

**Elk Falls Property Owners Association
Board of Directors Meeting Minutes
January 18, 2021 7:00 pm
Virtual Meeting on Webex**

Board Members Present

Renae Braun
Dan Mueller
Mike Long
Bev Long
Dave Shaffer

Guests Present

None

Call to Order

The meeting was called to order by Renae Braun at 7:04 pm.

Approve meeting minutes

There are no minutes ready to approve yet Renae still needs to review August and September minutes. Dan still needs to type up October, November and Annual Meeting minutes Deferred to a future meeting.

Review of the 2021 budget

Renae shared a draft of the proposed 2021 budget and reviewed highlights. There was some discussion around projected costs for plowing and salting, spring and fall road grading, additional road base applications, culvert cleaning and miscellaneous road maintenance expenses throughout the year. Other line items discussed included legal fees anticipated for possible covenant changes, web site expenses and Webex conferencing subscription fees. The projected budget covers all anticipated expenses and ensures retaining the desired year-end surplus.

Roads

Dave would like to get the projects for this year identified and prioritized. Recommendations include two road gradings per year (spring and fall) for routine maintenance, and improvements including; 1) widening the narrow section of Upper Ranch, 2) adding road base to Juniper Road near the west gate, 3) adding road base to Cedar Lane, and 4) adding road base to a section of Upper Aspen. Dave reviewed costs associated with each of the three road base additions as presented at a previous meeting. There was discussion about the Upper Ranch widening project being funded through a special assessment versus consuming the annual road improvement budget and if we should use a survey to secure resident feedback or make this a topic at the annual meeting. This was not resolved and will be discussed further at the next meeting.

It was noted that a Park County Excavator license is needed for certain maintenance tasks such as installing or replacing a culvert.

Dave summarized changes to the Statement of Work and Work Order process for Tiny Tractor Services. This includes an agreed upon hourly rate of \$75, a Work Order template to be used to document: a Work Order Number, Task Number, Task, Task Location, Task Schedule and Estimated Task Duration. Work Orders are to be issued by the EFPOA Roads Chair or another EFPOA member if the Roads Chair is unavailable. If the actual Task time exceeds 2 times the estimate, the contractor will stop work and seek direction from the Roads Chair. A copy of the proposed revised Statement of Work and Work Order process was sent to Board Members for review prior to the meeting.

Dave motioned that we approve the revised SOW and Work Order process for Tiny Tractor Services. Bev seconded the motion. All were in favor – the motion passed.

Signage

There has been no progress on road signage purchase or installation. Elk Creek Fire has not responded with the necessary guidance to determine what evacuation route signs are needed and where they should go. We had planned to consolidate cost and effort by combining addition/replacement of missing “15mph speed limit” signs, “slow narrow road 15mph” signs and “drive like your kids live here” signs with the wildfire evacuation route signage. Bev suggested we move forward with the non-evac route signs independently to avoid further delay. We discussed which signs were needed where. We know we need two “slow narrow road 15mph” signs for Upper Ranch immediately. Other signs and quantities are less clear and will be determined by a board member drive around the neighborhood to create a plan for additional signs. Dan and Renae will schedule a date to do the drive.

Dan motioned to approve purchase of the two “Slow Narrow Road 15mph” signs and mounting posts for Upper Ranch. Mike seconded the motion. All were in favor – the motion passed. The board approved an expenditure not to exceed \$300 on the “Slow Narrow Road 15mph” signs.

Firewise

No updates on Firewise initiatives. Status on the 2020 Chipping Program completion was requested but Dan was unable to provide status as Elk Creek Fire has not yet responded to his latest requests for updates.

Architecture

Drawings were submitted to Mike for a deck addition and garage at 11739 Upper Ranch Drive. They are a pretty complete set of drawings created by an architect. Mike has not yet had a chance to review them

Mike is still waiting for better quality drawings on the new home being built on Lower Stallion Drive (Block 2 lot 55).

Renae still needs to get Mike information on the addition completed without approval at 35308 Upper Aspen Lane.

Google Docs Site

Dave will talk to John Nelson about turning over the Google Docs site, which contains our historical documents, to another Board Member.

Treasurer Report

Renae reported that we probably have less than 10 residents that are past due for POA annual dues. She is trying to get each of those people on a payment plan. One resident just paid their interest and late fees.

Bev reviewed the Bank Activity Report and noted that columns were included to allow the Board to compare actual expenses to budgeted expenses.

Budget Meeting

The Annual Budget Meeting shall be held Saturday February 13th at 2pm and will be conducted remotely using our Webex conference services due to continued Covid precautions. Renae will coordinate getting the notification letters stuffed and mailed out to residents at least 10 days advance of the meeting date.

Broadband Initiative Update

Bev provided an update on the Broadband project. It's disappointing that South Park Telephone only put in a 25% match, Staunton State Park did not engage, and we lost one of our neighborhoods. However the state is infusing more money into the initiative. We are waiting to hear of the decision and can continue to re-apply for the grant again and again if we do not get approved this time - as long as those that paid their fee are willing to be patient with their money.

Short Term Rentals

Short Term Rental Regulations in Park County were passed on December 30th. Therefore, Renae thinks we can move forward with the proposed Covenant change. Renae will engage Scott to take a look at the proposed change with consideration of what the prior attorneys did and how other neighborhood covenants are written. After completing that research, Renae will send a copy out to the Board Members for review.

Political Sign Complaint

The Board has received a complaint from a resident about a political sign still up at a resident's property since the November 2020 election. There was discussion as to consideration of an allowable sign clause to the covenants as we have nothing on the topic in the covenants at present. It was agreed that we would not take such action at this time, as this seems to be an isolated event. The Board will monitor for future occurrences of sign complaints and may then re-open discussion about the matter.

WaterVation Report

Discussion deferred to a future meeting

Newsletter

Bev is planning to work on the next newsletter, is seeking input from other board members on content. She will probably start working on it in about a week and will provide a timeframe. Renae will write a Short Term Rental article.

Next Board Meeting Date

Since February is the budget meeting, we will schedule the next board meeting for March. Tuesday March 9th at 7pm.

Renae motioned to adjourn the meeting.

Meeting adjourned at 9:07 pm

Respectfully submitted

Dan Mueller