

# ELK SPRINGS HOA EXECUTIVE BOARD MEETING

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## EXECUTIVE BOARD MEETING MINUTES

Thursday, January 21, 2021 at 4:00 PM  
Via Zoom Conferencing

- I. **Call to Order**  
The meeting was called to order at 4:02 p.m.
- II. **Establishment of Quorum**  
A quorum was verified, Board Members present were Patrick Fitzgerald, Heidi Treleven, Greg Boecker, Willy Lynch, and Ed Holub. Also present were Bob Johnson and Sam Engen, IMM and Amanda Maurer, Attorney.
- III. **Homeowner Open Forum**  
No comments.
- IV. **Approval of Meeting Minutes – November 2020**  
Greg made a note to change “the developer” to “Barbara Neil” under additional business. Patrick made a motion to approve the meeting minutes with the change noted. Greg seconded the motion, and all were in favor.
- V. **Financial Review**  
Ed reviewed financials as of 12/31/2020, reporting that HOA Operations was slightly below budget due to not having much snow this season. Total Road Maintenance expenses for the year were \$174,447.51 and \$22,414.77 was collected in Capital Improvement income. He also reported there are a few bank accounts approaching the \$250,000 FDIC limit that the Board will need to look into diversifying.
- VI. **Committee Reports**
  - **Water** – See attached Water Committee report. Greg made a motion to standardize water meters used moving forward with the Badger water meter and remote readers that register usage in gallons per the recommendation from the Water Committee. Patrick seconded the motion, and all were in favor. This will be noted in the DRGs when they get updated in the future.
  - **ARC** – There are roughly 10 homes planning to begin construction this spring and a few more in the fall. See attached ARC report.
  - **Fire** – No update.
  - **Trails** – The new committee has not met yet, no update.
- VII. **Discussion & Action Items**
  - a. **Appoint Members to Roads Committee:** Patrick made a motion to appoint the following members to a Road Committee; Brandon Watson, Bob Sweikert, Will Vannice, and Brian Moriarty. Ed seconded the motion, and all were in favor.
  - b. **Creating Internet/Fiber Committee:** The Board directed IMM to send out a communication asking for volunteers. The Board will appoint members at a future meeting.
  - c. **Monitoring Water Levels in the Wells:** Measuring the water levels in the HOAs two operating wells is important to the Board. The Water Committee reported that they have had EPC measuring the depth to the top of the water column in the wells about

twice a year. EPC will be getting a bid out for measuring the static water levels in the wells and will be discussed at a future meeting.

- d. **Plan for Addressing Water Losses:** The HOA has a looped water system and with this comes challenges of locating where leaks happen. The Water Committee will continue to work on this moving forward and will keep the Board informed.
- e. **Policy to put Water Meters for RR lots at the lot line – this is for the convenience of meter reading and to avoid undetected water loss over 700+ foot service lines that are not designed, installed, or inspected by the HOA:** Greg made a motion to implement a policy which will require the (3) RR Lots to have water meters installed at the lot line in a meter pit. Patrick seconded the motion, and all were in favor. Amanda will draft this policy and send to the Board for review.
- f. **Investment of Water Reserves with Edward Jones:** Ed established an account at Edward Jones and \$498,000.00 from the Water Reserves were diversified in laddering CDs.
- g. **Insurance Review:** The Board will review the current policy to make sure all HOA assets are covered and will consider putting the policy out to bid.
- h. **South Water Tank**
  - **Plan for Access Road:** The Board assigned the newly appointed Road Committee this task. They will work on this and report back to the Board at a future meeting.
  - **Take inventory of equipment, possible yard sale in the spring to dispose of junk around Water Tank and from storage:** The new storage container has been placed by the water tank and all equipment from Thunder River has been moved over. Discussion on cleaning out some of the unused equipment was had. IMM will seek bids on cutting an access door into the container and/or adding an overhang to store the tractor under. To be discussed further at a future meeting.
- i. **Billing lot owners for ARC charges - Realtor and prospective buyer meetings:** It is the buyer/seller's responsibility to do their own due diligence. The Board has asked Amanda to draft a short disclaimer to add to the signature of the ARC email.

#### VIII. Additional Business

- a. **Low Flying Helicopter – CO Parks and Wildlife:** A low flying helicopter was reported in the subdivision Christmas Eve and Christmas Day. This was CO Parks and Wildlife annual flight used to track and record population trends of the elk in the area. The data will be put into a report and will be available this spring. IMM will reach out to Parks and Wildlife for a copy of this report to share with the community.
- b. **Introduce Social Group:** Joan Davies was present to talk about the Social Group. It was created to provide a warm welcome to the newest members of the subdivision and make available the essential information needed in order to make your transition into the community go as smoothly as possible. In addition, this group spearheads the organizing of social events that occur within the Elk Springs Community, to which all members are invited.
- c. **Additional:** The next Board Meeting will be held on 4/15/2021 at 4PM via zoom.

#### IX. Executive Session

Patrick made a motion to move into executive session to discuss contracts and legal matters at 5:36 p.m. Greg seconded the motion, and all were in favor.

Patrick made a motion to amend the current management contract to allow IMM to collect a Status Letter Fee of \$125 and to release IMM from liability if accounting is wrong. Ed seconded the motion, and all were in favor.

Ed made a motion to use carryover 2020 billing rates for Auburn Ridge for their 2021 water usage, noting on their bill that these are interim rates until a contract is in place. Heidi seconded the motion, and all were in favor.

#### X. Adjournment

A motion was made and seconded to adjourn the meeting at 7:08 p.m.

# Water Committee Report and Recommendations

January 21, 2021 HOA Board Meeting

## Committee Members:

R. Sweikert (Chairman), M. Mc Dill, B. Wells, A. Plummer, J. Kelly

The Committee met via Zoom last

November. Projects for 2021:

- 1) Continue to identify unmetered water sources. Specifically, conduct a project to match extent of irrigated lawns, gardens, etc. to metered water usage for anomalies within Elk Springs.
- 2) Develop market-based water rates for new commercial contracts.
- 3) Develop advantages/disadvantage of becoming a Colorado Water District for review with the Board.
- 4) Investigate ease of communicating monthly water usage to each HOA user to promote conservation. At present, residents only receive their monthly usage when they exceed the 15,000 gallon monthly allotment.
- 5) The water tank dive inspection identified the need to recoat (at least) the roof of the East water tank. The Committee reached out to EPC in early December for their advice as to the recommended extent of repairs, preferred source, and coordination, but they have yet to respond. The supplier who recoated the West water tank 5 years ago has retired.
- 6) Implement road to pumphouse and wells repairs per approved Budget.
- 7) Update “Water Model” to determine adequacy of replacement reserves growth and review with the Board.

## Recommendations for Adoption by the Board:

1) The Water Committee previously identified the need to standardize residential water meters and the register of remote meter readers (at present, we have remotes that measure in single gallons, 100s and 1,000s). Following research with local municipalities, the Water Committee settled on the Badger water meter and remote readers that register usage in gallons. The ARC has been specifying these since. It is recommended that the Board authorize these standardizations for the next update of the DRGs.

2) A growing source of unmetered water usage is new construction. At present, the HOA allows free, unmetered water usage at construction sites for the duration of the construction which is 1-2 years. The Water Committee recommends that this free usage be metered and monitored for excessive usage (some observed by members). Issues for discussion are the purchase of meters and that monitoring may not be possible during Winter.

## **ARC Report for October 2020 to January 18 2021**

### October 2020

RR3 site review with contractor and owner. Project has begun and should be completed prior to February 15.

RR1 Site review with Architect and owners. Project is in design phase now and should commence May or June.

Access easement lot 91-92 filing 8. Discussions with parties involved and details to be ironed out.

### November 2020

ARC meeting for Vanderzanden 138 Kingbird Dr

Present Will, Rob, Paul

Contractor Bruce Barth

Site was staked and marked out for the construction. Plans are preliminary but look good for architect to move forward with final drawings.

New storage container was set up at East water tank and all items have been moved from the old storage container to the new one as of November 27.

Herlinger is installing a new fireplace as per emails with the team

### December 2020

12/3 Final review and approval for Marchand project 75 Monarch

Site review with owner and contractor and excavator rules heavily discussed and contractor has agreed to follow them.

12/10 ARC meeting

Present Will, Rob Claussen

Both owners from each lot of Schultz

Contractor and architect for D.M. Neuman

Site review for Schultz house 150 Primrose Point

This home follows the DRG's perfect no variances and has been approved to finalize the plans and receive final approval in February. House foot print was staked and marked with flagging tape.

Site Review for Schultz 180 Aster Drive

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 almost completed on this house so the committee was able to thoroughly review it and make their comments with the variances for approval. Some of the variances would be for the roofs being less than 4/12. 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 well. The committee has approved the design with its variances and it will fit in very well with the neighborhood.

### January

Boecker Lot 92 Hollinger lot 91 filing 8 end of Gossamer

Survey is being perfected at the moment with both owners and should be finalized by February 1<sup>st</sup> with all documents being submitted to owners for approval and then when completed will be reviewed by board and HOA attorney for then recording with county.

Sales of lots in Elk Springs

33 lots have changed hands in Elk Springs during 2020. At the moment we should see 10 builds begin the month of May with several others following mid to late summer.

The biggest challenges coming up for the ARC will be monitoring heavy truck traffic during the weight restrictions of February 15 – April 30<sup>th</sup>. 4 of the current builds are in the concrete or framing stages and may remain there during this time period. All builds know of the restrictions but that is not always the case to prevent others from just driving in. I would like to have a sign placed at the entrance to let them be aware of this and the charges that may occur if this policy is not followed.

### 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		1/12/2021		concrete
Gary Krill	2026 Elk Springs Dr	7-94		New Home	Construction	12/12/2019	5/26/2020	5/26/2020		12/12/2019		framing
Kitzeiman	301 Woodruff Lane	6-43	MMS	New Home	Construction	7/20/2019	7/20/2019	7/20/2019		7/20/2019		Owner occupied
Eades	301 Kingbird Drive	9-20	Girard Const.	New Home	Construction	8/1/2019	8/15/2019	8/15/2019		12/15/2020		Owner occupied
Czajka	420 Pinon Dr	1-12	JCC Remodeling	New Home	Construction	5/3/2020	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		1/12/2021		framing
Goodstein	620 Juniper Drive	RR3	Bruce Barth	New Home	Utilities							
Marchand	75 Monarch	5-37	Chance Soldoff	New Home	Review	11/1/2020	12/3/2020			12/3/2020		excavation
	1515 Elk Springs Drive	7-73	Cris Shaw	New Home	Review							
Vander Zanden	138 Kingbird Lane		Bruce Barth	New Home	Review					11/19/2020		
Schultz	180 Aster Drive	7-64	DM Neuman	New Home	Review					12/17/2020		
Schultz	125 Primrose Point	7-59	DM Neuman	New Home	Review					12/17/2020		
Tomaswick	Crescent Lane	5-64	Chance Soldoff	New Home	Review					1/12/2021		

Color Key

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