

Victoria Estates Homeowners' Association
Annual Membership Meeting --- Tuesday --- January 29, 2019

7:00 p.m. Knik Elementary School-Library

(A **minimum of 45** member-lots must be **present or by Proxy** to hold an official VEHOA meeting)

Unofficial Minutes

Agenda

1. **Welcome** — establish a quorum, introductions, and approve agenda — *there was no quorum of members present — only 21 VEHOA members + 2 Proxies votes were in attendance — so we could not conduct an official VEHOA Annual Membership Meeting or approve minutes of the 2016 meeting (the last time we did have a quorum of members present to conduct an official VEHOA Membership Meeting).*

The VEHOA Board of Directors were introduced: *President, Helen Cole; Vice President, Doug Swanston; Treasure, Roger Winkle; Secretary, Paul Hickey; Board Members-At-Large: Fred Garza, John Hecht, and Justin Pralle.*

2. **Reports and Discussions**

- A. Thanks to VEHOA Volunteers --- *Several VEHOA members have volunteered to serve long hours on committees and in many other ways during the past year to help VEHOA continue to move forward with our USDA/RD Loan-funded water system renovation project, keeping our aging water system functioning while supplying water to all of our homes and to protect VEHOA's Public Water System.*

Committees:

- *VEHOA's Engineering Design and Contractor selection Committee (John Hecht, Justin Pralle, Doug Swanston, Fred Garza, Paul Hickey, Roger Winkle, and Helen Cole) spent hours communicating with CE2 Engineers, evaluating design plans and communicating with bidders to evaluate proposals for VEHOA's Water System renovations.*
- *VEHOA's Architectural Committee (John Hecht, Justin Pralle, Doug Swanston, Fred Garza, Paul Hickey, Roger Winkle and Helen Cole) has spent many long hours of communicating with and monitoring builders in Victoria Estates to make sure State of Alaska, Mat-Su Borough, and VEHOA regulations and permitting requirements have been met for VEHOA new homes and building projects.*
- *VEHOA's Water System Committee: Fred Garza, Roger Winkle, Ann Dimmick, Mike Murphy, John Lamont, Kristian Rojas-Donoho, Darrin Kelley, and Jared Baty all completed a four (4) day Water Operator ADEC sanctioned training class. After the training class -- all of these folks took and passed the National Exam to become a Certified Water Operator (the first two (2) steps necessary in the qualification process to operate a water system such as VEHOA's).*

Individual VEHOA members who have volunteered their services:

- *Ann Dimmick volunteered to complete all of VEHOA's and USDA/RD loan accounting tasks as well as VEHOA tax documents;*
- *Helen Cole volunteered to manage both VEHOA and USDA/RD loan related matters;*
- *Ann Dimmick, Helen Cole, Dennis Cole, and Roger Winkle worked to send communications out to members;*
- *Doug and Marlene Swanston have opened their home for all of the VEHOA Board of Directors and members to meet each month as well as all VEHOA Committee meetings as needed.*
- *Michael Murphy has kept the Mailbox and Well house cleared of snow.*
- *Michael Murphy, Roger Winkle, Dennis Cole, and Helen Cole helped repair a main water line valve at the corner of Kinsington and Wellington.*
- *Roger Winkle, Dennis Cole and Helen Cole removed the damaged USPS Mail Cluster Box and installed a new USPS Cluster Box Unit when a vehicle destroyed the Cluster Box Unit in Sept. 2018.*
- *Dennis Cole repaired several individual mailboxes, repaired parcel locker boxes and replaced mailbox locks through the year.*
- *Monthly Coliform and E.Coli (Bacteria) water samples were collected in the homes of: Doug and Marlene Swanston, Stephane Jones, Deena Carlos, Paul and Beth Hickey, Michael Baty, Justin Pralle, and John and Eula Lamont. There are 14 other VEHOA members who have volunteered to collect water-test samples ... should we ever find any contamination in any of the 7 regular monthly bacteria sample sites.*

- B. **VEHOA's Water Rights** – in July of 2018, after several communications back and forth with Alaska Department of Natural Resources by Helen Cole -- VEHOA finally received Water Rights to all three (3) of VEHOA's water source wells.
 - C. **VEHOA's water quality testing** –
 - As a result of the November 30, 2018, Earthquake, VEHOA was required to conduct extra water testing, in accordance with EPA/DEC guidelines. All ordinary and extra test samples came back with good results (no contaminations).
 - 2019 EPA/DEC water testing – there was a discussion about the water testing completed in 2018 and about the 2019 water samples to be tested -- per EPA/ADEC requirements. The following testing and reports must be completed in 2019:
 - a. Monthly water sample tests – Bacteria (Coliform and E.Coli)
 - b. Annual water sample tests – Nitrate and Consumer Confidence Report (CCRs)
 - c. 3-year water sample tests –
 - i. Volatile Organic Chemicals (VOCs)
 - ii. Copper and Lead sample tests at ten (10) locations in VEHOA
 - iii. Sanitary Survey
 - D. **2018 repairs and maintenance—2019 repairs plans** – Most issues postponed in anticipation of USDA/RD Project -- only emergency/necessary repairs and maintenance issues have been addressed.
 - E. **Key-box/water valve on individual properties** -- all individual key-box/valves were repaired and functioning properly in the summer of 2018 ... Permanent markers to be installed in 2019 to mark each individual key-box valve. It is each property owner's responsibility to protect their individual property valve and valve marker. Each individual property owner will be responsible to pay for all future repairs made to their individual key-box/valve and/or valve marker.
 - F. **Insurance for wells and well house area** -- Helen Cole and Ann Dimmick shared that we have secured insurance to cover all VEHOA assets (except main water lines) with a \$2000 deductible on all incidents.
 - G. **Cluster mailbox units** – US Postal Service requirements
 - VEHOA members who use VEHOA's delivery station are required to follow all US Postal Service regulations as well as their VEHOA Mailbox contract,
 - One Cluster Box Unit (CBU) was damaged and the repairs were paid for by the insurance of the vehicle which caused the damage in September 2018
 - H. **VEHOA Management, VEHOA accounting, and Public Water System (PWS) Management** -- (currently All these management and accounting services are done by VOLUNTEERS – Helen Cole and Ann Dimmick) – Helen Cole reminded those present that at some time in the very near future VEHOA will need to employ services for VEHOA Management, VEHOA accounting, and PWS Management – the individuals currently volunteering cannot continue to provide the many hours of service that are needed to keep VEHOA's water system and HOA management functioning for free.
 - I. **Knik Goose Bay Roadway expansion** – there is continuing potential impact of KGB roadway expansion to VEHOA's Public Water System. Members had a lengthy discussion of potential impact of DOT's proposed "Drainage Pond" could have on VEHOA's Public Water System.
- 3. Financial Report and Discussions --**
- A. United States Department of Agriculture/Rural Development Loan – Board members present stated that it is very hopeful the water system renovation project construction should be completed in the summer of 2019 after all of the many delays.
 - B. HOA dues collection process/requirements – collection and enforcement procedures were discussed. 100% of VEHOA assessments dues were paid by VEHOA Members in 2018.
 - C. 2018 finance report – Ann Dimmick presented an overview of the VEHOA finance reports.
 - D. 2019 Budget – Copies of 2019 Budget and financial information were distributed and discussed.
- 4. New Business and Discussions**
- A. Election of Officers – not enough members to have an official meeting — so no election could be held.
 - B. Appointment of Committee members – An invitation was extended to all individuals present, but there were no volunteers during the meeting.
- 5. Announcements – Persons to be heard -- Questions and Answers** – There was a friendly discussion between all of those present with several questions and answers.
- 6. Adjournment** – The Unofficial VEHOA Membership Meeting ended at 8:10 pm.