collected on 02/25/2019 @ 0921 by Frank Naranjo.
 - Location: 241 Trilobite Trail; Sampling Point: RT 002
 - Residual Chlorine (Free): 0.33 mg/L
 - Sample was Non-Detect (ND) for Total Coliform and E.Coli
- System 2:
 - New Mexico Water Testing Laboratory Inc.
 - Sample collected on 02/25/2019@ 0954 by Frank Naranjo.
 - Sampling Point: RT 006, 1223 Los Griegos Road
 - Residual Chlorine (Free): 0.16 mg/L
 - Sample was Non-Detect (ND) for Total Coliform and E.Coli
- Contact Frank Naranjo about the residual chlorine on System 1.
- NMED sampled all three wells last month for nitrates, metals, etc. Expect results within 1-2 months.

Double check the POC assignment for NMED Drinking water website.

b. Roads – Mr. Stuedell provided the following Roads Report:

i. The contractor mentioned the Board should consider getting an enclosed structure to keep the cinders dry and preventing them from freezing.

The following was done this past month:

PLOWING
2/19/2019. 4.5 hrs.
2/23/2019. 5 hrs.

SANDING
2/19/2019. 2 hrs.

Ms. Kilburg said the cost per plowing has been pretty consistent over the years.

Mr. Stuedell said we will need some road maintenance after the ground dries a bit. Some of the culverts are covered with ice which affects how the snow runoff makes craters on the roads. Some of the issue is due to the narrow path of plowing.

c. Legal – Ms. Kilburg said we received notice that the panel of judges for the lawsuit appeal has been selected. It could take as long as six months before we hear something.

Ms. Kilburg asked the attorneys for an interpretation of the changes to the HOA Act and how it affects our bylaws. Mr. Lisko called the NM Attorney General's office regarding his concern with how some things in the Act amendment were written, i.e., charge for 10 cents/copy.

d. Firewise – Mr. Lisko said the Greater Eastern Jemez Wildland Urban Interface received \$25K funding for the small project. Now it's a matter of getting in touch with Sandoval County and coordinated wildfire protection plan as well as getting the six Jemez Pueblo individuals trained and their safety courses completed. It's a small start but it can be extended provided this portion goes well. The fire preparedness date will be held on a Saturday in April at La Cueva.

e. Parks – Mr. Otero said there is no activity at the parks.

f. Architectural – Mr. Otero said there is no activity to report.

7. OLD BUSINESS:

a. Webmaster & Listserver Management – Mr. Corn said he got the contract verbiage finalized and Mr. Schacht has signed the contract. **MOTION:** Mr. Corn motioned to accept the contract for webmaster services with Mr. Mike Schacht and have the SLPPOA officers sign the contract. Mr. Otero seconded the motion. There was no opposition from Mr. Lisko, Ms. Otero, Mr. Rightley, Mr. Stuedell or Ms. Weary. The contract was signed by Mr. Corn and Ms. Kilburg.

b. Water Billing Proposal - Ms. Kilburg provided everyone at the Board meeting a copy of the Board's rationale for not supporting the Water Billing Proposal (see Board response attached) submitted by Suzanne Star at last month's Board meeting. Ms. Kilburg said we already have a Board approved vote on the table to go forward with the proposal presented by the Excess Use Water Committee. Ms. Star's proposal could have been presented when the Water Committee was formulating their proposal but that was not done. Therefore we need to move forward to get a member meeting date established so the members can vote on this bylaw change.

c. Water Surcharge Committee Proposal/Bylaw Change Meeting – J. Kilburg/H. Corn – Ms. Kilburg said she received an email from the attorney today and she believes the part of the bylaw change dealing with the Excess Water Usage is good to go. The committee worked hard on the proposal and we can't keep holding back the meeting while the attorney reviews the remaining bylaw changes and determines how the new HOA Act amendment will affect our bylaws. We need to present the Excess Water Usage Committee's proposal to the membership so they can vote. She asked the Board to look at their calendars to come up with a date. We need to issue the notice to the members 30 days prior to the proposed meeting.

Mr. Lisko asked Mr. Corn about his previous comment about needing to train someone new to take over the oversight of water maintenance responsibilities as his Board term is up in September. Mr. Corn gave Mr. Lisko a quick overview of what the individual in this position is required to do. Frank Naranjo is the only water operator we have right now. Technically he has to oversee any changes we make to our water system. Mr. Corn said he is also investigating the option to hire an official, trained water operator. Anyone that wants to take the courses are

welcome to do so and they are free. Mr. Lisko said he will consider taking over Mr. Corn's position for oversight of water maintenance.

d. Water Rights for Unit 9 Release from R. Bootzin – Mr. Corn reported that he will talk with Mr. Bootzin about a legal release. Right now we have no legal document releasing his Unit 9 from SLPPOA. Mr. Corn will work with our attorney to draw up a release and present it to Mr. Bootzin for his attorney's review.

8. NEW BUSINESS

a. Newsletter – Ms. Kilburg suggested we may want to send out a newsletter to advise members of how the HOA Amendment changes, effective July 1, 2019, will affect their rights/ personal information. However, because at this time it's uncertain exactly how it will be implemented it was agreed by the Board that we wait until our traditional June newsletter when the Board knows more about this issue.

b. Renters – There is an issue with renters wanting information, i.e., water usage of their household. It's been Board policy to provide this information only to the owner of the property. In many cases we don't always know when a property is being rented or used as a VRBO which is something the owner should make the Board aware. We may want to issue a policy regarding this issue. Mr. Lisko stated that since he researched other HOAs and how they handle renters and VRBOs he would draft the policy for Board review.

9. ACTION ITEMS

a. Water Rights Perfection Extension Application – Pay Back Fees. - Ms. Weary said she will continue working this.

b. VRBO Covenant Modification – this item was covered in 8.b. above.

c. Date for State Forestry Dept. Presentation on Defensible Space – Mr. Lisko said he will find out more information about a date to put into the June Newsletter.

Ms. Star thanked the Board for looking at her Water Billing Proposal and providing a Board response.

10. NEXT MEETING: Tuesday, April 9, 2019, 7:15 p.m.

11. ADJOURN: The meeting adjourned at 8:38 p.m.

12. EXECUTIVE SESSION

Lawsuit

Delinquent Accounts

The Executive Session adjourned at 8:55 p.m.

Submitted by: Lorraine Otero

