

**MINUTES**  
**SIERRA LOS PINOS PROPERTY OWNERS' ASSOCIATION (SLPPOA)**  
**BOARD MEETING**  
**June 13, 2017**

**1. CALL TO ORDER:** President, Ms. Judy Kilburg called the meeting of the Sierra Los Pinos Property Owners' Association to order at 7:17 p.m. at the SLP Fire Station.

**2. ROLL CALL:** (P-Present, E-excused, A-Absent without notification)

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

GUEST: Ms. Suzanne Star

**3. APPROVAL OF AGENDA:** Ms. Kilburg asked if everyone had a chance to review the agenda. Mr. Fredlund asked that under New Business, Fire Hydrant be added. Ms. Otero made a motion to approve the June 13, 2017 agenda. Mr. Veverka seconded the motion. There were no oppositions.

**4. APPROVAL OF THE MINUTES:** Ms. Kilburg asked if everyone had reviewed the draft meeting minutes. Mr. Veverka made a motion to accept the minutes and Mr. Otero seconded the motion. There were no oppositions.

**5. OFFICER REPORTS:**

**a. President** – No Report.

**b. Vice President** – No report.

**c. Secretary/Treasurer:** Ms. Otero provided the following Monthly Report:

(1) The balance in accounts as of May 31, 2017 are as follows:

Operating Account: \$142,735.05

Reserve Account: \$84,873.02

Special Assessment Account: \$5,218.42

(2) Past due accounts:

As of May 31<sup>st</sup> we have 18 past due accounts which total \$19,573.93. Of these delinquent accounts, four are considered uncollectible in the amount of \$11,800.44. Four others paid their assessment but did not pay the interest portion so I will send a reminder to them. One member paid in full but HOAMCO didn't receive it until June 1<sup>st</sup>. Five members requested payment plans which were all approved at last month's Board meeting and those members notified of their approval. On June 3, I send warning letters to the remaining delinquent members.

(3) Legal costs for the lawsuit increased by \$159.50 to \$34,478.43. The increase was due to a conference that our attorney had with the auditor regarding pending litigation with the Star lawsuit.

(4) We received the draft 2016 tax return on May 31<sup>st</sup>.

(5) We received the draft 2016 audit on May 31<sup>st</sup>. It was reviewed and Judy had some questions, corrections etc. which were provided to the auditor.

(6) On June 6<sup>th</sup> I requested HOAMCO cut a check for \$40,000 so that transfer can be made to our Reserve Account at LANB in accordance with the Board meeting last month. Upon receipt of the check I'll deposit it into the Reserve account.

(7) Welcome packages were mailed for two new members.

(8) I have a message from Katie Ballmann for the Board and non-Board members so she wanted to make sure it got in the minutes and I quote:

“The people that provide the emergency medical services and are not getting the acknowledgement that they deserve. It doesn't matter what time of day they are called, they are always there to help. They have been compassionate, caring and knowledgeable every time I've needed their services. We don't realize what a valuable service we have in our community and I just want to say “Thank you and God bless you”. I also want to thank the Board members for all they do and all they put up with. They definitely don't get the respect and acknowledgement they deserve. SLPPOA members should show their appreciation for the hard work they do to keep our community going and making this a great place to live. For God sakes...these are volunteers--Appreciate them!”

## **6. STANDING COMMITTEE REPORTS:**

### **a. Water**

i. Water Maintenance – Mr. Veverka stated the installation of the pipe has gone really well. Today we finished tying together the new pipe with the old one on Mimbres. We got the 1,000 feet in today and just need to backfill. All the connections to the Shurters and James houses are completed and the connection to the blowdown in the valley and to the Hovenweep side are complete. We now have new valves at the bottom of the hill from Hovenweep to Vallecitos and now have an isolation valve there so when we do have isolate we don't have to cut off San Juan. It was difficult because it was very rocky. Mr. Raue lost a tooth on his backhoe and a side window in his cab when he was lifting up one of the stabilizers. We should be finishing up and I don't know at what point we want to discuss the expenses on this project going forward this summer and estimate the future cost. Mr. Otero commented that the leak rate should be a lot lower now. Mr. Veverka said we're getting closer. It should be under ten, about two gpm less. Another section that goes out to the meadow will decrease it by about 1.7 gpm. Beyond that we don't have anything measurable because of the sensitivity. After that it'll be hard to get it any lower. Possibly we can get it down to six gpm. We need to have this as part of the reserve study so that the maintenance is scheduled routinely.

ii. Water Compliance – Mr. Corn provided the following Compliance – Meter report for May 2017

Water System Coliform/Microbiological Reports:

- System 1 sample, 5/6/17
  - o Total Coliform - Absent
  - o Total E. Coli - Absent
  - o Disinfected, Residual 0.12 mg/l (Mesa Verde Rd)
- System 2 sample, 5/6/17
  - o Total Coliform - Absent
  - o Total E. Coli - Absent
  - o Disinfected, Residual 0.05 mg/l (631 Aspen Grove)

Water System Compliance Schedule required by NMED DWB for 2017:

- TTHM are from 6/1-6/30 (sample has been taken and was submitted to the HAEL on 6/11/17).
    - Lead & Copper 6/1/17-9/30/17 (sampling in progress)
    - HAA5 9/1-9/30/17 (1 sample) due date
    - CCR (Consumer Confidence Report has been submitted to and approved by NMED).
      - o A copy of this report has been posted on the SLPPOA-WATER webpage.
- Notification and certification will be sent to NMED

Water System Misc:

- The highest System 2 member has increased their water usage from 47,962 gals in April to 64,813 gals for May. This member has been contacted by a board member. Mr. Otero said he talked with the member he didn't realize that there was a leak. The member didn't say if he was going to fix it. Mr. Otero noted that the member is turning the water off at the meter when he leaves home now that he is aware. Mr. Otero talked with the member and the member said he checked everything and the leak was not inside his house and that everything was tight. Mr. Otero said he believes the member is trying to fix the leak.
  - This year Sys 1 pipe replacement project began June 5 2017 and is still in progress. Covered under a separate report.

Water Usage: (Meters were read on June 1, 2017 by Harold Corn, reader setup was by Mark Stanley)

- System 1
  - o Wells Pumped 818,782 (747,860) gals (last month's data)
  - o Leakage Rate = 11.8 (11.5) gpm
  - o Leak Flags Identified = 15 (16)
  - o Users >10,000 gals = 5 (4); highest users = 23,099 (NO LEAK FLAG); 14,293 (leak flag); 13,219 (NO LEAK FLAG)
- System 2
  - o Well Pumped 258,810 (209,410) gals, (...last month's data...)
  - o Leakage Rate = 1.1 (1.0) gpm
  - o Leak Flags Identified = 4 (5)
  - o Users >10,000 gals = 2 (2); highest users = 64,813, 28,068...~ 45% of Sys 2 usage

**b. Roads** – Ms. Kilburg stated she hasn't received any more bids. She got the name of someone that is interested in doing the roads and she needs to give them a call. We don't have

any bids right now. Mr. Corn said he followed up with a call to Chris Luster and talked with his wife and she told him she would let Chris know he called. Ms. Kilburg said it will be just grading right now and maybe we can do more later. She has noticed that some residents have been going out with shovels and filling in holes and it's greatly appreciated.

**c. Legal** – Mr. Fredlund reported the following:

Mr. Fredlund said he missed the lawsuit court date because of fire department activities.

You probably saw the email about the insurance. He received .pdf copies of our current directors' and officers' policy. Mr. Fredlund sent about four comments on the policy. He was not satisfied with their responses. There is a statement in the policy that erroneously names the wrong individual on the existing lawsuit. The company said they will correct it next year however, Mr. Fredlund said it needs to be corrected right away. Also there are a couple of things they said they won't cover however, the employer protection area which does not apply since there are no employees in the SLPPOA Board.

**d. Firewise** – Forest Service is currently patrolling and checking for escaped campfires, of which there have been plenty. Because of our dry, hot season they have added an engine and fire truck from Utah to help out with our hot and dry period, along with 4 more Jemez Eagle AD's. Latest fire after 134 fire, was the 4 Bravo fire at 3/10 acres off Hwy 4, near San Diego overlook. Caused by deserted campfire. The people from Utah were very impressed by how high the flames were simply from the dry pine needles. There's been quite a few campfire escapes so now it's in the La Cueva Volunteer Fire Department Standard Operating Procedures to go out Monday morning to check out certain areas. Mr. Fredlund showed a picture of the worst campfire that was found which was left unattended and smoking and had empty beer cans on the ground. Ms. Fredlund said they are finding 13-40 campfires every weekend.

**e. Parks** – Mr. Otero said he mowed the grass at the large park last week. He will mow the smaller park soon.

**f. Architectural** – Mr. Otero received a member complaint about a build that was going on and wondered if the resident had an approval. Mr. Otero informed the member that indeed the resident had an architectural approval.

## 7. OLD BUSINESS:

**a. Audit Status** – Ms. Otero previously discussed this in the Treasurer report.

**b. Restrictive Covenant Violation** – Mr. Fredlund didn't have anything new to report other than what we heard from Ms. Star which Ms. Kilburg stated we had most of that information already. Mr. Fredlund stated there is really nothing we can do at this time.

**c. Meter Can Install on Vacant Lots** – Mr. Corn said he did not have any official requests. He had a verbal request from another lot owner that they may want to put a can in as we do our second phase of pipe replacement this year. Mr. Corn asked the lot owner to send something official so that the parts can be ordered.

**d. Google Drive** – Mr. Fredlund stated that we need to add another folder that everyone can access besides the Documents folder. Everyone needs to realize that their specific folder is only accessible to the owner of the folder along with Ms. Kilburg and Mr. Fredlund. Mr. Fredlund will also add Mr. Corn so that he is able to view all folders as well.

**e. Board Volunteers** – Ms. Kilburg asked if anyone has had luck pursuing prospective volunteers. Ms. Otero said she talked with Mr. Peterson but she wasn't sure of his level of interest.

**f. Newsletter** – Ms. Kilburg said she sent out the first draft version of the newsletter. She asked that the Board include their information, fill in the blanks, etc. Mr. Veverka will add something in the newsletter when they have a leak flag that they should check the inlet pipe. It appears the glue on the pipe came loose and was leaking. Mr. Veverka will include a stepped process that members can use to determine where the leaks are along with a point of contact for repair.

## **8. ACTION ITEMS**

**a. Residential water leak flags** – Mr. Corn already discussed above.

**b. Excess usage policy** (surcharge/metering) – Mr. Corn said what does the Board think about creating a committee. Mr. Veverka asked if we can do this legally. Mr. Fredlund stated that the legal opinion eluded it was something we could do. Mr. Veverka said it needs to be determined how much water will be provided for free (included in assessment). How much is a legitimate amount to use per person/family. Will this be a monthly allotment, annual allotment, etc. Possibly put a notice on the list server that members interested in being part of this committee contact the Board. Mr. Fredlund will draft a notice and provide to Ms. Fredlund to place on the list server. The title will be Excess Water Usage Surcharge.

**c. Draft policies** – Ms. Kilburg asked if everyone had a chance to review Mr. Fredlund's comments on the No Lien policy and if anyone had additional comments. No additional comments were received. Ms. Otero made the motion to approve the No Lien policy, Mr. Veverka seconded the motion. There were no oppositions. Ms. Kilburg signed the policy.

**d. Reserve Study Corrections** – Ms. Kilburg received all the information that she needed and started putting everything together. Ms. Kilburg went through the questions/comments provided by Suzanne to ensure she included all the changes that are required. She will get it sent to Carlos tomorrow.

**e. Funds Transfer to Reserve Account** – Ms. Otero discussed it above.

**f. Mgt Company/Accounting Firm Bids** – In looking at the type of things we need done, we don't necessarily need a management company. Mr. Fredlund is waiting for his former co-worker to get back to him as his wife does work for companies working in Los Alamos. Ms. Kilburg also found out that the previous person that did SLPPOA books is still in business but under a different name; however, she is a much more expensive than what we have now. Ms. Otero also mentioned that she believes one of the new members is an accountant at the lab and may be interested in doing this on the side.

## **9. NEW BUSINESS:**

**a. Newsletter** – Kilburg discussed above.

**b. Member Complaint Re: Numerous Inoperable Vehicles on Property** - The situation is similar to what is going with another property. There is not much we can do other than drafting a letter stating it appears that they are operating a business. Mr. Otero asked if the annual meeting was a good forum to talk to this issue and everyone agreed it was.

**c. Fire Hydrant** – Mr. Fredlund talked about the possibility of a fire hydrant here with a four inch line. La Cueva has the fire hydrant and the Chief said SLPPOA could have it. If we want to pay Mr. Raue to install it, it would be a wonderful thing in terms of protection since our tanks tend to stay full. Mr. Veverka said our lines here are only 1½ inch lines. Mr. Veverka said the four inch line is about twelve feet underground. Mr. Corn said he doesn't think an engineer would recommend putting a four-inch fire hydrant on a four-inch line. Usually they have a larger main. Mr. Corn suggested contacting someone with expertise on this matter.

**d. S. Star Request** - Ms. Kilburg said Ms. Star asked to speak. Ms. Star said she had a question about the covenant violation. She asked Mr. Fredlund about his discussion with our attorney. Mr. Fredlund said the attorney provided suggestions as to what the Board could do; however, there was nothing that could be done without changing the covenants. Mr. Fredlund will talk with Brad about the possibility of issuing a letter asking them to clean it up because it is considered a nuisance. For this type of violation, homeowners could band together to issue a letter of complaint but it is not within the authority of the Board to do so.

**10. NEXT MEETING:** Tuesday, July 11, 2017, 7:15 p.m.

**12. ADJOURN:** The meeting adjourned at 8:47 p.m.

**13. EXECUTIVE SESSION:**

Lawsuit  
Delinquent Accounts

Submitted by: Lorraine Otero