

**Los Cerritos Area Homeowner's Association Board Meeting  
9/25/2018**

Good Shepherd Church

In Attendance:

Mike Rariden (Board and President), Tom Zipperian (Board), Mary Cockburn (Board and Treasurer), Shannon Siewert (Board and ACC), Joan McMorran (Board), Charlotte Nee (Secretary), TJ Maloy (Roads), and Homeowners: Tom Boyd, Diana Boyd, Cindy Mueller, and Lorraine Rariden

Call to order at 6:33 pm.

Mike Rariden rearranged agenda in order for Tom Zipperian to present first. Mike has assumed the President's responsibilities due to the resignation of Jay Judge.

**Treasurer's Status:**

Association records have been transferred to Mary Cockburn, the software is up and running. Mary communicated with a colleague about QuickBooks and how to fully utilize its capacity. Interest calculations are no longer done by hand since Tom embedded these controls into QuickBooks. There are still some challenges associated with the transfer of signatures at the Sandia Laboratory Federal Credit Union (SLFCU), these were addressed by the following proposal from Tom Zipperian.

***"Pursuant to Tom Zipperian's resignation as LCAHA Treasurer, effective August 31, 2018, I propose we appoint Mary Cockburn as Treasurer of the Association. I further propose we change the existing signatories on the account. Garth Reese (Secretary), should remain on said account and we must now include Mike Rariden (Acting President), and Mary Cockburn (Treasurer)."***

This motion was Seconded by Mike Rariden. Vote was Yes from Shannon Siewert, Yes from Joan McMorran, Yes from Tom Zipperian, No Nays, None abstaining.

Further dialogue brought up views that ALL checks should require two signatures for payment. That idea was deemed cumbersome. Mary suggested we have a dollar limit that would require two signatures to prevent someone having to wait to be reimbursed for purchases such as basic office supplies. (Action-Board: Establish dollar limit for check signatures).

Tom also mentioned our IRS status demands we have a formal "Conflict of Interest" policy. This policy describes situations where a potential conflict of interest might occur. He cautioned we might have been in direct violation of this policy in the past. Mary suggested we design a disclosure of sorts to cover us in such a situation. Mary also projected the IRS would likely give the Association time to develop a plan of action in these situations. Mike stated the Board will take this as an action item to develop conflict of interest disclosure statements as part of the mitigation plan. Tom mentioned there are 4 members that require disclosure statements. (Action-Board)

**Bylaws/Covenant Review:**

Tom mentioned there have been three attorney reviews over the years of the Bylaws and Covenants. The most recent review was accomplished in 2010. Action had to be taken to bring the Association into compliance with State Law (2013 HOA Act) with respect to IRS reporting requirements.

Open meetings requirement is also part of the 2013 HOA Act. Mike stated all Board Meetings are open to LCAHA residents and clarified when meeting notices are sent out that state "only required" means there is no business to discuss in some areas of responsibility and it is not mandatory for those members to attend unless they wish to.

Mike revisited the ongoing efforts with the attorney and disclosed there is \$5K set aside for future legal work. Mike moved that we determine what action should be taken to recover overdue assessments. Discussion led to the prospect of sending out demand for payment notices drafted by our attorney to homeowners who are in arrears for more than one year of assessments. The letters would state if payment is not received, legal action in the form of a lawsuit will commence. This was Seconded by Shannon and all other Board members present voted unanimously Yes. No Nays, None abstaining. Mary will provide Mike a list of these lots that are in arrears. There will be attorney's costs associated with these letters. The attorney will be contacted for a cost estimate. (Action-Board)

**Los Cerritos/Pines Upkeep and Maintenance:**

Mike stated he received 4 complaints concerning the excessive overgrowth of the weeds/vegetation and not mowing often enough. Assembly agreed appearance is vital to our reputation, property value, rodent/snake control, fire safety and utility access. The conversation mainly focused on the desired frequency of mowing. There was discussion in reference to obtaining three (3) bids for mowing. TJ Maloy stated it would be difficult to get 3 bids and Shannon mentioned the lowest price is not necessarily the best option. A motion was not put forth for any action. TJ noted snow plowing must remain with the current contractor due to the ability to respond on short notice.

It was pointed out Section 6.2 of the bylaws indicate that landscaping integrity is the charter of the ACC. Mike made a proposal/motion to properly align grounds and landscaping responsibility to ACC. A Second was made by Joan and Yes votes were taken from Mike, Shannon, and Mary. No Nays, None abstaining.

**Road Maintenance/Stabilization:**

Road stabilization was discussed in length. Mike presented a product as a sample to use as a road stabilizer/dust suppressant and cited the benefits. He reminded the Board of the responsibility of utilizing our resources wisely to preserve the roads. He suggested we move forward in deciding how to maintain our roads with the possibility of foregoing some routine maintenance. He explained in order to receive the most benefit/longevity, road stabilizer must be done in conjunction with regular road maintenance. If not done simultaneously, road surfaces deteriorate rapidly leading to wash boarding excessive dust and mud which in-turn drives up maintenance costs.

Mike relayed Tom's suggestion regarding looking at buying equipment and spreading road stabilization products ourselves. He obtained a quote of renting a water truck for \$460 per day for 8hrs of use as per the last board meeting action item. TJ reminded the Board of the need to groom roads before application of product. Mike stated we should apply the product to the worst areas. Mike also stated we could possibly cover the whole neighborhood in 5-6 hours using volunteers. The Board requested the Road Committee assess the areas in most need of road stabilizer. In addition Mike reminded the Board and Road Committee of the general meeting vote in favor of applying road stabilizer to the remaining unsurfaced roads after upcoming paving is completed. Tom confirmed there will be \$7K remaining in the budget to cover the work. Joan mentioned the Roads Committee's main focus appeared to be paving and wanted to remind the assembly other roads need desperate attention. TJ stated all roads are being maintained and the existence of any paving will reduce the need for such continued demands of maintenance in the future. Joan responded stating there is costs associated with maintaining paved roads as well.

**Property Management Consideration:**

Mike explored the possibility of LCAHA utilizing the services of an outside party to manage our Association. He determined the associated costs were too high and it was very difficult to find reputable companies.

**Standing Committee Duties and Responsibilities:**

Written Operating Instructions will be established IAW Bylaws 6.9. Committee Procedures. Working Groups will be formed to create/establish procedures and policy statements relative to their area of responsibility. Additionally Mike pointed out we are missing two Standing Committees (Association Rules and Budget, Finance and Insurance). Volunteers will be sought to form new committees. (Action-Board)

**Fall Neighborhood Clean-Up:**

Mike suggested we consider establishing a fall cleanup day. TJ reported poor attendance at the last clean-up day and limited time remains this year to accomplish it. The Board decided to plan a spring clean-up day instead. Mike will assess the spring clean-up needs and draft wording for a flyer to be sent out to members. Mary suggested door-to-door visits could be a good way of recruiting help. (Action-Mike Rariden, Mary Cockburn).

**Halloween Hayride:**

Board agreed on 27<sup>th</sup> of October for the date of the hayride. Mike advised of the liability related to this event. Mary and Joan would like a flyer to be distributed advertising the hayride and requested we include some added incentives to promote it. Perhaps contests for drivers/homeowners were a few possibilities discussed. Mary and Joan suggested posting parents on each trailer as safety monitors, however traditionally there has been more parents than children on the trailers, so this measure was deemed unnecessary. There was also a discussion of requiring release of liability paperwork. No decision was made on this issue.

**Vice President Vacancy:**

Joan was asked if she would consider taking over the responsibility. No decision made at that time.

**Old Business:**

Entrance gates @ the Pines and Los Cerritos. Follow-up to an action item from the last general meeting. Joan will contact Mr. Alderete who volunteered in June of 2018 to obtain quotes on the cost. Mike reminded the Board that any proposal for installation of a gates would have to go to an Association vote. (Action-Joan McMorran)

Dead End Sign Replacement: The existing sign reads "This Road Dead End" and is not the correct size. Shannon will secure a new sign with the words "Dead End No Outlet" of the legal size/shape/color. Mike volunteered to install after purchase. (Action-Shannon Siewert, Mike Rariden)

**New Business:**

East Equestrian Trail. Mike reported residents would like to utilize the trail but there are mounds of dirt placed from the natural gas project that needs to be spread. TJ announced this type of maintenance should not be assigned to neighborhood clean-up. He stated this would be a job he and Mike could complete on their own with the proper equipment. (Action-Mike Rariden, TJ Maloy).

**Closing Remarks:**

Mike reminded the Board we are required to hold quarterly Board meetings. The Board established the next Board Meeting to be held in Dec 2018.

Motion made by Mike to adjourn at 9:10 pm. Seconded by Mary. All voted in favor.



Michael E. Rariden  
President, LCAHA

4 Oct 2018