

**ALPINE MEADOWS PROPERTY OWNERS ASSOCIATION**  
**MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS**  
**OF**  
**April 15, 2020**

---

Board Members Present by Video Conference: Jerry Clark (President), Jim Martin (Vice President), Elizabeth Smith (Secretary-Treasurer), John Bruno, Honeydew Murray, Rick Barnard, Sidsel Robards

---

Jerry Clark called the meeting to order at 2:00 pm, noting that a quorum was present and that proper notice had been given.

The Board then discussed the matters of the agenda.

1. The Board reviewed the minutes of the September 13, 2019 Special Board Meeting. A motion was made to approve the minutes, which was seconded and approved unanimously.
2. The Board then discussed the impact of COVID-19 on the neighborhood and the Association. No one knew of anyone who had contracted the virus, and Members currently residing in the neighborhood noted the neighborhood was quiet. The Town and the County have advised second home-owners to not visit at this time and have set out quarantine procedures for those who do.
3. Jerry then discussed the financial update for the current fiscal year, and noted that latest forecast now projects a cash balance of \$28,898 at June 30, 2020, which would be \$1,226 higher than that forecast in the original budget. Jerry outlined the factors for the improvement.
4. Jerry then reviewed the forecast for the FY2020/21 budget, which includes \$28,510 in revenue and \$25,629 in expenses, for a surplus of \$2,771. The Board then discussed the individual line items of the budget as follows:
  - a. Jerry noted the revenue line item is budgeted to be slightly lower than the current fiscal year, owing to only one billing for a second water tap as that charge was placed on a January billing cycle in 2020, and due to slightly lower rental fee income due to projected lower rentals due to COVID. Jerry noted a need to re-visit the "Other" income line to reconcile the change in that category.
  - b. The Board then discussed the Expense line items and discussed them as follows:
    - i. Computer/Internet expenses are now budgeted to be \$500, almost \$1,200 lower as the 2019/20 expenses reflected the costs of developing the website, which is up and running. Elizabeth concurred with the projection, and the Board thanked Elizabeth for her work on coordinating the development of the website with Trevor Main.
    - ii. Insurance expense is projected to be only slightly higher (inflation)
    - iii. The costs of Verbenone treatments is projected to be the same as last year, and John Bruno concurred. John noted that the review of the neighborhood by the Forest Service did not identify any infected trees.
    - iv. The budget for weed control was increased to \$1,500 versus \$1,058 in 2019/20 to reflect a more complete application. Honeydew noted that the vendor has already been scheduled for the 3<sup>rd</sup> week of July, and confirmed the cost projection.
    - v. Professional Services charges are budgeted to be \$617 lower than 2019/20, as we do not expect any legal issues to arise at present. That said, Jerry noted that at some point in the future, the Covenants will require updating to better reflect certain aspects of our business, which, when agreed to do, will involve some additional expense.

- vi. The fence budget was reduced to \$2,500, reflecting the proposal received from Trapper Davidson and approved by Jim Martin. This is \$1,027 lower than FY2019/20, reflecting a special one-time charge incurred that year. Jim Martin concurred with the forecast.
  - vii. The Water System budget was increased by \$500 versus the FY2019/20, reflecting in part continued testing of the water system as Rick Barnard outlined later.
  - viii. Finally, Trash pickup costs are projected to be the same, and Electricity costs are projected to be \$150 higher.
- c. After discussion, a motion was made to approve the Budget, was seconded and unanimously approved to be forwarded to the Members for their information in advance of the Annual Meeting, scheduled for Sunday July 5 at 2 pm.
5. Rick Barnard then discussed the state of the water system, and the water report that had been completed and issued last Fall to the Members. As noted in the report, water was tested in the main line, and found the iron levels in that water were above state-recommended levels, ie at 1.73mg/L vs a Suggested Maximum of 0.3 mg/L. While high iron levels are not necessarily un-common for areas such as ours, it is something that should be noted and can be addressed. In addition, the metals levels varied from one end to the other of the main line system, and it is unclear what the levels are at the faucets of each home.

The system as configured has a main line coming from the pump house, from which spur lines extend to each lot's shut-off valve (typically located about 10 feet from the street). This part of the Ridge system is covered in common by the ridge lot owners. From each shut-off valve, each residence is then individually responsible for a final line that connects into their home, typically into a crawl- space or the utility room. Some, but not all, of these "connecting lines" may be made of copper or High-Density Poly-Ethylene (HDPE), which are recommended and preferred, while others may be made of galvanized iron. Given the above, Rick has identified the following course of action to be offered, as an option, for each Ridge home-owners:

- a. Rick would come into the home of each homeowner who so requests to collect water samples to test the metals at the faucet point, and to identify what the connecting line is made of.
  - b. Based on this, Rick has investigated different options for filtering the water, and concluded the best course would be for individual owners to install a filter at the point where the connecting line enters their home, if warranted by the test results. Note that such filters would need to be replaced from time to time, depending on use (Rick estimates every six months given regular use). Homeowners may also wish to have faucet filters installed.
  - c. Also, for those homes with galvanized iron connecting lines, replacement with HDPE would be recommended at some point in the future
  - d. Rick can provide the above services, beginning with the "data-gathering" part "a" above. The Board agreed that an email to all home-owners should be sent offering this initial step be done with instructions to contact Rick for scheduling the service, should they so desire, during the summer.
6. Rick also pointed out that individual home-owners need to be reminded to have their septic systems cleaned every 5 years, to ensure system integrity and prevent a failure, which could cost upwards of \$40K + to replace. This will also be communicated to Members.
7. The Board then discussed the state of the Ridge water system. Rick noted the system overall is aging but still performing well. He estimated the cost to repair/replace to be in the \$25K to \$40K range, as it could be done without tearing up the road. The Board discussed the need to begin reserving an escrow for costs associated with the ridge water system, as many other HOAs do. Jerry noted that with 18 lotowners on the ridge system, a special capital charge of \$1,000 spread out over two years would create an \$18,000 reserve. The Board agreed that this would be a prudent level to have and agreed the issue should be discussed at the Annual Meeting. Jerry agreed to research the requirements for approving special capital requirements.

8. Jerry then discussed the need to develop a GANT chart, detailing the key processes and requirements of the Board, the individuals who handle them, and the dates when things are due. Jerry agreed to begin developing a draft of such document and will seek input from Board Members to help complete it.

At 3:45 pm the Board then convened into a private Executive Session to discuss items under negotiations or items that needed to be handled separately due to privacy concerns.

The Board reconvened its meeting at 4:10, and agreed the next meeting should be held no later than mid-June. There being no other items to discuss, a motion to adjourn was made, seconded, and approved at 4:15 pm.



June 19, 2020

---

Gerald F. Clark  
President