

# **Regular, Monthly Meeting of the Board of Directors Wolf Creek Property Owners Association**

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August 31, 2018 at the home of Bob & Kelly Rohde, 28 Green Meadows Drive

Called to order at 9:01 AM by President, Paul Smith, presiding.

Attending:

Directors: Paul Smith, Bill Bley, Bob Rohde, Claus Giloi, and Dick Nova  
(remotely)

Resigning Water System & Property Manager: Steve Krause at meeting until  
9:11 AM

Succeeding Water System & Property Manager: Alan Sodell arrived to the  
meeting at 10:23 AM

## **Secretary Report:**

1. Minutes of the July Board Meeting were approved as written.

## **Water System & Property Manager Report:**

1. An underground electrical cable running from the bottom of Sundance Lane to the top of Park Lane was replaced by a contractor for OCEC. Re-grading work was completed and reseeding of the disturbed ground will be done in the fall.
2. Chlorine readings have been steady for the last two months.
3. Steve, Pete and our new manager, Alan, will meet tomorrow to hand-off files, the Gmail account, and equipment.
4. Steve will continue on record as the certified water system manager until Alan is certified.
5. Steve's accountability report for July:
  - a. Monitor reservoir during low water events and duration of leak
  - b. HAA5 and TTHM testing and samples delivery
  - c. Leak detection with Paul and Pete isolating zones
  - d. BOD meeting
  - e. Coliform testing and sample delivery
  - f. Daily CHL testing
  - g. Periodic facilities inspection and maintain CHL levels
  - h. Schedule and oversee repairs on Cottonwood leak and new zone isolation valve, leak at GM-27, and valve replacement at CW-13 (valve 27)
  - i. Oversee back-flow device repairs
  - j. Meeting with various members regarding back-flow device questions as well as leak concerns
6. Steve's accountability report for August:
  - a. Daily CHL testing
  - b. Monthly coliform test and delivery to city hall
  - c. Consulting with Toby Pennock regarding hydrant install on Aspen Ln
  - d. Call Electric COOP regarding re-seeding work
  - e. Check facilities
7. Pete's accountability report for July:

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- a. Working with electrician to synch pumps (v. alternating) to keep up with water demand
  - b. Pressure testing and survey to isolate CM leakage
  - c. BOD meeting by text and follow-up
  - d. Working with USA leak detector to get a fix on CM Zone 1 leak
  - e. Issue resolution with BOD on communication protocols and roles
  - f. Leak repair CM
  - g. PRV adjustments
  - h. Séance with BOD
  - i. Interim working agreement for training and resumption of position
8. Pete's accountability report for August:
- a. Consultation on power line dig, meet with contractor, Krause, and Smith on Sundance

### **Treasurer Report:**

1. The Q2 2018 ending report was reviewed.
  - a. Income is over-plan due to one additional unbudgeted water meter connection fee.
  - b. Road maintenance is over-plan as expected, snow plowing under.
  - c. Payroll is over due to necessary consulting fees paid to Pete.
  - d. Water system maintenance is over-plan. However, water system capital improvements are at \$0 and determination will be made regarding maintenance items that should be capitalized.
  - e. Bottom-line: We are tracking close to budget.

### **Architectural Committee:**

1. Bob intends to contact Tarczy-Hornoch, 72 Cottonwood Drive (CM-2), regarding intentions for screening plantings near the recently installed solar panel.
2. We currently have three deposits held for yet to be completed construction.

### **President's Report:**

1. We often receive late notice of property sales. Paul suggested and the board agreed that in the future the Water System and Property Manager will make the appropriate contacts and notify the board.
2. Paul summarized the effort done to find our replacement Water System and Property Manager. Bob worked with Paul during the process. References were checked and intended longevity in the position, as well as work experience, was considered. In addition to Alan Sodell there was another strong candidate.
3. Paul met with Alan yesterday and completed the employment agreement and W-4. He intends to meet with Alan every couple of weeks.
4. Paul also met with Doug Hale of Alpine Environmental prior to the decision to hire Alan. Doug worked for the county before establishing his own firm. He has 15 clients and provides water testing and consultation. His fees would be \$450-\$500/month.

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5. Also, we are paying members of Evergreen Rural Water. They provide education and backup services (included in membership dues) if we have need in the future.
6. Both Doug Hale and Evergreen Rural may be good to follow-up with at some point regarding funding resources for system improvements.
7. Jacque Smith has volunteered to prepare the CC&R changes for submission to the county.
8. Paul raised the subject of water rate adjustments.
  - a. All agree that related expenses should be offset by the usage fees and that capital costs should be included in the annual dues.
  - b. An increase in at least the base water use fee is needed and will be planned for next year and the April billing.
  - c. Notification will be sent to the membership by the end of this year.
  - d. Bill will review the budget and expenses and recommend an increase amount.
  - e. Bill will also review any need for an increase in the annual dues.

### **Web Site:**

1. The Firewise information page has been updated.
2. Claus will update contact information and post the announcement of Alan Sodell as our new Water System and Property Manager.
3. Claus will continue to explore options for e-voting.

### **Good of the Order:**

1. Paul recommended that the Water System and Property Manager title be changed to Facilities Manager. The change was so moved and passed.
2. Dick asked what the board thought about the “Tiny House” business and related mess that has been set up across from Wolf Creek Road. Everyone agrees it is an issue. It was agreed we would follow-up in the spring.
3. Our new Water System and Property Manager, Alan Sodell, joined at the end of the meeting to introduce himself and meet the board members.

The next meeting will be held October 26<sup>th</sup> at 9:00 AM at the home of Paul & Jacque Smith, 16 Left Fork Wolf Creek Road.

The meeting was adjourned at 10:54 AM.

Respectfully submitted,  
Dick Nova, Secretary