

Navajo Ranch Homeowners and Community Associations
P.O. Box 1128
Walsenburg, CO 81089

<https://navajoranch-walsenburgco.org>

President: Deborah Clements Vice President: Richard Clements
Secretary/Treasurer: Sara Engelmohr
Board Members: Pam Pierce, Don Pino, Sam Morningstar

Navajo Ranch HOA&C Board Meeting
April 8, 2021
Navajo Western Water District Building

The Navajo Ranch Homeowners and Community Associations Board Meeting was called to order with quorum at 6:37 p.m. by President Debbie Clements.

Officers and board members present were: (Officers) President Debbie Clements, Vice President Richard Clements; Secretary/Treasurer Sara Engelmohr; (Board Members) Pam Pierce & Don Pino (Sam Morningstar was unable to attend). In addition, 5 members signed in (Randy Wilson, Todd Evelin, Harleen Pino, Frank Pierce, and Marlene Sassaman).

Secretary's Report: –

- Minutes from the October 19, 2020 Board Meeting had been emailed to all Officers and Board Members by Sara Engelmohr prior to be meeting for review; in addition, copies were available for all attendees. The minutes had also been distributed to the membership on 10/26/2020. *<Pam Pierce made a motion to approve the minutes as presented; Don Pino seconded; none opposed; motion passed.>*
- Membership 2021: There were some difficulties receiving our annual property owner lists from the County Assessor's Office – Sara was able to pick them up on April 5. A copy was presented to Randy Wilson for use by the Architectural Review Committee. Due to the lateness of receipt, the only membership forms that have been sent out were to our 2020 members; now that we have the report, Sara will prepare mailing labels for the other property owners – Debbie Clements has agreed to stuff envelopes and prepare for mailing.

Of the 74 membership forms mailed to 2020 members, we have received 50 back for 2021, to date.

- Sara advised the Board that when she receives membership forms each year, there are always some that include written "Thank You" notations to the HOA. She brought copies of the ones she has received so far with the 2021 membership forms, so the Board can see them – we are appreciated.
- Sara advised all present that "Main Street Office Supply" has closed. Recently, a new office services store has opened at 523 Main Street. It is called "My One Hour Office" – does not appear they offer office supplies, but they do offer other services: copying services, shredding services, fax/scan services, notary services, kiosk rental for conducting business, internet access by the hour, mailbox services, package receipt, conference room rental,

Treasurer's Report:

- Sara provided two Treasurer's Reports – one reflecting end-of-year 2020 information and one reflecting 2021 information, to date. Following is a summary of each report:

2020 end of year report:

ASSETS:

Checking Account (**724):	\$ 4,223.46	
Savings Account 1 (**946):	\$ 1,708.49	
Savings Account 2 (**238):	<u>\$ 1,190.03</u>	
TOTAL CASH:	\$ 7,121.98	
CD (6 month **5438):	\$ 5,481.96	(Maturity date 10/18/21)
CD (12 month **5423)	\$ 5,471.04	(Maturity date 04/19/21)
Navajo Ranch Filing 1, Lot 13:	<u>\$10,048.00</u>	(2019 Actual Value from Real Estate Property Tax Statement)
TOTAL ASSETS (cash, cds & lot):	\$28,122.98	

Checking Account Balance Carried Over From 2019	\$ 5,101.44
Total Deposits 2020 through end of year	<u>+3,660.00</u>
	\$ 8,761.44
Total Expenses 2020 through end of year	<u>- 4,537.98</u>
CHECKING ACCOUNT BALANCE EOY	<u>\$ 4,223.46</u>

2021 Treasurer's Report - April 8, 2021 Board Meeting

Beginning asset information as of January 1, 2021

ASSETS:

Checking Account (**724):	\$4,223.46	
Savings Account (**946):	\$1,708.49	
Building Fund Savings Account (**238)	<u>\$1,190.03</u>	
TOTAL CASH ACCOUNTS	\$7,121.98	
CD-12 month:	\$5,481.96	(maturity date 10/18/2021)
CD-12 month:	<u>\$5,471.04</u>	(maturity date 4/19/2021)
TOTAL BANK ACCOUNTS (Cash & CDs)	\$18,074.98	

Property Valuation for 2020 taxes: **\$10,048.00** Lot #13; Navajo Road & 510

TOTAL ASSETS:	\$28,122.98
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2021 CHECKBOOK ACTIVITY THRU 4/8/2021

DATE	DESCRIPTION OF TRANSACTION	EXPENSES	DEPOSITS	CHECKBOOK BALANCE
1/1/21	Ending Balance (from 2020 carried over)			\$4,223.46
1/18/21	Robert Smith (reimb GoDaddy auto website renewal)	\$63.51		\$4,159.95
1/18/21	Sara Engelmohr (reimb GoDaddy website renewals)	\$221.16		\$3,938.79
1/18/21	Travelers (liability insurance)	\$2,944.00		\$994.79
3/8/21	Deposit (\$290 memberships & \$115 donations)		\$405.00	\$1,399.79
3/6/21	Accounting Services Company (2020 tax prep)	\$150.00		\$1,249.79
3/11/21	Office Depot (2021 membership drive copies)	\$107.60		\$1,142.19
3/23/21	Deposit (memberships)		\$420.00	\$1,562.19
3/23/21	Deposit (memberships)		\$95.00	\$1,657.19
3/26/21	First National Bank in Trinidad (annual safe deposit box rental)	\$22.00		\$1,635.19
3/27/21	Deposit (\$785 memberships & \$50 donations)		\$835.00	\$2,470.19
3/31/21	Deposit (\$360 membership & \$25 donation)		\$385.00	\$2,855.19
3/31/21	County Assessor (property owner lists)	\$41.25		\$2,813.94

\$3,549.52 **\$2,140.00** **1Q 2021 TOTALS**

4/6/21	Office Depot (membership drive copies & county property owner list)	\$62.60		\$2,751.34
4/8/21	Deposit (memberships)		\$320.00	\$3,071.34

\$62.60 **\$320.00** **2Q 2021 TOTALS (to date)**

<Pam Pierce made a motion to approve both Treasurer's Reports, as presented; Don Pino seconded; none opposed; motion passed.>

- Sara stated she has two bills waiting for payment: Huerfano County 2020 property tax bill for the HOA lot = \$230.74; and a bill from CHD Construction in connection with Navajo Road mitigation work = \$1,600. I was waiting to pay the taxes until a few more deposits were made from the membership drive; and Don Pino has been in conversation with SPAWP regarding grant money for the CHD Construction bill. Don Pino interjected that the CHD Construction bill has been paid!!! Sara stated that is GREAT NEWS! Sara will pay the property taxes the first of next week!
- Sara stated that we have one 12-month CD scheduled to mature April 19, 2021. Sara provided copies of the current rate sheet from First National Bank in Trinidad for review by the Board. Available rates are very low. A brief discussion was held regarding different terms and rates.
<Pam Pierce made a motion to allow this CD to rollover for 12-months at the currently offered rate of .50% APY. Richard Clements seconded; none opposed; motion passed.>
- Sara advised that almost weekly, the HOA mailbox contains an offer/offers from land buying companies to purchase our HOA lot. The Board does not usually see them, and Sara does not keep them, but wanted to summarize what has been received during the last several months. The general discussion deduced that we are not interested in selling this lot – and the offers should be discarded.
- Once again, the HOA Federal taxes were prepared for 2020 and mailed. *<Deadline for mailing the return is March 15 for non-profit organization.>* Kind of a formality but is a requirement by the IRS for our non-profit designation. Also in connection with our non-profit, tax exempt status, Form 990N has also been completed for the year 2020. If the 990N is not filed for three consecutive years, we lose our exempt status.

In addition, Sara has filed the mandatory State Periodic Report for the Navajo Ranch Homeowners Association; the report is due in April for the Navajo Ranch Community Association. That will be completed prior to April 30.

- In the past, Sara has been told that a previous Board approved a motion that the Treasurer would have the latitude to pay, without formal approval, ongoing annual expenses. Sara would like to re-introduce the motion under the current Board. *<Sara Engelmohr made a motion that the Treasurer retain the latitude to pay, without individual formal approval, ongoing annual expenses (i.e., safe deposit box, post office box, tax preparation, and property taxes on the HOA lot); Pam Pierce seconded; none opposed; motion passed.>*
- Sara asked if anyone had requests for reimbursement. Harleen Pino presented a receipt for \$53.23 – this was for lunches provided on 3/9/21 workday for the volunteer mitigation crew. *<There was a motion approved at the October 19, 2020 Board Meeting establishing a budget for this project of up to \$250 – in November 2020, Don presented receipts to Sara totaling \$63.92 for volunteer lunches on workdays 11/9/20 & 11/12/20; \$132.85 remains in the approved budget, after these three workday lunch reimbursements.>* There was another work day also, but Harleen stated that she and Don were donating the cost of those lunches. Thanks go to Harleen and Don!

COMMITTEE REPORTS:

Architectural Review – Chairperson Randy Wilson state there have been five recent ARC approvals: 4 residences and 1 garage.

In addition, Randy has two people that have contacted him requesting to serve on the ARC – Cheryl Locke (for the Estates) and Ernie Roush (for the Resorts). He approved their temporary appointment but would like the Board’s official approval of these two Committee member additions. *<Sara Engelmoher made a motion to approve the addition of Cheryl Locke and Ernie Roush to the Architectural Review Committee; Pam Pierce seconded; none opposed: motion passed.>*

Randy further informed the Board that he now has 3 Committee members from the Estates (himself, Cheryl Locke, Marlene Sassaman) and 2 Committee members from the Resorts (Frank Pierce and Ernie Roush); he would like one more member from the Resorts, so pass the word and have anybody interested contact him.

Beautification & Cleanup – (There is currently no Chairperson for this Committee.) Don Pino requested that a work party be formed to remove bulky items (including a mattress and other items) from a residence. This is one of the properties that was mitigated as part of the shaded fuel break on Navajo Road. The residents are both disabled and unable to do any physical work. In addition to helping with cleaning up the property, it will help remove a significant fire hazard in the event of a wildfire. The items could be taken to the Transfer Station for possibly a small fee. He has not spoken with the residents about this – wanted to bring to the Board first. This would be a community service effort.

There was a discussion held, with overall support of this project. Don will contact the homeowners and extend an offer of removal of these items. Richard Clements and Randy Wilson offered to assist Don in the clean-up.

Maintenance & Repair – (There is currently no Chairperson for this Committee). No items were brought before the Board.

Social Events - (There is currently no Chairperson for this Committee.) No items were brought before the Board.

Welcoming – (There is currently no Chairperson for this Committee.) No items were brought before the Board.

Wildfire Risk Management / Firewise – Chairperson Don Pino gave a brief update on the shaded fuel break project was given. All slash piles that can be mulched have been removed. There are a few piles of branches on the HOA lot that could not be reached by the machine, including some that are too large anyway. Tree cutting season is over until fall now. The Board thanked Don immensely for the great work his committee has done.

REMAINING AGENDA ITEMS:

Upcoming Officer/Board Elections (Debbie):

All officer positions have been extended beyond what is stated in our bylaws due to COVID social distancing restrictions. We will need to establish with the current Board Members if they wish to continue with their positions. We discussed how the next terms will be applies – general consensus is that the officer positions designated for election in odd-number years (Vice President & Treasurer) should be filled this year on a two-year basis per the bylaws (with terms ending in 2023 at designated election time); officer positions designated for election in even-numbered years (President & Secretary) should be filled this year on a one-year basis (with terms ending in 2022 and subsequent elections resuming to a two year duration).

REMAINING AGENDA ITEMS (continued):

Membership Meeting (Sara):

Sara took the initiative to tentatively request the La Veta Community Center for a general membership meeting. She contacted the Town of La Veta with a prospective date of April 27, 6:30 p.m. to 9 p.m. This request has been approved by the La Veta Town Board. There is a \$20 use fee for the Center and a \$150 cleaning deposit required (the deposit is refunded if the Community Center is cleaned and sanitized after the event). Social distancing and masks are still required by the Town of La Veta at this time. All agreed that we need to hold a membership meeting as soon as possible, so this date was approved by the Board. Sara will deliver the checks to the Town of La Veta next week. Notices will be posted at the mail/information kiosks and distributed to the membership.

HOA Website – Sara has begun working with our Webmaster on making updates to the website. She will continue identifying outdated items and submit updates/deletions/additions as needed. Many thanks go out to Eugene Kelly (who was the original webmaster of our site) for resuming this important job!!!

NEW BUSINESS:

Resident Scrapper – Sara received a phone call from a Navajo Ranch resident regarding an offer to scrap junk items on unattended properties (old mobile home frames, etc.). He is willing to do this for no charge, other than retaining the money he receives for scrapping the items. Sara had already advised this resident that the HOA cannot initiate this process – he would need to contact the property owner and come to whatever agreement with them directly; however, she would be willing to help him obtain contact information for any specific lots he identifies via County records. All agreed that the HOA cannot officially be involved in the process but, if Sara is willing to unofficially help identify property owner information for him to deal directly with the property owner, that not a problem.

Navajo Western Water District update – Randy Wilson, NWWD President. Water District continues to have positive monthly financial reports. The technicians have located and repaired several leaks, which has resulted in a big reduction of unaccounted for water loss in the past. Another water district has offered the use of their very high-tech leak detector to assist us in locating and repairing even more. The unit costs approximately \$28,000 but, if it does work better than the one we currently have, the Board is looking at purchasing one also.

Work is progressing on installing automatic back-up generators at the tank/pump sites, as well as the office and shop. This involves preparation of a concrete pad for the generator, as well as fencing the perimeter around the generator for security purposes.

Adjournment – *<Pam Pierce made a motion to adjourn; Don Pino seconded; none opposed; motion passed, and meeting was adjourned at 8:02 p.m.>*

Submitted by Sara Engelmohr, Secretary/Treasurer