



Little Elk Creek Village
Home Owners' Association
Post Office Box 420
Snowmass, CO 81654-0420

Board Meeting – August 2018

Wednesday, August 8th, 2018

The August meeting was held at the Firehouse. In attendance were Trustees John Ott, Tim Vogel, Peter Voorhees, and Steve Whitelande. Trustee Harvey Paparo was unable to attend. Also present were owners John and Allison Burke, Manager Keith Edquist and Kim Clinco of Rocky Mountain Accounting Services. Owner Dan Harris joined the meeting about 7:30 pm.

Meeting topics: ACA Whitelande shed and propane tank siding, recap of the ongoing Lindholm project, bee hives/bear fencing at Jacobs, silt pond cleaning update, pond vegetation/storage capacity/dredging discussed, water tank cleaning scheduled, workcomp policy accepted, general emergency policy regarding water/fire/electrical failure etc. discussed, revisiting the ACA Guidelines.

Approval of Minutes—the Board approved the minutes of the July 11th, 2018 meeting without changes. These will be posted to the website.

Public Comment-Trustees Ott and Whitelande said they have placed a trash container in the park near the playground. Will await comments or lack of same in response to the placement.

ACA-Owner Whitelande presented photos showing his existing shed and propane tank, and a photo of corrugated steel sheeting which he sought permission to use to partially side (wainscot style) the storage shed and also to surround his above ground storage tank. Approval was given for this project by the Trustees in attendance acting as the ACA. Management retained a copy of the submitted photos.

Management had asked for an update on the bear fencing required as a condition of screening the bee hives on the Jacobs property from the Smart property. The Board had seen this email, which stated that the hives had been poisoned, were no longer active, and consequently the hives did not need protection from bears. After discussion there was a motion and second that Mr. Jacobs needs to complete the requirements he was given in regard to the hives (build either a vegetative or privacy fence, and enclose the hives in an electrified fence to prevent bear access) and either: 1) complete the electrified bear fence around the hives, or 2) remove the hives altogether. This motion passed after discussion, all except Trustee Voorhees in favor. Management is to contact Ross Jacobs with this information.

Owner Tim Lindholm was asked to provide an update to his March update on progress with his home/lot improvements. He did so by email, but this was received too late to be of use at this meeting. Basically Tim says none of the March 2018 projects, listed in that document and which the Board had prior to the July meeting, have been completed due personal circumstances, but that he was working diligently to complete them. He was asked to complete work on those before requesting further approvals.



Financials-Kim Clinco of Rocky Mountain Accounting provided financial reports as of the end of July, and noted no unusual expenses so early in the fiscal year. The balance sheet showed an operating fund balance of \$24,698 and a reserve balance of \$538,579. She said two pieces of work charged to reserves had come in under budget, the silt pond excavation, and the Little Elk Creek Avenue valve installation.

She noted 4 owners in arrears with assessments, to whom she has sent reminder statements. She will send statements of account to Keith and he will send Notice of Default letters to these owners. In prior cases with several of these same owners, this has resulted in prompt payments, and the same is expected this time around.

Kim has been able to get viewing access to the Community Bank CD, but Trustees will need to go in person to this bank and remove Bruce Anderson and all prior Board members as signers, renew the CD at a better rate now available, and have as many of the present Board members become signers on this account as possible, so that as these persons stay or leave the Board LEC maintains active signers. President Ott will try to coordinate this procedure with Community Bank. There was a motion and second to this effect, which passed without dissent. In a related matter, Pete Voorhees is to meet with Ott and become a signer on the U.S. Bank operating account.

In regard to past income tax returns for LECVHOA, the presently used CPA firm (Weiss and Associates, Rifle Co.) will not simply file the 2017 return, but instead states they need to file all the intervening returns from the return last filed for 2012. This would be 5 additional returns, and consequently will exceed this year's budget for tax return production. Kim has the appropriate QuickBooks reports to submit. Edquist is to approach the CPA to negotiate a reduced price for the repeated filings required. The current year budget is \$275 for tax return production.

Updates-Edquist provided an updated quote for workman's compensation coverage for the association at \$490 annual premium. There was a motion and second to accept this proposal from Travelers Insurance via brokerage Neil Gering and agent Bev Beck. Management will accept and put this policy in place. Last, President Ott signed the authorization for the update to the Reserve Study, and Association Reserves has already received the 50 percent deposit. Management will send them the signed form and the process can begin to update the study in light of the pumphouse expansion and new clear well.

Edquist said he would forward to the Board a sample contract from another association working with Environmental Process Control as water operator. This may serve as a jumping off point for a contract between EPC and LECVHOA, which at present does not exist. As the vendor most closely associated with the domestic water system, it would seem appropriate to be operating on a contractual basis.

Keith said he had not been to the Pitkin County website to gather information on the emergency plans (if any) the county holds for the Snowmass valleys, though he had been directed there by Valerie MacDonald at the Pitco office of Emergency Management (<https://www.pitkincounty.com/190/Emergency-Management>). This report and another regarding Pitkin's road maintenance fund will be deferred to the September meeting.



Kim noted some owners in arrears with assessment payments-these owners will be contacted by management should the situations continue into August. She noted also that she is not receiving the statements from the Community Bank CD. Trustee Ott will contact Bruce Anderson regarding the status of this account. Management was asked to check the existing bylaws regarding late fees.

Water system report-Dan Harris came to report on the possible loss of electric power to the pumphouse, as became a possibility with last week's forest fire near Basalt. He said the 120,000 gallon tank would normally hold a three day supply of water with the present leaks on the system. Without those, he felt it could be more like 6 days that LEC could be without electric power to pump water to the tank. That would only be possible with strict rationing of water use. He inquired of Samuelson Pump Company, and found a "huge" generator would be necessary to power the pumphouse should power fail. This did not seem like a viable option. He said it would still be possible to fight a fire with water from a single hydrant, as the system pressure is supplied by gravity. He said the highest usage of water is typically 6-9:30 am, and again from 5:30 to 10:00 pm.

Dan said he would try to write up an emergency plan of action/policy for LEC should power fail. Doing so was supported by the Trustees. Strictly limiting the hours of water use would be necessary, and signage to be posted advising of this would need to be made up for the Capital Creek and Alexander entries to the neighborhood. This draft policy may be available for review at the August meeting.

Dan also reported on recent work on the silt pond, installation of a control valve at the Haystack/Little Elk Creek Avenue, and a new device for testing for leaks. He said the silt pond clearing had been done today, and there would be need for revegetation or remediation of landscape near there, as the pond was accessed over a private lot. He said the installation of the street valve in Little Elk Creek near Haystack went well and will allow leak testing to affect fewer homes on this section of main line. The exposed line was in good condition, well bedded, and is believed to be able to handle 160 psi. The system probably runs at about 110 psi, so there is a safety margin.

Dan remains concerned about use of potable water for landscaping purposes, and encouraged the Board to stand by previous decisions to fine any such user \$1000 per violation. He said hose use could be responsible for as much as 12-14 gallons per minute, which means close to 20,000 gallons per day. He said he has a leak detection apparatus he wishes to try, which may be a more effective way of tracking down system leaks.

Dan asked for and received approval to purchase a nozzle and 200 feet of fire hose in connection with operating the water system. Manager Edquist advised Dan and the Board that the coming reserve study update will require some answers from him and from bookkeeper Clinco about the new equipment installed and its costs.



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Election of Board Officers for the 2018-2019 fiscal year-the Board determined its officers as follows: John Ott, President, Tim Vogel, Vice-President, Peter Voorhees, Treasurer/Secretary, Harvey Paparo, Trustee, Steve Whitelande, Trustee.

Unfinished Business-Only Trustees Ott and Vogel are current signers on the association accounts, and there is need for another signer. Edquist said he would check in regard to coverage for Harris under a workcomp policy for LEC, as that specific question had not been asked in the general solicitations for this coverage.

Exterior lighting is not addressed in either the covenants or the present ACA Guidelines, so owner Alan Richman is writing a draft policy for consideration by ACA/Trustees. The Board also discussed the ACA procedures regarding review of re-roofs, which in the recent past have not had review if owners were re-shingling in like colors and materials. In a recent case, re-financing required a change from shake roofs to asphalt shingle roofs, and in that instance there was not an ACA review prior to the work starting. There was not a consensus on how to proceed with these projects in the future, other than to suggest a general email to all reminding owners of the existence and functions of the ACA. It is possible the ACA guidelines, which are amendable, be re-visited in respect of solar installations and exterior lighting, among other issues.

Edquist mentioned recent comments on wildfire dangers this summer and wildfire mitigation and potential evacuation zones should wildfire threaten the neighborhood. He was asked to contact the Pitkin County office of Emergency Management regarding plans for the Snowmass and Capital Creek valleys.

Next meeting– the August meeting will be held the second Wednesday of the month, August 8th.

There being no further business to come before the Board, the meeting was adjourned at 9:05 pm.

Respectfully submitted,

Keith M. Edquist, Association Manager

John Ott, LECVHOA President