

**MINUTES**  
**SIERRA LOS PINOS PROPERTY OWNERS' ASSOCIATION (SLPPOA)**  
**BOARD MEETING**  
 May 12, 2020 (Draft)

**1. CALL TO ORDER:** @ approximately 7:23 p.m. Meeting was conducted online through Zoom meeting software due to the COVID-19 restrictions associated with groups of 5 or more persons gathering in a single location.

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

President - Paul Lisko	P	Water Maintenance - Tamara Weary (Acting)	P	Legal - Dave Stuedell	P
Vice President - Cindy Hines	P	Water Compliance - Tamara Weary	P	Firewise - Ann Cooke	P
Secretary - Vacant		Roads - Dave Stuedell	P	Architectural - Josh Toennis	P
Treasurer - Jeremy Oepping	P	Parks - Cindy Hines and Tamara Weary	P P		

GUEST(S): None

**3. APPROVAL OF AGENDA:** Prior to accepting the agenda, Paul made a comment that he would like to make one change. Under Item #6, he would like to amend the Verizon **5G** cell tower to the Verizon **4G** cell tower. Tamara made the motion to accept the agenda. Jeremy seconded the motion.

**MOTION:** All approved.

**4. APPROVAL OF THE MINUTES:** Minutes of the April 2020 meeting were approved pending several changes that Paul suggested. David made the motion to accept the minutes, pending changes. Cindy seconded the motion.

**MOTION:** All approved.

**5. OFFICER REPORTS:**

**President – Paul Lisko**

- Minutes from General Membership Meeting of April 18th were completed by Paul and sent for posting on the website.
- Paul attended an online webinar: “COVID-19 & Your HOA” on April 23<sup>rd</sup>. Most of the subject matter did not apply to our Association, as it dealt with associations having many common spaces, which we do not have. One good take-away from the webinar was information on online confidential voting platforms which Paul forwarded to the rest of the board. He asked for one volunteer to review the platforms presented and help choose one to use for future elections. Cindy agreed to assist. Paul feels that we may have to work with webmaster Mike Schacht to develop online ballot. Another item discussed in the webinar was the idea to broaden SLPPOA’s social media outreach to address concerns of membership. Paul asked if anyone would be willing to open or work a SLPPOA Facebook page. Cindy mentioned that a new Facebook page for SLPPOA members has been established by a local resident. Tamara is

already a member of the page and will use it to post board information and respond to questions that members have for the board.

- Request for lease of water well site property adjacent to Rodolphs' property at 97 Amber Way. Tamara and Cindy visited the site and it is a well site with some flat open ground. The Rodolphs asked if they could lease the property to graze their horses. Cindy questioned whether livestock can graze in close proximity to a domestic water well site. Paul researched it and found that nothing prevents a lease with regard to BLM Standards for Public Land Health. Paul asked if the board wants to be a landlord and whether that may affect our non-profit status. Ann indicated that it should not affect our non-profit status and the rest of the board concurred that we do not want to be landlords. Jeremy feels we have enough to do already as a board and we do not need to add one more thing for us to take care of. Tamara made a motion to *not* lease the land. Jeremy seconded. Paul will contact the Rodolphs letting them know we will not be leasing the well site property.
- Paul announced that he provided to the board a letter that will be sent to the membership asking for current email addresses; asking that they have internet access so they can participate in online Zoom meetings and not be left behind or left out; announcing a general membership meeting on June 13<sup>th</sup> where we can answer questions regarding the bylaw amendments that we are asking them to vote on. David brought up an issue with one of the ballot items and Paul indicated that we would be discussing those later when we get to the Legal portion of the agenda. The rest of the board members had no issues with the letter and Paul asked about the mechanics of printing letters and labels and how to handle postage. Jeremy and Cindy said they would assist. The board then discussed the logistics of how to create and send out the revised ballot to the membership, such as the pros and cons of having paper ballots vs. an electronic voting platform. David felt that we should keep this particular election to paper ballots only and use the electronic voting platform in future elections. It was decided to work toward a hybrid paper/electronic election for the bylaw amendments.

#### **Vice President – Cindy Hines**

- Newsletter is almost complete. She would like run it past the board for review before sending it out. She will be requesting email addresses from members so the newsletter can be distributed via email.
- Updating the listserv is just a matter of combining the listserv emails with our member emails to create one list and add the emails that we didn't previously have. She hopes to add even more listserv addresses from the newsletter email list.
- Cindy posted the Water Systems Operator Position for two weeks in the LA Daily Post to see if we get any response.
- Cindy announced that she is willing to abdicate the vice president position to take on the role of secretary. She feels the Association cannot operate without a secretary, but can operate without a vice president for a short period of time. Ann made a motion to transfer Cindy from vice president to secretary. David seconded the motion.

**MOTION:** All approved.

#### **Secretary – Paul Lisko reported in the absence of a Secretary:**

- Return equipment & supplies from Geraldine Burnworth's family. A list of items was provided on 4/25. Paul attempted to retrieve the items last Sunday, but no one was home. Geraldine's daughter said that someone could deliver the items to Paul's house on Wednesday.
- After transcribing minutes of the general membership meeting, Paul recommended purchasing a Dragon dictation device. The cost is about \$300 vs. paying \$1.25/min for Zoom to transcribe our minutes. David asked if there was a free software. Paul said he couldn't find any. Cindy will look into what is available.

**Treasurer:** Jeremy Oepping reported:

- The balance in the accounts as of April 30, 2020 is as follows:
  - Operating Account: \$207,378.31
  - Reserve Account: \$114,396.83
- As of April 30, we have 23 delinquent accounts. (A decrease of 25 accounts from last month). \$17,405.65 has been paid since last month. Sixteen of the delinquent accounts are at \$500 or more.
- The April amount of \$666.67 was transferred to Reserves during the month.
- One change of property in the past month: Shawn and Lanessa Amburgey purchased 560 Hovenweep. It appears they purchased property adjacent to their current property, so no need to send a welcome packet.
- Unanimous consent resolution was sent into HOAMCO. The resolution waives late fees and default interest, ceases collection agency processes and freezes foreclosures for 60 days due to non-payment issues related to COVID-19. Direction from HOAMCO was to not send out an announcement, but work with delinquent accounts when they ask for help. Paul thanked Jeremy for following up with HOAMCO on this to assist our members who may be struggling to pay their dues because of COVID-related financial issues.
- Review and approval of insurance policy. A copy of the Property and Liability policy was provided to board members previously. Premium has gone down significantly from last year. The Directors/Officers policy is the same policy that is on our website and the premium decreased just a few dollars this year. Both policies go into effect on May 20, 2020. Cindy made a motion to accept the policies as presented and direct Jeremy to work with the agent and pay the premiums. Tamara seconded the motion.  
**MOTION:** All approved.

**Hot Topics:** David Studell reported:

David has been working to gather information on installing a cell tower to assist SLPPOA members with Additional info on Verizon installing 4G tower. David will send an email to the board with instructions on how to lodge a complaint about Verizon service within the subdivision. He is working on a presentation with maps and information to present to the board at a later date. Paul offered to assist David with this issue. He will contact our state reps and let them know that we need improvements. We discussed the possibility of purchasing a lot within the subdivision to place the tower. If we also purchased the tower, we could lease the tower to other

## **6. STANDING COMMITTEE REPORTS:**

**Water Maintenance** – Tamara Weary Reported:

Water Volunteer Harold Corn provided the following:  
May 2020 Water Maintenance/Meter Report

- 4/11/20 - Replaced the System 2, 4 in, main line PRV (pressure regulator valve)
- 4/11/20 - Isolated the System 2, Lauer Lane service line leak
- 4/17/20 - Repaired the System 2, Lauer Lane service line leak
- 5/1/20 - All meters were read and reported by Mark Stanley
  - Stanley reported a very dramatic drop in the System 2 main line average leakage rate from a previous 12.6 gpm for March to 4.3 gpm for April. Since the leak ran for 11 days of the month, we should experience even a greater drop next month...assuming no new leaks appear.
  - System 2 saved or pumped less water based on the last meter readings:
    - 8.3 gal per minute or

- 498 gal per hour or
- 11,952 gal per day or
- 358,560 gal per month or
- 4,302,720 gal per year!
- 5/7/20 - Assisted a homeowner on Los Griegos when they were concerned that they used 24k+ gals of water last month. I marked the water service line. The homeowner found an approximate 0.5 gpm leak close to the frost-free hydrant.
- 5/7/20 - Replaced the System 2 Level-Con Batteries
- 5/12/20 - System 1 homeowner was notified of using 72,324 gals of water for April (leak flag was set). Homeowner reported they found the leak.
- 5/12/20 - System 1 homeowner was notified of using 21,342 gals of water for April (leak flag was NOT set). Homeowner reported they believe they have repaired the leak. The leak flag confirms that information.
- 5/13/20 - A new transmitter will be installed by Stanley and Corn on Trilobite and reprogramming will be attempted (System 1). This should remedy the long standing "tamper flag". Note this equipment may have been replaced under warranty.
- 5/13/20 - The System 2 ultrasonic transducer probes are in. Stanley and Corn will attempt to install and calibrate them.

Tamera Weary reported:

#### Water System Maintenance:

- During the last meter reading, it was observed that the Hovenweep (System 1) well no longer appears to be pumping. It apparently stopped on or shortly after the first of April. Total usage on that meter during April 2020 was 1,574 gallons.
- Harold Corn worked with the home owners at 248 Los Griegos to identify a leak near their frost-free hydrant. The estimated leak rate was about 0.5 gpm = 21,600 gals per month. The homeowner went to home depot and bought parts to fix the leak. See pictures below.
- Resident requested that the water be turned on at 135 Trilobite on 04/26/2020. Paul Lisko went and turned the water on at that location on 04/27/2020.
- On 04/27/20, Cindy Hines and myself went and looked at the park property located off Amber Way. The location is a future well site for the SLP neighborhood. The review of the location was initiated by an owner request to use the site for horse grazing. To be reviewed at the 05/12/20 SLPPOA Board meeting.
- VOLUNTEERS ARE NEEDED to learn and maintain our water SLP systems. Training will be provided.

#### Water System Misc:

- Well meter readings were sent to the Office of the State Engineer 1, email: [dist1.meterreadings@state.nm.us](mailto:dist1.meterreadings@state.nm.us); on 05/05/20. See attached for report.

Water Usage: Meters were read May 1, 2020. Mark Stanley provided the setup, read the meters, and distributed the Readings and Usage reports:

- System 1
  - Wells Pumped 599,604 (568,658) gals, (...last month's data...)
  - Usage = 336,324 (292,698) gals
  - Daily Average Household Usage = 128 (108) gals
  - Main Line Leakage Rate = 6.1 (6.2) gpm
  - Leak Flags Identified = 13 (12)
  - Users > 7,000 gals = 11 (7);
    - 72,324 gals (leak flag);
    - 21,342 gals (NO leak flag);

- 10,366 gals (leak flag);
  - 9,534 gals (leak flag);
  - 9,230 gals (leak flag);
  - 8,915 gals (leak flag);
  - 8,452 gals (leak flag);
  - 8,250 gals (NO leak flag);
  - 8,212 gals (NO leak flag);
  - 8,104 gals (NO leak flag);
  - 8,001 gals (leak flag);
- System 2
    - Well Pumped 384,110 (820,870) gals, (...last month's data...)
    - Usage = 198,580 (256,569) gals
    - Daily Average Household Usage = 103 (131) gals
    - Main Line Leakage Rate = 4.3 (12.6) gpm
    - Leak Flags Identified = 7 (8)
    - Users > 7,000 gals = 7 (7);
      - 24,349 gals (leak flag);
      - 17,714 gals (NO leak flag);
      - 10,212 gals (leak flag);
      - 8,893 gals (NO leak flag);
      - 7,592 gals (NO leak flag);
      - 7,582 gals (leak flag);
      - 7,369 gals (leak flag);
- Summary
    - Eighteen (18) users are above the 7,000-gallon recommended usage threshold.

Picture of homeowner leak from 248 Los Griegos:



Compiled 05/10/2020 by Tamara Weary

**Water Administrative** – Paul Lisko Reported:

- MOU between SLPPOA and Robert Eaton re: access to Los Griegos tanks. Attorney has reviewed it and Paul will send it to Mr. Eaton.
- Recovery of \$94 for cost of damaged transmitter, 390 Trilobite Trail - waived because the cost was incurred before the current owner took possession of the property.
- Another letter of interest & resumé received has been received. Because the LA Daily Post ad was just placed, Paul would like to wait two weeks to see if we get any other interest in the position. After that, he would like to form a committee of Paul, Tamara and Harold to develop questions and do interviews.
- Drinking Water State Revolving Loan Fund: Paul spoke with a representative from the State and he indicated that we would qualify for a 3% loan as a non-profit water system. The gentleman from the state also indicated there may federal funding available for infrastructure improvements for capital projects as part of a stimulus package in Congress. A project interest form will need to be submitted to the state. Sierra Engineering (John Schrandt) is willing to draft a Preliminary Engineering Report & master plan required for the Project Interest Form.

**Water Compliance** - Tamara Weary reported:

**Water System Coliform/Microbiological Reports:**

- System 1 sample taken by Frank Naranjo, 04/05/2020, RT00, 87 Aspen Grove
  - Total Coliform - Absent
  - Total E. Coli - Absent
  - Disinfected, Residual 0.05 mg/l
- System 2 sample taken by Frank Naranjo, 04/05/2020, RT008, 720 Los Griegos Road
  - Total Coliform - Absent
  - Total E. Coli - Absent
  - Disinfected, Residual 0.05 mg/l
- Received notification from Frank Naranjo that Lead and Copper samples will be starting June 1, 2020. Checked the New Mexico Drinking Water Bureau site and the last Pb/Cu results were reported 06/12/2017. I believe this is a three-year testing cycle so have contacted Frank to see if he collects the samples or we have to go through someone else for sample collection/testing. Pending response from Frank.

Compiled 05/10/2020 by T. Weary

**Roads** - Dave Stuedell Reported:

Contract is signed with RL Leeder for road maintenance to begin the week of May 25<sup>th</sup>. We should send out a notice that the road compaction machine may cause excess vibration in homes. David is going to ask that asphalt millings be placed on the first 200 yards of Los Griegos.

**Legal** – Paul Lisko Reported:

During the April 18<sup>th</sup> general membership meeting, the members asked for revisions in the language on four of the bylaw amendments being proposed. They asked that we change the official due date in Article III, Section 3 to be simplified as “January 1<sup>st</sup>”; Change wording in Article XIII, Section 1c from LCVFD to Sandoval County and specify no change to any relevant water surcharge or annual dues; Comply with applicable standards from HOA Act for proposed Article IV; For assessing excess water use, omit 3c under Sec.5 & no change to old Sec.6. David questioned why we would change the due date to January 1<sup>st</sup>. It was explained that it clarifies the due date and when interest will begin to be assessed. Paul asked David to make the changes to the bylaws and send them to the attorney for review.

**Firewise** - Ann Cooke Reported:

- No recent discussions have taken place with USFS re: placement of tank for fire suppression. Any meetings that had been planned have now been cancelled due to COVID-19.
- Over the past month, Ann has had a couple of meetings with residents regarding being Firewise and defensible space.
- Todd Haines with the state forestry service, has asked for a report on insurance-related thinning to be sent to NM State Forestry in Bernalillo.
- Firewise communities nationwide are concerned about having their Firewise Day with COVID-19 concerns. A chipper day was proposed to meet the requirement of having a Firewise Day without having a lot of people involved. It is a possibility for June.

**Parks** - Tamara Weary Reported:

- Tamara and Cindy viewed the two playground parks. We discussed a COVID-friendly work day in the park on Forest Road 10. Make it a community event. Ann mentioned this would also meet the requirement for a Firewise Day.
- Open space near Trilobite, Eohippus and Coryphodon needs work. During the last big windstorm, many trees blew down and some impacted nearby houses. Need to hire a company to remove the downed trees to mitigate fire potential. Ann would be happy to go out with Tamara and Cindy to view the work that needs to be done.
- Paul asked Cindy if we got the fixed assets information for the playground equipment. Jeremy indicated that he received that information and passed it along to HOAMCO.

**Architectural** - Josh Toennis Reported:

- Josh indicated that they had received four requests in the past month. Two requests were approved, including a shed for Jeremy Oepping and a new deck and covering on Trilobite.
- Two requests are pending on Los Griegos. One is to build a shop and another is to build a retaining wall. Waiting for reviews from committee members.
- Josh asked if he could add additional members to the Architectural Review Committee. It is ok to expand the committee as long as there are an odd number of members.
- Josh is not directly getting the architectural requests. Paul has asked the webmaster to make that change. He will follow up with him.
- Josh is also not getting the slppoa.org emails. Paul will look into it.
- Josh needs to have a project approved. Paul said that the two other committee members should sign off on the project.

**7. OLD BUSINESS:**

- Tamara checked on the Google Drive regarding an easement for fire department Tamara did not find the document. Paul asked if Cindy could check for it in the county records.
- Paul will follow through with the Hold Harmless Agreement to allow Rigney to thin trees from the adjacent Bootzin property after Todd Haines has marked which trees need to be removed.
- Tamara provided photos of the area that could serve as an alternate exit from Los Griegos during a fire emergency. Paul suggested the trees could be removed as part of the project mentioned above to clear the open space. Tamara indicated that the road is on forest service property so we would have to coordinate with them to do any work. Tamara agreed to make contact with the forest service regarding our suggestions.

**8. NEW BUSINESS:**

None

**9. ACTION ITEMS:**

- Paul is working on a rough draft of a water shut-off policy in conjunction with the excess water use amendment. It would include a leak forgiveness policy for members who take positive steps towards fixing the leaks. It would deal with non-compliant water users in the community and water shut-off policy. Paul will get SCFD response on any policies related to water usage during exigent circumstances. Paul asked for input from the board on the draft. Jeremy mentioned that maybe we don't need a shut-off policy for excessive use. That maybe we just charge and collect the fees and put that money back into the water system. Paul reached out to the County fire chief who confirmed that the fire dept. can take our water in an emergency such as an approaching wildfire. Paul would like an agreement with the fire dept. about how and when to notify residents.
- Fire suppression: Placement of water tanks or bladders by LCVFD for fire fighting purposes. Nothing has been confirmed so far with meetings being curtailed due to COVID-19 restrictions. Tamara will look for notes from old meeting minutes. She said there were several possibilities for having extra water in place during fire season. These include the fire dept. or SLPPOA purchasing water bladders to place around the subdivision and fill during the summer or purchase an extra water tank to be placed in SLP at Fire Station 52. Tamara will follow up at a later meeting.

**10. NEXT MEETING:** June 16, 2020 @ 1915

**11. ADJOURN:** Tamara made a motion to adjourn. Cindy seconded the motion.

**MOTION:** All approved.

**12. EXECUTIVE SESSION:**

Delinquent Accounts

Submitted by: Cindy Hines