



**REGULAR BOARD MEETING AGENDA
VALLEY MAINTENANCE CORPORATION
THURSDAY, FEBRUARY 20TH, 2025 – 6:30 PM**

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United States: +1 (213) 463-4500

Access Code / Meeting ID: 236-337-496

Board of Director	Title	Term
Bill Burton	President	2023 – 2025
Greg Koetter	Vice President	2023 - 2025
Travis Trani	Treasurer	2023 - 2025
Jay Oliver	Secretary	2024 – 2026
Nick Schwind	Secretary	2023 – 2025
Leonard Miller	Secretary	2024 – 2026
Mike Mallernee	Secretary	2024 - 2026

Management Team

Kenny Case, ORC

WSDM LLC, District Managers

1) ADMINISTRATIVE MATTERS

- a) Call to Order & Declaration of Quorum
- b) Discussion and Approval of the Agenda
- c) Consider Approval of Meeting Minutes from January 16th, 2025 (enclosed)

2) FINANCIAL MATTERS

- a) Review and accept January 2025 Unaudited Financial Status (enclosed)
- b) Review and accept Payables through the period ending February 20th, 2025 (enclosed)
- c) Review of Billing and Collections Status

3) MANAGEMENT MATTERS

- a) Water Leak Adjustment Policy
- b) Document Retention

4) OPERATIONS

- a) Current Capital Projects Update
- b) Meter Replacements Update
- c) Water Monitoring Update
- d) Flume Installation Update

5) ADJOURNMENT

- a) The next regularly scheduled Board Meeting is scheduled for Thursday, March 20th, 2025, at 6:30 pm.





**MINUTES OF REGULAR BOARD MEETING
VALLEY MAINTENANCE CORP NO. 1 & NO. 2
HELD JANUARY 16TH, 2025 AT 6:30 PM**

The Board meeting of the Valley Maintenance Corp No. 1 and No. 2 was held on Thursday January 16th, 2025 at 6:30 P.M, Virtually.

Attendance

In attendance were the Directors:

Bill Burton
Travis Trani (Absent)
Jay Oliver
Nick Schwind
Leonard Miller (Absent)
Mike Mallernee (Absent)
Greg Koetter

Also in attendance were:

Kenny Case, ORC
Amber Hardekopf, WSDM
Amber Hogan, Resident

1. ADMINISTRATIVE MATTERS

- a. Call to Order & Declaration of Quorum: Ms. Hardekopf called the meeting to order at 6:33 p.m. and confirmed that a quorum was present.
- b. Discussion and Approval of the Agenda: Ms. Hardekopf amended the agenda by adding the discussion for the resident's concerns as 356 Spring Valley Dr. Director Oliver motioned to approve the amended Agenda. Seconded by Director Burton. The motion passed unanimously.
- c. Consider Approval of Meeting Minutes from December 19th, 2024: Director Oliver motioned to approve the December 19th, 2024 meeting minutes. Seconded by Director Burton. The motion passed unanimously.

2. FINANCIAL MATTERS

- a. Review and accept December 2024 Unaudited Financial Status: Ms. Hardekopf presented the December 2024 unaudited financials. Director Oliver moved to approve the December 2024 unaudited financials as presented. Seconded by Director Koetter. The motion passed unanimously.
- b. Review and accept Payables through the period ending January 16th, 2025: Ms. Hardekopf presented the payables through January 16, 2025. After review, Director Oliver moved to accept the Payables through the period ending January 16th, 2025. Seconded by Director Burton. The motion passed unanimously.
- c. Review of Billing and Collections Status: Ms. Hardekopf provided an update and advised the bills went out December 26th, 8 Shut-off notices were posted, and 15 Reminder letter were sent out.

3. OPERATIONS

- a. Meter Replacement Update: Mr. Case advised that 5 meters have been ordered for the meters currently showing no usage, that have usage, and will be replacing the 5 digital meters. There are 5 other meters that we are unable to locate and may need to have the outside meters installed.
- b. Water Monitoring Update: Mr. Case indicated everything was on track and the meters will be replaced and working by spring to get the reads to Rachel.
- c. Update on Flume: Mr. Case indicated that he will get a plan in place for getting the flume installed by spring. Director Koetter purchased a camera and antenna to monitor the flume once it is installed.
- d. 356 Spring Valley Drive Discussion: Mrs. Hogan advised the issues she is experiencing with her water and bill. She will monitor her usage by checking her inside meter and sending the information to Ms. Hardekopf. Once the reads are received for billing Ms. Hardekopf will reach out to the board and to Mrs. Hogan on what actions to take moving forward.

ADJOURNMENT

- a. The next regularly scheduled board meeting is set for Thursday, February 20th, 2025 at 6:30 pm. The meeting was adjourned at 7:23 p.m.

Respectfully Submitted,
WSDM – District Managers

By: Recording Secretary



Valley Maintenance Corporation

Statement of Financial Position

As of January 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
103.4 PPCU #7606	68,100.96
103.5 PPCU #7605	68,385.71
103.8 PPCU #7800	7.58
103.9 PPCU #7604	64,497.08
104 Cash in Bank Vectra Bank	46,346.69
105 Eastern Colorado Bank -6141	51,145.23
107.1 Ent Credit Union Savings	316.33
108.1 Academy Bank - CD 6256	49,378.49
108.2 Academy Bank - CD 2722	53,125.19
108.3 Academy Bank - CD 4475	75,189.89
Total Bank Accounts	\$476,493.15
Total Current Assets	\$476,493.15
Fixed Assets	
150 Building	4,700.00
151 Land	15,643.00
152 Wells	55,929.63
153 Equipment	116,675.63
154 Improvements	208,110.36
160 Accumulated Depreciation	-22,095.67
Total Fixed Assets	\$378,962.95
TOTAL ASSETS	\$855,456.10
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	3,287.22
Total Accounts Payable	\$3,287.22
Total Current Liabilities	\$3,287.22
Total Liabilities	\$3,287.22
Equity	
302 Fund Balance - Unrestricted	840,960.81
Net Revenue	11,208.07
Total Equity	\$852,168.88
TOTAL LIABILITIES AND EQUITY	\$855,456.10

Valley Maintenance Corporation

Profit and Loss by Tag Group

January 2025

	TOTAL
Revenue	
402 Water Use Fees	19,250.00
Total Revenue	\$19,250.00
GROSS PROFIT	\$19,250.00
Expenditures	
612 Bank Charges	65.73
661 ORC Fees	990.00
664 Postage/Shipping	177.30
668 Repairs/Maintenance	8,564.44
696 Utilities	1.50
Total Expenditures	\$9,798.97
NET OPERATING REVENUE	\$9,451.03
Other Revenue	
701 Interest Income	1,757.04
Total Other Revenue	\$1,757.04
NET OTHER REVENUE	\$1,757.04
NET REVENUE	\$11,208.07



Valley Maintenance Corporation

PAYMENT REQUEST

2/20/2025

General Account

Company	Invoice	Date	Amount	Comments
Case Water Treatment	100127	1/1/2025	\$ 7,087.00	
Colorado FAMLII	1037957000	1/1/2025	\$ 25.48	
Continental Utility Solutions, Inc.	T13831	2/6/2025	\$ 6.80	
John Thompson	90933	2/13/2025	\$ 1,050.00	
Kullman Water Engineering, LLC	515	2/2/2025	\$ 950.00	
Mailing Services INC	20205	2/7/2025	\$ 182.48	
Teller County Treasurer	R0044674	2/17/2025	\$ 0.62	
Teller County Treasurer	R0013746	2/17/2025	\$ 0.62	
Teller County Treasurer	R0013747	2/17/2025	\$ 0.62	
Teller County Treasurer	R0000152	2/17/2025	\$ 40.42	
Teller County Treasurer	R0013846	2/17/2025	\$ 0.62	
Utility Notification Center of Colorado	225011430	1/31/2025	\$ 225.00	
Vectra Bank Visa Card	24692160G330XDM2R	2/6/2025	\$ 141.23	
WSDM District Managers	646	1/31/2025	\$ 3,471.65	
TOTAL			\$ 13,182.54	

Valley Maintenance Corp

