

# Abbe Springs Ranches HOA Board of Directors

## Quarterly Meeting Minutes, December 12, 2021

The fourth quarterly meeting of the Abbe Springs Ranches HOA Board of Directors (BOD) was called to order online through Zoom Video Conferencing by President Paul Kotula at 12:10 PM (MST). Also present were Vice President Marjorie Hlava, Treasurer Leroy Bieber, Secretary Bruce Holsapple, and Director Donnie Tripp.

### **Secretary's Report**

A motion to accept the September 5, 2021 3rd Quarter Meeting Minutes as posted on the web site was seconded and approved unanimously.

### **Treasurer's Report**

The Treasurer reported that there has been very little fiscal activity during this quarter and that the HOA is on budget financially. We have not had the roads graded and so are under budget for road maintenance, but the roads are scheduled to be graded this week. Reviewing the Accounts Receivable, the President pointed out that one lot owner is now in foreclosure. Two new lot owners are in arrears and he will send a letter and invoice by registered mail to those owners. (Apparently, some title companies are not fully apprising new owners of their financial responsibilities. New Mexico law requires members of an HOA who sell their property to present potential buyers with a Disclosure Statement outlining those obligations.) We are also waiting on funds from two recent transactions. A motion was made and seconded to accept the Treasurer's Report as provided and the motion passed unanimously.

### **Road Report**

Director Tripp reported that he had recently dragged two HOA roads and that there are several culverts in need of repair. In addition, there is heavy erosion by the arroyo at the turn-around at Bear, and the turn-around needs to be re-established. A motion was made and seconded that the Director mark with T-posts where that road ends. The motion passed. He also suggested a method of repairing damage to culverts using railroad ties. He was asked to present a list of materials, a plan for repair and the estimated costs at an upcoming meeting.

### **Old Business**

#### **Bylaws Revision**

Vice President Hlava reported that the proposal to revise our Bylaws is now being distributed to the membership for a vote. The Bylaws and proposed revisions are being sent by e-mail to those members for whom we have e-mail addresses and by mail to those for whom we have only postal addresses. Voting can be done by mail, in person, or by e-

mail. The proposed changes are posted on the web site. The next project will be to make the Rules and Regulations coherent with the Bylaws and with state law.

### **Google Drive**

A motion was earlier approved for President Kotula to move the files and data on Google Drive to a new site but that has not yet been done and action is pending.

### **Legal Liaison**

The President reported communicating with our HOA lawyers about the recent foreclosure, about liability and about liens.

### **Web Site**

Webmaster Heather Kotula successfully transferred the website to Word Press. She would like members to send favorite photos of Abbe Springs HOA for possible posting.

### **Board Elections**

A “Call for Nominations” was sent to the membership on December 1<sup>st</sup>. There are three positions open on the Board of Directors. Nominations close on January 5, 2022. (A ballot will be sent to the membership in February 2022.)

### **Special Meeting**

There will be a special meeting of the Board of Directors on January 9, 2022 to discuss the 2022 budget, the annual meeting and Board elections.

### **New Business**

#### **Role and Responsibility of Director of Roads**

The position “Director of Roads” is not discussed in our Bylaws, but is rather a position created by the Board of Directors to share in the Board’s tasks. The role and responsibility of those appointed to the position has never been formally spelled out and that has caused several problems in the last few years. A discussion was begun on what that role and its responsibilities should entail, but nothing was resolved, and the issue was tabled.

#### **Bookkeeping Services**

In August, our book-keeper changed address without notifying us and apparently in November our contact persons there left the company, and we were not notified. (We’ve gone through three contacts in our tenure with the company.) Recently, the Secretary was unable to contact the company about a membership mailing until the deadline for that mailing. The mailing was accomplished but in a haphazard manner. The Secretary advised the Board to be vigilant with critical tasks such as mailings and maintenance of records.

**Next Board Meeting**

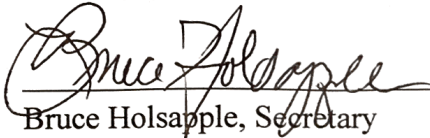
The next Board Meeting will be January 9, 2022. Members are welcome, but the President asked that anyone contact us in advance if they plan to attend.

**Adjournment**

The meeting was adjourned at 2:08 PM.

DATED December 13, 2021

Minutes presented by:

  
Bruce Holsapple, Secretary

  
Paul Kotula, President

Approved via email by Vice President Marjorie Hlava and Treasurer Leroy Bieber.