

Loma Linda Subdivision Homeowner's Association
Regular Board Meeting Minutes –
Ross Aragon Community Center
February 12, 2018

Directors present: Mark Douglass, Bill Trimarco, Don Haywood (a quorum is present)

Members present: Sharon Jennings, Peggy Beach, Al Myatt, Jo Myatt

Mark Douglass called the meeting to order at 6:01 pm.

A motion to accept the minutes of the December 11, 2017 Board meeting was made by Bill Trimarco, seconded by Don Haywood and approved by a vote of Mark-Yes, Don-Yes, Bill-Yes. Minutes of the last Members meeting were presented to the Board and can be approved at the next Members meeting.

It was noted that summary minutes were missing from the website. They are helpful so homeowners can quickly see the actions of the Board, but timing is important. The Recording Secretary will get draft minutes out to the Board so their initial review can be done within seven days of the meeting. The Board Secretary will use the reviewed draft minutes to create a summary or actions list; that list will be reviewed by the Board; Don will add it to the HOA website within fifteen days of the meeting. A procedure should be created.

Homeowner's Open Forum: Al Myatt supplied handouts from and reported on the Radon class offered by CSU Extension attended by Al, Jo, and Sharon. He recommended we keep everyone informed and will post information on the bulletin board by the mailstop. Don will add information to a community news section of the HOA website.

Treasurer's Report: Don Haywood distributed and reviewed the Financial Reports for both December (full year 2017) and January 2018. Assets as of December 31, 2017 were \$ 49,616.71. A motion to approve the final 2017 Balance Sheet and Profit & Loss Statement was made by Bill Trimarco, seconded by Don Haywood and approved by a vote of Bill-Yes, Don-Yes, Mark-Yes. Discussion: Mark noted the HOA had not received an invoice for the Christmas dinner from Borde Rio yet.

A motion to accept the January report was made by Bill, seconded by Don and approved by a vote of Bill-Yes, Don-Yes, Mark-Yes. Assets were \$ 49,292.50. Don spoke with Trisha (CPA) and she is prepared to send out annual dues notices for 2018 as well as past-due statements for previously unpaid dues as needed. Board members received a list of property owners with Receivables past due.

A concern was raised about the cost of legal fees paid in 2017 and bills that came through for legal opinions not approved by the Board as stated in September. This will be put on the agenda for the next meeting.

Committee Reports –

ACC: Jo Myatt reported no new activity. Property owner, Eric Smith, is completing his breezeway as per plans.

FireWise: Peggy Beach distributed the FireWise Bulletin.

1) The Community Wildfire Protection Plan has to be revised; information about property mitigation efforts needs to be collected. A motion that the HOA mail out the survey, prepared by and on behalf of the FireWise committee, using the CPA's office to coordinate the mailing, at HOA expense, was made by Bill, seconded by Don and approved by a vote of Bill-Yes, Don-Yes, Mark-Yes.

2) The committee would like to supply a letter (or even the whole FireWise packet including FireWise information, Board member list, emergency contacts, etc.) to all Pagosa realtors. Don suggested Pagosa Springs Area Association of Realtors as a good contact; Bill shared that the PLPOA is hosting a meeting of PSAAR on April 10th.

3) Peggy will forward past FireWise bulletins to Don and he will have them archived to the FireWise folder on the HOA website.

4) Peggy would like contact information of new home/property owners so she can give them a welcome packet about Loma Linda (Board welcome letter, Loma Linda map, general information). A motion to set up the welcoming committee system that will be triggered by notice of a new buyer and allow a welcome packet be sent

out to the new owner by the CPA was made by Bill, seconded by Don, and approved by vote of Bill-Yes, Don-Yes, Mark-Yes. Discussion: Have Trisha mail the full welcome packet including a 'canned' letter from the Board giving a welcome, the website address, meeting dates/times to new owners. Need to further discuss what will be in the packet (governing documents or a link to it also?) and propose a deadline to get drafts collected. This will be put on the agenda for next meeting. The Board was given a copy of the FireWise packet to review by next meeting. Send Trisha the authorization to give public data (Name, physical address, phone; not email address) on new owners to the Welcoming committee. Better to mail a welcome packet than have the committee going onto someone's property uninvited. Don suggested setting up a new resident tab on the website so they can get needed information easily.

5) Al provided a list of proposed tasks and activities of the FireWise committee for 2018 including a request for donation to the Friends of FireWise committee (Bill will recuse himself from any future vote on this due to his contract work with FireWise), remodeling the public bulletin board by the mailstop (at HOA expense) to include space for FireWise announcements, etc. Bill stated there is grant money available for some mitigation efforts and Al will put together info on what is available; the Board will email out to all homeowners. The proposed planning list will be put on the agenda for the next meeting for further discussion of the summary, cost approvals, etc. Pertinent dates and activities will also go on the electronic community bulletin board on our website which will reach non-resident owners as well.

Old Business –

- a) A motion to accept the Conduct of Meeting Policy (previously posted on the website for comment) was made by Bill, seconded by Don, and approved by a vote of Bill-Yes, Don-Yes, Mark-Yes.
- b) The decision to change the lock on the bulletin board used for Board announcements and posting was further discussed. Additional action will be taken if problems come up again.
- c) Bill provided some background information on past ACC procedures that the Board and ACC committee can use to develop future policies. A goal should be set to have an ACC committee where the Board has oversight, but the ACC has autonomy to do what needs to be done using established policies and procedures. Don suggested setting up a work session with both the Board and the ACC to list all policies that need to be addressed, but then to deal with each one separately at future work sessions.

New Business-

- a) The time for the Pagosa Fire District survey has expired so this item is no longer an issue for discussion.
- b) Bylaw amendments for the Officer's elections section, which no longer agrees with new processes, needs to be addressed and voted on at the next members meeting during the summer. Bylaws will be put on the agenda each month with a list of any new changes that come up. By May the final list should be accumulated and then sent out to all property owners no less than two weeks before the summer members meeting.
- c) Change examples used in the Policy of Covenant Enforcement to actual examples pertinent to Loma Linda (current examples were confusing to some and taken literally). This item will be added to the agenda for the next meeting where the policy will be amended with updated examples and then posted on the website for member review and comment.

Next Board meeting: Second Monday, March 12, 2018 at 6:00pm at Ross Aragon Community Center.

The meeting was adjourned at 7:45pm.

Sharon Jennings
Recording Secretary
Approved March 12, 2018