



**Board of Directors Regular Meeting
November 9, 2023 6pm
Pagosa Lakes Administration Building
MINUTES**

- 1. 6:00 pm Call to Order**
- 2. Verification of Quorum by Board Secretary**
 - a. Approval of Agenda
- 3. Approval of the minutes**

October 12, 2023 Regular Meeting of the Board
- 4. Disclosures of Conflicts**
- 5. Owner/Member comments (individual comments are limited to three (3) minutes)**
- 6. Staff Reports:**
 - a. General Manager's Report
 - b. Treasurers Report
 - c. Department of Property & Environment Report
 - d. Department of Recreation Amenities Report
 - e. Department of Community Standards Report
 - f. Lifestyle Report
- 7. There are 2 lot Consolidation up for review**
- 8. Committee Reports:**
 - a. ECC Liaison Report October 2023 Meeting Minutes
- 9. Unfinished Business**
 - a. 2024 Budget – Draft 2 -Separate attachment in email
- 10. New Business**
 - a. Rec Center Dehumidification Contract
 - b. NVL Trail Ribbon Cutting
- 11. Owner/Member comments (individual comments are limited to three (3) minutes)**
- 12. Adjournment**



**Board of Directors Regular Meeting
October 12, 2023 6pm
Pagosa Lakes Administration Building**

MINUTES

**Board Attendees: Dan Mayer-President
Lars Schneider-Vice President
Monty Whitman-Secretary
Directors – Ericka Bailey, Wade Lundy
& Patrick Moore
Absent – Chris Tanner-Treasurer**

**Staff: Allen Roth-GM, Katie Benoit-CT
Larry Lynch-DPE, Keith Cramer-DCS
Ryan Graham RA, Jen Pitcher-Lifestyles**

Candace Selk Barnes-Recording Secretary

Visitors/Guests – A. Hernandez via Zoom- R. Benoit

1. **Call to Order** @ 6:08 pm by Mayer with reminder no audio or video recording is allowed.
2. **Verification of Quorum by Board Secretary Whitman**
 - a. Approval of Agenda – Motion to approve with the addition of 10. New Business C. Legal by Schneider, 2nd by Bailey. Passed.
3. **Approval of the minutes**

Motion to approve September 14, 2023 Regular Meeting of the Board Minutes by Bailey, 2nd by Moore. Passed.
4. **Disclosures of Conflicts: None**
5. **Owner/Member comments** – A. Hernandez stated she is a new owner; her child thoroughly enjoyed swimming lessons and she wanted to advocate for more children’s activities at the Rec Ctr.
6. **Staff Reports:**
 - a. General Manager’s Report – stands as is. GM Roth encouraged Board Members to read his report and good news; the legal action was dismissed. The agreement with TFI as contractor for Rec Ctr dehumidification project was signed and that he had ordered the unit receiving a \$5K discount. The North Village Lake trail is half done and is looking into the possibility of paving as contractor has acquired a new paving machine with capacity for narrower width.
 - b. Treasurers Report. As submitted. Mayer thanked Benoit for excellent work.
 - c. Department of Property & Environment Report. As submitted. Lynch reported lakes stocked last week, fishing is excellent. Recommendation from Lakes, Fish & Boat Committee that bag limits remain same.
 - d. Department of Recreation Amenities Report – As submitted by Graham.
 - e. Department of Community Standards Report-As submitted by Cramer.
 - f. Lifestyle Report – As submitted by Pitcher.

Motion to accept Staff reports as submitted by Schneider, 2nd by Whitman. Passed.

7. There are 2 lot Consolidations up for review

Motion to approve both lot consolidations by Whitman, 2nd by Schneider. Passed.

8. Committee Reports:

- a. ECC Liaison Report September 2024 Meeting Minutes – as submitted. Liaison Bailey reported more



projects being submitted for consideration. Unfortunately, several contractors are “repeat” offenders with applications/permit regulations. Bailey said she would like to write a proposal regarding same concerns for board review. Positive reaction by Board.

- b. Lakes, Fish & Boat Committee Recap by DPE Mgr Lynch. Due to several years of increased fish stocking costs, the Committee recommends increases in both Fishing Permit and Boat Registration fees for 2024.
- c. Parks and Trails Committee-Liaison Moore stated that the report summed it up and the mitigation savings will remain in the Reserves fund.

Motion to accept all Committee Reports as presented by Lundy, 2nd by Schneider. Passed.

9. Unfinished Business

- a. South Village Lake Lease Agreement – Roth reported waiting on possible alternatives by legal.

10. New Business

- a. Legal – Terms of Engagement.

Motion to renew with increase in hourly rates by Whitman, 2nd by Bailey. Passed.

- b. Joint Session Agenda Items- Discussion by Board. Reminder next quarterly session will be Monday, November 6 at 5pm here in the PLPOA Vista Conference Room.
- c. 2024 Budget – 1st Draft. Review and discussion of Roth’s Summary and Finance Committee observations. Board agreed to raising assessments/fee increases across the revenue sources due to increase in costs. Board members requested Draft #2 include Rec Ctr option on membership fee to include reoccurring monthly withdrawal or discount for paying in full. Look into creating an additional Reserve Fund exclusive to the Rec Center. Draft #2 additionally will include additional fee increases for Rec Center membership and permit fees as discussed, Include interest income for capital and reserve funds, look at wage increases for part-time staffing and add increases for performance.

11. Board Correspondence

12. Owner/Member comments - NONE

13. Adjournment Motion to adjourn at 8:15 pm by Whitman, 2nd by Lundy. Passed.

Respectfully submitted by:

Monty Whitman, Board Secretary

Candace Selk Barnes, Recording Secretary



ARCHULETA COUNTY BOARD OF COUNTY COMMISSIONERS & PAGOSA LAKES PROPERTY OWNERS ASSOCIATION BOARD

JOINT WORK SESSION – NOVEMBER 6, 2023 5:00PM

PLPOA CONFERENCE ROOM – 230 PORT AVENUE, PAGOSA SPRINGS, CO

TENTATIVE AGENDA

1. Development in Chris Mountain II Subdivision Update
 - a. Multi-Family Housing Lots in PLPOA
2. Joint Funding – Recreation Amenities Update
 - a. Youth Multi-purpose Athletic Field
 - b. Agreement for Joint Use
3. Road Work in PLPOA
 - a. Update on schedule for Vista & Trails Subdivision roads to be completed
 - b. Possible cost sharing for paving of Port Ave.
 - c. Road Configuration with Vista Mailbox development site
4. PLPOA Involvement in Strategic Planning
5. Recreation District
6. County Use of PLPOA Surveys
7. Next Meeting Date

You may attend the meeting via zoom: <https://us02web.zoom.us/j/85025258918>

Topic: County / PLPOA Joint Session

Time: November 6, 2023 05:00 PM Mountain Time (US and Canada)

INTEROFFICE MEMORANDUM

TO: CHRIS TANNER

FROM: KATIE BENOIT

SUBJECT: ACCOUNTING NOTES FOR OCTOBER 2023.

DATE: October 31, 2023

As of October 31, 2023, the Association has received \$1,791,000 or 98.8% of the total billed 2023 regular assessments of \$1,812,900. For the same period in 2022, the collections were approximately \$1,623,000 or 97.3% of the total of \$1,667,325 billed.

Certificates of Deposit as of October 31, 2023:

MATURITY	RATE	VALUE	FUND
3/28/2024	3.85%	\$300,000	Reserve
5/29/2024	5.20%	\$125,000	Operating
5/31/2024	5.25%	\$125,000	Operating
5/31/2024	5.30%	\$210,000	Trails Reserve
5/31/2024	5.25%	\$69,000	Operating

After reviewing cash flows in our reserve and capital fund for the upcoming year, the investment committee recommends purchasing a \$250,000 12-month CD from our capital fund.

DEPARTMENT OF PROPERTY AND ENVIRONMENT

NOVEMBER, 2023 BOARD REPORT

By Larry D. Lynch

- Lakes and Fisheries** – All four lakes are in good condition currently, however lake levels are down due to water demand in the community and dry summer. The lakes were stocked in early October with 5000 pounds of 12-16 inch rainbow trout and the fishing has been outstanding the past few weeks. We will be removing the floating docks at the boat ramps as well as repositioning a couple of the larger docks into winter positions this month. Additionally, we have been making repairs and adjustments to the lake aeration systems in preparations for activation by the end of the month. We did continue to make a few late season algaeicide applications in the lakes in October.
- DPE Projects** – The crew has been busy the past few weeks working on a number of projects including continued brush chipping operation at the maintenance facility; several hazard tree removals in the greenbelts; improvements to the mailbox locations including installation of new boxes at Hatcher and Highlands locations and installation of steel reflector posts at new locations; one of the large floats was replaced on the main floating dock at Lake Pagosa; the maintenance building exterior was prepped and fully stained in October adding years of protection to the aging siding (looks great); the gazebo at Lake Forest was stained as well; irrigation systems were blown out for winter. Upcoming projects will include vehicle maintenance; winter snow removal equipment prep; striping the parking lot at Admin building; removing old portable toilet enclosures at lakes where new permanent restrooms are located; additional mailbox work in Pines II; fall grass seeding at Lake Forest boat ramp area, Northshore Cir greenbelt and Rec Center dog park; CPR recertification for the crew; and work on prepping for Christmas event in Clubhouse later this month.
- Brush Collection Area Summary** – We had another successful year at the Brush Collection area, we had high numbers of owners utilizing the facility for brush drop offs for home and property cleanup and helping to reduce wildfire fuels in the community. We had a few issues with the drum grinder machine early in the season, a welding repair on a main bearing on drum, but other than that the machine ran well for us. Mostly thanks to the crew, Don and DJ, for taking meticulous care of the machine, weekly maintenance and cleaning. The machine is now 13 years old, a 2012 model. We hope to continue to get good service out of the machine for the time being and have been in discussions with Allen about possibly replacing it with a newer model in a few years. Perhaps we could qualify for a cost assistance grant through the State like last time where wildfire reduction funds may be available to help offset costs of a machine. Once again, we had close to 900 sign-ins at the facility this summer, and of course we

know a few people may drop off without signing in, we estimate that we processed close to 5000 cubic yards of material, generating large amounts of usable mulch. Other good news is that a lot of owners came and picked up large numbers of loads of mulch this year for use around their properties, and we were able to reduce our large piles down to very manageable sizes. We have a set Thursday morning, 8 am where we are available with the tractor to help load owners trucks and trailers with mulch with the tractor for about an hour, and were very busy during those times with folks often lined up.

4. **Noxious weed control** – We did winterize the spray equipment in October and completed any late season weed control applications, I am overall very pleased with noxious weed control measures in the community, we continue to see some trouble spots, and always will, but for the most part my belief is that years of vigilant weed control have really helped the overall picture in the community. I have been applying some pre-emergent herbicide below the new Northlake gravel trail (sub-grade) for the contractors, this will help keep weeds suppressed for a couple years under the gravel trail, may need to do one or two more applications here in November as the trail progresses.
5. **Rec Center HVAC** – TFI has completed the concrete piers for the new HVAC unit, and will also be installing a steel frame this fall that will support the unit.



Highlands Tract D Greenbelt Before Treatment



After Treatment



Martinez Mt Tract F Greenbelt Before Treatment



After Treatment



**Pagosa Lakes Property Owners Association
Regular Board of Directors Meeting
Recreation Center Report**

Attendance report for October	2023
Timeshare Sign Ins	1,403
Member Sign Ins	5,409
Total User Attendance	6,812
Programs and Activities Attendance	
All programs in Aerobics Room	181
Water Aerobics	162
Racquetball	116
Basketball	80
Lap Lane	976

Manager's Summary:

- The off season has been pretty slow. This has allowed us to get caught up on some minor repairs and cleaning.
- Even though the rec center has been slow, we are still selling a good amounting fishing passes.
- I have certified and recertified our front desk staff with CPR. I will be certifying the admin building when Allen gets the schedule figured out.
- I have set up some in-service training for our front desk. Since we are now certified, we have been practicing responding to emergencies.
- November 13th and 14th, I will be certifying the admin building in CPR.
- I will be working on Water Safety Tech. Meaning; I can certify swim instructors instead of sending them to Durango.

Maintenance/Supervision:

- Chris repaired and patched a hole in the rec center floor. Some dropped a kettle bell and it went through.
- Were in the process of changing out our sprinkler covers in the racquetball courts. The fire department would like to charge us \$5,600 to replace or current sprinklers and covers. However, we feel with the current changes we are making, there should be no issue.
- The pool has cleared up but we are still running into small issues. However, it has been running okay.
- Continued preventative maintenance on all weight and cardio equipment is ongoing.

Programs:

- I will be setting up group swim lessons for homeschooled kids. This will start late November or early December.
- We have started two new fitness classes. We have added an early morning spin class on Tuesdays and Thursdays. Also, we have added a Thursday evening bootcamp class.
- We will be offering beginner X – County Skiing this winter. I'm in need a snowmobile to groom the course.
- I will be starting a new program called, Swim Team Prep. This program is for kids who can swim but need some help with strokes and learning how to read workouts.
- The high school swim team has begun practicing a few days out of the week. In November they will be practicing four days out of the week.
- I have reached out to a few martial arts instructors to see if they would want to use the aerobics room for any classes.
- I'm am looking into a self defense class.

October 2023, Department of Community Standards Report

By Keith Cramer

- There are 32 open violations, as of November 1st.
- We have opened 16 & closed 2 violations this past month. Compliance has been achieved.
- There are 213 current open project permits as of November 1st.
- There were 27 Short Term Rental applications submitted since October 5th.
 - 1 new owners of existing Short Term Rental properties.
 - 19 annual renewals of existing registered STR properties.
 - 7 new registrations of STR properties not previously registered.

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Current Violations 10/5/23 - 11/1/23

XN	Details	Property Address
	185147 Unsightly - Tires	
	185148 Unsightly - Improper Storage of Household Furniture	
	185153 Unsightly - Improper Storage of Appliances	
	264293 Boating - Boat Launch & Storage	
	268376 Vehicle Parking - Commercial Vehicle	
	272917 Unsightly - Improper Storage of Miscellaneous	
	272918 Landscaping - General Yard Maintenance	
	272919 Repetative Nuisance	
	281135 Maintenance - Damaged/Missing Siding	
	281198 Hazardous Activities	
	281223 Unsightly - Improper Storage of Appliances	
	281224 Unsightly - Improper Storage of Household Furniture	
	281225 Unsightly - Constructions Materials Improperly Stored	
	281226 Unsightly - Overall Appearance	
	281227 Hazardous Activities - Burning	
	281232 Vehicle Parking - Parking in the Grass	
	289431 Tree Removal w/out a permit	
	293849 Building / Construction - Project Permit Process Violation	
	293989 Land and Structures - Unauthorized Dwelling	
	298080 Landscaping - Removing Trees Without a Permit	
	302115 PPP - fence w/out permit	
	302164 Vehicle Parking - Parking in the Grass	
	302165 Vehicle Parking - Parking in the Grass	
	302166 Repetative Nuisance	
	306155 Building / Construction - Project Permit Process Violation	
	306266 Parking - Parking in the Grass	
	306267 Architectural - Storage of Construction Material	
	306268 Hazardous Activities - Trespass	
	306269 Building / Construction - Project Permit Process Violation	
	306271 Parking - Parking in the Grass	
	306311 Vacation Rentals - Parking	
	306315 Unsightly - Improper Storage of Appliances	

Violations opened 10/5/23 - 11/1/23

XN	Details	Property Address
289431	Tree Removal w/out a permit	
293849	Building / Construction - Project Permit Process Violation	
293989	Land and Structures - Unauthorized Dwelling	
298080	Landscaping - Removing Trees Without a Permit	
302115	PPP - fence w/out a permit	
302164	Vehicle Parking - Parking in the Grass	
302165	Vehicle Parking - Parking in the Grass	
302166	Repetative Nuisance	
306155	Building / Construction - Project Permit Process Violation	
306266	Parking - Parking in the Grass	
306267	Architectural - Storage of Construction Material	
306268	Hazardous Activities - Trespass	
306269	Building / Construction - Project Permit Process Violation	
306271	Parking - Parking in the Grass	
306311	Vacation Rentals - Parking	
306315	Unsightly - Improper Storage of Appliance	

DRAFT

Violations closed 10/5/23 - 11/1/23

XN	Step	Details	Property Address
297973	Resolved	Building / Construction - Project Permit Process Violat	
302144	Resolved	Building / Construction - Expired Permit	

DRAFT

Pagosa Lakes Property Owners Association
Lifestyle and Communications Report
Nov 9, 2023
Jenifer Pitcher

Lifestyle:

- **UPCOMING LIFESTYLE OFFERINGS, EVENTS & HAPPENINGS**
 - 11/4 Holiday Market
 - 11/18 PLPOA Thanksgiving
 - 12/1-12/13 Clubhouse closed for Santa Event
- Winter Newsletter
 - **Winter Newsletter Deadlines:**
 - Payment Due: December 5, 2023
 - Camera ready Ad: December 5, 2023
 - Newsletter upload to printer: Dec. 13, 2023
 - Newsletter set to mail out: Dec. 20, 2023
 - LINK TO RESERVE AD SPOT: <https://form.jotform.com/232634739152054>





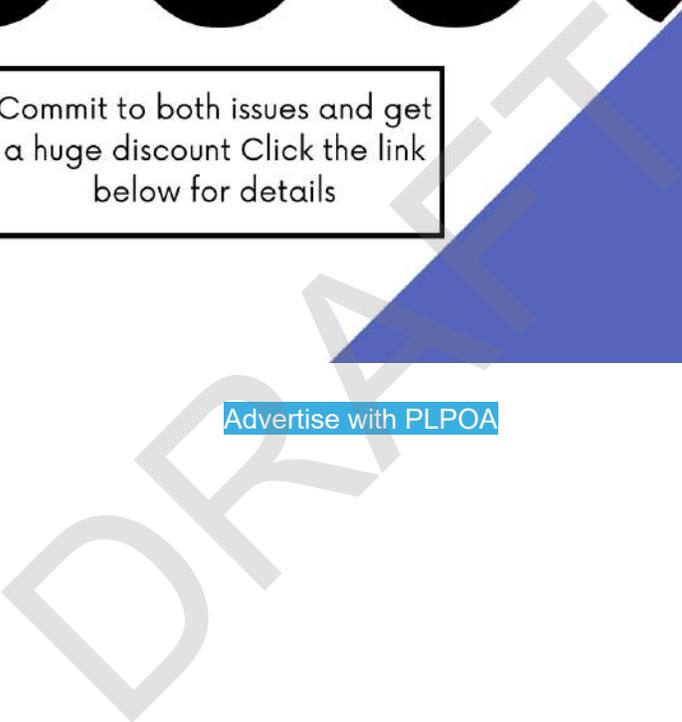
ADVERTISE

IN THE PLPOA
BIANNUAL NEWSLETTER



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a huge discount Click the link
below for details

[Advertise with PLPOA](#)





Archuleta County
 Development Services / Planning Departments
 1122 Hwy 84 / P. O. Box 1507
 Pagosa Springs, Colorado 81147
 970-264-1390

RECEIVED
 OCT 30 2023
 BY: JRU

LOT CONSOLIDATION

Date 10/26/23

Lot 212X 368 Crestone PI
 Nothing owed no violations

306237

Lot 210X 402 Crestone
 Nothing owed + no violations

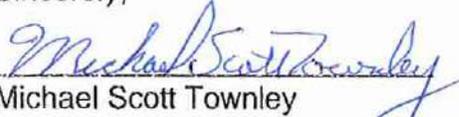
306236

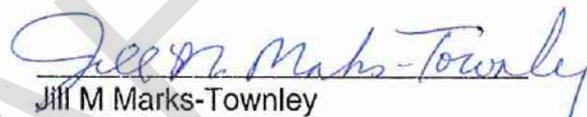
Dear Utility Company/HOA/POA:

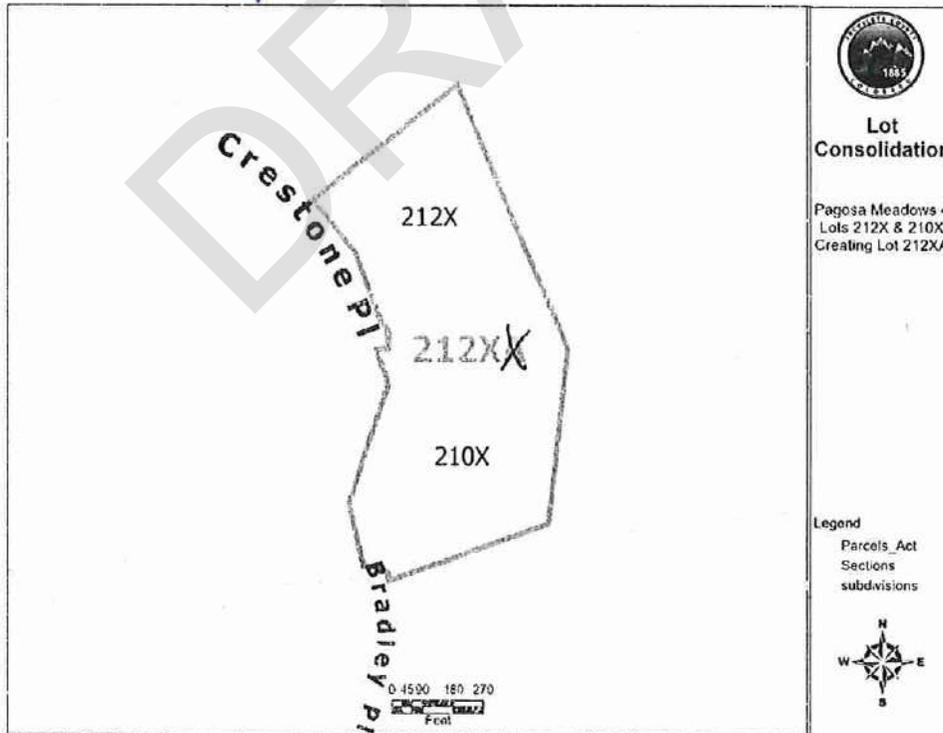
The owner of Lots 212X and 210X, Pagosa Meadows 4, is proposing by resolution to consolidate Two (2) lots to become lot 212XX, 368 Crestone PI. All covenants and restrictions will remain the same. Anyone who wishes to comment should contact the Archuleta County Planning Department, P.O., Box 1507, Pagosa Springs, Colorado 81147, or (970) 264-1390 prior to 11/27, 2023.

(A minimum of 30 days from the date of mailing)

Sincerely,


 Michael Scott Townley


 Jill M Marks-Townley





**Archuleta County
Development Services / Planning Departments
1122 Hwy 84 / P. O. Box 1507
Pagosa Springs, Colorado 81147
970-264-1390**

LOT CONSOLIDATION

Date 10/30/23

RECEIVED
NOV 03 2023

BY: *SZU*
Lot 117-118 45 Ranger Park Dr
Nothing owed + no
306340 violations

Dear Utility Company/HOA/POA:

The owner of Lots 177-118 PT and 119-120 PT, PAGOSA TRAILS, is proposing by resolution to consolidate Two (2) lots to become lot 117X, 45 Ranger Park Dr. All covenants and restrictions will remain the same. Anyone who wishes to comment should contact the Archuleta County Planning Department, P.O. Box 1507, Pagosa Springs, Colorado 81147, or (970) 264-1390 prior to _____, 2023.

(A minimum of 30 days from the date of mailing)

Lot 119-120
45 Ranger Park Dr
Nothing owed + no
violations
306337

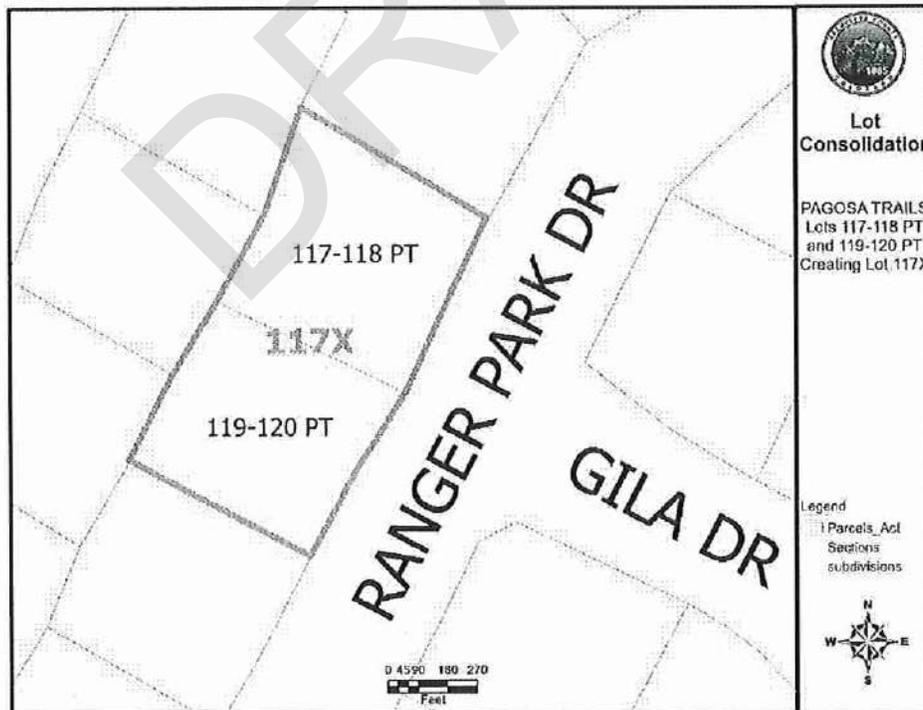
Sincerely,

Michele A Tully

Michele A Tully

Mark Tully

Mark Tully



ECC Liaison Report -October 2023

(Numbers in the top section represent reviewed Applications and Requests)

DESCRIPTIONS	Month of October	YTD	Totals
		2023	2022
Construction of new Single Family Residential and Modular Home	0	41	69
Mobile /Manufactured New or used placement	0	0	5
Major Projects (200 sq ft or larger)	4	47	53
Minor Projects (199 sq ft or smaller)	24	179	226
Fences	2	54	94
Owner initiated Variance Request	0	9	8
Solar	0	24	17
Boat Dock Permit / liscense	0	0	7
Sign/ Banner permanent and temporary	0	2	2
Seasonal and Temporary structures	3	11	27
Written Request: Tree Removal/Fire Mitigation)	8	93	126
Written Request:Extensions/Revisions	21	238	255
Written Request: Miscellaneous	10	73	92
Construction of new Commercial Structure	0	1	2
Construction of Multi-family structures (per Building):Duplex	1	2	0
Construction of Multi-family structures(per Building) :3-5 units	0	0	0
Construction of Multi-family structures(per Building):6+	0	0	0
TOTAL APPLICATIONS	76	788	981
Approval Details			
TOTAL APPROVED APPLICATIONS	73	778	955
Approved Single Family residences	0	40	68
Approved Manufactured homes	0	0	5
Approved Multi-Family Count (all types)	1	2	0
Approved Commercial	0	1	1
Approved Variance	0	6	3
As Form Inspection Additions			
As Form inspection for new residence	0	28	46
As Form inspection for Mobile/ Manufactured	0	0	2
Addition of concrete inspection for Major	0	16	5
Addition of concrete inspection for Minor	0	1	1

ECC Liaison Report -October 2023

Previous Totals (Old catagories)	2021	2020	2019
Single Family Residence	87	59	82
Manufactured Homes	4	5	4
Multi-Family Residence	0	2	1
Major Projects (over \$12,500)	59	31	40
Minor Projects (under \$12,500)	312	409	441
Commercial Buildings	3	1	X
Roofs	X	X	X
Fences	31	X	X
Docks	4	7	2
Signs	3	0	6
Variance	16	9	16
Seasonal / Temporary	9	X	X
(WR) Written Requests, Misc.	107	153	73
(WR) Tree Removal/Fire Mitigation)	126	109	78
(WR) Extensions/Revisions	136	188	126
Solar	13	1	7
TOTAL APPLICATIONS	857	960	869
TOTAL APPROVED APPLICATIONS	846	959	833
Approved Single Family residences	87	59	79
Approved Manufactured homes	2	4	4
Approved Multi-Family Count	2	2	3
Approved Commercial	3	1	X
Approved Variance (as of 12/2021)	0	X	X

oct		YTD	YTD
5	19	2023	New
		41	41
		0	0
2	2	43	47
8	16	155	179
2		52	54
		9	9
		24	24
		0	0
		2	2
	3	8	11
8		85	93
11	10	217	238
5	5	63	73
		1	1
	1	1	2
		0	0
		0	0
37	39	712	788
36	37	705	778
		40	40
		0	0
	1	1	2
		1	1
		6	6
		28	28
		0	0
		16	16
		1	1

DRAFT

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