

# Valley Maintenance Corporation Regular Board Meeting Minutes

Date: Thursday, June 18, 2026

Time: 6:30 PM (called to order at 6:32 PM)

Location: Spring Valley Pavilion

Directors present: Bill Burton (President), Greg Koetter (Vice President), Sarah Gooding (Treasurer), Leonard Miller (Secretary), Jay Oliver (Secretary).

Also participating: Kelly (contractor), David (resident), Lara (resident), Shelby (resident)

## 1. Administrative Matters

- Call to Order and Quorum: The meeting was called to order at 6:32 PM. A quorum was present.
- Approval of Agenda: Agenda approved as presented.
- Prior Meeting Minutes (May 21, 2026): Approval deferred. Sarah will transcribe the May 21 notes (Greg has written notes). Minutes to be considered at the next meeting.

## 2. Financial Matters

- May 2026 Unaudited Financials: Reviewed and accepted. No issues noted.
- Payables through June 18, 2026: Approved all payables as presented, excluding the Wisdom Management invoice (noted as exceeding \$2,500 and to be reviewed/clarified). Approved payment of Kelly's invoice VMC626 for two jobs.
- CDs and Banking: Sarah to transfer the cashed-out CD from PPCU to Vectra and present investment options to the Board at the next meeting.
- Budget: Reviewed with the financials; no changes recommended.

## 3. Management Matters

- System 2 Tank Upgrades (Tank 2 Improvement):
  - Permitting: Plans submitted to Teller County; Jeff Odor has submitted to the State. A right-of-way permit must be completed by the contractor before construction. Permits may also route through the County Building Department. Coordination with Teller County Road & Bridge (Brian and Brad) noted.
  - Schedule: Tank lead time is estimated at 8–10 weeks.

Board discussed installation timing relative to winter and will monitor schedule. • Backfill material: Kelly prefers decomposed granite for backfill; manufacturer guidance differs. County may not prescribe material, but manufacturer specifications/warranty must be observed. Further discussion required; consider sending a soil sample to the manufacturer for approval. • Retaining wall: Engineering is in progress. Maximum height is 8 ft. Options discussed:

- Besser block example from a similar project (~\$60,000 total; site access may affect cost).
- “Bumper box” blocks (approx. 6' x 2' x 2') at ~\$130 each; large concrete blocks also available locally.
- Boulders are less expensive material but more difficult to engineer.
- Any retaining wall over 4 ft in height requires engineering. • Tank placement: Second tank currently drawn 10 ft from existing; intent is to install as close as possible while retaining at least 2 ft between tanks for compaction. Orientation of the existing tank is unknown. A site meeting among Greg, Leonard, and Kelly will confirm specifics and bid scope. • System capacity: 31 houses are currently on System #2. If additional homes connect, the existing 2" pipe may be insufficient and a 4" line would be required.

#### **4. Operations**

- Capital Projects and Maintenance: • 65 Shadow Lake valve riser: Kelly located the riser; Greg to install a blue-painted T-post marker. • Preventative valve replacements: Kelly to proactively replace broken/defective valves, starting with two near the pavilion. Road-cut permits will be obtained prior to work. Kelly will develop and share a replacement schedule.
- CORE Electric: CORE is seeking County approval prior to connecting power; work is in progress.
- New Service Taps/Build Guidance: For new construction, the Board recommends (advisory) installing a 2" poly conduit under foundations for water (and electrical where applicable) to facilitate future servicing without cutting slabs. Tie-ins to the Forest Lane main may require a tee junction rather than a standard valve. Final methods remain the owner’s decision.
- Spring Valley Dam Committee / Water Augmentation: Dam Committee meeting scheduled for June 25. Two contractors identified; next step is funding strategy. Suggested a joint meeting between Spring Valley HOA and VMC to coordinate

funding. A plan must be in place by the end of next year. Consider beginning small incremental collections from owners to build reserves.

## **5. Property/Tap Notes**

- 810 Ridge Road: Potential new tap fee noted for follow-up.
- 550 Shadow Road (near Shadow Lake/new fence): County declined building plans; owner may park an RV up to 60 days. Limitation appears related to subdivision date (post-1972).

## **6. Adjournment**

- There being no further business, the meeting was adjourned.
- Next regular Board meeting: Thursday, July 16, 2026, at 6:30 PM.

## **Action Items**

- Sarah: • Transcribe May 21, 2026 minutes; bring for approval next meeting. • Transfer cashed-out PPCU CD to Vectra and present investment options next meeting. • Clarify and review the Wisdom Management invoice (noted >\$2,500) and return to the Board with a recommendation.
- Kelly/Greg/Leonard: • Hold a site meeting to confirm Tank 2 scope, placement, and bid details. • Identify the 65 Shadow Lake valve riser; Greg to install a blue T-post marker. • Prepare a proactive valve replacement schedule and obtain required road-cut permits.
- Contractor/Engineer/Operator: • Submit required right-of-way/building permits for Tank 2; coordinate with Teller County Road & Bridge (Brian/Brad). • Resolve backfill specification with the manufacturer; consider sending a soil sample for approval