

**SIERRA LOS PINOS PROPERTY OWNERS' ASSOCIATION  
BOARD MEETING  
March 8, 2016**

Board Members Present: Stan Bennett, Peter Veverka, Judy Kilburg, Joe Brophy, Jack Nyhan and Max Otero. Board Members Absent: Eleni Fredlund, Katie Ballman and Scott Bushnell. Guests Present: Suzanne Star; 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 the Board members present met the quorum requirement.

Mr. Otero made the motion to approve the March 8, 2016 agenda. Mr. Nyhan seconded the motion. Motion passed unanimously.

Mr. Joe Brophy made the motion to approve the 2<sup>nd</sup> draft of the SLPPOA Board Meeting Minutes dated February 9, 2016. Mr. Otero 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 as of March 7, 2016.

Balance in Bank Accounts:

Operating Account: \$143,422.83  
Reserve Account: \$65,935.87  
Special Assessment Account: \$29,431.37

Past due accounts:

UNCOLLECTABLE remains at three properties totaling \$12,581.70.

COLLECTION is POSSIBLE on three properties, of which two are still making regular monthly payments and the third is being actively pursued by the attorney.

Total Amount Past Due that is Collectable is down to \$923.59.

Received another request for disclosure documents for a home on Los Griegos Road. Ms. Kilburg stated that she has not received the closing documents yet for the property sold on High Road. To date, twenty-one properties have sold in the last two and a half years.

Legal costs incurred for the law suit as of the last invoice, which covered through mid-February is a \$20,951.94. This also includes costs incurred by Sunland Management related to the suit. Ms. Kilburg wanted to point out that Mr. Casanova gave us a discount and wrote off part of his time related to the law suit.

Ms. Kilburg also stated that she received a \$1,593.75 bill from Marcon Excavating for work done on Los Griegos and Cerro Pelado roads, not included in these financial reports as it was just received.

Mr. Brophy stated that a decision by the Board is necessary for the \$29,431.37 remaining on the Special Assessment account. Ms. Kilburg commented the money can go back to the Operating Account anytime but the Board needs to decide what meter assembly spare parts are needed. Mr. Peter Veverka stated four complete water meter assemblies should be sufficient, approximately \$2,000.00. He stated that massive maintenance funds will be required for anticipated repairs; however, more will be known when the soon to be established Water Committee meets.

Mr. Brophy had a question about the Profit & Loss expense on Insurance - Liability and how it's derived. Ms. Kilburg responded that it's the amount prepaid to date.

### **Water Maintenance**

Mr. Veverka stated there are no new issues and everything seems to be working smoothly. He said Mr. Harold Corn did a profile for Mr. Brophy and it determined that the break was outside the meter on the main line.

### **Leak Study**

Mr. Harold Corn stated that the trend shows no new leak flags. The water meters were read on March 1, 2016:

- All active meters (143 of 151) were read; includes three well meters.
- Five meters exceeded 10,000 gallons.
  - Four meters had leak flags
  - Highest meter usage (15,183 gallons) – no leak flag.
- Total Leak Flags = 22 (increase of one over last month)
- Extracted one meter profile, for diagnostic purposes, which experienced a water break last year.

Water Audit for February 2016:

- System 1 pumped 1,005,880 gallons; metered 229,439 gallons; unaccounted for water = 77.19%
- System 2 pumped 122,580 gallons; metered 112,279 gallons; unaccounted for water = 8.40%

Mr. Corn commented that overall, the community is conscientious with water use. If all the leaks in system 1 could be fixed they could start running the Hovenweep well.

### **Water Compliance**

Mr. Nyhan reported that we have received a revised total coliform rule from NMED Drinking Water Bureau. This new rule has to be responded to by April 1, 2016 and may require modifications to the sampling plan currently in effect for SLPPOA. He will check with Frank from the Drinking Water Bureau. They are trying to be more explicit about everything now. CCRs need to be on a specific schedule. Also, the Forest Service Road 10 well has not been capped and the condition needs to be checked. Water samples collected on February 15, 2016 showed no coliforms and acceptable chlorine residuals in the range of 0.07 to 0.10.v.

### **Firewise**

Mr. Bennett stated that Ms. Fredlund is busy working for a firewise. A workshop on Fire Preparedness will be held on Saturday, April 9, 2016 at the Jemez Mountain Baptist Church. There is a flyer posted on the SLPPOA website.

## **IT – Web Page Status**

Mr. Bennett reported that the Schachts are moving to Idaho. Mr. Veverka asked if anyone had spoken with Mike Schacht to determine if he may be interested in continuing to maintain the IT web page in a paid position.

## **Roads**

Mr. Bennett reported that Mr. Scott Bushnell is in Oregon. His mother passed away. He will be back on March 14<sup>th</sup>. If it snows a designee will call the contractor for road clearing service. The road clearance issue still remains, the roads are not wide enough for a snow berm and vehicle clearance when it snows. We need to map our roads with GPS coordinates, thanks to Max, we now have GPS coordinates to start working from. If anyone can find their property markers, let us know.

## **Legal**

Mr. Joe Brophy stated that the Board received a cancelation notice from Philadelphia Insurance Company with reasons that are not valid. He has been working with Mr. Allen McQuiston of the Jemez Agency to rebut the cancelation. This policy expires in May. If anyone knows of another insurance company that can include playgrounds and well equipment assets to please let him know. Mr. Bennett recommended Lloyds of London.

Mr. Bennett reported that the next court date for the law suit is now June 6, 2016 at 9:30 AM.

## **Community Relations**

No actions. Mr. Nyhan commented that the Schachts move to Idaho is a big loss to the community. Mr. Bennett stated that we have several new families.

## **Architectural and Parks**

Mr. Otero mentioned that there was an email from a resident wanting local tractor work. Ms. Kilburg stated that she recommended Dave Raue to the resident.

## **Action**

- Road marker stakes for water and telephone (Bushnell) – Mr. Bennett said this is a touchy subject where property lines are needed to be re-established and eminent domain. GPS coordinates will define the roads. Mr. Bennett is looking to Mr. Bushnell to determine what types of stakes are needed, i.e., sturdy, size, reflectors, etc. Help is needed. If you know of areas on your property that need to be identified, let Mr. Bushnell know.
- ALD Final Report/Sonic follow-up (Veverka) - Mr. Veverka made a call and didn't hear back. Mr. Nyhan will take this over and hold their feet to the fire.
- Well dropping head tests (Nyhan) – Nothing has been done yet. The tests are done to determine the health of the water system, i.e., recharge rate. We may need to hire someone. Mr. Bennett requested an estimated amount for budget purposes.
- Reserve Study (Brophy) – Since no other source is known, it was suggested to go with the company from whom we have a quote. The quote has expired so an updated quote will be requested from the company so a Board vote can be accomplished.

- Thinning Applications (Fredlund) – Mr. Bennett stated that Ms. Fredlund said there is no current funding but there may be later. Ms. Fredlund will try to provide a longer lead time so residents have plenty of time to complete their application.
- Water Committee Meeting (Veverka) – Mr. Veverka will start search for leaks manually by taking a 10 foot core every 50 feet to look for water. He has contacted a geologist who may be able to assist with core samples. The committee needs to be people who will do actual work. He needs dedicated commitment and time from volunteers. Mr. Nyhan suggested investigating a nonprofit organization. The HOA wants to make sure our well rights are protected.

### **Old Business**

- Water Leak Policy for Leak Identification and Notification – Mr. Bennett read the latest version of the policy. Discussion ensued and recommended changes were made to Mr. Bennett which will be incorporated. Mr. Nyhan made the motion to accept the policy with the proposed changes. Mr. Veverka seconded the motion. Motion passed unanimously.
- Grant proposals – identifying sources – Mr. Nyhan and Mr. Bushnell will look at this.
  - Roads
  - Member knowledge
- Unit Covenants for property owners – Mr. Bennett stated that by spring covenants need to be revised. He suggested the Board talk with neighbors to see what they want. The main issues in the covenants are animals and trees. Mr. Nyhan stated that an individual from the Forest Service Department volunteered to write the requirements for the trees.

Mr. Veverka relayed a message from Jan Studebaker regarding subject matter on the community list server. While the community list server is an essential notification tool, the Board is not responsible for the content on the list server. The SLPPOA website is the official website. Therefore, the statement on the list server about the Board's responsibility needs to be removed in its entirety. Ms. Kilburg stated she believes the SLPPOA introduction letter notifies new members about the list server system's availability, but she will verify. It is the homeowners' responsibility to provide their e-mail address to Jan Studebaker. Peter made a motion to accept this decision and Mr. Nyhan seconded the motion. The motion passed unanimously. Mr. Veverka will inform Mr. Studebaker of the decision.

### **New Business**

- Request for questions regarding 2013 McKinney & Assoc. Audit
  - Will have to be delayed until court action by Star et. al. suit is completed in the event of conflict.
- Special Assessment funds move to Operating Account will have to be determined and voted on by the Board.
- New budget proposal to pay for website maintenance. There needs to be a budget discussion/planning meeting.
- Reserve Study
  - Audit information may assist in the reserve study
  - Need an updated quote

The public Board meeting adjourned at 9:06 p.m.

## **Executive Session**

- Delinquency actions.

The Executive Session adjourned at 9:44 p.m.