

**CLEAR CREEK PINES UNIT TWO
WATER WELL USERS ASSOCIATION, INC.
SEPTEMBER 6, 2020 BOARD MEETING
*Minutes***

September 6, 2020 9:00am

Board Members in Attendance: Joe Miller, Joe Giuliano, Jo Reed-Fuson, Jennifer Haggard, Scott Unglaub, Randy Garrison, John Chappel, Rick Johnson, Steve Lightfoot, John Popp

Board Members not in Attendance:

Called to Order: The Water Well Users Association Board Meeting was held in Clear Creek Pines Unit 2 at the Well Site, Lot 45 on September 6, 2020. The meeting was convened at 9:04 am with President Joe Miller presiding.

General Overview:

- Attendance was noted
- Copies of the meeting agenda and handouts were distributed
 - Handouts
 - Meeting Agenda
 - Community Comments: David Burrows, Sam & Patti Hiatt, and Bob & Joyce Orr

The purpose of the meeting was to review the current state of water quality, review the association's current financial status, discuss the current state of planned repairs and preventive maintenance on the well, review ballots and comments from shareholders, conduct an election of officers and to discuss other business related to the water system. The following actions and decision were accomplished.

Community/Member Comments

- **David Burrows:** The Clear Creek Pines Unit #2 Water Well Users Association Board of Directors reviewed concerns brought forth regarding a 4-inch line and uncompliant connections on Lot 27/33. After investigation, and Board discussion, the Board is satisfied there are no violations currently existing at the property in question. The property owner is seeking legal counsel for representation in the matter.
- **Sam and Patti Hiatt:** Electric Refund Project. Steve Lightfoot indicated this was not a matter of the Clear Creek Pines Unit Two Water Well Users Association, Inc and has agreed to address the concerns outside of the Board meeting.
- **Bob and Joyce Orr:** Cell Phone Service. The concern for lack of cellular service in the community is unrelated to the Clear Creek Pines Water Well Users Association, Inc and will be addressed outside of the Board meeting.
- **John Chappel:** Recreational Vehicles parked on residential lots in the community. Although, this concern is unrelated to the Clear Creek Pines Water Well Users Association, Inc some Board members discussed code compliance and enforcement.

Committee Reports:

- Treasurer Report: Presented via mail to Board Members and Shareholders and account balance updated during Board meeting: \$31,159.00
- Water System Quality Report: Presented via mail to Board Members and Shareholders
- System Operation/Maintenance Report: Presented via mail to Board Members and Shareholders

- Steve Lightfoot motioned, and Joe Giuliano seconded the motion to approve committee reports.

Operations:

Water system in compliance, receives monthly examination, and is in great shape.

At the time of this Board Meeting, it was believed that the well pump was failing which had caused some water outages over the summer. The Board agreed to replace the failing pump.

Due to the decreased level of road material in front of lot 35, Maintenance Operations has begun the replacement and relocation of 100 feet of water line, which included outsourcing an equipment operator to dig the line. Due to mechanical failures, there is a delay in completing the project.

Secondary sampling points have been installed.

Due to concerns of high water pressure on the lower lots, the PSI was lowered to 35psi in April. The decreased pressure has resulted in low water pressure on the upper lots and minimal changes on the lower lots. The Board recommends that shareholders who are experiencing high water pressure install pressure reducers on their property to assist with maintaining safe levels of water pressure.

New Business:

The Board reviewed the present insurance coverage and determined the current liability and D&O coverage is efficient and satisfactory. The Board agreed to add Mechanical Breakdown Coverage. The policy will insure the tanks at \$30,000, the well and booster pump at \$20,000, the block wall at \$5,000 and miscellaneous mechanics located in the well house for \$1,000. The annual cost for additional coverage is \$110.00 per year. Motioned by Joe Guiliano, seconded by John Chappel. All in favor.

Road maintenance continues to be an issue jeopardizing our water lines, valves and electrical boxes. The Board has agreed to schedule a meeting with Coconino County Commissioner later this fall to address the concerns.

The Board rejected a motion to implement late fees on annual assessments.

The Board rejected a motion to waive past due and future assessments on lot [REDACTED]

The Board discussed restricting and/or limiting water use for lawns and gardens. In resolute, baseline testing is needed to determine if there are any concerns that should be addressed with the shareholders. Annual or biannual well level sounding will be implemented to determine the baseline.

It was motioned and approved for the board to seek outside guidance for a review of the current Clear Creek Pines Unit Two Water Well Users Association Bylaws and Amendments. The Board wishes to ensure the Bylaws and Amendments are up to current standards and are easily interpreted by its Shareholders.

Steve Lightfoot offered a recommendation to be more descriptive on checkbook transactions to provide transparency and acknowledgement.

Results of Annual Election. 34 Ballots were returned from shareholders and the appointment of proxy was established for 5 shareholders, which satisfied the bylaw requirement for majority of shareholders. Jennifer Haggard presented the election results to the Board.

- General Items of Business
 - Motion to Approve 2019 CCP2 Water Well Users Association Inc Annual Members Meeting Minutes
 - Unanimously Approved 39-0
 - Motion to Approve 2019 CCP2 Water Well Users Association Inc. Financial Report
 - Unanimously Approved 39-0
 - Motion to Approve 2020-2021 Annual Water Assessment: \$150.00
 - Unanimously Approved 39-0
 - Officers
 - Re-Nomination of Treasurer: Jo Fuson
 - Majority Approved 37-1

- Re-Nomination of Water Quality Liaison: Randy Garrison
 - Majority Approved 37-1
- Re-Nomination of Vice-President: Joe Giuliano
 - Majority Approved 36-2
- Re-Nomination of Secretary: Jennifer Haggard
 - Unanimously Approved 39-0
- Re-Nomination of President: Joe Miller
 - Unanimously Approved 39-0
- Re-Nomination of Operations Maintenance Officer: Scott Unglaub
 - Unanimously Approved 39-0
- Directors
 - Re-Election of Director: John Chappel
 - Majority Approved 26-13
 - Re-Election of Director: Rick Johnson
 - Majority Approved 37-1
 - Re-Election of Director: Steve Lightfoot
 - Majority Opposed 18-21
 - Re-Election of Director: John Popp
 - Majority Approved 25-13

After the election results were presented, Steve Lightfoot excused himself from the meeting.

Other Business:

The Board discussed the verbiage contained within the cover letter from Heritage Advisors CPA on the compilation report (included with the Annual Members Meeting mailing). Jo Fuson-Reed explained this verbiage is a standard disclaimer used by all CPA's.

The board agreed to conduct an internal audit of the accounting records for the Association. The audit will be facilitated by Jo Fuson-Reed, Joe Giuliano, Randy Garrison and Scott Unglaub prior to the next Board meeting, scheduled in May 2020.

The Board discussed putting together a formal acknowledgement and recognition for Steve Lightfoot's years of service to the Clear Creek Pines Water Well Users Association and community; discussion to continue post-meeting.

Without objection, the board adjourned at 10:58 am

9/18/2020 – Post Board Meeting

Election of Officers

Re-election of current Officers was passed by the majority of the Board.

- Treasurer: Jo Fuson
- Water Quality Liaison: Randy Garrison
- Vice-President: Joe Giuliano
- Secretary: Jennifer Haggard
- President: Joe Miller
- Operations Maintenance Officer: Scott Unglaub