

**SIERRA LOS PINOS PROPERTY OWNERS' ASSOCIATION
BOARD MEETING
October 13, 2015**

Board Members Present: Stan Bennett, Peter Veverka, Judy Kilburg, Jack Nyhan, Joe Brophy, Katie Ballman, Max Otero and Scott Bushnell. Board Member Absent: Eleni Fredlund. Guests Present: Suzanne Star; Mary Moore; Sabine Shurter; Harold Corn and Lorraine Otero.

Meeting was called to order by President Stan Bennett at 7:15 p.m. Mr. Bennett stated that we are in very good shape with the budget this year. There are no shortfalls expected through the end of the fiscal year. The Board approved the \$20,000 road maintenance expenditure and there will be money left for the reserve study.

Mr. Peter Veverka made the motion to approve the agenda. Mr. Otero seconded the motion. Motion passed unanimously.

Mr. Nyhan made the motion to accept the minutes from the September 9, 2015 meeting. Ms. Katie Ballman 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: \$93,419.81
Reserve Account: \$65,912.88
Special Assessment Account: \$28,755.27

Uncollectable accounts remain at three properties totaling \$11,684.01.

Collection is possible on three properties, of which two are making payments and the third is being handled by the attorney.

Total Past Due that is Collectable: \$3,274.59
Operating Account: \$1,501.11
Special Assessment Account: \$1,773.48

Two properties closed since the last meeting – one on Aspen Grove and another on Los Griegos. Two more requests for disclosure documents were received – one on Hovenweep and yet another on Los Griegos and was notified today that an offer was made on another property on Aspen Grove. Property definitely still moving.

Ms. Kilburg stated she would like to point out that from the Operating Account Balance of \$93,419.81, \$33,088 of this is the allocation for the 2015 budget. The rest is carryover from SOME of the previous year. Not all years had carryover from their BUDGETED YEAR. The Board approved \$20,000 of this money to be used this year for road maintenance. This will leave roughly \$40,000 left over for leak repairs or other unforeseen expenses from just the

Operating Account alone. Considering we lowered the due three years ago and kept the dues constant for the last three years and covered the meter project overrun, we still have more money set aside now than we did four years ago.

Water Maintenance

Mr. Veverka reported that Albuquerque Leak Detection identified four leaks. One was large and affected the ability to read everything above that leak. It appears to be closer to the tanks.

Leak Study: Mr. Harold Corn discussed the leak study. The meters were read and he got the leak flags or excess water usage and now needs to profile the meter. The focus was midnight to 3:00 am. Three leaks are of concern. The data will be posted with consideration of personal information.

ACTION: Mr. Veverka will contact the three residents with the flags.

Water Compliance

Mr. Nyhan reported that samples were taken in mid-September for haloacetic acids in the water. None were detected. The chlorinators and systems are working well.

Firewise

Mr. Bennett stated that we need to make sure the firewise links are correct and now include the fire chief's cell phone number. Ms. Fredlund is tasked to find someone from the forest service to provide information on stems per acre. Mr. Nyhan contacted the State Forestry Service and they do not use a specific number of trees as measure but rather they look at the diameter of the trees in a base area. The individual offered to write the recommendation for us. Mr. Bennett requested that Mr. Nyhan provide Ms. Fredlund the point of contact and phone number so as not to duplicate effort in this matter.

ACTION: Mr. Nyhan will provide Ms. Fredlund the State Forestry Service POC and phone number.

IT – Web Page Status

Mr. Bennett reported that Mr. Schacht is out of town.

Roads

Mr. Bennett and Mr. Veverka have talked with Chris Luster, the excavation contractor as to what needs to be done before the first snow fall. Only a minimum of work will be done before the winter months. Plans will be developed this winter to get the roads and grades in good shape. The goal is to keep the water that comes off the mountain off the roads and to put together a maintenance plan to follow for subsequent years. Mr. Luster asked if any resident has property stakes that identify the GPS coordinates. Mr. Bennett stated if anyone has or knows of a resident that does have this information to please let him know.

Legal

Mr. Brophy provided status on the delinquent accounts. Of the three delinquent accounts, two are on payment plans. Legally, that is all that can be done at this time. The attorney is in the process of handling the third delinquency. The most aging of the three uncollectable accounts has been sent a letter stating our legal interest/position. May consider doing this on the other two accounts. However, liens are filed on all three of the accounts.

Mr. Brophy stated he was going to meet with **Carlos who has worked with HOAs** this week regarding the reserve study and provide him all the information to date. Mr. Bennett stated it would be a good idea to let the attorney know this is what we are pursuing and that we should

ensure any contract is coordinated with the attorney prior to issuance.

Community Relations

Mr. Nyhan stated he, with the help of three neighbors, has been busy trying to catch raccoons and release them into the woods.

Architectural

Mr. Otero stated that a new resident requested approval for a wood shed which was approved. Mr. Bennett mentioned that Timo Schacht is to submit his approval package for a chicken coop to Mr. Otero for approval.

Old Business

- Vote on List Server policy – this is not intended to restrict information but to divert information through a specific channel. Keep in mind it is not a forum for personal opinions or views. It is intended to identify facts and let people decide on their own. Mr. Bennett recommended the policy be reviewed by the attorney to get his read on it.
- Reserve Study – before year end and for tracking purposes, establish an uncategorized line item as a place holder while an estimate for the reserve study is being obtained. Nothing can be done until the estimate is known. Mr. Brophy will send an email when he finds out the estimate.
- Water leak identification – Mr. Bennett reiterated the established threshold for leak identification - 1 gallon per hour for a twenty-four hour period. The notification process is established as 10,000 gallons with a leak flag. In the event a home is unoccupied, the owner will be notified prior to any action taken unless detrimental to the property. **Water would be shut off without being locked out.** If the property owner is present the homeowner will be notified during the process. **The process is to identify, notify and study.** A message will be posted to the website recommending homeowners have a key available to shut off water on their property if necessary.

New Business

- **Covenant Changes** - Mr. Bennett stated property owners need to address changes or clarifications of covenants and determine what the Board is expected to enforce. **The 400 stems per acre could mean not more than 400 stems. We need to** talk with the Schacht family regarding tree thinning and where they obtained their information. Additionally, talk with the Schacht family about the State Livestock Commission. Be proactive. Talk with neighbors and get their viewpoint on how to handle this situation. Start with one thing at a time. If changes to the covenants are **recommended, they will have to go out for membership vote.**
- ACTION:** Contact the Schacht family to discuss what they found out regarding tree-trimming. (Otero)
- ACTION:** Identify proposed ideas for bylaw changes, if any. (Nyhan)
- Mr. Bennett stated that prior to commencing road work, the homeowner in that area will be informed that their phone line may be at risk. It is recommended that the homeowner contact the phone company and state that road construction is being accomplished and ask the phone company to ensure their line is protected. Also use the 811 line.
 - **Budget – Mr. Bennett reported that although the same amount has been budgeted for the new year, we're budgeting money to put us in a position to be successful and to turn the finances over to a management company. Mr. Bennett is hoping the electricity costs will go down with the water leak repairs. Discussion ensued regarding the large amount of money allocated to professional costs. This is necessary because of the lawsuit and**

once that's settled, we've budgeted for a management company to take over the finances. Mr. Nyhan made the motion to accept the 2016 budget. Mr. Veverka seconded the motion. Motion passed unanimously. It was clarified that next year, \$5,000 not earmarked from the operating account will be moved to the reserve account.

- Nominations and Election of Board Positions:
 - President - Mr. Stan Bennett was nominated by Mr. Veverka. Ms. Kilburg seconded the motion. The motion passed unanimously.
 - Vice President – Mr. Peter Veverka was nominated by Ms. Kilburg. Mr. Otero seconded the motion. The motion passed unanimously.
 - Treasurer – Ms. Judy Kilburg was nominated by Mr. Nyhan. Ms. Ballman seconded the motion. The motion passed unanimously.
 - Secretary – Ms. Katie Ballman was nominated by Mr. Nyhan. Mr. Veverka seconded the motion. The motion passed unanimously.
 - Water Maintenance – Mr. Peter Veverka was nominated by Ms. Kilburg. Ms. Ballman seconded the motion. The motion passed unanimously.
 - Water Compliance – Mr. Jack Nyhan was nominated by Mr. Veverka. Mr. Otero seconded the motion. The motion passed unanimously.
 - Firewise – Ms. Eleni Fredlund was nominated by Mr. Brophy. Mr. Nyhan seconded the motion. The motion passed unanimously.
 - Roads – Mr. Scott Bushnell was nominated by Mr. Veverka. Mr. Otero seconded the motion. The motion passed unanimously.
 - Legal – Mr. Joe Brophy was nominated by Mr. Veverka. Mr. Nyhan seconded the motion. The motion passed unanimously.
 - Community Relations – Mr. Jack Nyhan was nominated by Mr. Veverka. Mr. Brophy seconded the motion. The motion passed unanimously.
 - Architectural – Mr. Max Otero was nominated by Ms. Kilburg. Mr. Nyhan seconded the motion. The motion passed unanimously.
 - Parks – Mr. Max Otero was nominated by Mr. Veverka. Mr. Nyhan seconded the motion. The motion passed unanimously.

Mr. Terry Vergamini was voted as an alternate and will serve in the event that one of the Board members is not able to complete their term.

ACTION: Mr. Brophy will verify the information regarding alternates.

Open Forum

Ms. Suzanne Star asked if the inspection for leak detection report will be placed on the website. Mr. Veverka stated that Mike Schacht will post it on the website if it already hasn't been posted. Mr. Veverka stated that the report indicated a large isolation valve leak by the well house. The second major leak is at the intersection of Hovenweep and Bonito road. The third leak is associated with the fire stand. Mr. Veverka said the contractor will start working on these leaks by the end of the week. There were no other residents with leaks flags greater than 10,000 gallons that requested a leak detection inspection.

Ms. Mary Moore reminded the Board not to forget the idea to help our neighbors.

Mr. Bennett stated that a proposed pavilion type of structure will be erected at the park in the spring.

The public Board meeting adjourned at 9:11 p.m.

Executive Session

Commenced at 9:18 p.m.

Response to law suit

Delinquencies

Water usage information

Adjourned at 9:47 p.m.