



**BOARD OF TRUSTEES REGULAR MEETING  
MINUTES OF THURSDAY OCTOBER 16, 2025  
BY ZOOM 6:30 pm**

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

Manager(s) Present: Keith Edquist, Kim Clinco

Homeowners present for some or all of the meeting: None

**1. Quorum and Minutes**

The minutes of the Trustees meeting of September 10, 2025 were approved with a correction to note that the decision not to mow the open space for weed control was jointly made by HOA management and the weed contractor.

**2. Public Comment and General Trustee Comments if any.**

A fire in the Gateway neighborhood in the first week of October led to the total destruction of the home of long time homeowners Pamela and Gregor Keran. A Go Fund Me account has been set up to help the Keran family recover from this tragedy, found at [www.gofundme.com/f/support-pamela-and-greg-after-house-fire](http://www.gofundme.com/f/support-pamela-and-greg-after-house-fire).

**3. Consent Agenda Written Reports**

- Keith Edquist's monthly management report was received and accepted.
- The financial reports submitted by bookkeeper Kim Clinco were received and accepted.

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

Kim Clinco has reached out to the several homeowners whose quarterly assessments are more than 90 days past due.

Discussion of elements of the financial statements resulted in a motion and unanimous vote that the recent irrigation ditch repair resulting from the clogged pipe under Little Elk Creek Avenue should be recognized as an HOA expense, rather than the expense of the homeowners on either side of the street. For the future, however, the HOA policy on ditch maintenance has been updated (at the September meeting) to clarify that if a ditch on a homeowner's property has been directed into a buried pipe or otherwise channelized, the homeowner will be responsible for the costs associated with maintenance of that structure even if the work is done by an HOA contractor.

**5. ACA**

The Board, acting in its role as the Architectural Control Authority, approved the Hoff Blackmer family request for approval of a remodeling plan by which the front door of their home at 124 Haystack Lane will be relocated to face north rather than its current east facing location. The approval was made subject to completion of the neighbor consultation process and receipt of



the \$3,000 remodeling fee that will be held in escrow by the HOA as provided under the Architectural Guidelines. Trustee Beth Hoff Blackmer recused herself from the deliberations and vote on the matter. A motion was made by Carlyne Heldman Rovira to approve the plans with the noted contingencies, and with a second on the motion by Sharon Caulfield, the motion passed unanimously.

Manager Keith Edquist reported that the Whitelands family withdrew their initial request to place a privacy fence along their northwest lot line, at least at this time.

Carlyne Heldman Rovira asked the Architectural Control Authority to consider and approve the existing studio space that was constructed some years ago above their garage at 108 Katydid. Apparently it has recently come to light that the County permitting for that project was not completed when the construction was completed. There will be no additional construction on the project at this time. Trustee Heldman Rovira recused herself from the deliberations and vote on the matter. A motion was made by Sharon Caulfield to approve the existing structure, and with Eric Pelander's second, the motion passed unanimously.

## 6. **Water Systems**

### Domestic Water Systems.

The Board agreed that an email or text protocol should be developed to ensure efficiency in notifying the Board and the management team when a water leak has been identified within the neighborhood. Two recent leaks have been addressed at the Lederer and Morgan homes, working with High Country Utility Services and Timberline Excavating. Repair of these leaks will be the financial responsibility of the homeowners as the leaks occurred on the residential tie pipe that delivers water from the HOA system to the homeowners' domestic system. The Board reiterated that all homeowners must leave in place the blue wand that marks the water meter location for their property, so that an efficient diagnosis of a leak situation can be made.

Tony Rizzo forwarded a notice from Water Division 5 requiring a report on the HOA's domestic well production. This report was not timely filed due to the transition in water management. Sharon Caulfield discussed this matter with Dan Harris, who understands the request and will follow up with Division 5. It is likely that in the future this report will be filed by the HOA's new water utilities management company.

### Ditch Management Matters.

The ditch season has come to an end and ditch flow will be turned off any day now.

## 7. **Old Business**

Banking. Treasurer Beth Hoff Blackmer reported that all authorized signature updates have been made for the Association's bank accounts.

Fire Evacuation Procedures. The Board reflected on fire evacuation and protection needs within the subdivision, and determined to request that new HOA management personnel research the



policies and procedures expressed in the newly adopted Snowmass-Capitol Creek Caucus Master Plan, as well as other local HOAs, so that the LECVHOA fire protection and evacuation policies may be updated. Sharon Caulfield moved, John Ott seconded, and the Board unanimously agreed that the HOA should place a fire extinguisher at the pump house to be available should a wild fire start in the subdivision.

Manager Keith Edquist reported that he has been able to reach a contract with M&M Landscaping (owner, Junior Moreno) to repeat for this season for neighborhood snow removal. The flat fee for the season will be \$8000, and the Association will be listed as an additional insured on the M&M insurance policies. The Board unanimously approved this contract.

Homeowner Gayle Morgan has proposed that the HOA contribute to a fund to place a composting bin at the Snowmass fire house for the use of residents of our valley. Evergreen Zero Waste would pick up the compost from this bin and deliver it to the Pitkin County Landfill, for an annual fee of \$3600. Sharon Caulfield moved, and Carolyn Heldman Rovira seconded, a contribution from the LECVHOA in the amount of \$600 per year for this service, subject to comparable contributions from other HOAs or the two valley caucuses. The Board approved the motion.

8. **New Business**

Sharon Caulfield moved, and Eric Pelander seconded, the acceptance of the RFP responsive proposal from High Country Utility Services to manage the HOA's water services. This would include that HCUS' Adrian Aguilar will become the 'Operator in Responsible Charge' of the water system for purposes of compliance reporting with the Colorado Department of Public Health and Environment, replacing the long-standing contractor EPC. The Board unanimously approved the motion. The transition will occur at a time coordinated between HCUS and EPC.

Sharon Caulfield moved, and John Ott seconded, the acceptance of the RFP responsive proposal from Rutledge and Company to offer HOA administrative services to the LECVHOA, working with Kim Clinco to continue bookkeeping services for the HOA. The Board unanimously approved the motion, with the date of transition to occur on November 1, 2025.

The meeting was adjourned at 8:10 pm.