

ELK SPRINGS HOA EXECUTIVE BOARD MEETING

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EXECUTIVE BOARD MEETING MINUTES

Thursday, September 17, 2020 at 5:00 PM

Via Zoom Conferencing

I. Call to Order

The meeting was called to order at 5:02 p.m.

II. Establishment of Quorum

A quorum was verified. Board Members present were Patrick Fitzgerald, Brandon Watson, Willy Lynch, Diane Tomassetti, and Ed Holub. Also present are Amanda Maurer, HOA Attorney, and Sam Engen and Bob Johnson, Integrated Mountain Management.

III. Homeowners Open Forum

IV. Approval of Meeting Minutes – May 21, 2020

Ed made a motion to approve the May meeting minutes with the addition of the fire mitigation committee report attached as referenced in the minutes. Brandon seconded the motion, and all were in favor.

V. Financial Review

Ed reported accounting fees are slightly higher due to the processing of checks and he encourages homeowners to sign up for bill.com to help avoid these additional fees. He also reported that interest rates for CDs remain low so the HOA will continue to wait for better rates. Financials are broken down into 4 categories with the totals reported as of 8/31/2020: HOA Operations - \$97,424.76, Road Maintenance – \$129,897.06, Water Operations – \$702,979.66, and Capital Improvements - \$37,250.19. Also reported as of 8/31/2020 there was \$190,192.10 in General Reserves, \$23,716.16 in Road Reserves, and \$610,194.27 in Water Reserves.

VI. ARC Update

See attached ARC Report. It is expected that 4 new homes will break ground Spring of 2021. Will Vannice, ARC Lead, has submitted plans to build. Paul Burbidge, ARC Member, will take over as lead on this project.

VII. Water Committee Update

- a. Audit of Water System to Locate Unaccounted for Losses:** See attached Water Committee Report. The committee will be working with EPC to remove (2) farmers faucets located on HOA common space at the rate of \$1,075/faucet removed. IMM will send out a communication to owner who have farmers faucets on their property to advise them they need to remove the faucet or have it connected to their house meter per the Unmetered Water Access Policy adopted November of 2019.

VIII. Discussion & Action Items

a. Fire Mitigation

- i. Marking of Trees along Elk Springs Drive between entrance and Woodruff Rd – Review Bid:** Ed made a motion to hire Mike Uncapher to remove the 136 marked trees along Elk Springs Drive for \$7,700. Diane seconded the motion. After some discussion with the membership, Ed amended his motion to exclude the old tree across from 1193 Elk Springs Drive. Diane seconded the motion, motion passed 3-2.
 - ii. Appoint New Members to Committee:** Ed made a motion to formally create a Fire Mitigation Committee consisting of 3-5 members. Brandon seconded the motion, motion passed 4-1. The Board asked IMM to send a communication out to the membership asking for volunteers for the Board to appoint at a future meeting.
 - iii. Develop Fire Mitigation Guidelines:** to be determined by future committee.
- b. Discussion on purchasing a storage container to be placed at the east water tank:** Brandon made a motion to purchase a storage container from Will Vannice for \$4000 to use for storage of the Elk Springs tractor and other HOA items currently stored at Thunder River Storage. Ed seconded the motion, and all were in favor.
- c. Update on irrigation at water tank and discussion on purchasing new trees:** Brandon made a motion to hire Russ Craig to install an above ground irrigation system at the east water tank for \$1,642.27 (parts and labor) and to have EPC put in a water meter (\$600-\$700) spring of 2021. Patrick seconded the motion, and all were in favor. The Board will consider removal of dead trees and planting of new trees at a future meeting.
- d. Additional Speed Bump on Elk Spring Drive:** No action taken.
- e. Update Purchasing and Contract Policy:** Ed made a motion to add under the “Competitive Bid Requirements” section of the contract, second sentence, “...that certain professional services and purchases are not subject to the competitive bid process. Patrick seconded the motion, and all were in favor. Amanda will draft the revision and send to the Board for review.
- f. 2020 – 2021 Snowplow Contract:** The contract with Daly Property Services renewed September 1st for the 2020-2021 winter season. The Board will consider other snowplow bids at their Board Meeting in May of 2021.

IX. Additional Business

- a. Update on Security Camera at Front Gate:** IMM reported that the security camera at the entrance gate is working again. American Protective Systems (APS) recommends upgrades to the camera for better visibility. The Board asked IMM to get a proposal from APS to discuss at a future meeting. Brandon also asked to see if they had any RFID options to consider.
- b. Schedule date for budget meeting:** The next Board Meeting is scheduled for October 29th at 5PM via zoom to discuss and approve the 2021 Budget. The Annual Meeting is scheduled for November 16th at 5:30PM via zoom. The Board asked IMM to send out a save the date to the membership and to send a test Google Form for the Board to review as an option for voting this year.

X. Executive Session

Brandon made a motion to move into executive session at 8:16 p.m. Ed seconded the motion, and all were in favor.

Ed made a motion that the complaint brought to the Board about a driveway be tendered to the HOAs E&O Insurance. Willy seconded the motion, motion failed 2-3.

Brandon made a motion to get a survey of the property done at the expense of the HOA. Patrick seconded the motion, motion passed 4-1.

Ed made a motion to go back into executive session at 9:02 p.m. Patrick seconded the motion, and all were in favor.

XI. Adjournment

The meeting was adjourned at 9:45 p.m.

ARC Report for May – September 14 of 2020

May 2020

Site review for Craig Mitchell lot 51 filing 5 361 Monarch Road

Present Will, Rob Claussen, Diane, Joyce, Paul

We did site review with contractor Cris Shaw for the build happening here, site was layed out and marked well. Discussed that this lot does not have sewer connection and they will need to go off the back hill and tap into the line below. Home is small just at 1500 SF with 2 car garage one level.

Site approval was given they will continue on plans and submit for final in August.

July 30, 2020

Sweikert Solar panel project

Present Will, Rob Claussen, Joyce, Diane

Rich with Active energies for installer. Bob Sweikert, Owner

Discussion about the location being outside of the envelope and in direct view for the neighbors to the East.

The committee discussed the location with owners and installer wondering if it was possible to have it installed on the roof or even closer to the home. This array will be a ground built system to get the most affect for helping out charging the car and use within the home. The roof was not very efficient with the current design of the roof with all the dormers on it. It was discussed about the neighbors to the east of the site and what their opinion was. Owner did consult with them about this and they did give the ARC approval for this location.

The ARC did approve this knowing there will be several others coming down the pipeline requesting this type of system.

August 15, 2020

Present Will

Czajka excavation approval

Will met with owner/excavator to line out the rules for this build. All fencing was up and rules were discussed. This is going to be a rocky dig along with the dryness of the site I requested water get hooked up first so as to keep the dust down and fire control. They had 3 fire extinguishers on site. Approve to dig.

September 10, 2020

Present Will, Rob Claussen, Joyce, Paul

Site review for Vannice house Lot 4 filing 6 284 Wood Nymph Lane

ARC walked the lot to review the layout. Everything was staked out and had ribbon marking the locations for driveway house and the utility corridor. Plans are completed on this house so the committee was able to thoroughly review it and make their comments with the variances for approval. The home is a one story home with more modern rustic look and lower roof lines there will be some berming to help shield the home from the neighbors view point as it will be in direct line of sight for the vacant lot to the north of here. The committee has approved the design with its variances and it will fit in very well with the neighborhood.

Since this home is the ARC lead home Will has stepped down from his role here and Paul Burbidge will be overseeing this project.

Boecker Lot 92 filing 8 end of Gossamer

ARC did a review of the driveway crossing another lot at the end of Gossamer. Looks as if when the home was built in 2015 the surveyor may have not located the driveway in the correct location so it is crossing the lot next door. Looks like easy mistake and surveyor should have noticed. ARC is going to do more research into this and see how to resolve for the vacant lot owner.

Mitchell lot 51 filing 5 361 Monarch Road

Excavation approval

Will met with contractor Cris Shaw and excavator. Both companies have done several homes in ES so they are well versed with the rules from the ARC native. All fencing was up and utilities were located. Approved and construction should begin the week of September 14.

The ARC has been busy with several items of discussion going on throughout email communication.

Trom is installing a childrens play structure on Elfin

Daniel Wutz may be installing a pool at his house 1866 Elk Springs Drive

Adams will be installing a swim spa at their home this fall.

Numerous fire mitigation projects happening some we know about and others we have no clue about them.

One of the 35 acre parcels down on Juniper drive will begin construction this fall with the infrastructure happening and the main construction in the spring.

One house breaking ground on Monarch in September with the possibility of 2 others starting in October if things come together.

I have had several discussions with realtors and new owners starting the process of building next year. There is a possibility of 8 homes starting construction in the spring.

ELK SPRINGS ARC PROJECTS

Owner	Address	Filing/Lot	Contractor	Type	Status	Check points Completed				Last Visit	ARC Lead	Comment
						Plan	Pre-Const	Excav	Final			
Carlson	702 Elk Springs Dr.	6-27		New Home	Construction	1/10/2020	5/29/2020	5/29/2020		5/2/2019		framing
Gary Krill	2026 Elk Springs Dr	7-94		New Home	Construction	12/12/2019	5/26/2020	5/26/2020		12/12/2019		framing
Kitselman	301 Woodruff Lane	6-43	MM8	New Home	Construction	7/20/2019	7/20/2019	7/20/2019		7/20/2019		Framing
Eades	Kingbird Drive	9-20	Girard Const.	New Home	Construction	8/1/2019	8/15/2019	8/15/2019		8/15/2019		Framing
Czajcka	420 Pinon Dr	1-12	JCC Remodeling	New Home	Construction	5/5/2020	8/15/2020	8/15/2020		8/15/2020		excavation
Vannice	284 Wood Nymph Lane	6-4	Vannice	New Home	Site Review	9/10/2020				9/10/2020		site review
Mitchell	361 Monarch Road	5-51	Cris Shaw	New Home	excavation	9/10/2020	9/10/2020	9/10/2020		9/10/2020		excavation
Goodstein	620 Juniper Drive	RR3	Bruce Barth	New Home	Utilities							
Marchand	75 Monarch	5-37	Chance Soldoff	New Home	Review							
	1515 Elk Springs Drive	7-73	Cris Shaw	New Home	Review							

Color Key

Middle grounds of Const.
Final stage of construction
HOA Board control
Site review
Early Site review

ESHOA Water Committee Report

And Recommendations

September 2020

Farmer Faucets:

- At the previous Board Meeting, consensus was achieved that unused farmer faucets should be removed to safeguard water quality. The Water Committee was asked to obtain bids to remove a quantity of identified faucets. Bids were solicited by both IMM and the Committee with a range of up to \$3,000 per removal. EPC's excavator, PifCo Excavating has provided a bid of \$1,075 per faucet assuming multiple removals. For each "mobilization" into Elk Springs there will be also be a fixed charge of \$275. The Committee will hire PifCo (with EPC overseeing the work) to remove 2 HOA-owned faucets that are no longer used and are not needed. These include one at the gate to the Well House, and one near the East main water tank.
- Regarding the privately owned farmer faucets, it is recommended that IMM contact each home owner, confirm whether or not their particular farmer faucet is metered, and, if not, then to advise them that the faucet must either be removed or connected to the home's water meter within 30 days, per HOA Policy. Each affected homeowner will be invited to participate in the pending group price removal initiative at a price of \$1,075 per removal. Farmer faucets identified to date are located at the following addresses: 625 Elk Springs Drive, 1421 Elk Springs Drive, 46 Wood Nymph, 727 Wood Nymph, 81 Cedar Cove, and 184 Crescent Lane. Several owners believe their faucet is connected to their meter and this should be confirmed.

Pump House Road Repairs:

- GMCO has begun its annual road repairs and re-grading and applying road base to the worst portions of the road to the pump house will occur during these repairs. Expenditure will be limited to the \$20,000 included in the annual Budget, so it is likely that additional funding will be requested in the 2021 Water Budget to improve the road.

Water Tank Inspections:

- The state requires that our water tanks be inspected once each five years. The tanks were last inspected in 2015. Dive inspections of our two tanks will take place within the next month.

Water Main Aging Sampling:

- Included in the 2020 Budget was funding to review the condition/aging of one of our oldest sections of water mains. This is being arranged and will take place when the removal of farmer faucets occurs.

Eagle Ridge Development:

- The owners of this property (adjacent to the mailboxes) have not discussed provision of water to their planned development since January.

Auburn Ridge: To be discussed in Executive Session.