**Executive Board Meeting**

September 20th, 2017

Location: The Residence of Peter May & Carol Nieuwenhuizen – 703 Kings Row Ave

Board Members in Attendance: Peter May, Carolyn Dahlgren, GR Fielding, Mimi Trombatore and Krystle Beattie (recording secretary)

Homeowners in Attendance: Carol Nieuwenhuizen and Adam Sahnow,

1. The Meeting was called to order at 7:10pm – To accommodate the homeowners in attendance, the meeting did not follow the timeline of the agenda.
2. Approval of August Meeting Minutes – approved as amended. Peter May motioned; Mimi Trombatore second.
3. Other/new business
	1. ARC Sahnow – Adam Sahnow presented to the Board plans for fencing and a shed on Lot 1. Plans include: pasture jackleg fence; tear down existing shed; build new loafing shed – 12x18 – open on East side, closed on all other sides with rusted metal roof. Fence will not run on perimeter of property line because Adam Sahnow is okay with trail use on his property and has no interest in closing off sections of trail that may be on Lot 1. Adam will send $150.00 ARC check to Krystle Beattie. Approved: Peter May motioned to approve fence and shed under conditions that Adam Sahnow remove the old shed and pays the ARC fee; GR Fielding second.
	2. Lot 49 ER services from EPC; neighborhood’s reaction – Excavator on Lot 49 broke utility lines, including water service line. –Carolyn called EPC to turn off water system. Homeowners with pumps had air problems and potentially had pumps running while water was turned off; which is not good for the life of the pump. This situation, like the main line repair (tap/collar) for Lot 7 earlier this year, shows the need to be able to turn off water at each house or in sections vs. having to turn off the entire system. Curb stops need to be located ASAP. General discussion is that HOA needs to know where the curb stop is, curb stop valves need to be marked VERY well, and HOA has to have access. EPC will send their bill ASAP – bill will be on next Board agenda. Neighborhood was generally understanding about emergency turn off, but at least one neighbor said not willing to see Association funds used for a problem caused by one lot’s contractor.
	3. Carolyn noted that new EPC operator is Aaron Giertz.
	4. Sahnow CSV – Lot 1 did not install new curb stop valve (CSV) when garage built or when remodel done. J. McDermott has noted what appears to be a new valve on Lot 1.
4. President’s Report
	1. John McDermott’s progress – 23 lot owners know where the CSV is located on their property – Tim Trombatore will pass out blue flags to be placed where CSV is located. John is working on finding the other 26 lots CSV’s. Carolyn Dahlgren showed the HOA a map of John’s progress. Pink = found; green = not found. John McDermott will focus in the coming week on finding and exercising the gate valves in the roads for the water mains; during the first part of October he will go back to CSV locating.
		1. Assignment: Carolyn Dahlgren to email homeowner’s who are marked green on John’s map to let them know that John will be on their property and to please let him look for the CSV.
5. Irrigation – Tom Hazard has blown out the irrigation system and is working on checking the system to see if there is clear/potable water in the irrigation mains like there was last season. Tom continually updates the “as build” of the system. We will share with EPC so potable system operator knows where irrigation infrastructure is.
6. CDPH&E Design Review: Final, Entry Point, Communication with Zancanella & Associates – Zancanella has finished the design review. Zancanella recommends threadless sample taps for raw water and a certain set up for a new Entry Point for testing chlorinated water after it leaves the tank. We will wait to see what they state says before moving forward with bids for the Entry Point excavation and installation. Per Zancanella the “hydrant” would need to be in the pump house and a line would need to be run from the distribution line - running to the road from the tank - into the Pump House.
	* 1. Assignment: Carolyn Dahlgren to send the report to GR Fielding and Carol Nieuwenhuizen electronically.
		2. Assignment: Carolyn Dahlgren to contact EPC to see if they will install threadless sample taps for raw water.
		3. Assignment: Peter May to ask Joe Zamora how much he would bid for the distribution line which would include - digging, concrete penetration, seal, iand installing an entry point.
7. President’s Report
	1. Septic– Zancanella & Associates billed the HOA for an ET septic discussion with the state. The Board is wondering why Zancanella would be discussing ET systems with the DNR when the current issue is CDPH&E’s Design Review. So, there is still an outstanding bill issue with Zancanella and Carolyn Dahlgren has asked for a meeting with Tom Zancanella to get it sorted out and to review questions about the Design Review and the recommended Entry Point for treated water. Carolyn is still working on a binder with original Septic Permits and changes
		1. Assignment: Krystle Beattie and Carolyn Dahlgren to work on pulling septic permits.
		2. Carolyn to meet with Z&A and report back to Board.
	2. Jeff Conklin’s Tasks – tabled as Carolyn Dahlgren did not get an opportunity to talk with Jeff Conklin.
	3. ARC – Lewis (Lot 26) – ARC application is needed; per Lewis a landscape designer has been hired and Lewis will be submitting the ARC application. Graham’s have contacted the HOA to let them know that Lewis does not have permission to work on their vacant lot (28).
8. Administrative Assistant’s Report
	1. Discussion: Fees – a special notice will be sent in October to past due lot owners letting them know that they won’t be able to vote at the annual meeting if dues are not paid.
		1. Assignment: Carolyn Dahlgren to contact Ahasic regarding payment.
	2. Discussion: reserve amounts Zancanella, EPC, WCEC, Holy Cross, insurance – HOA has had to move money from maintenance reserves ($6,452.00 in 2017) for EPC well 4 testing, Rippy Excavating and Zancanella design review. Holy Cross bills have increased probably because of the “Pump Saver’s” turning pumps on and off rapidly when lighting strikes. HOA will receive $800.00 back from Western Electrical for the transducer that was covered under warranty.
9. Assignment: Carolyn Dahlgren to contact Kevin from Western Electrical to see if there is a way to protect the tank and transducer from lightning.
10. Annual Meeting – the annual meeting will be held November 11th at 6:00pm. Items to be discussed at annual meeting: potable water/irrigation, cross connection, annual back flow device testing (no certificate = no irrigation water), real estate, potential professional management of the Association
	* 1. Assignment: Mimi Trombatore to contact Property Management companies and get bids
		2. Assignment: Krystle Beattie to contact the schoolhouse to verify it is available for November 11th.
		3. Assignment: Krystle Beattie to send Annual Meeting Flyer & Proxy with 4th quarter dues invoices.
		4. Assignment: Krystle Beattie to bring maps, membership list with addresses, etc. to annual meeting and start collecting packet material and other needed items with Carolyn.
11. Other/New Business
	1. Peter and Carol (Lot 12) have had issues with irrigation water for years. They discovered that their Irrigation Valve was broken and covered with bolders as well as dirt backfill. Carol Nieuwenhuizen was concerned that they had complained to the Board for years that their irrigation water was not working properly; in the future she hopes if a homeowner complains about irrigation water that the Board will respond in a more reasonable time frame.
	2. General discussion followed about the HOA’s need for standards so that the mid-1990’s parts are replaced correctly, whether repairs/replacments are done by homeowner or HOA. The Board needs an estimate of costs and description of parts before homeowners begin replacing irrigation infrastructure. The best plan may be for the HOA to hire a contractor to replace 2-3 Irrigation Valves at a time, on a predetermined schedule, in order to ensure that the fix is done to specific standards and parts are replaced before they fail. Excavation costs are higher than cost of actual parts and labor to install. A replacement schedule is needed for the original system, owned and operated by the HOA, including the Irrigation Valves, per prior Board informal policy. Service lines remain responsibility of the homeowner.
		1. Assignment: The Board asked Peter May to bring Lot 12’s bill to October meeting so Board can discuss reimbursement, as with Lot 3 (Chase)
12. Next Meeting – October 25th time and place TBD
13. Adjournment at 9:05pm