

Eaton Pagosa Estates:

Special Meeting to discuss special issues and HOA operations

Date: Monday, July 23, 2026

Time: 4:00pm

Location: 1041 S. Lakeside Dr.

Board members present: Robert Blaise, Mike McMahon, Desi Dundics, John Thomas

Board members absent: Curtis Door

Additional officers present: Kim McMahon (Secretary)

Members present:

Julie Pederson

Jo Blaise

Summer Blaise

Call to order: The meeting was called to order at 4:00pm by Robert Blaise. Meeting minutes were taken by Secretary Kim McMahon

Agenda:

- Treasurer responsibilities and enablement
- Website: Review of updates and discussion of next steps
- Who is EPE: Short discussion of who Eaton Pagosa Estates is to guide website content
- Noxious weeds and thistle mitigation
- Social activities: On hold for Branding discussion.

Treasurer Report

- Federal and State taxes are complete and John is putting them in the mail.
- John presented two invoices for water. The water bill was high (\$1,167) due to the water leak. John talked to the PAWDS asking for help with the cost and they lowered our bill to \$526. Thank you John!
- The Board approved John to pay the recurring water bill as well as other bills that are in the approved budget without going to the board for each approval.
- John needs ID (Drivers License) from Kim as Secretary and Robert as HOA president. John will take it to the bank to add Kim and Robert as signatories. John will remove all other signatories.

- Insurance renewal: John received one bill so far and will pay it. Reminder, Gary Pederson got the quotes for insurance and submitted them to the HOA which were approved at the annual meeting.
- Grass mowing: Common areas need to be mowed once a year or when the vegetation is higher than 8 inches. Robert will talk with the contractor to mow our common areas.
 - **ACTION for Kim:** Send a note to the owners of the vacant lots to see if they want to be part of the mowing. They have 5 business days to respond and they will be billed for their share. Kim will put them in contact with Robert for coordination.
- Snow removal: Time to contract for snow removal for 2026-2027. We will use M&M construction which we have used in the past.
 - **ACTION for Robert:** He will contact them for a quote and approve / contract if the pricing is reasonable.
- Irrigation: Blowing out the irrigation in preparation for Winter.
 - Option 1: Rent a compressor, prepare our system for the winter, offer this service to homeowners.
 - Option 2: Hire someone, but we need to find someone new.
 - Robert suggested we rent it on a Friday so we pay for equipment for the full day and get 3 days of rental.
 - **ACTION for Kim:** Ask who wants to participate. The homeowner has to be present, the HOA takes no responsibility for any potential damage. Availability on first come - first serve basis
- Record retention:
 - John has records and how long do we keep them? See New Business - Record Retention section below.
- Website:
 - \$100 a year for the Whois.

Website: Review of updates and discussion of next steps

- Issues:
 - Wordpress and plugins are out of date
 - Updating Wordpress is bulky and time consuming
 - Look and feel of the website is old
- Jo offered to look at the back end to see what it takes to get the Wordpress up to date. Jo will talk with Kim.
- We also discussed doing a slight branding update for our website and potential moving the website off Wordpress and to another platform such as Square Space.
- **ACTION:**
 - Jo offered to look at the back end to see what it takes to get the Wordpress up to date. Jo will talk with Kim.
 - Kim to prepare some information on Square Space to share with the Board to make a decision on keeping Wordpress or moving to a more modern platform.

Who is EPE

Discussion of who Eaton Pagosa Estates is to guide website content and potential community activities

- Why we are discussing who is EPE and looking at updating website content and community activities
 - Show who we are to the Pagosa community
 - Provide a joint sense of ownership for the members
 - Try to change the image of our community that we are 'snobs'
 - Rise in property values
 - To provide easy access to the information homeowners need
- Audience:
 - Our homeowners
 - Potential buyers
- Things we discussed (no decision on specific activities)
 - Robert: Working at rebuilding a community
 - Mike: Social committee and activities
 - Our subdivision is gorgeous and the website is our outward face.
 - But this is more than a website. And what is that?
- As we discuss "Who Eaton Pagosa Estates" we want to make sure to honor the history.
- **ACTION and next steps:**
 - Board members will think about who we are, from their perspective. They will talk to members and review the website.
 - Follow-up meeting Thursday August 5, 5pm to talk about who we are and our image in the community. Kim will lead this 'branding' exercise ('branding' used for lack of a better word).

Noxious weeds and thistle mitigation

- Mike noticed a lot of thistles. John and Mike will go spray.

New Business:

Collect a list of contacts so current and future Board members know who we contract with and for what.

- **ACTION for Kim:** Gather information on the vendors we use and put into a Google Doc.
 - Insurance:
 - Snow Removal:
 - Mowing:
 - Plumber:
 - Irrigation:

Record Retention:

Discussion on record retention. As many of the Board members are new, Desi (who has a lot of knowledge on HOA processes) pointed us to the Record Retention policy on the website.

Summary of records to be retained for daily operations, summarized by Kim:

- Treasurer:
 - Detailed records of receipts and expenditures

- Financial statements for the past three years and tax returns of the association for the past seven years
- Its most recent annual report and statements of unpaid assessments
- The association's most recent reserve study
- Secretary
 - Minutes of all meetings and a record of all actions taken
 - A list of names, email addresses and physical mailing addresses of its current executive board members, officers and architectural review committee
 - Current written contracts to which the association is a party and contracts for work performed for the association within the immediately preceding two years.
 - Ballots, proxies and other records related to voting by lot owners for one year after the election
 - All written communications within the past three years to all property owners
 - A membership list, which may not be used to solicit money or property, for any commercial purpose, or sold to or purchased by any person.
- ARC
 - Records of executive board or committee actions to approve or deny any requests for design or architectural approval from lot owners
- Records maintained by the Association may be withheld from inspection such as
 - Architectural drawings, plans and designs, unless released upon the written consent of the legal owner of the drawings, plans or designs
 - Contracts, leases, bids or records related to transactions to purchase or provide goods and services that are currently in or under negotiation
 - Records of an executive session of an executive board
 - Personal identification and account information of members and residents
- **ACTION:** Further discussion with Kim and Robert on record retention - and where. Currently it's in a Google Drive that is shared with the Board.

Meeting adjourned: 5:30pm