



**BOARD OF TRUSTEES REGULAR MEETING  
MINUTES OF WEDNESDAY, JANUARY 14, 2026  
BY ZOOM 6:30 pm**

Trustees Present: Sharon Caulfield, Beth Hoff Blackmer, Carolyne Heldman Rovira, John Ott  
Eric Pelander excused

Manager(s) Present: Will Rutledge (Rutledge Mgmt); Adrian Aguilar (High Country Utility Services); Kim Clinco RMAS

Homeowners present for some or all of the meeting: None

**1. Quorum and Minutes**

The minutes of the Trustees meeting of Wednesday December 10, 2025 were approved without change.

**2. Public Comment and General Trustee Comments if any. None**

**3. Consent Agenda Written Reports**

- The December 31, 2025 financial reports submitted by bookkeeper Kim Clinco were received and accepted.

- Monthly reports from Rutledge and HCUS were delivered verbally

**4. Consideration of Items removed from Consent Agenda, if any**

Kim Clinco noted that the Association's Wells Fargo CD comes up for renewal on January 25, 2026. It currently has a balance of \$166,094.81 with a rate of 3.75%. John Ott moved, and Beth Hoff Blackmer seconded, the renewal of that CD for another 12 month period (or a similar period if 12 months is not offered) if the rates are relatively the same. The Board voted unanimously for this motion.

Sharon Caulfield noted that the year end financial reports also show that we have US Bank checking and savings accounts that we are not actively using as new banking relationships have been developed. Sharon moved, and Beth Hoff Blackmer seconded, that the US Bank Checking account (current balance \$448.13) and US Bank Savings account (current balance \$18,660.46) be closed and the funds moved to a CD or checking at Alpine Bank or Wells Fargo at Treasurer Beth Hoff Blackmer's direction. The Board voted unanimously for this motion.

**5. Water Systems -- High Country Utility Services**

- Implementation of new CDPHE requirements: Adrian Aguilar provided an update on the implementation plan that the Board had approved in December based on his email of December 9, 2025. The following updates have been installed:

- New turbidity monitoring equipment
- New phosphorous dosing equipment
- New equipment to test PH, temperatures, and alkalinity



- New chlorine pumps
- New meter for the flows from the pumps to the treatment facility
- New flow meter for the distribution point from the treatment sector into the neighborhood pipe delivery system

These changes have been reviewed in a site visit with HCUS by JVA, the engineering firm that advises the HOA. One more update that is needed is a flow meter at the 'entry point' – the point at which treated water leaves the pump house and enters the distribution system. The Board was notified to expect a bill from JVA, and from the Samuelson pump firm, for their work on these changes.

The Colorado Department of Public Health and Environment has asked to come for its periodic on-site review in late February. HCUS will prepare a list of all testing and monitoring requirements and dates and share them with the Board. HCUS will also develop a format for a monthly written board report to be delivered when the transition period has settled down.

The report Adrian provided to the Board gave us assurance that the water system is now being brought fully up to date, overcoming issues that have arisen from good faith, but piecemeal, revisions over the last decade. CDPHE will continue to require ten households to provide water quality samples twice per year. HCUS will develop a schedule for this work and will coordinate with Association Manager Will Rutledge to obtain the samples from the designated households.

Adrian is hopeful that the change in the flow meters will clarify some backflow concerns that have historically led to questions of lost treated water. While we have heard in the past that the Association might be losing as much as 40% of its treated water to leakage, it is possible that the apparent loss actually arises from backflows in the treatment system that double counts inflow.

HCUS has continued its communications with Water Division 5 to complete the HOA's reports on the domestic water pumps and anticipates that reporting will be completed by the end of March.

Additionally, HCUS has reviewed the latest inspection report on the 100,000 water tank located on Andrew Wiessner's property on Light Hill. This report indicates that the tank is still in good shape and does not require repainting in the short term.

The handwashing station has been installed at the pump house, resolving a safety concern.

If these improvements to the domestic water system are approved by CDPHE and show efficient water production over the next several weeks, HCUS will begin to address issues in the ditch system. Sharon Caulfield reminded Adrian that George Johnson is the ditch rider for the Boram and White Ditch, and Dan Oppenheimer has been the ditch rider for the Little Elk Creek Ditch. Both have reported to Sharon that they have reported the 2025 seasonal flow numbers to the Division 5 clerk for their respective ditches. The new ditch rider for the Little Elk Creek Ditch is Ricky Stevens, the ranch manager for Glenn Russell, who has taken over from Dan Oppenheimer with Dan's retirement. There are Parshall Flumes on each of the three ditch laterals that come



off the Little Elk Creek Ditch within the subdivision, and outside of the subdivision on the Boram and White Ditch.

HCUS has begun to develop a GIS-based infrastructure map for the subdivision that will be useful to manage the ditch and household delivery systems. John Ott noted for Adrian that the Association worked with DHM in 2023 to develop a similar system, which is lodged on the Association's website. HCUS will seek out that information so as not to duplicate the work that was done by DHM.

In projects related to specific households, Adrian and Will noted that they have completed the certificate of intent to provide water service that Pitkin County had requested for the remodeling project at the Means' property on Alexander Avenue. Across the street, the Howard residence is being built. It is next to the Weiss residence, and neither the Howard nor Weiss properties have been fitted out with the Badger flow meter systems. Adrian will work with these homeowners and their contractors to get the Badger system implemented on their water taps.

6. **ACA**

- The Means family has submitted a landscape plan for their remodeling project at 12 Alexander Avenue. Manager Will Rutledge will review the plan and give recommendations for approval or further consideration at the February meeting.
- Will Rutledge will review the existing Architectural Guidelines and recommend any changes he thinks warranted from his experience with other HOAs.

7. **Old Business**

Rutledge and Clinco workload allocation. Will and Kim will continue discussions about workload allocations and report in February.

Fire Evacuation Procedures. Fire evacuation planning will begin in the spring.

Composting and Waste Management trash service. Homeowner Gayle Morgan was told that Pitkin County would not intervene to support the placement of the compost drop off at the Snowmass Firehouse, and other locations have likewise not been made available. It is therefore not likely that a composting option can be implemented in the near future. Beth Hoff Blackmer noted that the small trash cans provided by Waste Management are poorly balanced and difficult to manage in the snow. Will Rutledge offered to discuss these issues of composting and trash can options with Waste Management, with whom he has a vendor relationship on behalf of several of the HOAs he manages. Will will report back to the Board at the meeting in February.

8. **New Business**

- Sharon Caulfield has just in the last few days given comments to Will Rutledge on is management agreement. Sharon, Will and John Ott will review and discuss the comments, with with any legal questions to be sent to HOA attorneys Moeller Graf.
- Sharon Caulfield is the current registered agent for the Association and files the Annual Report with the Colorado Office of the Secretary of State. The Annual Report was filed on January 1,



Little Elk Creek Village  
Home Owners' Association  
Post Office Box 420  
Snowmass, CO 81654-0420

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2026. Sharon moved and it was unanimously approved that Will Rutledge should become the registered agent when the next Annual Report is due in 2027.

-- Reserve Analysis will be directed by Will Rutledge in the spring. The Board supports getting a new reserve analysis that will include the updates to the domestic water system as developed by HCUS.

-- There has been a long-standing leak on Gayle Morgan's water line that has been fixed with help from Timberline Excavators.

The meeting was adjourned at 8:15 pm.