



**BOARD OF TRUSTEES REGULAR MEETING
MINUTES OF JULY 9, 2025
BY ZOOM 6:30 pm**

Trustees Present: Sharon Caulfield, John Ott, Beth Hoff Blackmer, Eric Pelander
(absent: Carolyn Heldman Rovira)

Manager(s) Present: Keith Edquist, Kim Clinco

Homeowners present for some or all of the meeting: Rob and Joan Lipsitz; Gaelen Means

1. Quorum and Minutes

The minutes of the Trustees meeting of May 14, 2025 were approved with a minor address change.

The minutes of the June 2024 Annual Home Owners Meeting were received for records retention after having been approved by the homeowners at the June 2025 Annual Meeting. A draft of the minutes of the June 2025 Annual Meeting were received and will be presented to the Home Owners for approval at the June 2026 Annual Meeting.

2. Public Comment and General Trustee Comments if any.

Keith Edquist noted that a recent windstorm brought down a large cottonwood limb near the pump house. The Board requested that Keith arrange for the limb to be cut up for a free firewood stack to be available to homeowners. Keith will accomplish this when the arborists return to address the regrowth of the pump house cottonwoods that were cut down in the fall of 2024. Mulch is also still available for residents from that 2024 cottonwood project.

3. Consent Agenda Written Reports

- Keith Edquist's monthly management report was received and accepted.
- The monthly/end of year financials for June 30, 2025 were received and accepted with requested corrections to the date posted on the financials (erroneously labeled April 2025) and to the chart that describes the HOA's CD holdings.
- The Board received for its records the June 30, 2025 letter delivered to the Pitkin County Community Development staff concerning the Adger property site review, after having approved the letter by electronic vote prior to delivery.
- The Board received for its records the June 19, 2025 approval of the landscape plan for 92 Haystack Lane, which was approved by electronic vote.

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

Updating the June 30 financial statements, Kim Clinco stated that Veronika Miller has now made two payments on her outstanding accounts receivable.

5. ACA

The Board, acting in its capacity as the Architectural Control Authority, worked with Rob and Joan Lipsitz as they develop their solar project for their home at 90 Alexander Avenue. The



Lipsitz have already received administrative approval from Keith Edquist under the Architectural Guidelines policy to paint and re-roof their new home. Now the Lipsitz have applied through the ACA and Pitkin county to install a ground-based solar array next to Alexander Avenue, in a manner similar to the solar array next door at the Lindholm home. The Board noted its preliminary approval of the array siting, subject to the following: 1) obtaining any comments from neighbors as required under the Architectural Guidelines; 2) obtaining all permits required by Pitkin County; 3) preparation and implementation of a landscaping screening plan to reduce the impact on the viewshed on Alexander Avenue; 4) delivery of a construction deposit of \$3000 to the ACA escrow account of the LECVHOA to be held until the project is completed; and 5) ensure that the array is set back from the historic irrigation ditch return that flows through that section of the property, and is not encroaching on the road or utilities right of way. Then the Board also stated its willingness to provide a side-setback variance on the south side of the property to allow the array to be placed up to the twenty foot setback requirement of Pitkin County, rather than the thirty foot setback requirement stated in the LECVHOA covenants. The Lipsitz will implement these next steps and will return to the ACA once ready for formal ACA approval.

The ACA then spoke with Gaelen Means concerning the preliminary plans for an addition to their home at 12 Alexander Avenue. The Means family was previously provided a side-setback variance to 20 feet on the east side of their lot to accommodate the steep and unusual lot topography. Plans for the approximately 1500 foot proposed addition will be provided to neighbors for comments as contemplated in the Architectural Control guidelines. The Board, acting as the Architectural Control Committee, indicated its preliminary approval of the plans, subject to 1) receipt of neighbor comments; 2) permit application and progress from Pitkin County; 3) preparation and submission of a landscaping and irrigation plan; 4) compliance with the Covenants and Architectural Guidelines on exterior finishings; and 5) delivery of a construction deposit of \$10,000 to the ACA escrow account of the LECVHOA to be held until the project is completed.

Further, the Board, acting as the Architectural Control Committee, considered the ongoing application from the Ott family for approval of the shed recently installed on their property. The Board noted that the application for this shed had not been complete when it was provided to the Board before construction began, and specifically that samples of the exterior colors had not been provided. The Board preliminarily approved the project, subject to 1) clarification from Pitkin County that all required setbacks have been met; 2) changing the color of the shed to the same color as the primary family dwelling in accordance with Sections V. 8 and 9 of the Architectural Control guidelines. Considering that the project is nearly complete and no road or other HOA infrastructure damage has been observed, the Board waived receipt of the \$3000 ACA deposit at this time.

6. **Water Systems**

Domestic Water Systems. Sharon Caulfield moved, John Ott seconded, and the Board approved the purchase and installation of a Safety Washing Station for the pump house to meet the



requirements of the Colorado Department of Public Health and Environment as the LECVHOA applies to alter the regime for injection of phosphates for LECVHOA domestic water quality. The cost of this Safety Washing Station is expected to fall in the range of \$500, plus installation costs. John Ott has observed that there is an appropriate location within the pump house for installation of this portable washing station.

The Board revisited the question of whether an updated inventory of equipment can be obtained from Roy Saba now that his relationship with LECVHOA has been terminated. John Ott indicated that Saba is not responding to John's requests for this information. Beth Hoff Blackmer offered to work with bookkeeper Kim Clinco to review Saba's invoices to determine if an inventory can be reconstructed from those records. Beth will also ask Tony Rizzo if the Google Drive records of the Saba water services may contain information from which an inventory can be constructed. The inventory is important to the LECVHOA because the periodic HOA reserves financial analysis is based upon such information to determine infrastructure useful life.

John Ott has offered to be the administrator of the Eye on Water program now that Tony Rizzo has resigned from board service. John will work with Tony to make that transition. Meanwhile, Keith Edquist will contact Waste Management to become the administrator of the LECVHOA Waste Management master contract.

The Board opened the conversation about undertaking a stress test of the domestic water system in the case of firefighting needs or the need to drain the Light Hill water tank for painting and maintenance. The consensus was that this project should be undertaken after the new management team has been brought on board.

Ditch and Willow Actions.

The Board received a written update from George Johnson on the status of ditch and irrigation management during this drought year.

The culvert repair project on Little Elk Creek Avenue has been completed. John Ott noted that the culvert repair was required due to a failure of a unique transition point for the culvert as it left the Johnson property to meet the culvert originally placed under Little Elk Creek Avenue. The Board discussed that while the LECVHOA accepts responsibility for the cost of maintenance of culverts under the road system, property owners should be responsible for culvert maintenance beyond the utility easement off the road. The Board asked that Sharon Caulfield work with the LECVHOA attorneys to develop a policy to meet this requirement, to be considered at the August Board meeting.

The project for reduction of the willow stand at the Hedges property continues to progress. Property resident Mike Leonard is working with Timberline Excavators to remove the willow slash. The Board reiterated its offer of up to \$2000 in expense mitigation to complete the project by September. Keith Edquist has been asked to work with Timberline and the Fusaro



family to try to rebuild the diversion of the Little Elk Creek on Davidson Lane while Timberline is on site for the Hedges' willows.

The Board concurred that the web-based water infrastructure program prepared by DHM Design should be posted on the LECVHOA website in its current form as soon as possible. If corrections should be made in the future, this can be accomplished and the website updated.

7. **Old Business**

Banking. Treasurer Beth Hoff Blackmer gave an update on the status of the changes to the Alpine Bank accounts. Beth is currently a signer on the checking account; John Ott and Beth will transition signature authority from Tony Rizzo to John Ott before the August board meeting. The two CDs at Alpine Bank were rolled over for another 12 month period as of June 30, 2025, at 3%. Beth and John will also transition to obtain signing authority on these two CD holdings, working with former board members Tony Rizzo and Griff Foxley to remove the latter from the accounts.

Beth Blackmer also acknowledged that the US Bank checking and savings accounts will be closed before the August 2025 Board meeting as anticipated by the banking resolution adopted by the Trustees at the January 2025 meeting. The funds removed from the accounts will be deposited in the Alpine Bank checking account.

Records Retention and Inspection Policy. Sharon Caulfield presented to the Board the updated Records Retention and Inspection Policy in the form reviewed and approved by LECVHOA counsel. Eric Pelander moved, and Beth Hoff Blackmer seconded, the adoption of this new policy, and the policy motion was adopted unanimously. The policy will be delivered to webmaster Tony Rizzo to be posted at littleelkcreekvillage.org.

Weed Control. Keith Edquist reported that contractor Green Acres has performed its first round of annual weed control activities. Keith will treat the cottonwoods at the pump house with a "stump stopper" to inhibit regrowth.

Collections activity. The Board reviewed a draft collections letter to be sent to East Sopris Creek Road LECVHOA water user Veronika Miller, asking for payment in full as soon as possible. Sharon Caulfield moved the adoption of this letter; Eric Pelander seconded; the Board approved the letter unanimously.

8. **New Business**

The Board discussed with Keith Edquist the two bids for road repairs, received from Frontier Paving and Grand River Paving. The bid from Frontier was \$54,000, which is somewhat lower than Grand River. Further Frontier has been very responsive to Keith in developing the project, and states that the company can begin the project later in July or early August. The paving project will not include full chip seal, but will repair the damaged and alligatored areas and will shim the culverts on Haystack Ave and Davidson Lane. Beth Blackmer moved, and Sharon



Caulfield seconded, the acceptance of the Frontier Paving bid, subject to customary contracting terms such as insurance coverage. The motion passed unanimously.

Keith Edquist further recommended that two large stones, and some shrubbery, be placed on either side of the entrance alley for the pump house, especially to mark the entrance during the snowy months. Further, Keith has recommended that pilons be placed around the fire hydrant on Driskel Lane to protect it from repeated damage from large trucks on this challenging and potentially icy hill. The Board concurred with these proposed expenditures of landscaping funds.

The Board reviewed a contract extension document Sharon Caulfield prepared to keep Keith Edquist on board in management through September 2025. Keith asked for additional time to review the document, and the Board agreed that it could be approved by email if it is acceptable to all after Keith's review and comments.

In this first Board meeting of the new fiscal year, the Board elected the following officers for 2025-2026: John Ott, President; Carolyne Heldman Rovira, Vice President; Beth Hoff Blackmer, Treasurer; and Sharon Caulfield, Secretary. Trustees will return conflict of interest forms to Secretary Sharon Caulfield in accordance with LECVHOA policy.

9. **Executive Session.**

The Board entered into an Executive Session pursuant to section 308 of the Colorado Common Interest Ownership Act to consider matters pertaining to the management of the Association's relations with one or more officers, agents or employees of the Association. During the executive session, the Board received a report from Keith Edquist about his efforts in the recruitment of a new manager or management company to follow the resignation of Keith Edquist. No action was taken on the Board.

The meeting was adjourned at 9:05 pm.