

**MINUTES**  
**SIERRA LOS PINOS PROPERTY OWNERS' ASSOCIATION (SLPPOA)**  
**BOARD MEETING**  
**November 15, 2016**

1. **CALL TO ORDER:** The President, Judy Kilburg called the meeting of the Sierra Los Pinos Property Owners' Association to order at 7:16 p.m. at the La Cueva Fire Station. Ms. Kilburg asked if the Board had reviewed the agenda and if there were any additions or changes. There were none. Ms. Fredlund made a motion to approve the agenda and Mr. Otero seconded the motion. There were no oppositions.
2. **ROLL CALL:** (P-Present, E-excused, A-Absent without notification)

Pres - Judy Kilburg	P	Water – Peter Veverka	A	Firewise – Eleni Fredlund	P
VP - Harold Corn	P	Roads – Terry Vergamini	P	Parks/Architectural – Max Otero	P
Sec/Treasurer - Lorraine Otero	P	Legal – John Fredlund	P		

GUESTS: Mr. Stan Bennett, Mr. Joe Brophy, Ms. Sabine Shurter and Ms. Suzanne Star

3. **APPROVAL OF THE MINUTES:** Ms. Kilburg asked if the Board had an opportunity to review the 3<sup>rd</sup> draft of the October 11, 2016 meeting minutes and if there were any other changes. There were none. Ms. Fredlund made the motion to approve the meeting minutes. Mr. Corn seconded the motion. There were no oppositions.
4. **STANDING OFFICER REPORTS:**

**President** – Ms. Kilburg asked the Board to please submit their officer reports electronically prior to the Board meeting. She commented that it provides information for the other Board members and facilitates the Secretary in preparing the minutes.

**Vice President** – Mr. Corn had no comment.

**Secretary/Treasurer** - Ms. Otero provided the Treasurer's Report as of October 31, 2016.

The balance in accounts as of October 31st are:

Operating Account: \$73,296.84

Reserve Account: \$ 82,984.80

Special Assessment Account: \$5,218.12

As of October 31, 2016 we've transferred the remaining balance of the LANB operating account to HOAMCO.

Past due accounts:

As of October 31, 2016, there are two uncollectable accounts totaling \$7,653.11. It looks like we may be able to collect on one of these and one is being handled by the attorney which we've given the go ahead to proceed with legal action.

There are three collectable accounts. One still owes only late interest. The total collectable possible on these accounts is \$1,511.53.

We received one disclosure request which was turned over to HOAMCO for a property on Trilobite.

Legal costs remain at \$31,412.55. This amount is just lawsuit costs.

You will note that the HOAMCO financial reports show a tremendous amount of detail which we were not capable of providing in the past. It will take time to get familiar with their reporting. We just received the reports today but next month we should get the report with sufficient time to provide electronically so that the Board can review. If there are any questions on the reports please let us know.

**5. STANDING COMMITTEE REPORTS:**

- a. **Water Committee** – Mr. Corn stated Mark Stanley sent meter results show that on the Aspen well we pumped approximately 200,000 gallons less for the month of October. The others were about the same.
- b. **Roads** – Mr. Terry Vergamini stated there is still no word from the two contractors interested on bidding for the work on the roads. Ms. Kilburg asked if the snow removal contract was in place yet. Mr. Vergamini said the contract has two places on the contract for individuals authorized to request snow removal. He asked if that typically was the roads person. Ms. Kilburg stated Mr. Vergamini would be the primary person to call for service and she would be the backup if he is not available. Mr. Vergamini needs to let her know if he will be out of town so she will be aware. Ms. Kilburg stated the contract cost increases by 5% every year so each year the contract it is updated. If we keep getting snow after the contract amount is exhausted, then Mr. Crane charges per hour. Ms. Kilburg and Mr. Vergamini will sign the contract and it will be sent to HOAMCO so they can process a check as soon as possible in the event we get snow soon.

Chris Luster got someone to do some grading on the loop of Los Griegos. Ms. Kilburg said she had not noted any changes. Mr. Luster committed to getting work done before the snow gets here. Ms. Kilburg said the problem with some of those steep areas is that when it gets icy the washboards force the driver into the bar ditch. Mr. Corn stated that there was an 811 request for Mr. Luster so maybe he will be doing something shortly.

Mr. Vergamini asked about where the markers need to be. Ms. Kilburg said the water meter markings are a priority. We need to contact the coop and the phone company to come out and mark areas that they deem are necessary. Mr. Vergamini said he will figure out how many stakes will be required for the water meters. Ms. Kilburg said we need to do something soon.

- c. **Legal** – Mr. John Fredlund mentioned that during the turnover of the previous Legal Chair, he was told the Reserve Study was expected at any time. After waiting three weeks Mr. Fredlund contacted Carlos Gallegos at Criterium to inquire about the report. Mr. Gallegos said that he had talked with Harold and Peter and they had showed him a map but he didn't get a copy. Mr. Corn said he sent Mr. Gallegos the AutoCAD copy via email. Mr. Fredlund said the company sounded like they hadn't done much. Mr. Corn said if Mr. Gallegos hadn't gotten the map he should have let them know. Mr. Corn said he would call Mr. Gallegos.

Mr. Fredlund also mentioned he contacted the attorney to get the legal action started but hasn't heard anything more from him. Ms. Kilburg said that typically when the attorney gets something started he notifies the Board.

- d. **Firewise** – Ms. Fredlund said she has received emails from members regarding the piles of slash along Forest Service Rd 10. She asked Ron Gallegos of the Forest Service about them and was told that they will be burned for the forest health and to open the canopy. They will burn them when snow is on the ground but right now Mr. Gallegos didn't have a date. Over one-third of the Vallecitos burn was done. The contract is good until December 3<sup>rd</sup> but she hasn't heard when they will start up the burn again.

- e. **Parks/Architectural Changes** – Mr. Otero reported that nothing is going on with the parks right now. He received a request from a proposed homeowner asking if there are any restrictions for building a treehouse. Mr. Otero said the only restrictions in the covenants for that unit show a 25 foot setback from the property lines and any visual restrictions from the neighbors. Mr. Otero wanted to discuss this among the Board. It was decided that more detailed information about the treehouse is needed from the individual before a definitive answer can be provided. What type of roof, what will it be used for, will water and/or electricity be required. These are single dwelling lots. Mr. Otero will inquire further.

6. **SPECIAL COMMITTEE REPORTS:**

- a. **Annual Meeting Minutes** – Ms. Otero said she finalized the draft of the Annual Meeting Minutes and will forward to the two non-Board individuals that offered to review the minutes and provide comments.

7. **OLD BUSINESS:**

- a. **Reserve Study** – covered under Legal discussion at paragraph 4.d.
- b. **Water Compliance Chair Position** – Ms. Kilburg said a Board member resigned from the Board in September. When we did elections last month we didn't select anyone to accomplish the specific water compliance duties. Ms. Kilburg asked if anyone wanted to volunteer or does the Board need a separate person to do the water compliance? Ms. Kilburg was asked what the duties entail. Communication with the State and our water operator, and ensuring our reporting is done timely and that we are in compliance with all requirements. Mr. Corn stated that some things fall through the crack. He said a lead and copper sample needs to be done from different homes every three years between June and September 30. It was due this year. This sample fell through the cracks so right now we are out of compliance. Ms. Kilburg asked why our water operator would not have known or informed us of this requirement. Mr. Corn said that our water chair was informed by our water operator this particular sampling was not his area of responsibility. Mr. Corn called the NMED office who recommended that we just wait until next year to perform this sampling. Ms. Kilburg said we need to look at the schedule to see what else is coming up.

**ACTION:** Mr. Otero will talk with Mr. Shawn Weary to see if he would be interested in the Water Compliance position as this is Mr. Weary's area of expertise.

8. **ACTION ITEMS:**

- a. Road markers (Vergamini) – Reference Roads Committee Report (6.c.)
- b. Levelcon Repair (Veverka) – Mr. Corn informed that Dave Schmidt is doing quite a bit of work on the Levelcon. They tried to revive the old satellite on System 1 but it was beyond repair. Upon Board approval Mr. Schmidt ordered a new single channel levelcon reporting unit that actually reports over the Verizon network. It's a cheaper unit than System 2 and takes AA batteries. At this time it's reporting the correct level. Mr. Schmidt has been very helpful.
- c. Snow Removal (Vergamini) – Reference Roads Committee Report (6.c)

9. **NEW BUSINESS:**

- a. Board Vacancy: Ms. Kilburg said the departure of Mr. Jack Nyhan leaves a Board vacancy. According to the Bylaws the Board can vote someone in or it can be left as a vacancy. This would have been Mr. Nyhan's second year of a three-year term. If we don't appoint anyone else in, then in September, on the ballot we will have a vacancy for the last year of his term.
- b. List Server Authorization: Mr. Corn stated that in all of our water construction and pipe replacement there has been a few times where the authorized individuals have not been available. Currently it is Eleni Fredlund and Jan Studebaker. Mr. Corn said he would volunteer but he's not certain what needs to be done. Ms. Fredlund said she will get together with Mr. Corn. Also, Ms. Kilburg said she will talk to Mr. Studebaker.
- c. Residential Leak Flags and excess usage policy (notification & surcharge) – Mr. Corn prints and reports every month to the Board about the leak flags. This policy is considering when and how to notify members when they have leak flags. There are two problems. A leak flag occurs when a leak

is one gallon per hour for 24 hours. Last month for October there were thirteen flags on System 1 and six flags on System 2. System 1 had only nine flags last month. It was discussed if we should notify people as some are down in the noise but if everyone leaked that much it would become significant. Mr. Corn suggested that everyone be treated equally and it would be best to notify all by email. Ms. Kilburg said that members do not always update their email addresses. Mr. Corn said the second problem is that there are a few high-users. Ms. Kilburg stated we will have to do research and have discussions with the attorney to see how to handle these cases, i.e., a surcharge over a certain amount of usage. Since we're not any type of water utility we have to see what our limitations are and develop policy accordingly. Mr. Corn said as a start, individuals with leak flags will be emailed or called. Ms. Fredlund stated it would be a good idea to notify members on the list server that these notifications will be occurring and members with leaks will be contacted for the safety of their home and water usage. Mr. Fredlund suggested that notified members reply to the email or a follow up email/calls will be initiated.

- d. Draft Policies – a couple of policies where motions were made at previous Board meetings need to be formalized. The first is a Need to Know Policy which discusses how to handle personal information and the aging reports, etc. Ms. Kilburg sent a draft out to the Board. Please look at it and provide comment. The second is a \$500 No Lien Policy, which she is working on and will send out to the Board in the next week or so. Please provide comment on these policies and the attorney will review after comments are received.
- e. Lack of 911 access during phone outage – Ms. Kilburg stated that this is out of our control. We are an aging community and there are people with health issues. She suggested we become more cognizant of our neighbors and their needs.
- f. There is a fifteen minute hearing scheduled at the Sandoval County Courthouse for the lawsuit on December the 12<sup>th</sup> at 10:00 a.m.

**10. NEXT MEETING:**

The next Board meeting will be December 13, 2016.

- 11. ADJOURNMENT:** Mr. Fredlund made the motion to adjourn the public meeting and Ms. Fredlund seconded the motion. There were no oppositions. The meeting adjourned at 8:18 p.m.

**EXECUTIVE SESSION:** Meeting commenced at 8:24 p.m. and adjourned at 8:58 p.m.

Submitted by: Lorraine Otero, Secretary