

SLPPOA Meeting Minutes for Tuesday, September 14, 2010

Board Members Present: Jan Studebaker, Sabine Shurter, Barbara Van Ruyckevelt, Suzanne Star, David Schmitt, and Laurie Lauer (took minutes).

Guests: Eleni Fredlund, Yvonne Dickey-Folks, Sumner Dean

Meeting Called to order at: 7:20 p.m., by Suzanne Star

Election of two new board members: Eleni Fredlund and Sumner Dean. Fredlund asked to be a Board Member by e-mail. Dean was nominated from the floor at the General Meeting and received a vote during the General Meeting Voting, but was not available to accept the nomination at the General Meeting. The individuals were asked to come to the Board meeting to let the board know why they wanted to be on the board and answer questions.

Dean explained he would like to be on the board for two reasons. 1. Building community participation, thus “ownership” in our Association and, 2. Deriving Association-wide consensus for our needs and activities. He stated that he wanted to fulfill his position by being the Board President.

Fredlund stated she would be interested in being the Fire Department Liaison on the Board and to work on having more integration in this community. This could involve helping determine what fire stands and fire hydrants are needed as well as looking into possibility obtaining a 25,000 gallon tank from Intel for fire suppression. She would like to work on the Fire Wise Program and look at how we can work with people in the community as well as helping with the other board issues.

The board voted on the two members, Fredlund was voted on the board and Dean was not voted on the board.

#### **Office Manager – Yvonne Dickey-Folks**

Yvonne Dickey-Folks was invited here tonight to talk to the Board about providing services to manage the financial and administrative aspects of SLPPOA

Ms. Dickey-Folks currently serves as the System Administrator at Jemez Springs Mutual Domestic Water Association. She handles the billing, sends out delinquency & shutoff notices, and handles the gross receipts, residual reports, requests for proposals, administering grants, and tax returns. This position would involve taking notes at the Board and General Meetings. The Secretary and Treasurer would oversee the work. Star explained she could organize our files and manuals and put them in one place. She would ensure we are complying with the auditing requirements, capitalizing our major assets, and will be picking up the mail at the mail box. We would need to buy her a lap top to have the ease of working at both places as well as taking notes. She is also familiar with Mutual Domestic Water Associations. Ms. Dickey-Folks put a proposal together for this position

(attached). She is suggesting a cost to the Association of \$400 per month plus Gross Receipts Tax (\$424.60). Her fee is based on 20 hours of work per month. She also stated that she cannot provide a way for people to pay dues with a credit card. She has found a way to charge through banks such as LANB, but there are additional charges for this.

Star also mentioned the Association could get a credit card and can purchase items for the association using that. Dickey-Folks said she was willing to get bonded.

Star believes we can cancel our contract with CRA with a 30 days notice. We thought it would be good to get her on board and soon as the board is willing to bring her on. Then we need to send a notice to CRA that we are cancelling the contract, and obtain all the financial records from CRA. Anything extra should come out of that money. We should have good files and get a portable computer.

Star made a motion to change from CRA to Yvonne Dickey-Folks, Van Ruyckevelt, seconded, motion passed.

Star will compose a letter to cancel the contract with CRA and will work with her on getting our files from CRA and determine what formats they are in. It was also discussed to set up a year contract with Dickey-Folks.

### **Election of Board Positions**

**President** – Star and Studebaker expressed an interest as being board president. Schmitt nominated Studebaker, Shurter nominated Star. Schmitt stated he nominated Studebaker because he has lived here a long time, hasn't been involved in the bickering about the water system and can run the meeting well. Studebaker added he had been a president for many corporations and can run meetings. Kilburg informed both candidates that the president can only vote in the case of a tie. Studebaker, declined running for President if he was not able to vote.

Star accepted the position. A motion by the board was passed that Star become president.

**Vice President** – Schmitt made a motion that Studebaker be Vice President, Shurter seconded the motion, the motion passed.

**Secretary** – Studebaker nominated Lauer for Secretary/Treasurer as long as Dickey/Folks comes on as Manager, Star seconded the motion, motion passed.

**Roads**, Van Ruyckevelt, nominated Kilburg for Roads, Shurter seconded it, motion passed.

**Water** – Studebaker asked if Shurter and Schmitt would be interested in being Water Chair. Schmitt said he has worked with Damien but not interested in the day to day operations. He would volunteer to be the technical coordinator for the system, which would involve, things such as buying parts and trouble shooting. Studebaker nominated

Schmitt as Water Systems Technical Coordinator, Star seconded the motion and the motion passed. Star made a motion that Shurter become the Water System Administrator, Lauer seconded the motion and the motion passed.

**Architectural Control/Parks** - Van Ruyckevelt indicated she is interested in this position. Star nominated Van Ruyckevelt for Architectural Control and Parks, the motion passed.

**Legal** – Star volunteered to take this position. Studebaker nominated Star; Fredlund seconded the motion, the motion passed.

**Web Page** – Star volunteered to continue to do web page.

**Fire Wise** – Star nominated Fredlund to this position, Shurter seconded it, motion passed.

**Term lengths** - Studebaker, Kilburg, and Lauer are assigned three year terms. Schmitt assigned a two year position. Fredlund assigned a two year term (changed later because position was voted by the board, the position can only be until the next General election).

**Roads Report:**

- Kilburg will contact Pete Meskimen to work on roads. She mentioned can get some free dirt, but it does have some pumice in it and will also use the dirt at the Fire Station. Judy will contact the county to bring in more sand. Kilburg asked the board to let her know if anyone knew of places where sand barrels could be used. Schmitt and Van Ruyckevelt volunteered.
- Fredlund asked if there was a volunteer list on the website indicating what items needed to be done. Star asked the Board to send her projects and she will put them on the web.
- Lauer mentioned someone is putting tree bark on the road at Scout's Lane and Aspen Grove, Kilburg pointed out that causes a problem because it washes into the culverts, filling them up and washes down the roads.
- Schmitt mentioned on Los Griegos the culverts at the houses need to be cleaned out. This is causing the water to go down the road and not through the culverts. Kilburg suggested she work with Pete and look at each one of them. She mentioned perhaps the Fire Department could clean them out as a training session. As for those homeowners that need culverts, the owner pays for the culverts and the association pays for someone to put them in. Fredlund said she would talk with the Fire Chief about cleaning out the culverts.
- Kilburg also mentioned that lines are starting to show on the roads. Studebaker had called about some lines he saw and was told they were old telephone lines, no longer in use and never taken out. Kilburg said if anyone sees lines showing to contact the utility company and put in a complaint. We may need to get adamant about it and talk with the supervisor. She also mentioned that Bootzin told her the yellow tape means there is two more feet before the electric lines are exposed.
- Kilburg said we need to go ahead and send the check to Pete for snow removal. Last year we pay him \$7500 up front and that paid for eight snow removals.

Kilburg also used Rich for personal removal. Kilburg will confirm the amount with Pete and get back with Lauer and Star to get him paid. Star suggested that we send a reminder out before winter on how people should use their blades during snow removal and to winterize their homes.

### **Treasurer Report**

- Monthly report, the LANB Account has \$27,054.48, Cash Account at NMB&T has \$40,152.67, and the Reserve Account has \$19,258.43, for a total \$86,465.58
- Delinquencies - Four of the seven people sent shut off notices have paid their owed assessment in full. One home owner said his payment will be paid in full by September 8 and the water was shut off at the homes of the other two home owners. Shurter said the cost of turning off water is expensive and suggested we add this cost to the fee for turning the water back on at these residences.
- One home owner who is now 90 days overdue was sent a demand letter.

### **Legal issues**

Star said she will start to look into developing rules and regulations based on board interpretation of by-laws.

### **Architectural Control report:**

- The board discussed preparing a letter for those individuals who do not submit Architectural Requests. Van Ruyckevelt will work on it.
- Van Ruyckevelt mentioned a problem she had when she went back to a home owner's property to review the status of the building project. She mentioned the person was upset that it was being reviewed. Van Ruyckevelt stated to the Board members that her concern was this property was not made into two residences; which is a violation of the covenants.
- Van Ruyckevelt was told that we have a person that put in a green house on Mimbres.
- Van Ruyckevelt reported it is o.k. for owners to have yard sales.
- Van Ruyckevelt also reported she talked with the home owner that had the light that shone into the neighbor's house. She talked with the owner on the phone and asked her to shade the light; the neighbor responded it is a 40 watt light bulb.

### **Parks report:**

Van Ruyckevelt said there was nothing to report, but will try to weed eat the weeds.

### **Water System Chair**

Water System Project, Damien Spencer's report

- Both lots that owe dues are shut off.
- Both systems are using the RF to control the tanks
- Hovenweep will be online once we get a pump – he already has sodium hypochlorite.
- Hovenweep will be turned on 2 times a day for 2 to 4 hours to help during peak times.

- Need 1 Chlorine pump for sure but would be best to get 3, price is about \$1000 for each pump - volume has decreased Chlorine may be unpredictable until we replace the injectors at the booster station and Aspen Grove - deposits are causing the check valves to fail
  - Bonita firestand Capped
  - Jeff Moore's Valve is fixed
  - Find out who wants to learn about the logger and what is a good time that works for everyone(if possible)
- Water System Repair Plan
    - Progress report on Loan application. Star said there is nothing to report and will not hear anything until October. Schmitt mentioned the Phase 1 process presented to the association was rejected and it didn't seem right to him that we are now going out for a loan. Kilburg mentioned that the loan wasn't available at the time of the assessment. Schmitt's concern is that we do not have a long time comprehensive professional plan to spend \$250,000. For example if we put in meters which I am not arguing about, and the main line is only a foot deep, what happens when you put in meters but then need to fix them because of the depth of the line has changed. It was suggested that we have an engineer come and talk to the Board. Star knows someone that will talk to the Board for no charge and we don't have to pay him unless we are happy with his work. Schmitt has a friend that does PER's, he could get him to send a written statement on what a PER provides. It was decided that we need to continue looking at the financial side of the water improvements and the input of the engineer, the one that is free and the friend of Schmitt's.

Sumner Dean asked about the loan. Star reported that it is a green project reserve loan. Dean commented that 1/3 of the members will be upset after the vote was turned down and now we are getting a loan. Star said as board members we are responsible for the health and welfare of the community. We are never going to get a 100% approval. Kilburg added that we did an evaluation of the budget to see if we could pay the loan back, the issue did come up about the fact that the people voted it down. It is written in the bylaws that we are voted in to make decisions.

Action Items:

Review and approval of August 10, 2010 meeting minutes.

Next meeting:

- Regular meeting – October 14, 2010

Meeting adjourned at: 11:00 p.m.