

ZAPATA HOMEOWNERS ASSOCIATION
Board of Directors Meeting
February 18, 2022

Call to Order: The Board of Directors for the Zapata Homeowners Association held its regular meeting, Friday, February 18th, at the Mosca Community Building beginning at 5:30 PM.

Board Members Present: Wayne Ross, Jack Zeman, Leeza Kuznetsova, Erin Smith, Joe Funk and Austen Reneau. Administrator Anna Ciezki was also present as well as members, Betty Jo Westbrook, Jennifer Nellinger, Adam Bill, Gary Poe, Anne Forrest Ketchin, Len Jatkowski and Kim Jatkowski.

Approval of the Agenda: Agenda approved as published.

Culturally Modified Trees presentation by Anne Forrest Ketchin: (see literature from Anne Forrest Ketchin at end of minutes). Erin Smith moved to approve the request for \$300 for the display project. Jack Zeman seconded and the motion carried unanimously.

Approval of Minutes:

November 19, 2021 – Leeza Kuznetsova moved to approve the minutes from November 19, 2021 Board Meeting. Jack Zeman seconded and the motion carried unanimously.

Approval of Bills to be Paid: Erin Smith asked for clarification of the payment made to KLIEMN as well as additional payments made to caretaker, Gary Poe for snowplowing and pushing back the wood recovery lot. Chairman Wayne Ross addressed both questions noting that KLIEMN did work on culverts that were damaged and that he had asked Gary Poe to do both the snowplowing and pushing back the wood recovery lot. Chairman Wayne Ross then mentioned that they would have a Physical Improvements committee meeting in the coming weeks to discuss the increase in road expenses as well as how we are to handle snow plowing in the future. Leeza Kuznetsova moved to approve the bills to be paid. Jack Zeman seconded and the motion carried unanimously.

Administrator's Report:

ADMINISTRATOR'S REPORT
November 2021-February 2022

11/19/21 (4 hours) Board meeting prep and printing. Board Meeting.
11/22/21 (1 hour) Invoice payment final prep and taken to be mailed.
11/23/21 (0.75 hours) Emails and phone calls fielding questions.
11/24/21 (1 hour) Filing, printing, emails and phone calls fielding questions.
11/29/21 (1 hour) Several emails fielding questions from potential buyers.
11/30/21 (2 hours) Prepped deposit. Bank and Post office. Mail sorting.
12/01/21 (0.5 hour) Printing, emails, called Pope regarding decision, Minutes prep.

12/03/21 (1.5 hours) Minutes and emails.
 12/06/21 (1 hour) Post office box.
 12/07/21 (0.5 hour) Emails fielding questions.
 12/08/21 (2.5 hours) Transfers and filing.
 12/09/21 (0.5 hour) Emails fielding questions.
 12/10/21 (1 hour) Calls and emails fielding questions from potential buyers.
 12/13/21 (0.5 hour) Emails.
 12/14/21 (3 hours) Sorted and paid invoices, transfers and emails fielding questions.
 12/15/21 (2 hours) Post office box. Printed checks.
 12/16/21 (0.75 hours) Got checks signed by two parties. Prepped for mailing.
 12/17/21 (1 hour) Emails fielding questions and two phone calls.
 12/20/21 (1 hour) Post office box to mail invoice payments.
 12/21/21 (1 hour) Mail sorting, filing and printing.
 12/22/21 (0.75 hours) Emails and calls fielding questions.
 12/23/21 (1.5 hours) Post office box. Several emails.
 12/27/21 (1 hour) Post office box.
 12/30/21 (0.75 hours) Emails with accountant regarding upcoming tax season.
 01/03/22 (2 hours) Calls, transfers, new year task items, emails fielding questions.
 01/04/22 (2.75 hours) Post office box. Emails, phone call with new "Rachel" at Land Use, filing, printing. Mail sort.
 01/05/22 (2 hours) Invoicing and payment processing for persons paying early dues. Filed Pope payment. Created lien release for Pope. Transfers. Address updates. Office tasks and filing.
 01/06/22 (1 hour) Post office and Bank deposit.
 01/07/22 (4.25 hours) Accounting, began process of invoicing, emails fielding questions and lot research.
 01/08/22 (2.5 hours) Final transfers completed for 2021. Preparation to invoice.
 01/10/22 (3.5 hours) Invoicing (confirming all transfers match current database, confirm database matches QuickBooks, invoicing, printing, address confirmation, stuffing and stamping).
 01/11/22 (1.75 hours) Post office box. Emails fielding questions. Returned two voicemails.
 01/12/22 (5.5 hours) Invoicing (confirming all transfers match current database, confirm database matches QuickBooks, invoicing, printing, address confirmation, stuffing and stamping).
 01/13/22 (6 hours) Invoicing (confirming all transfers match current database, confirm database matches QuickBooks, invoicing, printing, address confirmation, stuffing and stamping).
 01/14/22 (2 hours) O&V to retrieve envelopes, post office box. One transfer. Invoicing (confirming all transfers match current database, confirm database matches QuickBooks, invoicing, printing, address confirmation, stuffing and stamping).
 01/15/22 (4.75 hours) Invoicing (confirming all transfers match current database, confirm database matches QuickBooks, invoicing, printing, address confirmation, stuffing and stamping).

01/16/22 (2 hours) Invoicing (confirming all transfers match current database, confirm database matches QuickBooks, invoicing, printing, address confirmation, stuffing and stamping).

01/17/22 (6.75 hours) Final set of invoicing (confirming all transfers match current database, confirm database matches QuickBooks, invoicing, printing, address confirmation, stuffing and stamping).

01/18/22 (1.5 hours) Post office to mail invoices. Bank deposit.

01/19/22 (0.5 hour) Emails fielding questions.

01/20/22 (3.25 hours) Invoice payment – check invoices, prepare checks, print checks. Address update in all necessary places: database, QuickBooks, mailing list. Checks signed by two board members.

01/21/22 (0.5 hour) Phone call with interested party.

01/23/22 (0.25 hour) Delivered check to caretaker.

01/24/22 (3 hours) Five transfers (database, mailing list and QuickBooks update), generated appropriate invoice updates from five transfers as they all occurred in 2021. Post office box.

01/25/22 (1 hour) One transfer (database, mailing list and QuickBooks update), generated appropriate invoice update as transfer occurred in 2021. Address update for homeowner. Administrator report update.

01/26/22 (1.5 hours) Five Transfers (database, mailing list and QuickBooks update), generated appropriate invoice updates as two transfers occurred in 2021. Emails.

01/27/22 (2 hours) Emails. Invoice updates. Returned mail research. Received payments for invoices and logged them into QuickBooks.

01/28/22 (1.5 hours) Call with board member. Numerous emails fielding questions.

01/31/22 (2.5 hours) Post office box, bank deposit and County clerk's office to file two lien releases (Pope and Leeper (partial)). Emails fielding questions.

02/1/22 (2 hours) Three Transfers (database, mailing list and QuickBooks update), generated appropriate invoice updates as all three transfers occurred in 2021. Emails fielding questions. February agenda draft started and updated administrator's report.

02/2/22 (1 hour) Sort and open mail. Emails.

02/3/22 (2.5 hours) Emails fielding questions. Received payments for invoices and logged them into QuickBooks. Transfers (database, mailing list and QuickBooks update), Voicemails and calls fielding questions.

02/4/22 (2 hours) O&V to pick up security backed envelopes, post office box and bank deposit. Draft agenda sent to board members and emails fielding questions.

02/7/22 (2.5 hours) Sort and open mail. Received payments for invoices and logged them into QuickBooks. Phone number update. Sent statement to homeowner who paid this year but owes back dues for previous years. Invoice update both in QuickBooks and in our database.

02/8/22 (1 hour) Post office and bank for deposit.

02/9/22 (0.5 hour) Emails

02/11/22 (2 hours) Final agenda posted to website. Reconciliation of bank account. Transfers (database, mailing list and QuickBooks), invoices and an address update in all databases.

02/14/22 (0.5 hour) Calls and voicemails.

02/15/22 (1 hour) Post office and bank for deposit.

02/16/22 (3.5 hours) Prepared all board meeting documents, ran reports on QuickBooks, compiled necessary documents.

02/17/22 (2 hours) Printing for board meeting including printing for Anne Forrest Ketchin's presentation. Sorted and opened mail. Received payments for invoices and logged them into QuickBooks. Emailed answers to questions received on an invoice regarding the subdivision.

02/18/22 (5.5 hours) Post office and bank deposit. February Board Meeting.

Subtotal: 120.75

Caretaker Report

November-February

11/20 - patrol, dumpster 90 mins, 17 miles, noticed camper is still parked on Alamosa

11/21 - patrol, 60 mins, 12 miles

11/24 - dumpster and patrol 10 miles, 60 mins

11/27 - patrol, 60 mins, 11 miles

11/28 - dumpster and patrol, 90 mins - 16 miles

12/5 - dumpster, patrol, talked to Garry W. 90 mins. 12 miles

12/11 - dumpster (unstick doors), patrol 90 mins, 16 miles

12/12 - dumpster, patrol 60 mins. 10 miles

12/18 - patrol, 60 mins, 12 miles

12/19 - patrol, 90 mins, 13 miles

12/24 - patrol, 90 mins, 14 miles

12/25 - dumpster, patrol, 10 miles, 60 mins

12/26 - dumpster, patrol 13 miles, 90 mins

12/27 - dumpster

2021 miles - 62 miles

1/1 - patrol, 15 miles, 90 mins

1/8 - dumpster, patrol, 16 miles, 90 mins

1/9 - dumpster, patrol, 12 miles, 75 mins

1/15 - dumpster, patrol, 14 miles, 90 mins

1/16 - dumpster, patrol, 75 mins, 11 miles

2022 - 68 miles

1/22 - dumpster/drive around, 60 mins, 10 miles

1/23 - dumpster/drive around, 75 mins, 13 miles

1/29 - dumpster/drive around, 90 mins, 16 miles: reported trailer parked on vacant lot on Pioneer Pl - Shane Iseminger

1/30 - 75 mins, 14 miles

2/5 - drive around - 60 mins, 11 miles

2/6 - dumpster and drive around, 15 miles, 90 mins

2/12 - drive around, 15 miles, 90 mins

2/13 - drive around, 90 mins 14 miles

Committee Reports:

Architecture: Chairman Jack Zeman reported that the Kuznetsova/Disbrow storage shed had its site inspection and received approval from the architecture committee. The Horsley build is coming along nicely.

Communication: Chairman Leeza Kuznetsova reported that it has been difficult to obtain content for the newsletters from each committee. Her suggestion was for each committee submit content to her for her to compile and then decide if we have enough information for a full newsletter at the May board meeting. Co-chair Erin Smith agreed.

Fees & Budget: Chairman Wayne Ross reported there will be a Fees & Budget committee meeting in the coming months to review the budget again to account for the unexpected expenditures for road repair after last fall.

Fire: Chairman Wayne Ross reported that the HOA is in the approval process for approximately \$424,000 in grant money to perform mitigation throughout the subdivision in the green spaces. The grants are through Natural Resources Conservation Service (NRCS) and the Colorado State Forest Service. The work will be bid out to the public to the most appropriate contractor. There is an opportunity for individual owners to apply for grant money through a separate process.

Governance: Chairman Jack Zeman reported that the governance committee is waiting on our attorney to complete a historical legal analysis of the covenants from its inception in 1975 through 1999.

Physical Improvements: Chairman Joe Funk spoke with the Vittorias about the flooding, Joe informed her that they put in new culverts to prevent flooding of her property in the future. If it does happen again, they will divert water along Cottonwood Loop. Jack Zeman proposed thinking of different solutions for the entire subdivision to avoid addressing one issue. There will be a Physical Improvements committee meeting in the coming months.

Water: Chairman Jack Zeman sent out a summary of emails regarding the water issues between our water attorney and himself. With the current water climate in this state and surrounding states, everyone wants water especially those entities with water rights below the subdivision. Our attorney feels we have a good position to defend our right to use that water to fill both lakes on the subdivision.

Old Business

- Dark Skies Initiative – a few amendments to the Architectural guidelines would need to be made to be in alignment with the Dark Skies Initiative program.

New Business

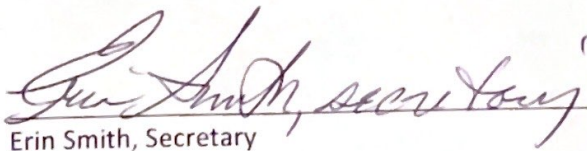
- Vacant Board Position – Nominations: Len Jatkowski, Gary Poe and Ken McEachern. After a board vote, Ken McEachern was elected to the board with three votes, one voter and the Chairman abstained.
- Wharton pay off request; obtained U2-B19-L26 via Treasurer's Deed. – Parlagreco owed \$845 in back dues, he's asking to pay half. **Leeza Kuznetsova moved to approve. Joe Funk seconded and the motion carried unanimously.**
- Dean Powell request for reduction. **Leeza Kuznetsova moved to approve a payment plan. Joe Funk seconded and the motion carried unanimously.**
- MOU regarding commercial water for commercial lots in subdivision. – **Leeza Kuznetsova moved to approve. Joe Funk seconded and the motion carried unanimously.** Jack Zeman will get the document to the Chairman for signature and then get it to the attorney.

ACTION ITEMS

DATE	ACTION	ASSIGNED TO	DUE DATE
2/18/2022	Proposed New Gate Entry	Physical Improvements Committee	5/20/2022

20-Minute Open Forum:

Adjournment: The next regular board meeting of the Zapata Homeowners Association will be held on Friday, May 20, 2022, at 5:30 PM at the Mosca Community Building.


Erin Smith, Secretary