

# **Wild Horse Ranch Landowners' Association Meeting Minutes**

Board of Directors Regular Board Meeting

Thursday, November 2, 2023

6:00 p.m. – 7:00 p.m. (New Mexico Time MST)

**Call to Order and Roll Call:** 6:04 p.m.

In Attendance: Allen Dugan (P) via Zoom, Carmen Bronowski (T) via Zoom, Becky Shepherd (S) Vera Gastineau (D1), Greg Bronowski (D2) via Zoom, Rachel Ponder (D3), Steve Malvitz (D4), Ron Racicot (D6) via Zoom and Jim Feehan (D7). Absent: Mitch Henderson (D5).

Landowners attending: Via Zoom: Fred Miller, Petr Ifka and Itsmier

Meeting had to be postponed at approximately 6:07 p.m. due to poor internet connection. All present moved to Steve's home. Meeting was resumed again with all previous member and landowners present.

**Quorum Present:** Yes

**Approval of Amended Agenda:** A motion to approve the Agenda was made by Ron, seconded by Greg. Motion was approved.

**Approval of Regular Business Meeting Minutes from:** October 2, 2023. A motion to approve the minutes was made by Steve, seconded by Rachel. Motion was approved.

- Treasurer's Report – Carmen Bronowski
  - No major changes to report on the income statements.
  - In addition to income statements also sent a proposed 2024 Budget. Noted there is no specific date to approve the annual budget. Suggested using the calendar year which would mean the budget would need to be approved by December 31<sup>st</sup>. Fiscal year is January 1<sup>st</sup> to December 31<sup>st</sup>. Carmen also noted the board will need an approved budget before sending out invoices. Allen suggested it needed to be approved at the December meeting. Becky noted a copy of the budget should be sent out with the annual invoices.

A motion to approve the Treasure's report was made by Vera, seconded by Steve. Treasures' report was approved.

- Secretary Report – Becky Shepherd
  - The old Zoom account added a second level of security which required them to send an email to the old secretary's email address which we no longer have access too. New Zoom account was required. Carmen requested payment confirmation. Becky will resend.

A motion to approve the Secretary's report was made by Ron, seconded by Steve. Secretary's report was approved.

## **Committee Reports:**

- Maintenance – Jim Feehan
  - Wells – Buck well has been returned to service. The heater is on. The lock and collar was laying in the bushes in the a.m. but had not been sabotaged. It was still in place in the evening. Phase 1 well heater is on and all is in order.
  - Pavilion – bathrooms have been winterized. Heater has been placed in the pump room.

- Mailboxes on site. Needs to be completely installed before postal service will inspect and approve. Need to figure out where the box at Buck well will be placed. Jim to contact Sam to find out what is acceptable. Still need cement.

A motion to approve the Maintenance report was made by Rachel, seconded by Ron. Maintenance report was approved.

- Roads – Steve Malvitz
  - Budget for Roads Committee – Steve has driven most roads in the subdivision and had identified some of the worst roads. Unless weather changes he does not believe a fall grading will be required.

A motion to approve the Roads report was made by Jim, seconded by Greg. Roads report was approved.

### **Old Business:**

- Website – Per Jim there is no chance the old website will return. The host website has disappeared off of the internet. Several documents and links have been added but having issues. The account was set up by Travis who is out of the country. Changes in ownership cannot be made without sending a confirmation code to his cell phone. Until Jim can get in contact with him he's kind of stuck. Until then he can pay the bills or sit with Carmen.  
Record Storage – Jim does not believe the board needs to store everything on the new website. He suggested Agendas are not required, the minutes should reflect what happens during the meeting. Same for old meeting announcement and old news items, once they can be removed. He suggested financial documents be stored on the website monthly until December of each year at which time January thru November should be removed. The December YE statement should remain on the website as it gives a complete picture of the year's finances. Board members voiced agreement but a motion was not made and a vote was not taken.
- HOA SOP – Page 5 – 7. Jim will send suggestion from last meeting. Greg questioned the financial committee under the Treasurers section. Carmen didn't feel she would need help. Members of the board agreed. #4 of page 6 on pages 5-7 to read as follows: The Treasurer prepares the budget. The budget is then submitted to the board members for approval. The next set will be sent for review prior to the next meeting.

### **New Business:**

- 2024 Proposed Budget – Jim brought up the need for an emergency fund for major repairs such as a major road wash out or well issues. There is approximately \$59,000 in the checking and \$16,000 in the money market. He proposed earmarking \$40,000 to \$50,000 for an emergency fund. The fund would cover major expense only.  
Jim asked if there should be input from each committee chairman before Carmen prepares the budget. Carmen agreed each chairman should have input prior to preparing the budget.  
Carmen stated she spoke to Summers who told her he did one full grading in 2023. It took them 95 hours and cost \$14,000. Becky stated she thought only 1-3 were graded in the beginning of 2023 and 4-5 were graded in 2022. Carmen stated again that Summers told her he did not do partial gradings. He graded all 5 phases at one time. She stated he did do a partial snow removal. Greg asked Steve to make sure Summers provides a more itemized invoice.  
Jim pointed out that the Roads Committee still needs a discretionary budget for grading and snow removal. Jim proposed using the numbers from the proposed 2024 Budget - \$30,000 for grading and \$3,600 for snow removal.

A motion to approve the discretionary funds for the Roads Committee as proposed was made by Jim, seconded by Rachel. Motion was approved.

- Amended Agenda not received by the President. Security – Paying for phone line and internet at the Buck well. Cameras have not been in use for over a year. Should the board keep funding is and add cameras otherwise there is no sense in paying for phone and internet. Greg brought up the lock being found in the bushes again. He agrees there is a need for cameras. Steve thought it was under the maintenance committee budget but Jim noted adding a system would be outside of the maintenance committee budget or responsibility. Steve asked if they were doing both wells. Jim noted the phase I well doesn't have a phone line but might be able to tap into the fire department internet. Jim will obtain some numbers for the next meeting. If it's decided to put them at both the cost will double.
- Amended Agenda not received by the President. Election Procedures – Becky requested suggestions or any changes from board members. Jim and Greg to email suggestions.

**Public Comments** – Limited to 5 minutes per Person. **Action to be Taken by Board - None**

Next Meeting Date and Time: Thursday, December 7, 2023 at 6 p.m.

A motion was made by Jim to adjourn the meeting, seconded by Steve. Motion was approved.

Adjourn Meeting Time: 6:40 p.m.