

ELK SPRINGS HOMEOWNERS ASSOCIATION

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EXECUTIVE BOARD MEETING MINUTES

Wednesday, August 14, 2019 at 5:30 PM

Colorado Mountain College, Spring Valley Campus – Callaway Room 222A

- I. **Call to Order:** Andrea Schober, board president, called the meeting to order at 5:33 p.m. Board Members present include Brandon Watson, Diane Tomassatti, Ed Holub, and Patrick Fitzgerald. Present from IMM were Bob Johnson and Sam Engen. Amanda Mauer, legal counsel, was also in attendance.
- II. **Establishment of Quorum:** Yes
- III. **Homeowner's Forum:** It was asked what the HOA's fiscal year runs from, which is a Calendar year, January – December. Evelyn Cole asked why the water reserve balance is understated on the Financials. Ed has discussed this with Dalby Wendland, and they have informed Ed that they can correctly allocate these funds once they have completed 2018 taxes. It was proposed that Ed and Bob get on a call with Dalby to discuss this further. As a member of the Water Committee, Evelyn is invited to join the discussion. IMM was asked about violations and if they could send the Board a monthly report. Dense Lynch asked about the Anchor Point proposal. She wants to know what it will cost the HOA and if a special assessment will be needed. It was asked if the website was up to date, the Board and IMM both agreed it was. IMM is responsible for updating the HOA website.
- IV. **Board Meeting Minute Approval – May 13, 2019 & May 24, 2019:** Diane motions to approve meeting minutes from May 13, 2019, Patrick seconds, all in favor. Brandon motions to approve meeting minutes from May 24, 2019, Diane seconds, all in favor. Board asked IMM to post copies of both meeting minutes to the HOA website.
- V. **Financial Review:** Ed reviews financials with Board. The mailbox irrigation has been installed and this project cost \$2,400. Front Gate Repairs total \$4,841. Diane asked Amanda to prepare a letter to send to homeowner who damaged gate at the beginning of the year. Letter should include a copy of the invoice not covered by insurance. IMM is to send Amanda copy of invoice. Ed noted that he will continue to send water operation invoices to the water committee for approval within budget.
- VI. **Committee Reports**
 - a. **Water Committee**
 - (1) **New policy for unmetered farmer faucets:** The water committee created a proposed Water Policy to fine for unmetered farmer faucets. Amanda is to review policy. The HOA discussed the possibility of adding locking caps to the farmer faucets on HOA property, no decision has been made. Evelyn Cole, member of water committee, would like to be added to the meter readings email from EPC. IMM will contact EPC.
 - (2) **Sanitary survey results and actions:** Andrea reviews the results with the Board. There were two findings: Significant Deficiencies and Violations. EPC is aware of the results and has been actively working on addressing this. They have corrected their quarterly inspection schedule.
 - b. **ARC Update:** Will, ARC Lead, has been diligent in providing the Board with a summary of

projects. He noted there are (3) homes under site review, (2) in the middle of construction, (4) on their finishing touches. He also noted that driveways must be completed within 2 years (start to finish of construction).

VII. Discussion & Action Items

a. Old Business

(1) Mailbox irrigation project complete: Russ Craig revived the irrigation around trees near the mailboxes. HOA needs to get a meter in line for next spring to tie in with front entrance. Board and IMM will work with Daly on this.

(2) Status of Welcome Letter: Diane has prepared a welcome letter to disperse to new members of the community. Board noted a few changes: add DRGs to list and change “new home” to “community”. Diane will welcome new homeowners personally. Board would like IMM is to email letter when they receive a change of ownership from the title company and cc Diane on email.

(3) Contract for ARC Lead: The Board is proposing Will Vannice to be a paid ARC lead and has created a contract for this position. New construction fees will be used to pay for this position and pay will be based on number of projects. Board will defer further discussion to executive session.

b. Cedar Networks – Update: The Board went back to Cedar Networks and asked that they file for the grant proposed in the May meeting and if/when they receive this grant the HOA would discuss working together. Cedar responded that they are exploring other options at this time. There has been no further communication.

c. Road – GMCO Maintenance: Work will begin the first part of September. The asphalt at the end of Kingbird has been completed. Chip and Seal work will be done on the end of Elk Springs Dr, Juniper, Kingbird, and Wood Nymph. Patching will take place throughout the community.

d. Proposal to Regrade Fire Lanes: IMM gave Board a proposal from Aspen Digger to re-grading the pumphouse road and add a layer of road base. Brandon will reach out to American Asphalt for an additional bid. Brandon proposed that next year we have maintenance gather excess chip from cul-de-sacs and roadsides to reuse on the pump house road.

e. Alternate Fire Exits: Marked and Mowed: Board is working with Barbra Neal to get markers up and create a written agreement to maintain the end of Aster and Kingbird.

f. Survey from National Forest Service: The Roaring Fork Valley is having a study done that will give each neighborhood a risk assessment rating. This study will be public record.

g. Anchor Point Wildfire Hazard and Risk Assessment Proposal: Scott Fitzwilliams was present to discuss using the risk assessment study to create a plan for fire mitigation for the HOA. Using this study, it was proposed the HOA hire Anchor Point to put together a plan of action. A bid was received from Anchor Point with a proposed cost of \$8,100. Their goal is to assess the undeveloped areas in the HOA and common space to determine which areas could be mitigated to create open spaces or fire breaks. Brandon recommends reaching out to Carbondale Fire to see what their recommendations are. Amanda recommends talking to the HOA’s insurance provider to see what liability, if any, there would be if the HOA got this proposal. Amanda will contact insurance agent. Ed motions to approve Anchor Point subject to confirming with Carbondale Fire what their recommendations are and hearing from the Insurance company what, if any, liability they would have. Patrick seconds, all in favor.

h. Fire Box painting: This has been completed by Bruce Schober voluntarily. A bill will be submitted for cost of paint.

i. Trail Maintenance: Willy Lynch and a few other community members volunteered to do some trail maintenance within the community. We thank them for their efforts.

- j. Fall Clean-Up:** Carbondale Fire has offered to do a controlled burn in the community as part of the neighborhood's fall cleanup. Individual homeowners would be responsible for bringing their deadwood to a designated location. This pile would sit for the winter and be burned in the spring by Carbondale Fire. Board has agreed to hold off on deciding until we get the proposal from Anchor Point. Board would like IMM to schedule a fall cleanup for the community in late October or early November.
- k. Property Management task document:** Board reviewed new task document created by Brandon to ensure proper operating of the HOA.
- l. New Plow Contract 2019-2020:** Daly Property Services and IMM placed bids for plowing last year. The HOA chose to move forward with Daly's bid and overall was happy with their service. A suggestion by Brandon was for Daly to use (2) trucks this year for plowing. If an additional bid is needed, IMM will provide one to the Board. Andrea will look for a copy of the contract from last year, which was revised to automatically renew with Daly.
- m. Dalby Wendland – Accounting Service Increase:** Services are increasing from \$750/mo to \$1,475/mo. Ed has discussed with Dalby about allowing for additional payment options, currently they only except checks. Bob Johnson will schedule a meeting with Ed to understand scope of work and see if IMM could provide accounting services for the HOA. The HOA's contract with Dalby is month to month and they have stated that they have been underbilling the association for a while. Amanda will review the HOA's policy regarding contracts and determine if any changes are necessary. Brandon motions to stay in a month to month contract with Dalby while policy is being review, Diane seconds, all in favor.
- n. Budget Development for 2019-2020:** Budget is based on actual expenses. The goal of the Board is to review budget prior to annual meeting.
- o. Nominations for (2) Board Openings:** There are two Board positions opening, each for a two-year term. IMM will email self-nomination form to community.
- p. Additional business:** Brandon asks that the HOA budgets additional money for the gate so we can bring the entrance gate up to date with a new motor. Diane asks if the help number on the gate could provide better assistance when an issue arises. IMM to contact help number and give instructions on troubleshooting the gate. There was some discussion about Fire Box Training by Carbondale Fire. The Board would like IMM to reach out to the community to see who would be interested.

VIII. Executive Session (to discuss legal matters): Brandon motions to move into executive session at 8:08 p.m., Diane seconds, all in favor. Executive session ended 9:00 p.m.

Brandon motions to approve the new ARC Lead Contract for Will Vannice pending HOA legal review, Patrick seconds, all in favor.

Patrick motions to have Amanda pursue collection efforts, Ed seconds, all in favor.

IX. Adjournment: 9:10 p.m.

