

SIERRA LOS PINOS PROPERTY OWNERS' ASSOCIATION
BOARD MEETING
September 9, 2014

Board Members Present: Joe Brophy, Stan Bennett, Judy Kilburg, John Nyhan, Eleni Fredlund, and Peter Veverka. Guests Present: Harold Corn, Scott Downing, Barbara VanRuyckevelt and Mary Moore.

Meeting was called to order by President Joe Brophy at 7:18 P.M.

Mr. Brophy asked that Board members review and approve the agenda. One correction was made to remove guest speaker. Ms. Fredlund made the motion to approve the agenda and Mr. Nyhan seconded the motion. Motion passed unanimously.

Minutes of the meeting were discussed with no corrections noted. Mr. Nyhan made the motion to approve the minutes and Ms. Fredlund seconded the motion. Motion passed unanimously.

OFFICER AND COMMITTEE REPORTS

Treasurer

Ms. Kilburg reported the following account balances:

Operating Account: \$87,602.75

Reserve Account: \$61,814.16

Special Assessment Account: \$2,599.44

To date we have collected \$113,399.47 into the operating account. A review of the expenditures to date and account balances was discussed.

For delinquent accounts, of those who are considered collectable, there is a total of \$11,405.80 in outstanding payments of which \$5,266.69 is for the annual assessment and \$6,139.11 is for the special assessment. Those whose account was referred to the attorney have been billed for attorney fees. One member is not responding and there is no phone contact information on file. This is because new member application forms were not being filed in the filing cabinets in the appropriate unit/lot file. One other member was contacted by the attorney and the member agreed to begin paying. Our total uncollectable for the one remaining foreclosure is at \$4,200.78. Further details of the delinquent accounts will be discussed in the executive session.

Water Maintenance

Mr. Veverka reported that main-line valves were replaced on Aspen Grove/Los Griegos and Bonito Way. The water witch was used by Mr. Corn to determine where the water shut-off was located. A large leak was discovered in the meadow when they dug up the valve. The hole was filling up with water, which made valve replacement difficult. The leak location hasn't been identified, so American Leak Detection will have to come in with helium detectors to determine where the leak is located. This is the high pressure point in the system. Now that meters have been installed in all of System 1, proper helium testing can be performed. Since American Leak Detection is going to be on-site,

this is a good opportunity to make leak detection available to homeowners at a reduced rate - \$80.00 to \$100.00 each. People need to fix their leaks. Mr. Nyhan added that the hole was quite large and filled up to approximately three feet of the surface, so it's a significant leak. A blow-out valve was installed. Mr. Veverka added that schedule 20 PVC was found and needs to be replaced as it's identified. Three new master meters still need to be purchased and we need to make sure they have staggered expiration dates. Mr. Raue will perform the installation. Discussion ensued on a path forward. Mr. Nyhan indicated that a pressure reducer still needs to be installed in the can at the first house on Los Griegos. There is one other resident on System 1 who may want one.

Water Meters

Mr. Corn reported that when the meters were read in September that one meter didn't read properly. After discussion, it was determined that the meter sent for repair had not been reinstalled.

Discussion ensued regarding the need to use logs to report entry into the well houses and lift station. Mr. Nyhan indicated that he has confirmed that this is not required.

ACTION: Mr. Veverka to make arrangements with Mr. Raue to install meter.

Water Compliance

Mr. Nyhan indicated that over time quite a few pictures have been taken and it would be nice to put them into a database. In terms of compliance, he is trying to upgrade the chlorination system. The ones that were in place were dangerous and are being replaced with the type that was suggested by our water operator. The feed still goes into the drinking water system like it did before, but no direct line from the concentrated chlorine solution directly into the feed solution is involved. Mr. Nyhan explained that containment vessels were needed for the concentrated chlorine solutions at every chlorination station. Hoses and graduated buckets were purchased to accurately measure chlorine in each well house. Access in the lift station needs steps as it's not currently safe. Mr. Veverka is ordering two more suction pumps and will also purchase gloves and safety glasses for use when handling chlorination solution. Discussion was held regarding whether face shields would be more appropriate. Mr. Nyhan added that they are getting ready for the Drinking Water Bureau Sanitary Survey which is currently scheduled for late September.

Ms. Moore asked who performed the chlorination. Mr. Veverka replied that our water operator, who is directing us, collects samples and follows our sampling plan.

Mr. Nyhan also reported that this past weekend volunteers and some Board members completed the fencing at the System 1 tank site and the Forest Rd. 10 well-head. It's a requirement that our well-heads be locked, so Mr. Raue will be making locks as per the design from our water operator. This should be complete by next weekend. The Aspen well is flush to the ground and should be 18" high. Mr. Raue will modify this to the required height and add the locking device.

Discussion ensued regarding the path forward for leak detection. Mr. Veverka indicated that a poll of those homes with leaks is needed to find out who is interested. There are

approximately 16 homes. We need to find out what the cost would be for each homeowner if the cost is shared.

Discussion ensued on the type of chlorinators.

ACTION: Mr. Veverka will contact American Leak Detection.

ACTION: Mr. Veverka to purchase suctioning pumps and safety equipment.

ACTION: Mr. Veverka needs to measure lengths for calibrated gauges.

Firewise

Ms. Fredlund reported that the Pino Fire was an opportunity to burn 4,313 acres, which gives us a much better position if there's ever a fire as it's a nice buffer. Two more burns are scheduled. The resurfacing of FR-10 has been put on hold.

Mr. Nyhan indicated that he spoke to the road foreman regarding the bridge in the meadow and whether it's safe for fire trucks. Mr. Fredlund responded that Chief Lee Taylor already had this checked and it's ok.

Regarding the reading from the Forest Service on over-growth from surrounding property, the Forest Service said no. Only dead and down can be removed. There is a plan to work on the area (by Unit 1) but not quite yet. There is a new Forest Service manager so Ms. Fredlund will contact him in a month or two.

Everyone was reminded to be careful with the phone line that's on the ground as it was somehow cut. It's not known when this will be buried.

Ms. Fredlund indicated that on the new website it has a statement that news items are submitted by "undisclosed" and unsure why.

Mr. Nyhan asked if an electric line could be run from the Fire Station to the shed for motion detector lighting.

Ms. Fredlund reported that the Fire Department is moving forward on obtaining the 20,000 gal. water storage tank.

Mr. Brophy asked that once the Los Griegos burn is finished if the Forest Service will open the gate for emergency access. Ms. Fredlund indicated that it will cost too much for the archeological site review. Ms. Fredlund will ask again.

ACTION: Ms. Fredlund will confirm bridge safety.

ACTION: Ms. Fredlund to contact Forest Service manager regarding thinning and opening gate access from Los Griegos.

ACTION: Ms. Fredlund to contact Mr. Schacht regarding "undisclosed" statement.

ACTION: Ms. Fredlund to contact Chief Taylor regarding electrical line.

IT Web Page Status

Mr. Schacht was not present. Ms. Kilburg reported that Mr. Schacht is reorganizing

some of the reports on the member only side.

Roads

- i. Lay-down Trade - Mr. Brophy reported that that the lay-down area trade is cancelled. Sandoval County is no longer performing maintenance as it will now be contracted out.
- ii. Road Maintenance – Mr. Brophy reported that five loads of millings have been placed. Approximately \$7,000 will be billed. In addition, Mr. Meskimen did a maintenance pass on a large area. Mr. Brophy was contacted regarding holes that needed to be filled. Residents need to be reminded that we have a small budget and it doesn't go far.
- iii. Snow Plow Contract – Mr. Brophy reported that the snow plow contract needs to be set up with Mr. Crane. It will be the first action for the new board. Some of our erosion problem is due to plugged culverts. Mr. Meskimen has equipment to fix that and will do it in the spring. The disposition of the sander will need to be resolved. We will no longer be able to get free cinders.

ACTION: Mr. Brophy will contact Mr. Yardman regarding who will be performing the FR-10 maintenance.

Legal

Mr. Bennett indicated that he isn't up to date yet on legal status. Ms. Kilburg reported that three members that were referred to the attorney have paid. Contact has been made with two others and one member has no phone number on record. This will be discussed further in the executive session.

Community Relations

Mr. Nyhan reported that he's had lots of people trying to access the web site. People are also asking about leaks at their homes. If all water is off in the home and the dial on the meter is moving, then there's a leak.

Mr. Nyhan said he is trying to help with communications with Thompson Ridge and us. He is touching base with lots of people.

Architectural

Mr. Bennett reported that there are no new requests. Mr. Bennett indicated he wasn't sure if the covenants were on the web site and Ms. Kilburg thought they were. Ms. VanRuykevelt asked about why the data from the old web site wasn't just transferred over. It was explained to Ms. VanRuykevelt that the previous web master removed the links to the minutes and they were not there to transfer over to the new web page. Ms. Kilburg explained that she has been trying to resurrect minutes from previous years. Since the past secretaries were instructed by Ms. Star to send her the final copy of minutes for posting, that's where they reside. The minutes stored on the laptop that Ms. Dickey-Folks took are not all there. Hard copies were not being filed in the cabinets as they should have been.

Parks

Mr. Veverka reported that the park was mowed. Ms. Kilburg added that Mr. & Mrs.

Otero mowed the front park and Mr. Kilburg mowed the back park and fire station area.

OLD BUSINESS

- a. Water Operator Contract – Mr. Nyhan reported that Mr. Naranjo is taking care of compliance requirements. Mr. Veverka reported that he spoke with Mr. Raue regarding emergency repairs. Mr. Nyhan added that Mr. Naranjo made the offer to provide his services for free this year if we will write a letter regarding this at the end of the year. Rene Evans performs water sampling on Thompson Ridge and is being mentored by Mr. Naranjo.
- b. Authorization to use Coral Fencing – Action is complete
- c. System 2 lightning strike repair – Mr. Corn asked Mr. Schmitt about it but he doesn't have the parts.
ACTION: Mr. Veverka & Mr. Corn to work on repair
- d. Emergency Repair Contract – Mr. Veverka reported that they currently have a verbal agreement with Mr. Raue and it seems to be working well. It's difficult to find people to always be available. Mr. Nyhan added that they are trying to foster a good relationship. Mr. Bennett suggested they have an emergency contact on who to call if Mr. Raue is not available. It was suggested that American Leak Detection be contacted in that case.

NEW BUSINESS

- a. Costs Incurred from Concerned Residents - Mr. Brophy reported that we are realizing "real" costs from the concerned members which includes them directly contacting the accountant and the attorney. There was much discussion on this topic and the fact that they should be billed and pay for these costs. Even Board officers don't just decide on their own to contact the attorney without just cause. Any outside source needs to discuss with the board before making contacts as these.
- b. Annual Meeting Discussion – Ms. Kilburg asked everyone to provide her a list of volunteers. Gift cards will be purchased and they can't be over \$25.00.

Mr. Bennett suggested that during reports at the annual meeting that there is no discussion until after the reports and time discussion time should be limited. Any action members would like to see the Board make should be submitted to the Board. If more discussion time is needed, members should submit a request to discuss at the next Board meeting.

Ms. Moore added that the Board may "think" they're doing a good job of communicating, but they could do more.

- c. Ms. Moore stated that they now have EXECUTE as their internet provider. There are getting 15-20 Kb download. The company is through Texas. When there are

heavy clouds, it doesn't seem to work. The price is by the gigabytes you want and it's approximately \$49.00/month.

Executive Session

The board went into executive session at 9:15.

Delinquent accounts were each reviewed with status provided and new actions that should be taken.

The situation with the "Concerned Members" was discussed.

Motion to Adjourn

Ms. Fredlund made the motion to adjourn the meeting. Mr. Nyhan seconded the motion and it was unanimously approved. Meeting adjourned at 10:33 p.m.

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