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**Board of Directors Meeting**

Wednesday September 15, 2021 – 6:30 PM

VIA ZOOM

**Meeting minutes**

**From:** Ellen Maxton, Secretary

**Board/Committee Members Present**

Chris Gober, President Bill Swapp, Architectural Review Committee Chairperson

Mark Wagner, Vice-President Les Kole, Wildfire Adapted Partnership, Council Representative

Shelly Faris, Director John Beebe, Fiber Project Manager

Clark Roach, Director

Karl Schreiber, Director

Paul Duggan, Treasurer

Ellen Maxton, Secretary

**Property Owners Present**

John and Terry Beebe Tom Ondrako

Bryan and Tammy Ferguson Betsy Romere

Les Kole Bill Swapp

Kathy Moore Chris Tipton

**Meeting called to Order**

By Chris Gober, President, at 6:35 PM

**Additions/Deletions to Agenda**

Chris Gober made an addition of “Snow Removal” as a topic to be discussed under New Business.

**Approval of August Meeting Minutes**:

* Mark Wagner made a motion to approve the August 11, 2021 DVE Board of Directors Special Meeting Minutes and Clark Roach seconded. The motion carried.
* Karl Schreiber made a motion to approve the August 18, 2021 DVE Board of Directors Meeting Minutes and Mark Wagner seconded. The motion carried.

**Treasurer’s Report** – Paul Duggan

As of September 2021, for FY 2021-2022:

* Revenues – $77,720.88
* Expenditures – $82,571.83
* Reserve Fund Total – $30,582.15
* 1 CD in the amount of $12,300.00 for 15 months
* 1 CD in the amount of $12,300.00 for 27 months
* 1 CD in the amount of $5,982.15 for 42 months
* All general assessments and all trash fees have been collected for this fiscal year, no delinquencies.
* Owner (Betsy Romere) had a question regarding the heading of the financial statement that reads “Residents” instead of “Owners,” pointing out that it was confusing. Paul responded that he will work on changing the format.
* With the Board’s approval, Paul would like to set up an automatic payment plan with LPEA.
* Information on setting up an automatic payment system for DVE to collect fees will be tabled for the October meeting.

**Presentations:**

none

**Old Business:**

1. **Fiber Project –** John Beebe
* **New plan:** Bury the fiber backbone in a micro-trench in the middle of our roads, rather than using the power poles to hang the fiber backbone, as was stated in the original plan. The trench will be a narrow 3 inches wide and 18 inches deep. The trenches will not be cut into, but will circumvent the asphalt portion of the road at the dumpster and the hill on Beaver Creek Drive. After the fiber conduit is laid in the trench, the trench will be covered and compacted with moist road gravel. The contractor responsible for trenching will refill the trenches with no compromise to the road surface. There will be between 29 and 39 vaults or junction boxes from which lines will go to individual homes.
* **Timing:** Will depend on equipment and operator availability, and the weather. Brainstorm hopes to have the conduit buried this fall 2021 and have lines installed to homes next spring 2022. Preparation work, in the form of a 4x8 concrete pad on Elk Valley Rd to house the signal distribution equipment, will be started shortly by DVE. Owner Bryan Ferguson has volunteered his time and equipment to dig the pad site.
* **Concerns:**
* If work is conducted with large equipment in the middle of the road, will there be enough room for traffic to get around it?
* Culverts – since the trenches don’t need to be a specific depth, they can undulate over culverts without cutting into them.
* Phone lines will be cut where they cross the road from the phone box to the home. However, the contractor carries materials with them to fix the phone lines on site at the time they are cut.
* **Questions:** John opened the floor to questions.

**Karl**

* Q: Has the ownership of the lines between LPEA and Brainstorm been resolved?

A: Issue of ownership is moot – Brainstorm will own the lines.

* Q: Can the trenches be placed off-center to resolve the traffic problem?

A: Already discussed with the contractor. There is less opportunity for potholing and wearing out the cut if centered. Water would run down away from the cut.

 **Mark**

* Q: Would the integrity of the crown be breached? Will the trench fill be compacted down enough?

A: The integrity would not be breached. Road Loc will be used to treat the cut. If done in the fall, the chemical treatment will stabilize the gravel in the cut over the winter. If done in the spring, there would be no need to do a chemical treatment because the regularly scheduled spring roadwork would be done anyway after the trenching is completed.

* Q: Will there be any extra cost to the trenching?

A: No. DVE will not be charged extra.

 **Clark**

* Q: Will the junction boxes be in the road or on the homeowner’s property?

A: They will be in the right of way, but not in the road or on the homeowner’s property.

* Q: Can the Road Loc be blended into the road base (¾ ABC gravel) to compact the trench, if the work is done in the fall?

A: The Road Loc will be topically applied. Blending is more expensive and probably not necessary or practical given the narrow width of the trench.

 **Chris G.**

* Q: Who is paying for the pad, excavation for the pad, and timbers for reinforcement?

A: Brainstorm is paying for the concrete for the pad, DVE (aka Bryan Ferguson) is doing the excavation, DVE pays for the timbers.

 Discussion ensued on the extra expense of the timbers, and who should pay for it. Individuals may

 end up splitting the cost out of pocket, but it will **not** be an additional assessment to the property

 owners.

 **Betsy**

* Q: Will the placement of the pad adversely affect snowplowing?

A: No.

 **Karl**

* Q: In the event there is some part of this project that becomes a catastrophic failure, is there some kind of warranty?

A: The contractor has liability to Brainstorm, in turn Brainstorm has liability to DVE.

* **Motion to Proceed:**
* Karl Schreiber made a motion to allow John Beebe to proceed with plans to trench the road.
* Clark Roach seconded the motion.
* The motion carried.
1. **Road Maintenance Committee Affirmation**

At the August meeting, the affirmation of the Road Maintenance Committee was tabled until the September meeting.

* Karl made a motion to accept the following members to the Road Maintenance Committee, Mark seconded the motion. Motion was carried.
* Chris Gober, Chair
* John Beebe
* Bryan Ferguson
* Clark Roach
* Mike Sager
* Bill Swapp
1. **Seasonal Residents Trash Issue**

At the August meeting, the topic of trash dues for owners who are only seasonal residents was brought up when reviewing the Treasurer’s report. Results of further discussion and research was to be presented at the September meeting, but the topic has been tabled to the October meeting.

1. **Social Media/POA Communications –** Shelley Faris

Shelly has set up a GroupMe account for the Board members to be used for internal DVE matters. She is still researching how best to set up a communications system for the entire base of residents and property owners. Since almost everyone in DVE has joined Nextdoor, Shelly will research it further to see how it can be streamlined to best serve DVE property owners with basic communication that might have been handled previously by secretarial email (e.g., burning, animal sighting, lost dog, etc.). She will present her findings to the Board in October. Owner (Betsy Romere)asked whether official business from the Board to Owners would be communicated through Nextdoor or by email.Chris replied that official business would still be sent by email, as they always have.

**New Business**

1. **Signage in DVE** – Clark Roach
* Clark presented his findings to the Board regarding signage on DVE roads and the dumpster. He said there were several areas for discussion regarding placing new signage throughout DVE, for speed, pedestrians, and other safety messages.
* One way or both ways on the roads?
* Budget allotment?
* Where to install?
* What do we want to communicate?
* He presented examples of various signs he obtained from 3 websites, and stated the prices range from $18 to $49. Clark requested that each Board member give him feedback on their top 8 picks. It would help him determine how many signs he would be able to purchase within budget.
* Shelly made a motion to approve a budget of $350 for Clark to purchase signs, Mark seconded. The motion was not carried. Further discussion will be tabled for the October meeting.
1. **Culvert Project on Wieland** – Clark Roach
* Clark presented a total estimate of $1,700 to $1,800 for culvert work on Wieland.
* Mark made a motion to go forward with the purchase of a new culvert plus rental of an excavator and compactor for a total of $1,800, with work to be done by volunteers on a workday. Seconded by Karl and the motion carried.
* Owner (Chris Tipton) asked whether the road will be open or closed during the work. Chris G. replied that the road would be closed but they planned to work quickly. He expressed appreciation for Chris T.’s offer to allow Wieland residents to park on his lower lot during the time the road is inaccessible to cars.
1. **Weed Control** – Chris Gober
* Chris received a report from Ben of La Plata County re: weeds. The report cites what chemicals to use, how and when to use them, and calculates spray patterns. This report will be sent to all DVE property owners.
* Owner (Kathy Moore) asked about Forest Service land adjacent to her property that has an abundance of weeds.
* Owner (Chris Tipton) recommended that a letter be sent to District Ranger James Simino requesting that Noxious & Invasive Coordinator Justin Marler come out to take a look at the situation.
* Owner (Mark Wagner) asked how Milestone, an herbicide, can be used since it isn’t supposed to be used close to pine trees.
* Owner (Chris Tipton) responded that the mixing ratio depends on the species, and addition of a surfactant makes a difference. It does not kill gambel oak. It should be safe to use around pine trees if it’s kept out from under the drip line.
1. **Strategic Meeting Planning –** Chris Gober
* Should be held sometime in October, then again in February or March.
* To plan what direction and course of action the Board wants to take for the next couple of years.
* To assign duties to the Board.
1. **Snow Removal** – Clark Roach
* Corey Lundt of Planet Excavation is no longer available for snow removal.
* Clark has contacted a few other companies but at this time, only Neil’s Excavation has shown any interest.
* Clark will be pursuing other leads in the meantime.
* He will be ensuring that the contractor will be providing an option for plowing private driveways after the job of plowing DVE roads is completed.

**Committee Reports**/**Board Reports**

1. **Architectural Review Committee** – Bill Swapp
* Lot #26 – Approved home plans are progressing – wall, roof, well, sewer
* Lot #28 – Still determining where to place drain field
* Lot #48 – Drain field
* Lot #65 – Received inquiry from potential buyer
1. **Welcome Committee** – Lori Swapp

No report

1. **Wildfire Adapted Partnership** – Les Kole
* Made 200 site visits to evaluate wildfire risks around homes in the 3 major counties in SW CO.
* Individuals mitigated 300 acres.
* In the process for applying for additional grants.
* Made a presentation to the governing bodies of Archuleta County.
1. **Road Maintenance** - Chris Gober
* Nothing to report at this time.
* Will hold meeting soon, in October/November, for long-term spring maintenance planning.
1. **Snow Plowing** - Clark Roach

Report submitted under New Business, above

1. **Workdays** - Chris Gober
* A couple of workdays will be scheduled for culvert projects
* Anticipate the third week of October
* Thanks to Betsy Romere for cutting down the weeds in the front by the mailboxes
1. **Annual Meeting -** Board Member

Nothing to report

1. **Special Projects -** Board Member

Nothing to report

1. **Fencing**

 Nothing to report

**Discussion - Open Form**

* Board members suggested moving Committee Reports towards the beginning of the Board meeting rather than the end.
* Send out draft minutes to Committee Chairs in addition to the Board, for review and input.
* Discussion on whether Owners should be identified by name or not in the minutes when voicing concerns or comments to the Board at a meeting.
* Shelly Faris will present this topic as an agenda item for the October meeting.
* Karl Schreiber would like clarification on whether the Board meetings will be held according to Robert’s Rules or parliamentary procedures.

**Next DVE Board Meeting:** Wednesday, October 20, 2021

**Meeting Adjourned:** 9:05 PM