



**Board of Directors Regular Meeting  
January 11, 2024 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**

**December 14, 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 December 2024 Meeting Minutes](#)
- 9. Unfinished Business**
  - a. Memorandum of Understanding – Youth Athletic Field
  - b. South Village Lake Boat Ramp
- 10. New Business**
  - a. Personnel Policies
- 11. Owner/Member comments (individual comments are limited to three (3) minutes)**
- 12. Adjournment**



**Board of Directors Regular Meeting  
December 14, 2023 6pm  
Pagosa Lakes Administration Building  
MINUTES**

**Board Attendees: Dan Mayer-President via ZOOM  
Lars Schneider-Vice President via ZOOM  
Monty Whitman- Secretary  
Directors: Ericka Bailey, Patrick Moore  
Wade Lundy, \*Sasha King**

**Staff: Allen Roth-GM  
Katie Benoit-CT  
Keith Cramer-DCS Mgr  
Jen Picher-Lifestyles  
Ryan Graham-RA Mgr  
Recording Secretary- Candace Selk Barnes**

**Owner/Visitors: Sasha King, E. Cowling and J. Rivas via ZOOM**

1. **6:00 pm Call to Order** by Mayer with reminder no audio or video recording allowed.
2. **Verification of Quorum** by Board Secretary Whitman
  - a. Approval of Agenda - Motion to approve Agenda with addition of appointing BOD Treasurer and add 10. Unfinished Business d. Ratification of HVAC emailed vote by Lundy, 2<sup>nd</sup> Whitman. Passed.
3. **Approval of the minutes** – Motion to approve November 9, 2023 Regular Meeting of the Board Minutes by Whitman, 2<sup>nd</sup> Moore. Passed.

**4. Disclosures of Conflicts - NONE**

**5. Owner/Member comments: NONE**

**6. Appointment of PLPOA Member to Fill Irregular Board Vacancy & appoint BOD Treasurer**

\*Motion to appoint Sasha King to the Board of Directors for the remainder of term ending July 2024 by Whitman, 2<sup>nd</sup> Bailey. Passed. King joined the other members at the tables as the newest Board member.

Motion to appoint Erica Bailey as Treasurer until BOD elections July 2024 by Whitman 2<sup>nd</sup> by Moore. Unanimous.

**7. Staff Reports:**

- a. General Manager’s Report as submitted.
- b. Treasurers Report – stands as submitted.
- c. Department of Property & Environment Report – as submitted. Lynch on vacation. Cramer commended the DPE staff for all the work and set up for the Santa event.
- d. Department of Recreation Amenities Report-as submitted.
- e. Department of Community Standards Report- as submitted
- f. Lifestyle Report-as submitted.

Motion to approve Staff Reports by Whitman, 2<sup>nd</sup> Lundy. Unanimous.

**8. There are 2 lot Consolidation up for review** -Motion to approve both lot consolidations by Whitman, 2<sup>nd</sup> Moore. Unanimous.

**9. Committee Reports:**

- a. ECC Liaison Report November 2023 Meeting Minutes – Motion to accept ECC report by Whitman, 2<sup>nd</sup> Lundy. Unanimous.

**10. Unfinished Business**

- a. 2024 Budget – GM Roth recapped changes to Draft 3 and stated it reflected possible loss of revenue from Wyndam for last three quarters.  
Motion to approve 2024 Budget draft 3 by Whitman, 2<sup>nd</sup> by Bailey. Unanimous.
- b. Memorandum of Understanding – Youth Athletic Field  
  
Motion to approve draft MOU to be sent to Archuleta County attorney for review by Whitman, 2<sup>nd</sup> by Bailey. Unanimous.
- c. South Village Lake Boat Ramp – PLPOA and owner of Tract A in negotiation to settle.
- d. Ratification of unanimous approval of HVAC contract with Chuck’s Service for \$123K email vote.

**11. New Business**

- a. Owner Meeting –update by GM Roth – The annual Owners Meeting to review, ratify or veto the 2024 Budget will be presented by GM Roth, CT Benoit to be held Saturday January 20, 2024 commencing at 9:00 am to be held in the PLPOA Administration Office Vista Conference Room. Owners encouraged to attend.

- 12. Board Correspondence
  - a. Thank you note of appreciation from owner regarding receiving a Thanksgiving basket.
  - b. Owner question regarding Enforcement Policy. Roth to respond.

**13. Owner/Member comments - NONE**

- 14. **Adjournment** – Motion to adjourn @ 6:40 pm by Lundy, 2<sup>nd</sup> Bailey. Unanimous.

**Respectfully submitted by:**

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**Monty Whitman, Board Secretary**

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**Candace Selk Barnes, Recording Secretary**

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**INTEROFFICE MEMORANDUM**

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**TO:** ERICKA BAILEY

**FROM:** KATIE BENOIT

**SUBJECT:** ACCOUNTING NOTES FOR DECEMBER 2023.

**DATE:** December 31, 2023

As of December 31, 2023, the Association has received \$1,797,700 or 99.2% of the total billed 2023 regular assessments of \$1,812,900. For the same period in 2022, the collections were approximately \$1,638,000 or 98.2% of the total of \$1,667,325 billed.

Certificates of Deposit as of December 31, 2023:

<b>MATURITY</b>	<b>RATE</b>	<b>VALUE</b>	<b>FUND</b>
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
11/20/2024	5.35%	\$125,000	Capital
11/21/2024	5.30%	\$125,000	Capital

## DEPARTMENT OF PROPERTY AND ENVIRONMENT

### JANUARY, 2024 BOARD REPORT

By Larry D Lynch

- 1. Lakes and Fisheries** – All four lakes are in good condition heading into the new year. Hatcher Lake water levels have actually come up a couple feet since early fall with a small amount of water coming in from the Dutton diversion. Village Lake levels are down about 16 inches and probably won't fill till spring. Water quality is good and all of the lake aeration systems are up and running. It's been a very mild winter thus far, warmer than normal conditions resulted in late freezes for the lakes with thin ice conditions on the lower lakes; a decent layer of ice finally formed on Hatcher Lake in late December allowing for some ice fishing opportunities where the fishing was good. Also working on some annual reports and permitting; lake license for fisheries program through CPW and annual aquatic pesticide applicator permitting through CDPHE.
- 2. 2024 Fishing Season**- the 2024 fishing season officially opened January 1. The new fishing permits are available at the Admin offices and at the Recreation Center. New pricing this year was implemented with modest increases for seasonal, weekly and daily fishing permits as well as boat registrations. We have increased our stocking budget this year and are planning to increase the numbers of fish we bring in this spring and summer, I believe we should be able to provide for some great fishing opportunities for our owners this year and still provide a good value for fishing in Pagosa Lakes.
- 3. DPE Projects** – The crew has been busy the past few weeks working on a number of smaller projects including some fall seeding projects at the Rec Center dog park and in some common access areas near the lakes; some minor repairs at the playgrounds; some dam maintenance items noted on our annual inspection reports; braking down holiday decorations; equipment and vehicle maintenance; mailbox installation work; janitorial duties; and handling a couple small snow storms and snow removal in December. The forecasts for early January look a little promising for some much-needed snow and we anticipate some heavier snow removal duties in the coming weeks. We will be picking up Christmas trees for owners this month as well; and may look to work on constructing some underwater fish structures utilizing trees, pallets and other materials that we could place on the ice in key lake locations later this winter where they would sink into place when the ice melts.
- 4. 2024 Trail Projects** – We met with Travis of Davis Engineering a couple of weeks ago to start coming up with a plan for the planned and reserve budget Trail resurfacing project for this year. We would like to have a game plan in place soon so that we can begin preparing an RFP for a late winter or early spring release. Right now we would be focusing on some of those older segments of trail that are beginning to show some signs

of degradation on North Pagosa Blvd, Park Ave and the southerly section of Lake Forest Trail. We should have more details in February.

5. **Annual Dam Inspections** – We received final copies of our annual dam inspection reports in late December. The inspection was conducted in November by Matt Gavin, dam safety engineer with Colorado Div of Water Resources. Hatcher lake, Lake Pagosa and Village Lake dams were inspected and all three reports declared the dams to be in good condition and that the maintenance has been excellent.



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

<b>Attendance report for December</b>	<b>2023</b>
Timeshare Sign Ins	2048
Member Sign Ins	6,249
Total User Attendance	8,297
<b>Programs and Activities Attendance</b>	
All programs in Aerobics Room	185
Water Aerobics	137
Racquetball	138
Basketball	160
Lap Lane	738

### **Manager's Summary:**

- The PLPOA Rec Center had an increase of 1,001 members/guests that used the rec center in December. In December of 2022 we had a total of 7,296 members/guests that used the rec center. Out of the 7,296 visits, 1,829 were Wyndham guests and 5,467 were PLPOA members. This December (2023) we had a total of 8,297 visits. Out of the 8,297 visits, 2,048 were Wyndham guests and 6,249 were PLPOA members.
- The Sprinkler heads have been updated and replaced in the Racquetball courts. This project was done free of charge. We have passed the fire inspection.
- All new daily pricing and memberships have been updated.
- I have been working with the Church net door to the rec to see if we can secure some spacing for summer camps and possible after school programming.
- I'm currently working on a business plan to bring in more and new revenue in the event that Wyndham does not re-new its contract with the PLPOA recenter. This will consist of more programming, looking at employee scheduling, facility maintenance and much more.
- The Rec center will no longer use Just Click for Rec Center brochures. I will be using an online source such as VistaPrint or GotPrint. They are incredibly cheaper without sacrificing quality.

### **Maintenance/Supervision:**

- We continue to maintain the spa boiler by replacing the main boards and thermistors.
- Chris has the snow equipment ready to go. He will help maintain the parking lot with the tractor and entry sidewalks.
- Chris and I are trying to figure out how to best remedy our leaking roof. We have leaks in the pool area and weight room area.
- Continuing the preventive maintenance of gym and pool equipment.



### **Programs:**

- We will be offering beginner X – County Skiing this winter. Buckaroos will be grooming our trail for us.
- I'm currently putting together a cardboard boat regatta race. It will take place in the lap pool.
- In February or when we get more snow, we will have a snowman building competition. We will do it in the field closest to park avenue so everyone can see the snowmen.
- 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.
- We are looking into a new program where you can learn how to tie, fly fishing ties and also a beginner fly fishing course.
- This Springs, Alyssa Forrest from Forrest Tails Dog Training will be conduction some do obedient courses in our dog park.

## December 2023, Department of Community Standards Report

By Keith Cramer

- There are 20 open violations, as of January 3<sup>rd</sup>.
- We have opened 10 & closed 3 violations this past month. Compliance has been achieved.
- There are 124 current open project permits as of January 3<sup>rd</sup>.
- There were 18 Short Term Rental applications submitted since December 6<sup>th</sup>.
  - 2 new owners of existing Short Term Rental properties.
  - 1 annual renewals of existing registered STR properties.
  - 4 new registrations of STR properties not previously registered.

# Violations open as of 1/3/24

XN	Details	Property Address
	306899 Building/Constructions - Doing Work without a Permit	
	315474 Hazardous Activities - Obnoxious Offensive or Illegal Activit	
	315476 Unsightly - Improper Storage of Household Furniture	
	324149 Unsightly - Tires - F 9. Property Maintenance	
	324150 Repetative Nuisance	
	328207 Vacation Rentals - Trash/Garbage	
	328213 Improper Use - ATV/UTV/Motorcycle/Go Car	
	328214 Noise - General	
	328215 Hazardous Activities - Trespass	
	328216 Repetative Nuisance	
	328258 Unsightly - Improper Storage of Household Furniture	
	328269 Unsightly - Improper Storage of Appliances	
	332398 Lighting - Fully Shielded	
	276990 Building / Construction - Project Permit Process Violation	
	281223 Unsightly - Improper Storage of Appliances	
	281224 Unsightly - Improper Storage of Household Furniture	
	281225 Unsightly - Constructions Materials Improperly Stored	
	281226 Unsightly - Overall Apperance - F 9. Property Maintenance	
	298080 Landscaping - Removing Trees Without a Permit	
	306400 Hazardous Activities - Burning	

# Violations opened 12/7/23 - 1/3/24

XN	Details	Property Address
	324149 Unsightly - Tires	
	324150 Repetative Nuisance	
	328207 Vacation Rentals - Trash/Garbage	
	328213 Improper Use - ATV/UTV/Motorcycle/Go Cart - You or an o	
	328214 Noise - General - off-road motorcycle	
	328215 Hazardous Activities - Trespass	
	328216 Repetative Nuisance	
	328258 Unsightly - Improper Storage of Household Furniture	
	328269 Unsightly - Improper Storage of Appliances	
	332398 Lighting - Fully Shielded	

# Violations closed from 12/7/23 - 1/3/24

XN	Details	Property Address
324147	Trash receptacle was put out prior to, or left out past, the	
324148	Trash receptacle was put out prior to, or left out past, the	
328259	Parking - Parking in the Grass	

**Pagosa Lakes Property Owners Association  
Lifestyle and Communications Report  
Jan 11, 2024  
Jenifer Pitcher**

**Lifestyle:**

- **Tech**
  - **Updated clubhouse modem**
  - **DNS update for Vantaca**
  - **Network permission update**
  - **All 2024 web, Vantaca and integration platform updates**
- **Communications**
  - **Newsletter**
  - **Sponsorship Thank you packet**
  - **Create Community Survey**
- **PLPOA lifestyle upcoming offerings**
  - **Sat., Jan 20<sup>th</sup> Budget meeting**
  - **Monday, Feb 12<sup>th</sup>, New Owners Gathering**

Today < > January 2024							Month	Calendar Icons
SUN 31	MON Jan 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6		
	ADMIN OFFICES CLOSED ● 9:30am Line Dancing ● 1pm Games Group ● 4:30pm Essentrics	● 8:30am Tai Chi with JUNE ● 10am Clubhouse fitness with June ● 5:30pm ZUMBA ● 6pm Hearing Panel	● 9am Advanced Line Dancing ● 1pm Games Group	● 8:30am ECC Meeting ● 8:30am Tai Chi Chih ● 10am Clubhouse fitness with June ● 11am Thursday line dance ● 1pm SJODC		● 2pm Private rental		
7	● 9:30am Line Dancing ● 1pm Games Group ● 4:30pm Essentrics	● 8:30am Tai Chi with JUNE ● 10am Clubhouse fitness with June ● 5:30pm ZUMBA	● 9am Advanced Line Dancing ● 1pm Games Group	● 8:30am Tai Chi Chih ● 10am Clubhouse fitness with June ● 11am Thursday line dance ● 5:30pm ZUMBA ● 5:30pm Board Meeting Executive Si ● 6pm MONTHLY BOARD MEETING	12	13		
14	● 9:30am Line Dancing ● 1pm Games Group ● 4:30pm Essentrics	● 8:30am Tai Chi with JUNE ● 10am Clubhouse fitness with June ● 5:30pm ZUMBA	● 9am Advanced Line Dancing ● 1pm Games Group	● 8:30am ECC Meeting ● 8:30am Tai Chi Chih ● 10am Clubhouse fitness with June ● 11am Thursday line dance ● 5:30pm ZUMBA	● 3pm Whispering Pines	20		
● 1pm Spiritual Experiences Group of	● 9:30am Line Dancing ● 1pm Games Group ● 4:30pm Essentrics	● 8:30am Tai Chi with JUNE ● 10am Clubhouse fitness with June ● 5:30pm ZUMBA	● 9am Advanced Line Dancing ● 1pm Games Group	● 8:30am Tai Chi Chih ● 10am Clubhouse fitness with June ● 11am Thursday line dance ● 5:30pm ZUMBA	● 10am Bookclub	27		
● 1pm Ecstatic Dance	● 9:30am Line Dancing ● 1pm Games Group ● 4:30pm Essentrics	● 8:30am Tai Chi with JUNE ● 10am Clubhouse fitness with June ● 5:30pm ZUMBA	● 9am Advanced Line Dancing ● 1pm Games Group	Feb 1 ● 8:30am ECC Meeting ● 8:30am Tai Chi Chih ● 10am Clubhouse fitness with June ● 11am Thursday line dance ● 5:30pm SJODC ● 5:30pm ZUMBA	2	3		

ECC Liaison Report -December 2023

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

DESCRIPTIONS	Month of	YTD	Totals
	Dec	2023	2022
Construction of new Single Family Residential and Modular Home	2	45	69
Mobile /Manufactured New or used placement	0	0	5
Major Projects ( 200 sq ft or larger)	1	49	53
Minor Projects ( 199 sq ft or smaller)	4	200	226
Fences	0	56	94
Owner initiated Variance Request	0	9	8
Solar	2	27	17
Boat Dock Permit / liscense	0	0	7
Sign/ Banner permanent and temporary	0	2	2
Seasonal and Temporary structures	0	11	27
Written Request: Tree Removal/Fire Mitigation)	3	102	126
Written Request:Extensions/Revisions	25	280	255
Written Request: Miscellaneous	3	85	92
Construction of new Commercial Structure	1	2	2
Construction of Multi-family structures (per Building):Duplex	0	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
<b>TOTAL APPLICATIONS</b>	<b>41</b>	<b>883</b>	<b>981</b>
<b>Approval Details</b>			
<b>TOTAL APPROVED APPLICATIONS</b>	<b>40</b>	<b>871</b>	<b>955</b>
Approved Single Family residences	0	42	68
Approved Manufactured homes	0	0	5
Approved Multi-Family Count ( all types)	0	2	0
Approved Commercial	1	2	1
Approved Variance	0	6	3
<b>As Form Inspection Additions</b>			
As Form inspection for new residence/commercial	2	32	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 -December 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
<b>TOTAL APPLICATIONS</b>	<b>857</b>	<b>960</b>	<b>869</b>
<b>TOTAL APPROVED APPLICATIONS</b>	<b>846</b>	<b>959</b>	<b>833</b>
<b>Approved Single Family residences</b>			
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