

Brush Creek Metro District (BCMD) January 2010 Board Meeting Minutes

Date: January 19, 2010

Time: 5:30 p.m.

Location: Cooper Day Real Estate, 400 East Hyman, Aspen, CO 81611

Present: Board President, Jerry Scheinbaum; Board Members; Lawson Wills; Rosa Bielec; Isabel Day; Bill Johnston, BCMD Manager; Glenda Knight, Finance and Marti Barbour, recorder of minutes

Absent: Joyce Hardy

Call to Order: 5:30 pm.

- 1. Call to Order.** The meeting was called to order at 5:35 p.m.
- 2. Approve minutes.** Motion to Approve December, 2009 minutes as corrected was made by Jerry Scheinbaum and seconded by Lawson Wills. The Motion was passed and minutes approved.
- 3. Public Comment.** Laurie and Jackie Van Woerkom came to discuss the exterior lighting of St. Ville. Usually six or more of the eight lights are left on. Armen Malikian's bedroom windows face the lights; 1261 Juniper Hill resident, Jim Veshancey is also angry as his bedroom also faces the lights of St. Ville. Even with the shades pulled, the light shines through. Tony Whaley at 1185 Juniper Hill submitted a letter of power of attorney for Laurie Van Woerkom to vote that BCMD get the situation resolved. Renter by the name of Zack at 1365 Juniper Road (owner is Stitt) also has similar complaints. Victoria at Frias Properties has done some work for St. Ville and has access to the St. Ville home. Victoria spoke with Mr. St Ville who said he was tired of the neighbor's bickering and that they should put curtains over their windows. He comes into town 2-3 times per year. It was suggested that Victoria recommend a timer to control the lights. The French doors reflect the lights and give a double lighting effect. Victoria does not know if there is a property manager in charge. Mr. Van Woerkom asked Bill Johnston what the county codes are; in response, Bill said that the St. Ville residence is in violation of the code. Lawson Wills suggested and the Board agreed that BCMD contact Pitkin County who could perhaps issue a citation for violation of the lighting ordinance. Bill Johnston will follow up with Pitkin County tomorrow, January 20th. Bill will let Jerry know how that goes so he can follow up with Mr. VanWoerkom. Mr. St Ville has sent a letter to the HOA; Rosa Bielec suggested that BCMD obtain the letter from Mike Otte. Jerry asked Glenda to contact Mike Otte about getting a copy of the letter.

4. Water Plant Manager's Report

- a) **Old Business.** Kelly had to leave early but reported through Jerry that the computer system is working well. Bill Johnston spent some time with the computer guy and Kelly took him down to the vault to take a look at the possibility of putting in an electronic monitoring system. They were asked to put in two bids; one stand-alone and one to integrate with Starwood's system. The system would eliminate the need for the current separate phone line for an automatic call when the water level gets low.
- b) Rosa asked Bill if there was a possibility of getting any grant money for water conservation in order to make the pump system more efficient. Bill responded that he would look into it.

5. BCMD Manager's Report

- a) **Old Business.** Jerry asked Bill if Snowmass Sanitation had looked at their \$7,000 invoice to BCMD. They stated that it was a mistake but have not re-billed us as yet. (Activities Sheet, Line 11)
- b) **Trash enclosures.** Discussion was tabled until next month.
- c) **Trash hauling proposals and discussion.** Bill will make another phone call to Mike about getting pick up three times per week for recycle for the same amount of money. Rosa asked that we go back to Snowmass Village Solid Waste again to see if we can negotiate down to meet the other proposal. Rosa brought up the idea of using the old concrete pad for use as a recycling area. Bill didn't think that we would have an overflow of recycling with a 3-day per week pick up. Jerry asked that Bill get a letter from Waste Management stating their low numbers.

There was continued discussion of billing of trash service and whether to charge per dwelling unit. The trash service fees are covering the expense and we are now negotiating more days for the same amount of expense. In 2009, \$23,000 revenue was generated by trash service fees. Lawson suggested that at this point we watch & wait. Rosa suggested that we include a letter in the water bills that inform the homeowners of BCMD's action and progress on their behalf. Jerry suggested that we hire someone to sit at the dumpster and do a survey of who dumps trash; name, location & homeowner. The Board members agreed and Bill will follow up with finding the cost of getting two people; one for each dumpster from 7am to 7 pm. Survey questions are solicited.

- c) **Signs.** Three signs were put up.

- d) Rosa reported on the **HOA** meeting. There was discussion about the tent garages and story poles. There was also discussion about the annual fees; motion and approval to contact people who have not paid their fees. Per the vote, late fees will be applied. Mike Otte's firm charged the HOA \$6,000 in accounting fees. A homeowner suggested that BCMD come up with a system to secure trash containers. Rosa suggested that we conduct a survey so that homeowners know we are working on a solution to the trash problem. BCMD Board members discussed the possibility of putting out signs in both English & Spanish. For the time being, it was decided that we would go with the extra trash pick up days to determine if there is a need for an additional step. Also discussed at the HOA meeting was parking on Upper Ranch Road and the bear scratch marks on Medicine Bow dumpster enclosure door. Jerry offered that anyone with complaints call him or attend the next Board meeting.
- e) **Water Meter Reading Software & Billing System.** It was fixed; it is merging and working well. There will be another training meeting set up for Glenda & Rosa.
- f) Bill notified the Board that he would be unavailable during late February through March for health reasons. He will be at the Cleveland Clinic/International Hotel for a procedure.

2. Budget – regular review

3. Bills/ Finance

- a) **Approve bills.** December 2009 bills were approved as presented.
- b) **Glenda's report.**

A/R – Discuss Jallifier & St. Ville and foreclosures. Jallifier has an outstanding balance of \$500+ but is unavailable by phone. No decision was made as far as sending a letter or adding interest.

4. Other Business

- a) **Water lines** - Charge “quarterly water service charge” based on water line size
- b) **Sign posting resolution.** The posting resolution has to be signed every January meeting. Lawson Wills made the motion; Jerry seconded and Jerry and Rosa signed the posting resolution.
- c) **Appoint DEO.** Glenda will be appointed again as DEO. Jerry suggested that there be an incentive added to the regular compensation. The Board agreed to discuss this at the next meeting.

- d) Rosa said that BCMD has two numbers listed in the phone book. Although the website lists the correct number, it has to be determined what number to use and make the necessary change for the phone book. Bill said he had an IT guy that could give a quote for building a website. If we had a one-page site, we could post pertinent information. The phone book listing costs \$48/month and the message needs to be updated with the correct contact numbers. **Bill Johnston will follow up with making that change.** Isabel suggested that we go to Blue Lake Homeowners Association website for a good example

- e) There was discussion that Board members should read the Rules & Regulations and that further discussion be tabled until after Bill's return in April, as his input will be valuable.

9. Adjournment. Jerry made the motion; Rosa seconded that the meeting be adjourned. The meeting adjourned at 8:10 pm. The next Board meeting will be on Tuesday, February 16th at 5:30 pm.

Brush Creek Metro District (BCMD) February 2010 - Board Meeting Minutes

Date: February 16, 2010

Time: 5:30 p.m.

Location: Cooper Day Real Estate, 400 East Hyman, Aspen, CO 81611

Present: Board President, Jerry Scheinbaum; Board Members; Lawson Wills; Isabel Day; Joyce Hardy, Bill Johnston, BCMD Manager; Glenda Knight, Finance and Marti Barbour, recorder of minutes; Scott and Karen Eden from InterMountain Waste & Recycling LLC

Absent: Rosa Bielec

1. **Call to Order.** The meeting was called to order at 5:35 p.m.
2. **Approve minutes.** Motion to Approve January, 2010 minutes as read made by Jerry Scheinbaum and seconded by Lawson Wills.
3. **Public Comment.** Scott Eden from InterMountain Waste and Recycling made a presentation and presented handouts to explain their service and charges. The 3.9% fuel surcharges were just dropped, which prompted discussion as to why there are fuel surcharges anyway. This has to do with the fluctuating cost of fuel. Jerry asked for a presentation on the lowest price and the best service. In order to get an accurate understanding of BCMD's waste disposal needs, InterMountain monitored BCMD receptacles daily for two weeks. They proposed putting in different containers which can be emptied from the front. InterMountain has already checked out the route and would NOT drive on Upper Ranch Road. The cost they are looking at is 6-days for \$2,900 or 5 days for \$2,700 which would include recycling. (\$105/month additional on fuel surcharge) BCMD asked what the company would do about car batteries, refrigerators and other trash problems. A battery would be taken care of without charge. They would pick up a refrigerator, get the Freon removed and send us a bill for the exact price they had to pay to have this done.
4. **Water Plant Manager Report.**
 - a) **Old Business.** Kelly had some concerns about chlorine residual in the system and checked it out; he found chlorine at a .23% level. His billing work consisted of working on a pressure reducing valve in order to prevent blow out.
 - b) Jerry asked if we were doing any Spring projects. A proposal is being worked on for a system to check what tank levels are, etc. Bill thinks

that we shouldn't need more than 150 data points. Jerry asked Glenda to make a calendar reminder to call Kelly on March 1st to see how it is coming along. Bill invited Board members to visit his office to see what the system does.

- c) Kelly asked the Board if they want to drain water out of meter pit at Paley's house. Jerry suggested digging a ditch nearby in order to allow the pit to drain of water. Bill suggested that BCMD may want to consider a change to the rules and regulations in order for it to be the homeowner's responsibility. There was discussion as to how the quality of work could be controlled if it is given to the homeowner to fix. Discussion was tabled. On the subject of the meter pits, Bill suggested that the transmitter units in the rodeo lot pit could be mounted on poles in order to possibly be read by the data collections units in Starwood.
- d) Droste's fire hydrant. Bill asked Kelly to come up with a proposal.

5. BCMD Manager's Report - Old Business

- a) Web page. Bill looked into it and found that we could get one for about \$7.00 a month and would be self-maintained. Lawson moved and Jerry seconded that Bill proceed with the webpage. Brushcreekvillage.org is a domain that is possibly already reserved for BCMD use. Bill will get this started before he leaves for Cleveland.
- b) Lighting at St. Ville's. Bill told Pitkin County that neighbors in the community were getting agitated. The County has put it on an inspection list.
- c) Alex is going to replace the broken door on Medicine Bow. There was discussion and the Board was in agreement in putting some metal on it.
- d) Trash hauling proposals. The InterMountain proposal was discussed. The Board's main concern is that is his company is here to stay. Currently BCMD is not working on a signed contract with Waste Management. Last month's bill was \$2,845.00 for trash and recycling after Glenda was able to get it reduced by \$271.34. After discussion, Lawson Wills moved that Bill Johnston obtain and sign a contract with Waste Management and make it part of the contract that Upper Ranch Road will not be used or a road impact fee will be imposed or the fuel surcharge will be subtracted from their monthly bill. Joyce Hardy seconded the motion; all were in favor.

6. Bills/Finance/Glenda's Report

- a) **Approve bills.** January 2009 bills were approved as presented.

b) Old Business. The Gates may attend the March meeting to discuss their water bill. They feel that they shouldn't be responsible for \$1000 of the water bill because it wasn't their fault that there was a water leak. When they come to the meeting, the Board will explain the BCMD position (that it is not

BCMD's responsibility). There was discussion about putting something in the rules and regulations that irrigation plans be approved by the BCMD. Another suggestion is that it can be part of the neighborhood covenants. Jerry suggested that BCMD contact Pitkin County to request notification of when building permits are issued for Brush Creek. Glenda will ask the Gates to bring in their landscaping & irrigation plans when they come before the Board.

c) **A/R** – Discuss Jallifier's \$800+ balance. Discussion postponed to next month.

7. **Other Business.** Discussion of the following items were postponed for next month:

- a) Questions for trash survey
- b) Charge
quarterly water service charge
based on water line size
- c) Extra compensation for DEO

8. **Activity Sheet Review.**

- a) Suggested that we request an itemization for the \$6,000 bill from Otte & Cote. Joyce will call him tomorrow.
- b) Trash Survey. It will cost \$1200 to hire someone to spend 12 hours a day at each site for one week. They will sit in their car and possibly survey people who use the dumpster.
- c) Cut down bolts for securing handles to trash enclosure doors. This is on Alex's list.
- d) Repair the damaged door on Medicine Bow trash enclosure. Also, on Alex's list.
- e) Message machine. There was discussion regarding possibly dropping the phone number and posting the website address for questions. Discussion was tabled.
- f) Plastic Pipe at Fault Zone. Remove "plastic" as the Board decided not to pursue plastic as an option.
- g) Test for Chlorine in Water System. Complete.
- h) SB 09-87. Complete.

9. **Adjournment.** Joyce Hardy made the motion Lawson Wills seconded that the meeting be adjourned. The meeting adjourned at 7:30 pm. The next Board meeting will be on Tuesday, March 16th at 5:30 pm.

**Brush Creek Metropolitan District
Aspen, Colorado
Monthly Board Meeting - March 16, 2010**

Date: March 16, 2010
Time: 5:30 p.m.
Location: Cooper Day Real Estate, 400 East Hyman, Aspen, CO 81611

Present: Board President, Jerry Scheinbaum; Board Members; Lawson Wills; Joyce Hardy; Isabel Day; Glenda Knight, Finance; Betty Gates, Homeowner, Brad Manocevitz, Homeowner, and Marti Barbour, Recorder of Minutes

Absent: Rosa Bielec; Bill Johnston, BCMD Manager

Call to Order: 5:30 pm.

1. Approve Minutes. February 2010 minutes were approved after small correction was made.

2. Public Comment. Betty Gates of 0845 Brush Creek, was present to discuss her 2009 second quarter water bill. The second quarter bill was \$2100; the third quarter bill was \$404 after correction of most of the leaks. She paid 50% of the second quarter bill and is asking the Board to help with the balance. The Board's position is that it is the homeowner's responsibility, even though she claimed that the City insisted that she put in the plantings. The Brush Creek Metro District pays for every drop of water that flows through the pipes, including the maintenance of the pipes. Although it was agreed upon that it was the fault of the irrigation company, the company is no longer in business. At the lowest rate, the bill would have been \$935. As she has paid 50% of that first bill, she has already paid more than that. The usage was 130,000 gallons during that time period. After discussion, Lawson Wills made the motion to reduce the bill to what she has already paid; Jerry seconded the motion and it was unanimously approved with the homeowner's understanding that she will diligently monitor the watering and irrigation system.
 - a. Rob Mann, 473 Medicine Bow; possible water tap. If he were to put in a tap, all fees would have to be paid up front; \$25,000 to access; all other amounts would also be the homeowner's responsibilities. A Tap Agreement will have to be drawn up and will involve Kelly. Steve may have one or BCMD will draw one up. Kelly will not start any work until an agreement is signed and in place. Glenda will email Steve to see if he has a standard tap agreement available and report back to Board members.

3. Water Plant Manager's Report

a. Old Business. The pipe at 1800 Medicine Bow Road is having problems. A short section is having pipes come apart. Kelly has a plan to make a bypass and put in flex pipe expansion joints which will move 30 degrees. He will leave one valve in place at the top and then go down 100 feet would be extremely difficult for the expansion joints. Approximate cost is estimated \$11,032 and \$16,000 for labor for a total of \$27,032. Jerry would like the plan to be submitted to the company's engineering department for review and get a warranty built into the deal. Kelly will start on a letter by Thursday in order to have a response to work on at the April 20th meeting.

b. Bid for fire hydrant on Droste's property. The Board agreed to wait for Droste to make the first contract.

c. Kelly moved a radio transmitter from the vault at Rodeo lot to a nearby post in order to possibly be read by the data collection units in Starwood.

4. BCMD Manager's Report. Bill was not present and is still recuperating from surgery. Glenda reported on his behalf.

a. Old Business. Nothing noted at this time.

b. Interim acting manager. Glenda can read the meters with the help of Justin and Greta.

c. Trash hauling proposals-sign Waste Management. The request to add that "the provider agrees not to use Upper Ranch Road" was added to the agreement along with Jerry's signature.

5. Other Business

a. Brad Manocevitz attended the meeting to discuss his interest in becoming a member of the BCMD Board. He became interested in the Board responsibility when he became a homeowner six years ago. He has experience in working with associations and administration and would like to be active in the community in which he lives. He would like to help better communication between the landowners (transparency) and the BCMD Board and is very interested in wildfire management and is passionate about recycling. There was discussion as to whether we need to continue with an election or whether Brad can be appointed as an alternate Board member without voting rights. The bylaws will need to be checked on whether an alternant can vote if the regular Board member is out. Brad made a request to withdraw his request to participate in the Board Member election. Lawson made a motion that Brad Manocevitz be appointed as an temporary Board member during Rosa's absence. Jerry seconded the motion and it was unanimously approved.

b. There is a tree on Juniper Hill Drive that is about ready to fall down. Lawson would like to check into a way of stabilizing the 178-year old tree and beautifying the area. Jerry will do the research on what it would take to accomplish this project.

c. Questions for trash survey - tabled for April.

d. Amend Rules & Regulations to require 3/4" water line - tabled.

e. Location of future meetings - Isabel will look into having future meetings at either the Woody Creek Community Center or the Aspen Public Library.

6. Bills/Finance

a. Approve bills. The February bills were approved as presented.

c. Glenda's Report. In order to upgrade her system and make it faster, she would have to switch from Sopris Surfers, which is currently being paid (\$29/mo) by BCMD. The new system would be bundled and have her phone included. She would bill BCMD for the internet portion.

d. St. Ville meter change, lighting. As it is still inaccessible for meter installation, it was decided that St. Ville will get one more request (by Certified Letter, written by Lawson) before action is taken to turn off the water. Glenda will follow the letter with a phone call to the property manager in Arizona. Lighting continues to be a problem.

e. A/R - Discuss Jallifer. He will pay \$895, per discussion with Glenda.

7. Adjournment. Jerry made a motion to adjourn; Joyce seconded and meeting adjourned at 7:35 pm.

Brush Creek Metropolitan District

Thursday April 22, 2010.

Location: Red Brick Center for the Arts, conference room
110 E. Hallam

1. Call to Order 5:30 pm. Present were Jerry Scheinbaum, Joyce Hardy, Isabel Day, Brad Manosevitz, Kelly Gessele. Lawson Wills and Bill Johnston were absent. Glenda Knight and Marti Barbour were also present, along with Kathie Grayson and Tom Sherlock
2. Approve minutes. The minutes were approved as read.
3. Public Comment
 - a) Tom Sherlock attended on behalf of Rob Mann, 473 Medicine Bow water tap. Tom brought two sets of plans for the water line from BCMD main to Rob's house. There were discussions regarding the remodel plans. Jerry requested plans for BCMD Board to review regarding lighting and landscaping.
 - b) Kathie Grayson expressed concerns regarding unsightly equipment and build up of "stuff" around the neighborhood. BCMD's position is that this is a Brush Creek Landowner's Association responsibility to oversee.
4. Water Plant Manager's Report
 - a) Old Business. Discussions continued about flex pipe.
5. Swear in new director - Brad Manosevitz. A resolution appointing a new Director to fill a vacancy on the Board of Directors of the District was presented. Jerry made a motion to adopt Resolution No. 3, Series of 2010 appointing Brad Manosevitz to fill a vacancy on the Board due to the resignation of Director Rosa Bielec submitted to the Board on April 7, 2010 due to poor health. The motion was seconded by Isabel and passed. Jerry administered the Oath of Office to Brad. Both the Resolution and the Oath were signed as required and will become part of the District's permanent records.
6. BCMD Manager's Report. Bill Johnston was absent.
7. Budget – regular review.
8. Bills/ Finance
 - a) Approve bills. A motion to approve bills for March 2010 was made. The motion was seconded and they were approved as presented.

- b) Glenda's report. The new billing system is not yet completely integrated with the data collection software. Jimmy Street needs to install the new data collection units in Starwood in order to complete the project. A letter of engagement & account balance forms from auditor were signed.
 - c) A/R. The first quarter bills went out mid-April.
 - d) St.Ville meter change-done, lighting is an ongoing discussion.
9. Other Business
- a) Questions for trash survey.. Discussion was tabled
 - b) Amend Rules & Regs to require $\frac{3}{4}$ " water line. This discussion was tabled.
 - c) Location for future meetings. There was discussion about where to hold future meetings but no decision was finalized.
10. Adjournment. The meeting adjourned 7:20 p.m.

BCMD Minutes

Date: May 20, 2010

Time: 5:30 p.m.

Location: Pitkin County Library, 120 North Mill Street, Aspen, CO 81611

Present: Joyce Hardy, Glenda Knight, Brad Manosevitz, Jerry Scheinbaum, Lawson Wills

Absent: Kelly Gessele, Bill Johnston

Public: No public present.

Agenda:

1. **Call to Order:** 5:40 p.m.
2. **Approve Minutes:** Motion to Approve April 21, 2010 minutes was made by Brad, 2nd by Lawson. Motion Passed.
3. **Public Comment:** None.
4. **Board Member Sworn In:** Lawson Wills was sworn in for another term as a BCMD board member.
5. **Water Plant Manager's Report:** The water plant manager was unable to attend. A \$25,000 tap fee was paid by Rob Mann. Glenda will talk to Roger about adding the funds to the water capital account. Rob Mann is waiting for a confirmation before proceeding. The architectural plans have been signed by Bill and returned to Glenda; she will contact Rob Mann. Another person contacted Glenda regarding water tap information.
6. **On-going Dr. St. Ville Lighting Problem:** BCMD received a letter on April 21st from Garfield and Hecht discussing Susan Pearson's, Zoning Officer for Pitkin County, findings. The board will ask Bill to contact Susan Pearson to further visit the issue and relay photos to her of the infringement upon his neighbors.
7. **Pitkin County Burning Policies:** Lawson and Joyce both noticed a neighbor burning brush in his yard twice last week. The Board will ask Bill to investigate the Pitkin County burning code.
8. **Landowners' Association:** Mike Otte, president of the Brush Creek Landowners' Association contacted Lawson in regards to filing assessment liens on delinquent homeowners. Lawson declined.
9. **Juniper Hill Drive:** Exposed tree ball near the bottom of the subdivision across from Pretty Tree Lane will be assessed as to the best way to repair it.
10. **Speed Limit Signs:** will be posted again.

11. **Flex Pipe Project:** Jerry and Lawson will do a site visit with Kelly and a water engineer to discuss the project slated for Medicine Bow Road below the four-way intersection.
12. **BCMD Manager's Report:** Bill was out of town for a relative's graduation in Wichita, Kansas and did not attend the meeting.
 - **Water maintenance:** Bill reviewed and approved the Mann water service line plan. Kelly will supervise the bore under Medicine Bow Road to access the water line and inspect the water tap and meter pit installation. Alex will dig in the exposed meter wiring on several water meter remote installations. Jimmy Street will install new communication equipment in the data collection units and clear up any data collection access issues Glenda is experiencing during the first week of June.
 - **Road maintenance:** Crack seal on road will be done next month following a walking inspection of the roads. GR Fielding, county road engineer will add striping on the agenda for Pitkin County road work to be done this spring or summer. Alex will dig out culverts over the next couple of weeks.
 - **Dumpster maintenance:** Rocks, soil and construction materials added to a dumpster were removed after Waste Management would not empty it. Tires left at the dumpster were hauled to the landfill.
13. **Glenda's report:**
 - **Bills/Finance:** Motion to approve April 2010 bills as presented. Motion Passed. A/R were reviewed and approved. A/R is high because bills had just been mailed out. Toni Whaley's house foreclosure has been turned over to new owners and closed. Her A/R was paid off before closing.
 - All water meters have been changed. Adjustments were made by Ryan from Top Gun and now correct readings are being accomplished. Top Gun has been paid in full. Some meter pit wires will need to be buried. Alex and Bill are planning on taking care of this.
14. **Other Business:** BCMD board will review rules and regulations for our water service plan. The Water Service Plan will be reviewed in June, Rules and Regulations will be reviewed in July. A current map of the subdivision will be brought to the next meeting. The web site completion will be discussed adding minutes, phone number contacts, etc.
15. **Future Meeting Locations:** Summer meetings for BCMD will be held at the Snowmass Chapel. Winter meetings will be held at the Pitkin County Library.
16. **Adjournment:** 7:20 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: June 24, 2010

Time: 5:30 p.m.

Location: Snowmass Chapel, Snowmass, CO 81623

Present: Board President, Jerry Scheinbaum; Bill Johnston, BCMD Manager

Board Members; Lawson Wills; Joyce Hardy; Isabel Day; Kelly Gessele, Water Manager, Glenda Knight, Finance;
and Marti Barbour, Recorder of Minutes & Josh Behrman of 659 Medicine Bow

Absent: Brad Manosevitz

1. Call to Order. The meeting was called to order at 5:35 pm
2. Approve minutes. Item #9 of the minutes were amended and then approved. The motion was moved and seconded.
3. Public Comment
Josh Behrman attended the meeting regarding his water bill (\$1,065) Josh lives in the residence and co-owns it with Gary Gross. Gary called Glenda regarding the bill and explained that there as leaky toilet which was fixed by mid-April. During the previous months the residence used 87,000 gallons while the toilet was leaking. Gary had tried to fix it and Josh ended up having to replace it. Lawson asked how much time elapsed in between. The Board explained how the water rates are staggered based upon usage. Lawson made a motion that the excess water usage (above 30,000) be billed at the basic rate rather than the higher rate. Jerry seconded the motion. The Board unanimously approved the motion. Glenda will send an adjusted bill to both Gary and Josh.
4. Water Plant Manager's Report
 - a) Old Business. Jerry & Lawson met with an engineer regarding replacement pipe for Medicine Bow. Flex pipe is favored. There are three options as far as to what intervals for placement. American Flow produces something called "mega joints"; a ring fits tight onto a bell and is bolted. The product is rated for 350 lbs of pressure (for our 100 lbs of pressure in this area) The Board agreed that these joints should be used. Option 3 is \$41,100; Option 2 is \$42,200. The project was budgeted at \$25,000. The Board discussed taking funds from the Capital Fund. Lawson asked Kelly to come up with a drawing to reflect the Board's desire to come up with the best plan using expansion joints in conjunction with the flex joints. The Board is required to put the job up for bid. Kelly will be the favored contractor but will have to bid on the project which will use expansion joints in conjunction with the flex joints. Bill will call Dean to firm up the specs. The proposal will be discussed at the July Board Meeting.
5. BCMD Manager's Report.
 - a) Status of data collection system upgrade. Bill gave a presentation on the new system's graphs and water usage and leak reports. The graph shows water usage for every 15 minutes so it is very easy to tell where leaks are. If a homeowner asks Kelly to

find a leak & fix it, Kelly is to refer them to a plumber. Bill will work with Alex to get the wires that were improperly installed in the meter pits routed correctly.

b) Old Business. The Board discussed the old evergreen tree that needs to be stabilized. Bill will look at it and get a bid to fix it.

c) St.Ville ongoing lighting issues. The lights are still on 24/7 and the county needs to be notified of light trespass.

d) Thistle spraying. Bill has contracted again this year with Prima Plant Services. Jerry asked Bill to call Pitkin County regarding spraying their portion of property within BCMD boundaries.

e) Amend Rules & Regulations to require 3/4" water line. This item was tabled for the July meeting while Bill looks into getting some samples.

f) Stan Bialec's beautification project – Lawson will be the one-person committee for this project

6. Approve bills. The May 2010 bills were approved as presented.

7. Glenda's report –

a) 2009 Audit Draft & related discussion. Roger asked for a review of the audit draft. They are still waiting for a letter for Oates, Knezevich, Gardenswartz & Kelly PC. Roger would like to have the \$25,000 collected for a new tap transferred from Water Operating Fund to the Water Capital fund. Signature cards need to be completed for Isabel and Brad.

b) A/R – To date, Jallifier has not paid his outstanding balance.

8. Adjournment. Lawson moved to adjourn the meeting at 7:55 p.m. Jerry seconded the motion and the meeting adjourned.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: July 20, 2010
Time: 5:30 p.m.
Location: Snowmass Chapel Library, 5307 Owl Creek Road, Snowmass Village, CO 81615
Present: Board President, Jerry Scheinbaum; Bill Johnston, BCMD Manager
Board Members; Lawson Wills; Joyce Hardy; Isabel Day; Brad Manosevitz; Glenda Knight, Finance,
and Marti Barbour, Recorder of Minutes
Absent: Kelly Gessele, Water Manager

Call to Order: 5:40 pm.

1. Approve minutes. The minutes for June 24, 2010 were approved as read.

2. Public Comment

a) Doug Raines re: water bill. Doug explained that he had a water problem until Sunday. It was a leak that was there for two years but he did not know until he put the property up for sale. It was discovered that at some point, the records got mixed up and Doug's neighbor, Lambert Construction was billed for Doug's water bill and had been paying it for two years. Doug was getting the water service fee of \$100/per quarter and hadn't noticed the billing error. Doug, because of not getting a water bill, was unaware that there was a leak. The problem was discovered because the address which came up on the leak report was a vacant lot. The amount from June 2008 until end of first quarter 2010 was \$2300. The problem was in a yard hydrant and once indentified the problem was resolved. Doug's usage for 2nd quarter 2010 was 69,000 gallons. Jerry said that the Water District is at fault because of the meter-reading problem. Lawson recommended that the past water bill for Doug Raines be forgiven (\$2,300) and that Lambert Construction be issued a credit in the amount of his overpayment. The motion was made by Lawson Wills that BCMD reduce Doug Raines bill of approximately \$2300 to the quarterly trash removal fee only and give Lambert a \$2300 credit. The motion was unanimously approved.

b) Gerald Grayson re: water bill. Gerald was first notified of a leak by Glenda. Gerald hired a plumber to determine the problem and it was resolved by turning off a valve in the underground snowmelt system. The bill for May and June was for 199,000 gallons of water for approximately \$3,700 as compared to the usual \$400 water bill. Jerry recommended that the Board discuss this situation and get back to Gerald. Lawson made the motion that Grayson be re-billed at the lowest tier. Jerry seconded the motion and it was unanimously passed by Board Members. The Board agreed that each case would be heard and decided upon individually based on the situation. Bill recommended that a formula is created to determine future outcomes.

Board member discussion regarding the meter reports. Jerry suggested requiring a plumber-certified pressure test for every property that shows up on the leak detection report (running water constantly for a 24-hour period). Bill gave a brief report on the operations of the new meter-reading system. Isabel emphasized the importance of consistent monitoring (weekly) of reports and that a policy be created as far as this follow up.

3. BCMD Manager's Report
 - a) Old Business. The striping was completed. Greta did an inventory of meter wires that were improperly routed on installation. Alex & Bill checked all the meters in preparation for rerouting the wires.
 - b) Status of Data collection system upgrade. Bill reported that the data collection units are being upgraded and will soon be able to be read on Bill's or Glenda's computer. It can be set up to view online with a login and password.
4. Budget – regular review
5. Bills/ Finance
 - a) Approve bills. A motion was made and seconded to approve the June 2010 bills as presented.
 - b) A/R – The second quarter bills were mailed.
 - c) Annual audit – Copies of the 2009 audit were passed out and reviewed. A Motion was made to Accept the December 31, 2009 Audit Report as presented, 2nd, Motion Passed.
6. Other Business
 - a) St.Ville ongoing lighting issues. Nothing else has been done. Pitkin County told him to put in 25 watt bulbs...seems to be better. There is still the light trespass violation.
 - b) Thistle spraying. Bill Johnston asked Crystal Yates of Pitkin County to take care of spraying the county-owned lot that has been for sale. Crystal Yates reported that property owners had contacted her regarding weed spraying for their lots as a result of BCMD's notification on weed control.
 - c) Amend Rules & Regs to require ¾" water line. Bill is reviewing and will make recommendations for the Board to consider at the August meeting.
 - d) Bill did some research on flex joints and brought a brochure to share with Board Members. The Board agreed that a decision had to be made at the August meeting.
 - e) Board members also brought up the website question. Bill will bring information on setting up inexpensive websites; Isabel recommended that we look at Blue Lake's website.
 - f) Lawson asked the Board to discuss putting up a sign in the dumpster area regarding the need to get a permit from the Fire Department before any burning is done. Bill is authorized by the Board to purchase and install the signs.
7. Adjournment. Brad made the motion to adjourn the meeting. Jerry seconded the motion and the meeting adjourned at 7:40 pm.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: August 17, 2010
Time: 5:30 p.m.
Location: Snowmass Chapel, Snowmass Village, CO 81615
Present: Board President, Jerry Scheinbaum; Bill Johnston, BCMD Manager
Board Members; Lawson Wills; Joyce Hardy; Brad Manosevitz. Also in attendance were Riley Gessele for Kelly Gessele, Water Plant Manager, Glenda Knight, Finance; Marti Barbour, Recorder of Minutes.
Public: Kathie Schulman & Barry Gordon; Greg Poschman
Absent: Kelly Gessele and Isabel Day

1. Call to Order: 5:45 pm
2. Approve minutes. A motion was made to approve the July 2010 minutes as presented; the motion was seconded and approved.
3. Public Comment. Barry Gordon and his realtor, Kathie Schulman, came to inquire about the status of Solar Way. Jerry stated the history of Solar Way; that Harold Whitcomb created it as a private driveway and named it Solar Way. Two other homeowners had the benefit of sharing the driveway. It would take a change in the County ordinance in order to make it a public road. G.R. Fielding, a Pitkin County engineer can explain some of the requirements to make an easement. Barry brought his Pitkin County tax bill and asked what he way paying for on his taxes if he has to privately maintain Solar Way. The Board explained that the money goes to maintain the public roads that they have to drive on in order to get to Solar Way. To be accepted in to the county road system, the road would have to be brought up to the specifications. Barry asked if BCMD would approve the road if it was acceptable to Pitkin County. Barry Gordon will pursue it with the County engineer.
4. Greg Poschman of Solar Way came in about 6:30 after Barry & Kathie left. He was invited by Barry to attend the meeting to discuss Solar Way regarding the road. He was given a brief review of the earlier discussion with Barry. Greg brought up his own question of fire mitigation. Bill gave him the name of Kami Long of the USFS who can give homeowners advice on fire mitigation. BCMD will not get officially involved in fire mitigation.

5. Water Plant Manager Report

a) On Sunday of last week, a problem was created due to a low tank. There was a faulty valve in a vault off Brush Creek Road. It failed to open and call for water to fill the middle tank. The result was that people were without water for 14 hours.

Communications/messaging was a problem but when Kelly got the voice mail, he & Riley opened up the valve; had an electrician come in and got the problem resolved. That revived a discussion of the need to get an operational website for BCMD and a better way of communicating in the event of a water emergency. The Association Voice has a simple website system available. The possibility of getting a local bid for doing a simple website was also discussed.

b) Flex pipe/joint. The work will come in at over \$40K and Bill will get a second bid to compare with Kelly's bid. The Board decided that a special meeting is needed to make a decision on the bid in order to start the work before the ground gets too frozen. The date, time and location is to be announced but should be prior to the next Board meeting. Bill will contact Glenda. A special meeting announcement will need to be posted at the dumpsters.

6. BCMD Manager Report

a) Old Business. Alex gave a proposal to Bill for stabilizing the tree on Juniper Hill Drive; \$2,041.00 will include building a crib wall. There was discussion as to whether it is within the required easement. Bill Johnston is going to contact the County to have them take care of the crib wall on the tree.

b) Status of Data Collection System Upgrade is ongoing. It will be another week before Jimmy Street will be able to upgrade the equipment to sync with the computers. Once that is completed, Glenda will be able to print the reports that are needed.

c) Bill has a road grader coming up next week to clean up the ditches. Jerry asked that Alex work on the culverts also.

7. Bills/ Finance

a) Approve bills. A motion was made to approve the July 2010 bills as presented; the motion was seconded and passed.

b) Glenda's Report. There was discussion regarding the Raines & Lambert billing issue. It was decided that if the properties sell, that the credit is not transferable but the amount owed will become part of the closing.

c) A/R There was discussion regarding the status of outstanding bill collection and how long to wait before sending a shut off notice.

8. Other Business

a) St.Ville ongoing lighting issues. Bill has a call in to Pitkin County but has not heard back.

b) Jerry made a motion to stand firm with the Board's original decision regarding Grayson's bill. Lawson seconded the motion. After a brief discussion, the motion was unanimously approved by the Board.

c) Amend Rules and Regulations to require $\frac{3}{4}$ inch water line. Discussion was tabled for the September meeting.

d) There was more trash problem in July and Waste Management wanted to add another day to the pick-up schedule. Bill confirmed that it was a mess and recommended that daily pick-up be scheduled for the July & August & Thanksgiving and New Years.

9. The next meeting is scheduled for Tuesday, September 21, 2010.

10. Adjournment. Jerry made the motion to adjourn the meeting at 7:49 pm; Lawson seconded the motion and the meeting adjourned at 7:50.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: September 21, 2011
Time: 5:30 p.m.
Location: Snowmass Chapel, Snowmass, CO 81623
Present: Bill Johnston, BCMD Manager, Board Members; Lawson Wills; Joyce Hardy; Isabel Day; Brad Manosevitz, Glenda Knight, Finance; and Marti Barbour, Recorder of Minutes
Absent: Jerry Scheinbaum

1. The meeting was called to order at 5:42 p.m.
2. Approve minutes. One line, regarding the tree, is to be added to the August 2010 minutes: "Bill Johnston is going to contact the County to have them take care of the crib wall on the tree." A motion was made to approve the August 2010 minutes with the above, one line addition. The motion was approved and seconded.
3. Water Plant Manager's Report
 - a) Old Business. Regarding the recent water situation, Kelly addressed problems with the fluctuations in the flow numbers. Two pumps should have come on but only one did. Kelly read all the meters from the Pump House; there were no problems or leaks. He had an electrician come in to check it. The Paley residence at 412 Pioneer Springs had a problem with a leak on our side of the meter near the meter pit. Kelly and Riley dug up the broken line and fixed the leak.
 - b) Lawson brought up the question of the timeliness of proceeding with the flex pipe now. After discussion, the Board agreed to put it off until late Spring when everything can be done consecutively.
4. BCMD Manager's Report
 - a) Old Business
 - b) Status of Data collection system upgrade. One meter is needed at the Mann's and one is in need of repair; everything else is working smoothly.
5. Budget – regular review
6. Bills/ Finance
 - a) Approve bills. A motion was made to approve the August 2010 bills as presented; the motion was seconded and passed.
7. Other Business
 - a) Rosa's service is at Aspen Chapel on Oct 2nd at 11:30 a.m. A BBQ is to follow at Mike and Rosa's house on 2653 Juniper Hill Drive.
 - b) Water emergency plan – inform owners. Josh Hmileowski at ZG Tech has been contacted by Brad and is a personal friend. The Board would like to get a proposal from him, along with any other competitive bids, based on The Blue Lake Homeowner's Association a website as a model. Brad was elected to head up this project. Lawson suggested that this become an ongoing agenda item until it is completed. The following items will be collected and sent electronically to Brad for inclusion on the website:
 - Rules & Regulations – Bill (note to contact Mike Otte for Brush Creek landowners association documents)
 - By Laws -

- Covenants – HOA or Pitkin County
 - Minutes - Glenda
 - Board of Directors information
 - Emergency Contacts - Glenda
 - IGA - Bill
 - Service Plan – Bill
 - Weight Limits on Roads
- c) Fire Assessments – Kami Long from USFS came out to do an assessment on Brad's property. The Board recommends that individuals be responsible to contact her rather than the BCMD get involved. This would be a good information bit for the website.
- d) St. Ville ongoing lighting issues. The wattage was reduced, the complaints have subsided and it is a Pitkin County responsibility to enforce light trespass.
- e) Alex would like the Board to buy him a replacement weed eater. Bill said that a good weed eater would cost about \$350. Alex has never added an equipment charge to his hourly bill. Bill recommends that Alex buy a new weed eater and BCMD contribute to it. The Board agreed that Bill make Alex the offer to contribute to his purchase rather than buy it outright.
- f) Amend Rules & Regulations to require 3/4" water line. This item is tabled for October's agenda.
- g) The next meeting is scheduled for Tuesday, October 19, 2010
- h) SCADA – Item for October's agenda.
9. Adjournment. Lawson motioned that the meeting adjourn; Joyce seconded the motion and the meeting adjourned at 6:55 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: October 26, 2010
Time: 5:30 p.m.
Location: Snowmass Chapel, Snowmass, CO 81623
Present: Board President, Jerry Scheinbaum; Bill Johnston, BCMD Manager, Board Members; Lawson Wills; Joyce Hardy; Isabel Day; Kelly Gessele; Glenda Knight, Finance; and Marti Barbour, Recorder of Minutes
Absent: Brad Manosevitz

1. **Call to Order.** The meeting was called to order at 5:47 p.m.
2. **Approve minutes.** A motion was made to approve the September 21, 2010 minutes as read; the motion was seconded and passed.

3. Water Plant Manager's Report

a) Old Business. There is a small leak in the PRV (pressure release valve) just before the corner on Juniper Hill/Sagebrush. Possible repairs could be as much as \$2500. Kelly recommends that one be purchased to have on hand in the event of the need for replacement. The Board agreed that one should be purchased; the funds are available in the Maintenance fund. Jerry made the motion to purchase a PRV valve; Lawson seconded the motion which was passed unanimously.

4. BCMD Manager's Report

- a) New Business. Bill Johnston reported that he will be relocating to Kansas within the next 10 days. He will be available for consultation and can work on the Rules & Regulations and meter reading. Mark Asher is Bill's replacement for Starwood. The Board would like to invite him to the November Board meeting to make a liaison with BCMD. Bill expressed how much he appreciated working with BCMD.
- b) Old Business. There is still one data unit that was waiting for installation. There are a few items pending; the pipe installation and follow-up landscape project; 10-12 3' gray boulders to build a two-tiered rock retaining wall for the revegetation project and the tree stabilization. Jerry would like Bill to call Stan Bialec before placing the rocks (across from Stan's house at Lawson's as a temporary measure). Kelly will haul the rocks with his dump truck.

5. Budget – regular review

a) Discuss 2011 proposed budget. The Board agreed that in the future, no money should be transferred out of Capital unless discussed first. Anything not spent in one year will be transferred into the respective Capital funds. The Board asked Glenda to change some figures in the enterprise fund budget to make it balance.

6. Bills/ Finance

- a) Approve bills. A motion was made to approve September 2010 bills as presented, motion was seconded and passed.

7. Other Business

- a) Water emergency plan – inform owners. This will be included in the new website.
- b) Web site – domain name is brushcreekmetro.com
- c) Complaints – Kevin McClure made a formal complaint to the Board that there is a white Jeep parked illegally near his property.
- d) SCADA. Bill Johnston recommended that BCMD goes with SCADA.
- e) Next meeting, November 16th, will be Budget Hearing. Glenda will research the meeting location.
- f) Email from Mike Mullen. The Board determined that it would be in their best interest to make a report to the insurance company and consult the BCMD attorney, Boots Ferguson (Holland & Hart)
- g) Isabel reported that Brian McShane went to the Fire Department regarding his new sprinkler system for his new home under construction (under 5,000 sf). The Fire Department told him that he needed to put in a 2" line. He has put a hold on the construction until this issue is resolved. Even with 2" lines, BCMD doesn't have the water capacity. Brian McShane will have to work this out with the Fire Department; the BCMD regulations are for 3/4" line.

- 8. Adjournment.** Jerry made the motion to adjourn. Lawson seconded the motion and the meeting adjourned at 7:57 p.m

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: November 16, 2010
Time: 5:30 p.m.
Location: Snowmass Chapel, Snowmass, CO 81623
Present: Board President, Jerry Scheinbaum; Board Members Joyce Hardy; Isabel Day; Lawson Wills and Brad Manosevitz. Also present were Kelly Gessele, Water Plant Manager; Glenda Knight, Finance and Marti Barbour, Recorder of Minutes

1. **Call to Order.** The meeting was called to order at 5:41 p.m.
2. **Approve minutes.** Isabel made the motion to approve the October 2010 minutes presented; Lawson seconded it and the minutes were approved.
3. **Water Plant Manager's Report.** Kelly reported that he was going to purchase a reduced pressure principle. He got info on three units but needs to get the PSI info; he will try to beat the price he gave. The meter readings have been significantly lower. One meter is not working. The register is fine but something is wrong with the main body. It was fixed with some spare meters that were on hand. Kelly will label each with a wire tag indicating where the meter came from and that it is not to be reused. Everything is now working as it should be.
 - a) **Old Business.** Discussion regarding the back flow situation at Mike Mullen's house. The back flow caused in incorrect water meter reading. According to the rules & regulations, the homeowner is responsible for installation of a back-flow preventer. The new meters have a back flow check.
Mike Mullen wants to be on the December agenda in order to discuss the items contained in his email; the Board would like Steve Connor to be present. Steve will get a copy of Mike's letter; Boot's reply and our response to Mike. This will be an extra meeting for December with a tentative date of December 14th.
4. **BCMD Manager** – Board Members agreed that BCMD definitely needs a Manager. An individual with Bill's County and HOA experience would be desirable, however Alex is a possible candidate. This item will be on the January agenda.
5. **Budget** – Board members received a copy of the revised budget. Lawson moved that the 2009 funds remaining be transferred from the General and the Water Operating Funds into the respective Capital Accounts. Jerry seconded the motion and it was unanimously approved.
 - a) Other Budget discussion items:
 - 1) There are several roads that are due to be re-sealed.
 - 2) Glenda recommended that we re-name "Long Term Planning" to "Website". The Board approved that change.

6. **Approve bills.** The October 2010 bills were approved as presented.

7. **Accounts Receivable.** There are several people in arrears; Glenda will make collection calls.

8. **Other Business**

a) Website design and approval to proceed. Josh estimated that it would be approximately \$1000 to build the website and \$25/month to host it. Lawson made the motion to authorize \$3000 for the website and move as quickly as possible in order that we can publicly post the monthly minutes. Jerry seconded the motion and it was unanimously approved. The Board would like to invite Josh to the January meeting to make a presentation of the website design.

b) The Water Service Agreement (Rules & Regulations) cite the requirement for 3/4" line

c) SCADA. The money is not currently budgeted for SCADA; this item can be put on the February agenda.

d) Bobby Holmes will be invited to the next regular meeting to discuss his snowplowing rates. The meeting will be scheduled for December 21, 2010.

9. **Adjournment.** Jerry made the motion to adjourn the meeting. Lawson seconded it and the meeting adjourned at 8:00 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: December 14, 2010
Time: 5:30 p.m.
Location: Pitkin County Library
Present: Jerry Scheinbaum, Joyce Hardy, Glenda Knight, Isabel Day, Brad Manosevitz, Kelly Gessele, Bobby Holmes and Billy Holmes.

1. **Call to order:** 6:05 pm

Plowing:

Bobby is ready to go. He has upset owners in the past because the plows leave a ridge of snow after plowing the roads at the entrance to driveways. It would be very costly to correct the situation but Bobby is willing to do it if that is what the district wants. The board is pleased with the current plowing policies.

Mullen: There is a 2 years statute of limitations on Mullen's accusations about past billing. The board believes that all Mullen water issues were resolved in 2007 with Rosa.

Backflow Preventer: The language is vague concerning who is responsible for regulation or installation of back flow preventers. 1993 regulation from the EPA and Health Department said that everyone should have a double check valve.

Approve minutes: Brad makes a motion to approve the minutes from the BCMD Board meeting on November 16, 2010. Jerry seconds the motion. All in favor.

Public Comment: none

Water Plant Manager's Report:

Kelly has ordered and paid for the PRV valve. Eroded metal will be rebuilt and we are rotating 3 pumps.

Chlorine Testing: The health department has come up with a new rule about testing chlorine in secondary water districts. The new rule will require a chlorinator (\$800) and 100 gallon tank and electricity. Kelly will start checking the chlorine level every other day.

Diffendaffer: The water has been turned off at the Diffendaffer residence. The pipes froze and poured 65k gallons into the house and ceiling and walls. The board would like to put a lock on the water meter and notice on the house so that nobody is able to turn the water back on and cause further damage or waste. The house is in foreclosure and is slated for a Feb 2, 2011 sale.

New Meters: The new meters have check valves. The board would like Kelly to do inventory this coming spring of all of the back flow preventers so that we can be assured that our system is complete and in compliance.

BCMD Manager's Report:

The board would like to look for a manager. Some names were mentioned and it is discussed that we need a clear job description of the position. Glenda has spoken to the new manager of Starwood, Mark Asher.

We are not sure if he is interested or not. Jerry would like to see applicants submit resumes and letters of intent. Isabel spoke to Kevin McClure. Jerry spoke to Alex about the position. Jerry is especially concerned about the spring pipe project and having a manager by that time.

Neptune: Glenda reported that Neptune FTP site had been down for 3 days, since the 9th. The site is dependent on the GJ Pipe site. This means that Glenda is unable to see the readings and whether there are any leaks.

Raines: Glenda received a bankruptcy notice for Raines. Lawson said there is nothing we need to do.

Aviram: Short sale slated for December 31, 2010.

Budget: Joyce makes a motion to approve the proposed 2011 budget. Brad seconds the motion and all are in favor.

Bills/Finance:

Glenda transferred funds from the General and Enterprise Funds to the Road Capital Fund and the Water System Capital Fund respectively at Alpine bank. The interest is only .05. We can consider a longer term for a better interest rate. The money was excess funds from 2009.

A/R: Glenda called JP. The board would like a policy for unpaid dues and requested a letter be drafted by Lawson that would go to any owners who are more than two quarters in arrears stating that their water will be turned off if they do not pay the balance or come to the board to discuss a payment plan.

Approve bills. The November 2010 bills were approved as presented

Adjournment: Joyce makes a motion to adjourn the meeting, Jerry seconds and all in favor. Meeting is adjourned at 7:45.