

**SIERRA LOS PINOS PROPERTY OWNERS' ASSOCIATION**  
**BOARD MEETING**  
**March 10, 2015**

Board Members Present: Stan Bennett, Peter Veverka, Judy Kilburg, Katie Ballman, Joe Brophy, Jack Nyhan, Eleni Fredlund, Scott Downing, and Max Otero. Guests Present: Loraine Otero, Suzanne Star, Barbara Van Ruyckevelt, and Mary Moore.

Meeting was called to order by President Stan Bennett at 7:15 P.M.

Ms. Fredlund made the motion to approve the agenda. Mr. Otero seconded the motion. Motion passed unanimously.

Ms. Fredlund made the motion to accept the minutes from the February 10, 2015, meeting. Mr. Veverka seconded the motion. Motion passed unanimously.

**OFFICER AND COMMITTEE REPORTS**

**Treasurer**

Ms. Kilburg handed out the Budget and Expenditures report, which included the P&Ls and Balance Sheets.

Ms. Kilburg reported the following account balances:

Balance in Bank Accounts:

Operating Account: \$147,935.16

Reserve Account: \$61,835.62

Special Assessment Account: \$61,670.29

There are a total of seven properties delinquent from past assessments. Two members with delinquent accounts paid their account balances. Uncollectable due to foreclosure remains at two properties. Collection is possible on five properties.

Total delinquent, which includes those that are uncollectable:

\$10,310.06

There are 19 residents who have not paid their annual assessment, either at all or in full. There are 36 residents who have not yet paid their special assessment, although payments are still coming in.

Sunland Management completed their end-of-year review of the books and this will be posted on the web. The 1120H tax return for 2014 was completed by Sunland Management and the required closing entry is complete.

One property on Aztec closed and the property discussed last month on Los Griegos remains as sale pending.

The estimate received from Sunland Management to perform the bank reconciliation on our three bank accounts is \$125 - \$200/month.

Reimbursement was received from the county assessors' office for the property incorrectly charged.

Late fees for 2015 apply on March 11<sup>th</sup> for the special assessment and on April 1<sup>st</sup> retroactive to January 1<sup>st</sup> for the annual assessment.

Mr. Nyhan made the motion to accept the treasurer's report and Mr. Downing seconded the motion. Motion passed.

### **Water Maintenance**

Mr. Veverka reported that there was a leak on the service line at 641 Aspen Grove. There was quick response and NM811 responded quickly. The repair was complete by 2:00 p.m. Thanks to all who responded. The bill from DCS was approved.

There will be new resettable combinations locks installed.

### **Water Compliance**

Mr. Nyhan reported that the over 60 psi test to evaluate for pressure reducer needs for Mr. Corn has been completed.

Tank inspection – The question was passed on to the company regarding how they assure microbes aren't introduced during inspection. They have a process of cleaning their equipment before they enter the tanks. We can add chlorine at the completion of the test. They would like to send someone out to see out tanks prior to the actual inspection at no cost. This will be covered further under old business. Once tank inspection is complete, this will satisfy compliance with NMED.

### **Firewise**

Ms. Fredlund reported that Mr. Studebaker has been sending out notifications. She will send out additional information when necessary.

We are above neutral moisture for fire danger.

### **IT – Web Page Status**

Mr. Bennett reported that he has the name of someone who sets with web pages and may be willing to help our volunteer. It was stated that placement of Board member phone numbers needs to be resolved.

### **Roads**

Mr. Downing reported that we've been hit hard. Mr. Crane was out late on Friday night and back again on Sunday. The shaker for the sand truck was installed, is working, and has been used a couple of times. Mr. Crane was informed about the oil leak and he has been asked to change his order of plowing, starting with the higher areas first.

It was noted that once the thaw is over, we need to schedule maintenance to take care of pot-holes. Areas where no milling was applied has pot-holes.

### **Legal**

Mr. Brophy reported that a meeting with the attorney is scheduled to discuss delinquent accounts.

The response to the lawsuit has been filed. No meeting date has been set.

## Community Relations

Mr. Nyhan indicated that he would like to use the webpage as a means to post community resources and skill sets, and add something eye-catching such as a banner. He also suggested that we advertise local businesses, as there are many SLP members who are business owners. A section on businesses/services gives people a list of who to contact locally.

**ACTION: Mr. Nyhan to begin putting list together and e-mail to Mr. Bennett**

**ACTION: Mr. Bennett will obtain quote on cost for web-page assistance**

## Architectural and Parks

Mr. Otero reported no action for either architectural or parks.

## Action Item Status

- Special Assessment Balance – Ms. Kilburg stated that she’s been sending out notifications. Today’s balance is \$61,670.29
- Signed Plowing Contract for Records – Mr. Downing provided the signed contract.
- Shaker Install – Mr. Downing reported that the shaker was installed
- IT Correction to E-Mail Links – Mr. Bennett reported that Mr. Schacht did check out the first one identified, but we need to close the loop with other e-mail links. We will need help searching through documents.
- Goodwill Ambassadors – Mr. Bennett reported that this hasn’t been posted
- Hardship Request on Web-Site – Mr. Bennett reported that this was posted
- Pressure Reducer Valve (PRV) Identification – Mr. Nyhan reported that we currently have 8 lots where Special Assessment cans are to be installed this year that have high pressure drinking water delivered to them that could be harmful to the plumbing inside of the homes (over 60 psi). Two of these lots are the ones on Outliers Road: these are due to being at low elevations relative to the elevation of the pressure reducer at the System 2 Booster Station as well as relative to the elevation of the System 2 tanks. The other six are all at low elevations on Los Griegos Road relative to the elevation of the System 2 tanks. We need to make sure to make contact with the property owners before installing a PRV.
- Level Con Status – Mr. Corn was not present to report on status.

## OLD BUSINESS

- Sunland Management Bank Reconciliation – Ms. Kilburg reported that the estimate came back at \$125 - \$200/month. She will scan the bank statements and send to them and they will log into Quickbooks remotely to perform the reconciliation.

**MOTION: Mr. Veverka made the motion that Sunland Management will perform the bank reconciliation monthly. Mr. Nyhan seconded the motion. The motion passed unanimously.**

Mr. Bennett noted that we need to make an adjustment to the budget to reflect the added costs.

- Marine Solutions Contract for Tank Inspection – Mr. Nyhan made the recommendation that we proceed with inspection of the five tanks at \$1,000 per tank, with another \$1,000 in case other work is involved, such as finding excess sediment and necessary repairs. If the hatch is too small, then that’s an additional charge.

**MOTION: Mr. Nyhan made the motion to accept the contract to look at all five drinking water tanks by Marine Solutions at \$6,000. Mr. Veverka seconded the motion. The motion passed unanimously.**

- Pre-Meeting “Meet & Greet” Proposal. Mr. Bennett reported that he spoke with legal counsel and they recommended we not put the Board members in an uncomfortable

situation. We will revisit this after the lawsuit is settled.

- Delinquency Proposal – Mr. Bennett reported that further discussion on Ms. Moore’s proposal will be on hold until after litigation.

## **NEW BUSINESS**

- Water Delivery Correction – Mr. Bennett reported that water lines run across private property to two properties. Mr. Nyhan indicated that two easements would have to have been given, and there is no indication that permission was granted. We inherited this from the past and it’s our responsibility to correct the situation. An estimate was received from Mr. Raue for \$8,017.63. Mr. Veverka suggested we use carry-over money to cover this cost. Mr. Nyhan explained how the water line currently runs and the plan to run the new line on Outliers Road. The main line is 1 ½” and it will “T” off with 1” line. Further discussion was held on the details of the line location and installation.
- Web Ideas, Assistance on Web Design – Mr. Bennett asked the Board for ideas on the web-page. It was suggested that we find out what other communities are paying and possibly contact the person on Thompson Ridge.
- Meeting recorder financial commitment and ideas for contacts – Mr. Bennett reported that we are looking for someone to assist in taking minutes. In the past, we have paid between \$7.00 and \$10.00/hr. This needs to be someone with experience in taking minutes. They would be responsible for taking minutes, typing them up, sending to the Board for review, and preparing the final. Probably looking at between \$50 and \$60. More discussion will be held next month under old business.
- Board Member Names, E-Mail, and board@slppoa.org – It was agreed that Board contact information should be on the first page. It was a general consensus to post Board member names, positions, and phone numbers. Additionally, when an e-mail comes to the “board” email address, we need to “reply all” so we know that action has been taken.

**ACTION: Ms. Fredlund offered to assist in gathering the information**

**ACTION: Mr. Bennett will send “Goodwill Ambassador” information to Ms. Fredlund for posting.**

## **EXECUTIVE SESSION**

At 8:25 p.m. the Board moved into an Executive Session. Results of discussion follow:

The Board discussed the lawsuit and that we have denied the allegations and the request for the hearing has been filed. Mr. Hays is keeping us informed.

The Board discussed the uncollectable accounts. These will be discussed further with Attorney Hays.

**ACTION: Ms. Kilburg to send out reminder on the lien policy for debts over \$500**  
Special Assessment liens will be filed at 90 days delinquent to coincide with the Bylaws.

Water usage data reports containing member names will be managed by Mr. Stanley and Mr. Corn and will be provided to Mr. Veverka and Ms. Kilburg.

Meeting adjourned at 9:40 p.m.