



**BOARD OF TRUSTEES REGULAR MEETING
MINUTES OF THURSDAY, JULY 9, 2026
BY ZOOM 6:30 pm**

Trustees Present: Sharon Caulfield, Beth Hoff Blackmer, John Ott, Eric Wiseman, Carolyn Heldman
Rovira

Manager(s) Present: Will Rutledge (Rutledge Mgmt); Kim Clinco RMAS; Adrian Aguilar HCUS
Homeowners present for some or all of the meeting: Gayle Morgan

1. Quorum and Minutes

The minutes of the Trustees meeting of Wednesday May 13, 2026 were approved as submitted.
The minutes of the Trustees Special Budget meeting of Wednesday May 27, 2026 were
approved as submitted.

2. Public Comment

- The Board welcomed Eric Wiseman to his first meeting after his election at the June 2026 Annual Meeting, and expressed its gratitude to Eric Pelander who has completed his term on the Board in 2024-2026 (partial term to complete the term of resigned Tony Rizzo).
- Gayle Morgan provided more information about the CORE open house at her home to offer introduction to energy efficiency options in the Roaring Fork Valley.

3. Consent Agenda Written Reports:

The following were unanimously approved after a motion to approve the consent agenda was made by Sharon Caulfield and seconded by Eric Wiseman.

- The June 30, 2026 monthly financial reports submitted by bookkeeper Kim Clinco were received and accepted without change.
- Rutledge's monthly report is available through Google Docs.
- High Country Utility Services' monthly report was deferred to be provided verbally below.
- 2026-2027 Financial Disclosure for posting on website* (Blackmer)
- The Board confirmed the electronic Board vote of Monday June 1, 2026 to adopt the 2026-2027 Fiscal Year budget, as follows: "The Board, having reviewed the 2026-2027 FY budget as presented at the duly-noticed Special Board meeting of May 27, 2026, and having reviewed the changes made and presented by email by the Treasurer and bookkeeper in response to the comments made by the Board at such Special Meeting, does hereby adopt and approve for presentation at the June 10, 2026 Annual Meeting the revised budget as included in the Board-approved Annual Meeting packet."
- The Board received the June 2026 Annual Meeting Attendance Report: quorum for both the Members Budget Meeting and Annual Meeting was established by attendance or proxy delivery of 43 property representatives, constituting over 51% of qualified property owners. The owners of sixteen properties participated in person and an additional six property representatives participated through the Zoom on-line meeting program. Twenty one proper proxy forms were received.



-- The Board reminds neighborhoods to check the Owners section of the LECVHOA website to make sure that their contact information is accurate. This is important for delivery of newsletters, etc. Also may be important for emergency updates, e.g. wildfire. Also the Board encourages sign up for WatchDuty (watchduty.org) and Pitkin Alerts (<https://member.everbridge.net/453003085612656/login>)

4. **Consideration of Items removed from Consent Agenda, if any**

- Regarding the banking relationships demonstrated in the financial statements. Eric Wiseman noted that he manages other HOAs' funds in a number of different banks around the county. Eric and Beth will work with Kim to enhance the efficacy of the relationship with Alpine Banks, close the Wells Fargo banking relationships, and consider greater relationship with Community Banks based upon Kim Clinco's relationships with Community Banks personnel and Community Banks' introductory service offers.

5. **Water Systems -- High Country Utility Services**

Water leak at fire hydrant on Alexander. HCUS replaced the fire hydrant at the bottom of Alexander Ave. The hydrant was corroded at the base valve and connectors, and lots of water was being lost. HCUS was able to check water pressure using a pressure transmitter and found that the pressure could be maintained in the system even if one section is shut down. HCUS also checked all other hydrants and found them in good working order.

Leak at Baar Residence. The Baar family has connected with American Leak Connection and found the small but persistent leak in their supply line, and will have that fixed.

Electric consistency at the Pump House. There have been periodic electric outages at the domestic water supply pump house. These could be problematic if long-lasting (perhaps such an outage could occur due to a wildfire interruption in Holy Cross power) and tend to degrade equipment. Several equipment items must have continuous power to meet our needs: the clear well regulators, the intake and booster pumps, and the cleaning solutions. The Board asked HCUS to work with electrician Kevin Madison and to look into the cost and process to install either solar/battery backup or a gas generator to keep equipment going during outages. Gayle Morgan noted that Holy Cross has a leasing program for solar power and battery arrangements.

Residential Water Meters. The Board encouraged HCUS to develop a program to complete the residential water metering program, even if that may require installation into homeowners' crawl spaces.

Ditch Maintenance.

The Little Elk Creek Ditch, which serves Alexander Avenue and others, was turned on and has sufficient early season flow as reported in frequent communications between Ditch Manager Ricky Emlyn and HCUS.

The concrete diversion structure is ready for the Fusaro location on Davidson. Installation will be done by Timberline with HCUS participation. The anticipated date for installation will be



about July 16. Water flow to Davidson from the Hedges water structure will be interrupted for that day and perhaps a little longer.

The map of even-odd watering days for the neighborhood has been implemented. On the Center Ditch between Haystack and Katydid, it has resulted in low flows. As it turns out, there are 18 properties that use that ditch. Beth Blackmer and Will Rutledge have reviewed the situation and recommend that the two sides of the Center Ditch should water on opposite days. Carolyn Heldman Rovira moved to change the water days as recommended, Beth Blackmer seconded, and the vote to approve was unanimous. Beth Blackmer and Will Rutledge will move forward to notify the applicable landowners.

HCUS provided an update on the Howard ditch expansion issues at 7 Alexander Avenue. The ripped lining for the ditch has been patched, and additional lining material has been stored at the site in case it is needed in the future. The homeowner has agreed to have the ditch inspected annually by the civil engineer associated with the plan, Derek Walter of Boundaries Unlimited. Further, additional landscaping will be installed to avoid erosion. Sharon Caulfield moved, and Beth Blackmer seconded, a requirement for the homeowner to re-submit their landscape plan under the Architectural Guidelines to show the revised ditch and plantings so that if issues arise in the future, the record will be clear about what the Board has approved. The motion passed unanimously. Will Rutledge will reach out to the homeowner to accomplish this process.

At this time ditch flow through the neighborhood is holding despite the drought. There are fluctuations in the Boram and White Ditch flow that are unexplained and will be explored with George Johnson, Ditch Manager. There have been unauthorized diversions on the LECV internal ditches, and signs have been posted to warn that such unauthorized diversions may be a theft and a trespass.

6. **ACA**

Carolyn Heldman Rovira moved that the package of items listed in the agenda should all be approved, to which Beth Blackmer offered a second. The motion passed unanimously, thus approving:

- 7 Alexander Avenue (Howard) change of approved exterior cladding materials.
- 135 Haystack (Knezevich) change of approved roofing materials
- 15 Katydid (Mora) exterior painting and shutters colors approved
- 258 Little Elk Creek Avenue (Sabella) ratification of email approval for split-rail fencing
- 310 Little Elk Creek Ave (Caulfield/Andrews) update to date of approval under the Architectural Guidelines (to address one-year completion obligation) to recognize that Pitkin County permit has not been granted and is anticipated in August (Caulfield abstained from this matter)

7. **Old Business**

Will Rutledge reported that the Hedges willow removal and payment process has been completed.



The bridges in the common space near Travis Fulton's home at 300 Little Elk Creek Ave and near the west end of the common space at Driskell will be repaired within the next few weeks under the oversight of Will Rutledge.

Weed management in the common spaces will be done by Mountain Side Services. At this time Will Rutledge is waiting to see if additional homeowners want to piggyback on the dates that Mountain Side will be in the neighborhood.

The bushes at Capitol Avenue and Capitol Creek Road have been cut back to improve sight lines and safety.

The Wells Fargo CD will reach maturity on July 27. Treasurer Beth Blackmer will follow through on the Board's prior resolutions to close the Wells Fargo accounts and move the funds to either Alpine Bank or Community Bank.

The August 30 Summer Picnic will go forward as planned.

8. **New Business**

Election of Officers. With the election of John Ott and Eric Wiseman at the June Annual Meeting, the time is right for new officer elections. Beth Hoff Blackmer moved, and Carolyne Heldman Rovira, moved to maintain the officer roster from the prior board, and this motion passed unanimously. Thus, John Ott will remain as President, Carolyne Rovira as Vice President, Beth Hoff Blackmer will continue as Treasurer, and Sharon Caulfield will continue as Secretary. New Board Trustee Eric Wiseman will be the Trustee at large.

Conflict of Interest Forms. Sharon Caulfield reminded Trustees that the Conflict of Interest forms have been distributed and should be returned as soon as possible.

The Board reviewed the Annual Meeting procedures which went well.

Firefighting Water Notices. Sharon Caulfield moved, and Beth Blackmer seconded, that the Board should notify local, state and federal firefighting agencies that they may use the ponds within Little Elk Creek Village as water reservoirs in case of firefighting needs in the Capitol Creek and Snowmass Creek Valleys. The Board approved this proposal unanimously. This will respond to a statement made at the Snowmass Capitol Creek Caucus Wildfire Education Session in June that some agencies may require written notice before they would be authorized under their rules to use such water resources.

Updates to Schedule of Fines and Fees. The Enforcement Policy and Procedure was updated by the Board in May. The Board did not at that time update the 2010 schedule of Fines and Fees that is attached to the Policy and Procedure. The Board requested that Will Rutledge use his experience with other HOAs, and consult with counsel Moeller Graf, to propose updated fines and fees that are appropriate for LECV. The proposal will be returned to the Board for consideration and approval.

Beth Hoff Blackmer raised the proposal that a financial management procedure should be adopted by the Board to address the new procedures for bill review and payment now that



Alpine Bank is the primary checking account for accounts payable. The procedure should clarify that the Treasurer will always have access to the Association's Quickbooks accounts. Beth also will confirm with Kim how the Post Office Box is currently being checked and managed.

9. **Executive Session.**

The Board entered into an executive session at 8:33 pm under the Colorado Cooperative Interest Association Act (section 308) to consider the advice of legal counsel concerning records management requirements and to consider matters pertaining to the management of our new agent/manager, Will Rutledge. After discussion on these topics, the Board exited Executive Session at 8:56 pm.

10. **Matters Arising from Executive Session.**

Sharon Caulfield moved, and Beth Hoff Blackmer seconded, the ratification of the Bylaws of the Association that have been posted on the Association's website for several years. The ratification is necessary because the Bylaws as formatted did not contain the signature of the President or Secretary to confirm that the Bylaws had been approved by the Board of Trustees in a duly-administered meeting. The Board approved this motion unanimously.

Sharon Caulfield recommended that the Board consider preparing Amended and Restated Articles of Incorporation over the next year, to be presented to the neighborhood for consideration and action at the 2027 Annual Meeting. The existing Articles of Incorporation have been amended several times and contain provisions that have been superseded by Colorado nonprofit corporations laws or that are out of date. The Board discussed and agreed that such an effort would be worthwhile to bring the Articles up to date.

Sharon Caulfield and Will Rutledge have had discussions about the means to draft, develop and manage the records of the Association under the new Rutledge Management processes. They will work out a procedure to bring to the Board of Trustees for consideration.

The meeting was adjourned at 9:00 pm.

CERTIFICATION

The undersigned, being the duly elected Secretary of the Association, certifies that the foregoing minutes were approved by the Board of Trustees at a duly called and held meeting of the Board conducted on the 12th of August 2026, at which a quorum was present. The undersigned further certifies that the foregoing document accurately reflects the final version approved by the Board, including any revisions approved during the meeting. After adoption, the final adopted version was converted from Word format to PDF format for retention as an Association record. The PDF was created to preserve the contents of the adopted policy/resolution in a fixed, accessible, and reproducible form.

Secretary