

**Los Cerritos Area Homeowners Association**  
**Board Meeting Proposed Agenda**  
Wednesday, February 22, 2023, 5:30-7:00 PM  
Comfort Inn and Suites

Call to Order 5:31pm

**Place:**

**Comfort Inn & Suites**

**Attendance:**

**President: Dianne Christensen**

**Vice President: Max Knarr**

**Board Members: TJ Maloy**  
**Kelly DeLora**

**Treasurer: Lyndsi Donner**

**Secretary: Jessica Shelby**

**Approval of the Agenda**

***President – Dianne Christensen***

**Officer and Board Recruitment:** It is time to begin recruiting for the next term of Officers and Board Members. It would be helpful for residents to volunteer and “shadow” those in the roles so the continuity of the Board would be smoother and easier for the next generation to take over. Finding volunteers to serve on committees and then the Board would be a good process for this plan.

**Spring Clean Day:**

Good community engagement with volunteers. It was suggested that we combine the Annual Meeting with a Spring Clean Up Day. Various tasks like road maintenance, fixing signage, and completing the Open Space Easy Access Gates entrance could be done. Then a hot dog roast in the Commons Area would follow. June 3 was suggested as a potential date. The Roads Committee will be consulted on this idea. An early Annual Meeting could take place before the work begins.

**Create Chipper Teams:** Those interested in continuing to work on tree removal, could form teams and work on their respective lots together on dates over the summer months. Each member would have the team for several hours working on their lot.

**Recruit Block Coordinators** if there is interest in hosting an outdoor block get together on the various roads over the summer.

**Welcome Team**

Update Welcome Packet.

**Audit-**

Lyndsi is getting together the information for what we are filing for taxes and if we need an audit.

**Open Space Easy Access Gates Sign and completion of post installation and fire box**  
Verbiage for signage to identify access and use. Other signs will remain in place.

***Los Cerritos Area Homeowners Association***

***Open Space Easy Access Gates***

***Dedicated to the residents whose generous donations made this improvement possible.***

***This easement land is owned and open for use by the Los Cerritos/Pines residents. It is governed and managed by the LCAHA Board.***

***For more information: loscerritosnm.org***

The stop sign at the end of the circle needs to be moved. We need a fire box at the gate. Also, the Los Lomitas/Las Lomitas sign needs to be dealt with and what the correct name is researched.

**Paving saving reserves-**Overdue assessments payments and part of the HOA dues should be set aside a percentage of money to finish paving the neighborhood.

**ACC – K.R. Scott**

1. Report on Molinar property- Not moving along like it should. K. R. has been following up with the property owner and they assured K.R. they will finish on time. There is also an exemption with the fencing.
2. ACC Recruitment

**Treasurer – Lyndsi Donner**

Twenty hours were spent with an accountant, who donated her time, cleaning up past recording errors in Quickbooks. When the change was made from the desktop version to the Cloud based version, the operation was very different so small errors were discovered from that transition period. There was no issue with the bank account and all monies are accounted for, the issues was solely with how things were being recorded on Quickbooks.

As a result of corrections made to the books, there are two lots needing to be addressed with the board. Errors on the part of LCAHA Treasurer from 2019 and 2020 were explained. A recommendation to write off two \$225 errors was requested. The Board decided to let the affected property owners know of the errors in their favor to see if they may want to correct them. If not, they will be written off since the owners are only now being advised and the Board accepts responsibility for the errors.

- Friendly reminders to lot owners who currently owe were mailed 2/23. Currently, 17 lots are not current on dues. Of these, 13 lots owe less than \$500 and 4 lots owe more than \$500. There are two liens currently in place.

- All the options researched for the HOA to begin accepting digital payments charge a fee. The cheapest and most convenient option would be directly through Quickbooks. If the HOA accepted digital payments this way, the payments would automatically be recorded/credited in the books. The fee for using Quickbooks payments varies depending on payment method. The cheapest option is ACH (direct transfer) which is a 1% fee per transaction (\$2.25 per \$225 transaction). The fee for payment through online invoice is 2.9% + 25 cents per transaction (\$6.78 per \$225 transaction).

The Board agreed that given the information and the lack of demand from residents, it is not cost-effective for the HOA to absorb the cost for offering digital payment options.

- \$3,200 was generously donated for the back open space easy access gate. To date, \$2,850 has been used for this project. There is currently \$350 remaining.
- **The current balance in the checking account is: \$48,378.28.** (As noted above, \$350 of this is specifically for the open space gate project.)

### ***Secretary – Jessica Shelby***

The Facebook page is up and going. It is purely an informational page. It has 13 members. The email list is up and continuing to add and fix emails.

### ***Roads-David Nee*** (Submitted in writing)

#### **July-August 2022**

Robert Cockburn performed mowing on 7/11 (\$750.00) and 8/19 (\$993.75), in addition to the aesthetic appearance of the neighborhood the mowing and weeding is essential in preventing the deterioration of the asphalt road surface and in keeping the ditches flowing freely during rain events. I believe Robert is doing a good job with the mowing and would recommend we continue to use his services for the coming year if he is agreeable.

TJ had a contractor spray for weed control at the entrance of the sub division around the mail boxes, this effort proved beneficial and would recommend we have this done again in the spring.

#### **December 2022**

Wes Odle and crew with NM T&S Service completed road maintenance the week of December 5<sup>th</sup>, the work consisted primarily of repair to drainage ditches and specific problematic areas of the gravel road surface. Fifteen yards of road base was spread, leveled and compacted on Camino Estribor and Camino Collado. The total cost of this project was \$4,825.01

#### **Spring 2023**

Although we have not had a significant amount of participation this winter the moisture and conditions have created a few problem areas on the gravel roads, which in addition to routine spring road maintenance will require special attention. I will be putting together a scope of work and (hopefully) estimates in the next 4-6 weeks with an anticipated work time of late-April to mid-May.

There is a need to address some minor cracking of the asphalt surface that could be accomplished by volunteers and the association's purchase of some crack sealer.

To date we have not had any snow events that have required plowing.

There are several housekeeping tasks that need to be completed that have not gone over-looked they just have not been on the top of my priority list:

- Signage repairs and relocation. (Los Lomitos vs Las Lomitos)
- Driveway drainage concerns of neighbors (Cerro Ct, Arbolado Ct)
- Tree trimming debris in ditches (Pines)

Additionally, those that contribute their time, and the use of their personal equipment are appreciated and their efforts are recognized as a significant contribution to our neighborhood.

Historically the association has completed maintenance on the roads in the late spring and fall, the work typically consists of grading, base coarse addition (where needed), dust suppression/road stabilizer and ditch clean-up. This has always been subject to needs and the availability of funds.

As a reminder it is the homeowner's responsibility to keep their driveway culverts clean and flowing properly.

This roads committee would like to see all the roads paved and maintained in a traditional manner and feels this has been and should be the primary objective of the association and believes with some good resource management this goal is very achievable.

Camino Estribor or Camino Collado would be the next obvious road paving project with a crude estimate of \$125k per road.

A crude estimate for completing asphalt roads for the entire association is \$350K - \$500K.

**No New Business**  
**Adjournment 7:30pm**