

ELK SPRINGS HOA EXECUTIVE BOARD MEETING

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EXECUTIVE BOARD MEETING MINUTES

Thursday, May 21, 2020 at 4:00 PM

Via Zoom Conferencing

I. Call to Order

The meeting was called to order at 4:03 p.m. by Diane Tomassetti.

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 Bob Johnson and Sam Engen from Integrated Mountain Management.

III. Homeowners Open Forum

IV. Approval of Meeting Minutes – February 19, 2020 and May 6, 2020

Willy made a motion to approve the meeting minutes from February 19th. Brandon seconded the motion, and all were in favor.

Ed made a motion to approve the May 6th meeting minutes with the addition of the letter from Matt Yamashita, DNR Area Wildlife Manager. Diane seconded the motion, and all were in favor.

V. Financial Review

a. 2019 Financial Review

Ed made a motion to transfer the funds from the following (4) accounts; HOA Operations, Road Maintenance, Water Operations, and Capital Improvements to their designated reserve accounts to reflect the correct balance. Patrick seconded the motion, and all were in favor.

b. P&L and Balance Sheet Review

Ed reported that he will be waiting to invest in CDs as discussed at the February meeting because rates have gone down since COVID.

VI. ARC Update

a. **Resolution of ARC Appeals, 625 Elk Springs Dr & 236 Aster Dr:** The swamp cooler at 625 Elk Springs Drive has been relocated and the ARC will have a site visit to approve the new location. Final approval from the ARC was given and trees have been planted at 236 Aster Drive.

b. **Board to Appoint New ARC Member:** Diane made a motion to appoint Joyce Kauffman to the ARC. Brandon seconded the motion, and all were in favor.

c. **ARC Current Projects and 1st Quarter Report:** See attached ARC report.

VII. Ratification of Action

- a. **Crack Sealing:** Brandon made a motion to ratify the crack sealing bid from Kauffman Seal Coating. Patrick seconded the motion, and all were in favor.

VIII. Discussion & Action Items

- a. **Brief discussion and update to the membership regarding broadband internet:** Gregory Friedman, AireBeam, was present to discuss a possible fiber option for the HOA. There was no action taken. The Board has requested additional information about the process and cost.
- b. **Road Maintenance**
 - i. **Summer Road Repair Bid:** Diane made a motion to move forward with the road maintenance bid from GMCO in the amount of \$154,202.51 plus seal coating the entrance and mailbox area for an additional \$2,980. Brandon seconded the motion, and all were in favor.
 - ii. **Road & Culvert Inventory to discuss deferred maintenance:** Brandon and Willy will work on putting together a map indicating the locations of the culverts throughout Elk Springs to plan for future maintenance.
- c. **Discussion on purchasing a storage container to be placed at the east water tank:** The HOA currently pays \$168/mo for a storage shed at Thunder River Storage. Will Vannice will get a proposal to present to the board for a shipping container for the HOA to own and place at the South Water tank. The Board will discuss further at a future meeting.
- d. **Restrictions on Chickens – Letter to the Board asking the HOA to consider amending Article 3.8 of the Declaration:** The Board has tabled this for now and the HOA can discuss this further at the next Annual Meeting.
- e. **Farmer Faucet Lock Questions and Enforcement of Unmetered Water Policy – Review recommendations from the Water Committee and EPC:** Any owner with an unmetered farmers faucet on their property will either need to have it metered, by tying it into the house meter or installing a separate meter, or they will need to remove the hydrant from the property. IMM will work with the water committee to send notices to owners who we know have farmers faucets on their lots.

Brandon made a motion to have the Water Committee proceed with removing the unmetered farmers faucets located on HOA Common Space. Ed seconded the motion, and all were in favor. Patrick asked that IMM email the membership once a bid is received for this work so that owners with faucets on their property can participate in hopes of getting a discounted rate.

- f. **Fire Mitigation**
 - i. **Elk Mesa egress/ingress agreement update:** Amanda reported that we are still waiting to receive the final draft on the agreement from Elk Mesa.
 - ii. **Report from Fire Mitigation Committee:** See attached FMC Report. The Board will collaborate with the FMC to put together a list of duties.
 - iii. **Development of a Fire Mitigation Policy:** Need to discuss further and put policy together. No action taken.
 - iv. **Status of FireWise Application and Carbondale Fire Community Assessment**
- g. **Update on Changing Dog Restrictions:** This process would require unanimous consent from the owners in each filing and the discussion has been tabled for now.
- h. **ESHOA Open Space Management**

- i. **Forest Health Assessment - Earth-wise Horticultural inspection and recommendations:** The Board directed IMM to add this information to the website.
- ii. **Trail Use Rules and Regulations - Continued discussion from Special Board Meeting:** It was decided that a future meeting will be held to discuss trails specifically.
- iii. **Landscaping at water tank:** IMM will meet with Russ Craig to get an estimate on cost to removed dead trees around the south water tank and add to add/fix the irrigation. IMM will also get bids for the Board to review for planting new trees to replace the dead ones.

- i. **Security Cameras – Status update for Front Gate and possible location at North Water Tank:** IMM will contact APS for an estimate to add a new camera at the gate that we can hardwire into since we are unable to get internet access.

j. **BOD**

- i. **New email addresses @elkspringshoa.com:** Brandon made a motion to approve creating @elkspringshoa.com email address for the BOD, ARC and Water Committee for an annual subscription fee of no more than \$300. Diane seconded the motion, and all were in favor. The Board directed IMM to create these email address and to notice community and update contact info on the website once created.
- ii. **Next meeting date and meeting frequency discussion:** The next schedule meetings are as follows:
 September 16, 2020: Special Board Meeting to discuss Trails at 5:00 p.m. location TBD
 September 17, 2020: Regular Board Meeting at 5:00 p.m. location TBD

k. **Additional Business**

IX. **Executive Session (if needed)**

X. **Adjournment**

Meeting was adjourned at 8:26 p.m.

ARC Report for January 1-May 15 of 2020

The winter has been slow for the committee as no meetings have been held except some email communications for many issues and potential new builds coming down the pipeline.

The issue with the evaporative condenser unit on the Fitzgerald home has been approved for relocation on the northwest side of the home as a new sidewall unit below the roofline. This has been approved through emails with photos to the committee and Will has signed off on this new location. Owner should be doing this work sometime the month of May.

The Kaufmann trees location has been approved with the installation of 21 evergreens around their new construction. This work has been completed and signed off on by Will on 4/17. This issue has been closed out.

ARC has picked up considerably this spring with a potential of 4 new homes being built, we have only seen 2 potential sets of plans with rumor of 3 more within the next month or so. These being possibilities built on , Monarch, Woodruff, and Elk Springs Dr. of 2 homes. The detailed spreadsheet shows clearer vision for the summer.

Many other emails with realtors, homeowners, builders asking many questions about Elk Springs and process for building here. We also encountered several weight restriction violations this spring, I would like to ask for a professional sign to be erected at the entry for next year to potentially prevent this from happening so frequently.

ARC and treasurer (Ed) have reviewed some of the missed charges for the past couple years for owner charges or overages of fees. This has been a challenge from most owners as they were never aware of the overages, nor did the prior treasurers or bookkeeping services ever pass the invoices forward so as to keep track of. Will and Ed have discussed to review mor often and also Ed will help ARC better management of these charges so when the builds close out we can collect the fees for anything.

List for potential ARC meetings for the summer months should be as follows;

May 5th and 28th

June 4th and 18th

July 2nd and 16th

August 6 and 20th

September 3rd and 17th

May 5th 2020

Present Will, Rob Claussen, Diane Tomassatti, Paul Burbidge, Joyce Kauffman Owners Jack and Anna Czajka

Pre build site review and visit. Discussion with house placement along with leach field location. Committee reviewed all and Rob pointed out that roofs need to be at least 4/12 pitch looks as if they currently drawn as 2/12. Owner is going to revise roof areas over garage and adjust design to achieve 4/12 pitch. Will pointed out that the engineer for the leach field system needs to revise the drawings to better show the current house being designed as these drawings submitted are for the old design from 2 years ago. Owner is to also have the soils report changed into their name for the record. Committee has approved the site placement of the home and directed the owner to make some small revisions to the design. Next visit will be for construction site approval.

Kaufmann final build review

Committee did the final review of the build. All looked good. Couple of concerns

-Need to paint a couple wall vents to conceal them better

-Electric meter needs to be installed on the home as that is what DRG's list out along with the plans of record for the build.

- irrigation tap was reviewed and all looks correct. Remote water meter is installed on the exterior of the home and works correctly

ELK SPRINGS ARC PROJECTS

						Check points Completed						
Owner	Address	Filing/Lot	Contractor	Type	Status	Plan	Pre-Const	Excav	Final	Last Visit	ARC Lead	Comment
Carlson	702 Elk Springs Dr.	6-27		New Home	Site Review	1/10/2020				5/2/2019		
Gary Krill	2026 Elk Springs Dr	7-94		New Home	Site Review	12/12/2019				12/12/2019		
Kitselman	301 Woodruff Lane	6-43	MM8	New Home	Excavation	7/20/2019	7/20/2019	7/20/2019		7/20/2019		Framing
Eades	Kingbird Drive	9-20	Girard Const.	New Home	Site Review	8/1/2019	8/15/2019	8/15/2019		8/15/2019		Framing
Kaufman	Aster	7-66		New Home	Build	6/20/2018	7/11/2018	7/11/2018	5/5/2020	5/5/2020		Landscaping
Czajcka	420 Pinon Dr	1-12	JCC Remodeling	New Home	Site Review	5/5/2020				5/5/2020		

Color Key

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

Fire Mitigation Committee FireWise Application Update:

Kamie Long (Supervisory Forester, Colorado State Forest Service) is handling our Firewise application. She let us know our Action Plan was well done. However, the Community Risk Assessment (CRA) by Carbondale Fire needed to be redone using the Firewise template. Bill Gavette Fire Marshall for Carbondale Fire is working on finalizing the CRA. Also, on Willy Lynch's recommendation, Bill did another site visit to ES on 05/15/20 and toured the neighborhood on his own and was shown some completed/upcoming work such as the mowing of the old ranch road; fire exits on Kingbird & Aster and the mitigation work done in the back filing.

When time permits he would like to return with a drone and find the best location for a command post in ES in the event of fire. He is also very happy to do a Fire education program in the Summer for ES when hopefully Covid-19 safety concerns will be diminished.

Dan Cutler
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