Colinas Del Sol Homeowners Association
Meeting to Elect Board of Directors

DATE: October 23, 2022
LOCATION: 36 Colinas Del Sol, Lamy, NM 87540
TIME: 2:00pm

- Call to Order:

Russ McMillan called the meeting to order at 2:00 pm for the purpose of electing the first Board of Directors for the Colinas Del Sol Homeowners Association. It was determined that a quorum was present.

- Roll call of Officers: N/A
- Guest speakers: N/A
- Approval of Meeting Minutes: N/A
- Board of Directors Report: N/A
- Unfinished Business: N/A
- New Business:

  A. The nominating committee presented the slate of candidates to fill the Board of Director positions: Howard Dittmer, Nate Borgelt, and Sandra Aldern. Nominations from the floor were opened. There were no additional nominations.

  B. Ballots were distributed, completed, and counted. Howard Dittmer, Nate Borgelt, and Sandra Aldern were unanimously elected as members of the Board of Directors.

- New meeting details:

After a brief discussion, the Board announced the following terms and positions:

1 year term: Nate Borgelt October, 2022 - October, 2023
2 year term: Howard Dittmer October, 2022 - October, 2024
3 year term: Sandra Aldern October, 2022 - October, 2025

Director positions October, 2022- October, 2023
President: Howard Dittmer
Secretary: Nate Borgelt
Treasurer: Sandra Aldern

- Adjournment:

There being no further business to conduct at this time, the meeting was adjourned at 3:00 pm.

BOARD CERTIFICATION & APPROVAL OF MINUTES:

“This is to certify that the (Colinas Del Sol Homeowners Association) is a (New Mexico) Nonprofit Mutual Benefit Corporation; that the Board is duly constituted; has made all decisions based on reasonable investigation, in good faith and with regard to the best interests of the community and its members; has exercised discretion within the scope of it authority under relevant statues, covenants and restrictions in discharging its obligations; and herby approve the authenticity of actions reported in minutes of this meeting.”

APPROVED:

SECRETARY_____DATE_____

COLINAS DEL SOL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
November 2, 2022

Minutes of the Board of Directors Meeting of the Colinas del Sol Homeowners Association (CDS HOA), *Lamy*, NM, held at in 111 Colinas del Sol, Lamy NM at 10:00 AM on the 2 of November, 2022.

I. CALL TO ORDER

Board member Howard Dittmer called the meeting to order at 10:00 AM.

II. ROLL CALL OF OFFICERS

Roll call of officers at 10:08 AM.
Present: *Howard Dittmer, Sandy Aldern (10:00), Nate Borgelt (10:05)*
Absent: *None*
Also Present: *None.*

III. APPROVAL OF THE MINUTES OF THE REGULAR MEETING

No previous notes to approve.

IV. HOUSEKEEPING REPORT

HD, SA and NB discuss tasks for establishing the carryover of the previous HOA to the new Officers:

A. Checking account and checkbook need to have access and address changed.
B. Address needs to be established, look into PO Boxes at La Tienda or Agora.
C. PO Box must have checking account moved over before subscribing.
D. Once address and checking done then budget to be established.

HD, SA and NB discuss basics of developing budget for CDS HOA:

A. Road maintenance.
B. Emergency fund needs.
C. Water well maintenance – need a main water boss but each well is supported by those houses that utilize it.
D. Landscaping needs – two gate areas and mailbox area.
    a. We need to establish which roads and areas are under our supervision.
E. Obtain insurance details – what needs to be insured and how much.
    a. We are currently insured through 2/25/23.
    b. ~$1,800 insurance between 12 households.

V. TREASURY REPORT

SA gave the report as follows at 10:35 AM:

A. Current balance is $7,405.12.
B. Account maintenance is $14 per month.

VI. UNFINISHED BUSINESS

Unfinished business was discussed by HD, SA and NB at 10:45 AM.

A. HD to investigate Landscape costs and options.
B. SA to investigate Bank name transfer.
C. NB to investigate PO Box, letterhead and electronic logins.

VII. NEW BUSINESS

No new business is scheduled on the agenda or was brought up by the Board.

VIII. NEXT MEETING DATE

The next monthly Board meeting is scheduled for December 12, 2022 at 10:00 AM at SA residence.

The board meeting adjourned at 10:55 AM.

These minutes were approved by the Board of Directors.

_____
Nate Borgelt, Secretary

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CDS HOA Board Meeting

12/12/22

I. Call to Order
   a. All present, HD, SA, NB @ 10:05AM
II. Roll Call
   a. Howard Dittmer, Sandy Ahern, Nate Borgelt arrival 10:00AM
III. Housekeeping in order to establish and transfer HOA ownership
   a. Post office box – Looking into one in Pacheco, two are available in Eldorado should we require a separate address other than a home
   b. Board members need to complete paperwork for Bank Account and have a meeting at the bank in person
   c. Minutes from last meeting to be sent to SA in order to establish HOA at Bank
IV. Financials
   a. Insurance paperwork is due 2/25/23
   b. Checking account setup at Bank to occur at a convenient time for all
   c. Letter to be written and sent to collect dues in January 2023
   d. Lot 23 has already submitted dues for 2023
   e. Need to get dues from the rest after we have a budget for 2023, including road maintenance, which will be continued by Russ throughout 2023
   f. We do not require a reserve study, an outside party can determine needs
   g. Road insurance, upkeep of entry areas
   h. No collection needed on non-owned properties (currently two houses and one empty lot)
V. Business Needed
   a. SA to write a letter to collect for CDSHOA, SA will collect funds until we establish a PO BOX
   b. Develop letterhead? Website? Need address other than a home first
   c. HD to collect contact info for remaining residents
VI. Next meeting date
   a. 2/8/23 @ 10AM

Adjourned 10:28AM

These minutes were approved by the Board of Directors.

_____
Nate Borgelt, Secretary

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CDS HOA Board Meeting

2/8/23

I. Call to Order
   a. All present @ 10:33AM
II. Roll Call
   a. Howard Dittmer, Sandy Ahern, Nate Borgelt arrival 10:30AM
III. Housekeeping in order to establish and transfer HOA ownership
   a. Currently we are still using SA's home and phone
   b. No rush on PO BOX, need physical address for new checks in 2024
IV. Financials
   a. Names to be added to our new checking account for CDSHOA
   b. We will need to print the appropriate documents from the bank
   c. At this stage beneficial owners of the account are none, will be Pres. and VP.
   d. Everyone to sign signature card for Bank
   e. Checks by Feb. 25, we currently have two temporary checks should we need them
V. Future Business
   a. Bank visit
VI. Next meeting date
   a. 3/1/23 @ 10AM

Adjourned 11:04 AM

These minutes were approved by the Board of Directors.

_____
Nate Borgelt, Secretary

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CDS HOA Board Meeting

3/1/23

I. Call to order
   a. All present @ 10:08
II. Roll Call
   a. Howard Dittmer, Sandy Ahern, Nate Borgelt arrival 10:08 AM
III. Financials
   a. All payments in
   b. We have entered a $3,000 deposit to HOA Bank account
   c. $7,748 balance from previous month raised to $10,748
   d. One check was sent for insurance in the amount of $1,073
   e. With the bank fees balance is now at $9,575
   f. We have decided not to get a PO BOX for the HOA and remain on Sandy's address
   g. We need to get quotes and a budget for landscaping of the entryways
   h. Budget for road maintenance, we can hold off on due to Russ maintaining for 2023
   i. Bank Charges are $20 a month
IV. Future Business
   a. SA to email Amy/Russ to ask about maintaining road post 2023
   b. Can we maintain Compadres as well?
   c. Is the road to be paved from Compadres to the 'hump' from Avenida Eldorado?
   d. Check on federal income taxes? NB
      i. Form 1120 H Income Tax Return for HOAs
      ii. We do not operate to make profit
      iii. Have we been paying taxes?
   e. What should we have as a reserve in the budget? 10% of yearly budget?
   f. Maintenance of landscaping, entry, road? SA
      i. Bridget on landscaping
      ii. Russ repair of road
V. Next meeting date
   a. 4/5/23 @ 10 AM

Adjourned 10:41 AM

CDS HOA Board Meeting

4/5/23

I. Call to order
   a. All present @ 1:01 PM
   b. Time moved from 10AM to 1PM @ Howard's
II. Call to order
   a. HD, SA and NB present @ 1:01 PM
III. Financials
   a. All payments 100% in with NB deposit last month
   b. Second insurance policy is paid
      i. Reinstated
      ii. We need to confirm with Insurance Agent what the details of the coverage are.
      iii. We would like the rep to speak to us at another HOA meeting
      iv. Getting quotes for landscaping
         1. Heavenly Elements @ 200/month plus 14 tax
         2. Other quote is 400/month
         3. Includes two visits, mailboxes and entryways
            a. Move to hire Heavenly Landscaping approved
      v. HD and NB to look for solar lighting for entry
   c. Road maintenance
      i. $1,000/month for the loop
      ii. Parcels across from us need to respond to our calls so we can talk to them about maintenance on the road
   d. 72 CDS sold, waiting for names and escrow to know about dues
   e. SA is going to talk to Amy about federal tax obligations from before
      i. Contacting an HOA Management Company for a possible CPA? Should be local
   f. $8,567.62 currently in account
IV. Future Business
   a. Meeting in Eldorado for the 285 nuclear waste transfers
   b. Yearly meeting for everyone in September or October.
      i. First Sunday in October following the first Wednesday.
      ii. Mention nominations for architectural committee and replacement for Nate.
   c. 8567.62 currently in acct.
   d. No meeting in August
V. Next meeting date
   a. 9/6/23 @10 AM

Adjourned 10:42 AM

CDS HOA Board Meeting

9/14/23

I. Call to order
   a. All present @ 10:12 AM
   b. Meeting moved one week via text the week earlier due to NB conflict
II. Roll Call
   a. Howard Dittmer, Sandy Ahern, Nate Borgelt arrival 10:10 AM
III. Housekeeping
   a. NB to formalize minutes
   b. HW spoke to Ken, Ken and Kurt to meet with Evan and Joan to resolve solar panel issue
   c. Architectural committee needs to be formed
      i. Board approves
      ii. Three members required
      iii. No one has volunteered for NB replacement yet
IV. Financials
   a. Balance is $8,410.62
      i. New members of CDS HOA don't pay until new year
         1. Russ has paid for other lots up until 2023
         2. Fees subject to change for 2024
      ii. One payment in August
         1. Landscaping $100
   b. We need to figure out federal income tax returns
      i. Not an issue as we are non-profit and rudimentary, but needs to be done
   c. Insurance
      i. Last years rates are what we are paying
         1. Need to compare and see if we are overpaying
   d. Reserve
      i. Reserves are not for well, pool, playground etc.
      ii. Road maintenance and emergencies
      iii. We will start anew in 2024
         1. Reserve to remain at $8,000, plus the $2,000 additional from last year, to have a current balance of $10,000
            a. Assume we will use the reserve for dry grading before end of 2023, and then replenish in 2024 with annual dues
               i. $1,000 must be added to next years annual dues
                  1. Dues will be $1,300 rather than $1,200
                  2. Total would be $20,800
               ii. We cannot make money, responsibility is to have a healthy but not overboard reserve
      iv. Budget to be compiled by SA and voted on by HOA
V. Future business
   a. No volunteers for NB open position on Board
      i. Action needed to recruit
      ii. Do we need an alternate?
   b. Ken and Kurt Garage
      i. We need them to submit plans for approval by the architectural committee
      ii. We need to establish a rule where entire HOA is aware of any pending construction before it happens as a heads up

c. Road Maintenance
    i. County road vs. non-county maintained road
        1. Roads have blue street sign with orange writing county maintained
        2. Roads with green street sign and white writing are non-county maintained
            a. Compadres starting at Avenida Eldorado northbound is county maintained
            b. There is a process that can be done to see if your road can be entered as a county maintained road
                i. Spur Ranch after 4 years has still not gotten approval
            c. Move to create a Road Subcommittee with agenda at Oct. 8 CDS HOA whole meeting
        3. Spur Ranch residents using Compadres
            a. Can we limit access?
            b. Speeding, road maintenance, danger to walkers
            c. Can we block the road? NB to see about legality
        4. Lots adjacent to the roads own half of the road
            a. Part of the approval for the houses to be built across the street was that the developer was to pave to the 'hump'
                i. Doesn't necessarily need to be paved, but we would like it maintained
                ii. Should we have them pave before being allowed to build more houses?
                iii. Sean is maintaining the road concurrent with our meeting
            b. SA quote from Sean
                i. 4x per year compaction
                    1. $2,400 each
                ii. Dry grading
                    1. $1,000 each
                iii. Colinas del Sol compaction/grading once every two years
                    1. Emergency would be extra
                iv. $12,641 per year
                    1. Including compaction of CDS
                        a. Every other year is $10,000
                    2. Divide by 16 total lots
            c. Non residents using Compadres
                i. Random ideas
                    1. Toll road
                    2. Gates
                    3. Car counter
        5. Must establish a Road Committee

VI. Annual Meeting
    a. October 8, 2023
    b. Budget to be emailed beforehand
    c. Proxy forms? NB?

VII. Next meeting date
    a. 10/4/23

Adjourned 11:20 AM

CDS HOA Annual Meeting

10/4/23

I. Call to order
    i. All present at 2:10PM
b. All current board members present
    i. SA – Treasurer/VP
    ii. HD – President
    iii. NB – Secretary
c. HD introduces SA for Financial reports

II. Financials
a. SA hands out physical budget for the CDS HOA
    i. Last year end of October '22 $7,386 available to start the HOA
        1. Assessments up to 10/23 were $200/year
        2. CDS HOA members added $3,200 to CDS HOA fund over 2023
        3. At this current juncture there are few expenses
            a. Jan. 2023 Insurance Paid
                i. $2,000
            b. Landscaping added mid-year
                i. June/July 2023 $100 per month
                ii. Non-rainy months @ $200
        4. Balance as of 10/4/23 $8,210

III. Looking to 2024
a. Assessments will be raised to $1,300
    i. Working revenue becomes $20,800
        1. The group reviews the individual breakdown of the budget
    ii. As Russ initiated insurance the Board will need to address what is covered under the current coverage
b. Road maintenance
    i. Overview of the one received bid
        1. HOA is responsible for general road maintenance, bylaws say we are responsible for common areas and roads
        2. The bylaws also say we are allowed to maintain areas outside of the HOA if it is in the common interest
    ii. HOA recommends maintaining Compadres from Spur Ranch to the first road heading North
        1. We are not recommending we fund the last part closer to us after the mailbox
        2. Recommended 4 wet down and compaction and grading

IV. Establishment of committees
    i. HOA has suggested we establish a road committee to work on maintenance needs and other neighbors involvement in grading/paving expectations
        1. EB and RM motion to set up committee
            a. All in favor
        2. DA and EB motion to approve road budget
            a. All in favor
        3. DA, JS and EB volunteer for Road Committee
            a. All in favor
    ii. RM overview of original plans for roads
        1. We shouldn't need funds allocated as maintenance currently stands

2. RM spoke to Danny Martinez regarding paving the road coming in
    a. Danny has spoken to county to chip seal rather than pave
3. Spur Ranch and Horse Subdivision
    a. Non-maintained county roads
    b. We are to not respond to Spur Ranch Road lettters

b. Architectural Committee
    i. We need a committee to review and approve new construction
        1. RM and EB motion to set up
            a. SD, JG and NB volunteer for architectural committee
            b. All in favor

V. Election of new Board Member
a. Currently three members, three year terms, first round is 1, 2 and 3 year terms respectively
    i. Nothin cast in concrete is discussed ie. Members of the board can adopt new roles
    ii. KB, JW and DA nominated
        1. KB wins paper ballots

VI. Open Forum
a. Communication
    i. The HOA needs to find a common way to communicate
        1. We will set up an email mailing list
b. Well overview
    i. Each well has its own committee
        1. DA raised that we as a full HOA should be working on responsible water use as a community
            a. It would be difficult to have 3 wells on a single account
            b. Well groups can contribute data to the HOA
                i. Individual readings vs whole well reading
                    1. Used mostly for monitoring for leaks
        2. We can look at some other well maintenance options as well
        3. In conclusion the three well committees need to communicate on their services and issues
c. Neighborhood Watch
    i. Suggested to have a NW established
        1. Signs/deterrence
        2. Knowing when people are home or away on vacation so we can be on the lookout

VII. Other business
a. HD asks for further business
    i. No further business

VIII. HD motion to adjourn
a. All in favor