



Coyote Hills HOA Board of Directors Executive Meeting

The special executive meeting of the Coyote Hills Board of Directors was held on Thursday, February 22, 2024 at 7 pm at the Kendall Witt's residence.

Board Members Attending:

Kendall Witt – President
Linda Birchem – Vice President
Casey McCutcheon – Secretary
Jackie Tugwell – Treasurer
Gary Coyle – Director

1. The meeting was called to order at 7:00 PM. The meeting was called to consider and address issues concerning the acquisition and management of the HOA Community well.

2. Water Committee Formation. The considered and discussed the need for such a committee. After discussion the Board felt there was no need for such a committee at the present time. But this can be revisited at a later time.

3. Insurance. The current insurance for the well does cover equipment, some infrastructure repair and personal injury.

4. Roy/Emergency Contacts.

a. The individual performing the present well monitoring, repair, and meter readings will continue on doing that work. The HOA Board will develop a contract and statement of work to continue his work and compliance with the Colorado water quality regulations. A backup for him will be determined in the near future.

b. The HOA Board will also look at training and retraining of members or certain community volunteers to respond to resetting pumps circuit breakers in the event of automatic reset failures.

c. Key's to the garage door/electric boxes on the exterior. The doors are locked and lock box will be available to a select number of persons for access in the event of an emergency. Locks will be added to the electrical panels in the near future.

5. Well costs? The HOA Board has the electrical and well pump transition readings to begin monitoring the actual costs. The Board plans to initially review the overall costs (electrical, water volume [gallons pumped], chlorine usage, etc., in September and also at the end of the year. Billing rates will be adjusted based upon costs and the amount of reserve funds needed.

6. Well Maintenance.

a. The Board discussed inspections for proactive maintenance and the fire pump bearings. These will be inspected annually as well as any cursory inspections during the year.

b. Other pump maintenance - Manifolds, interior and exterior of the building. Volunteer painting of the building and the potential construction of a ventilated enclosure for the chlorine injector was discussed.

7. Community water billing.

a. Linda volunteered to acquire a billing program to handle the Community water billing needs. The billing format will be developed. She will also continue with the HOA Water loan monitoring and payment tracking program.

b. Regarding the water bill process and costs. Discussion was on several processes.

(1) The cost of envelopes, paper, and postage. This is to be determined.

(2) The potential of emailing the bills out to the homeowners. Will depend upon the individual homeowner acceptance/approval.

(3) A mix of both based upon those homeowners that may prefer to receive their bills by mail or email. This may well be the most likely scenario.

(4) The fourth was the payment method. Presently any payment sent to the HOA in general has been by personal check. The Board plans to explore the potential for homeowners to pay their water bill by ACH (automatic clearing house). [Side note: may want to look at on line banking method - homeowner has their bank mail out the payment check.]

c. The billing cycle to be end/first of the month. The meter reading at end of month with the bill sent out first of the following month.

d. The water bill will reflect at a minimum the following: water quantity used; payment due date; late payment due date; and late payment penalty.

e. During the winter months where snow covers the ground water meter covers and meters are unable to be read, an average reading will be used. The meter readings would be trued up at the earliest opportunity.

Coyote Hills HOA Board Meeting adjourned at 8:45 PM.