

Elk Falls Property Owners Association

Board of Directors Meeting Minutes

October 5, 2021 7:00pm

Board Members Present

Renae Braun
Dan Mueller
Dave Shaffer
Marta Nelson
Wayne Gneiser

Guests Present

Brian Pesis, Mike and Bev Long

Call to Order

The meeting was called to order at 7:02pm by Renae Braun

Introduction of Brian Pesis

New resident, technology consultant.

Approve meeting minutes

Tabled

Roads report: Dave Shaffer

Sanding salting plan, Dave wants to buy a pallet of salt, bags for sand and tarp. Motion to purchase the bags, salt and tarp at \$550. Dave made the motion, seconded by Marta Nelson. Motion passed unanimously.

Tiny Tractor was sent a work comp op-out form and insurance requirements of the contract in September and haven't heard back.

Waiting for moisture in order for Bronson to grade. Working on contract with Bronson for snow plowing.

Mike talked to Drayton about Laura's sign. Drayton would like to see the proposed sign verbiage and proposed location.

Firewise: Dan Mueller

They are scheduled to start chipping next week.

Signage: Dan Mueller

Discussion on placement and purchase of post pounder, signs and posts. Motion by Marta Nelson to spend \$1500 on signage, Dan seconded, motion passed unanimously.

Architecture: Mike Long

Construction of new home at 11845 Stallion Drive is nearing completion and is under contract. The title company has asked for a status letter which includes the question "Are there any covenant violations?". Mike toured the property and found no covenant violations. Renae will complete the status letter.

The addition on Upper Aspen is tabled. Policy and procedure is tabled.

Treasurer Report: Renae Braun and Bev Long

Bank account reconciliation is accepted. Expenses for the general liability insurance is about \$2036. Legal expenses were \$390. The picnic expense was \$173 plus \$125 for portapotty which is within the \$300 approved amount. Sent out three lien letters. One responded, now on a payment plan.

Transition of Board Member Officers

President: Dan Mueller

Vice Present: Marta Nelson

Treasurer: Renae Braun

Secretary: Wayne Gneiser

Motion by Renae to appoint Dan as president, Marta as vice president, Renae as treasurer, Wayne as secretary. Seconded by Marta. Motion approved.

Committees Chairs:

Architecture: Marta Nelson, chair. Mike Long, committee member

Road Chair: Dave Shaffer

Other Duties:

We reviewed attached duties of Bev's duties at the meeting.

Other Topics:

Discussion on trash and recycling service.

Bank account signers: Motion by Renae that Dan and Renae are signers on the bank account. Dave seconded. Motion approved.

Motion by Renae for Long fence approval. Seconded by Dan, motion approved.

Motion by Renae that Dan and Renae are authorized to speak on behalf of the Elk Falls POA at Jeffco public hearings. Dave seconded it. Motion passed.

Renae is filing secretary of state annual report. Dan agreed to be the registered agent.

Broadband Update: Bev will attend meeting Thursday, October 7th.

Short-Term Rental discussion. Board read through proposed amendment and have three questions for the attorney. Board members were asked to re read the proposed amendment after the board meeting to make sure there are no additional questions and that they are comfortable with the proposed language. The Bylaws need to be updated for the change approved at the last board meeting. Renae is having difficulty locating the word document from the last update on May 9, 2018. The website contains a pdf version of the Bylaws.

Renae and Bev formed a committee for the community survey on the proposed covenant changes.

There is no need for a decision on this at this meeting.

Websites

Future improvements tabled.

Renae will send the proposed "Board Meeting Standing Agenda" to Dan.

Bev completed work on New Resident Page which includes the directory consent form.

Next board meeting on November 9th 2021 at 7:00pm

Motion to adjourn at 9:23pm by Renae seconded by Dave. Motion passed

Respectfully submitted by Wayne Gneiser, Secretary

No	Bev Long Current Tasks	Description	Handoff to:
1	Broadband Project Chair and Neighborhood Chamption	Manage Project Facebook page, communication with other champions, communication with community, liaison with SPT	Bev will keep
2	EFPOA Newsletter	Design and compose newsletter using Constant Contact software, solicit articles from Board members and community, print, post on Community Bulletin Board, mail to elderly	Bev will keep for now
3	Resident Communication via Constant Contact	Send intermittent communication to residents. Such as urgent updates, meeting reminders, event reminders, lost pets, road work notices, announcements, etc.	Bev will keep for now - Renae is backup
4	EFPOA Web site	Design and keep Website updated using SquareSpace software	Bev will keep for now
5	New Resident Welcome Letters	Send welcome letters to new residents with Consent forms for Directory, communicate with new residents	Marta
6	Communication Database - Constant Contact contains emails and names	Keep email database current, track down emails for new residents, follow up on bounces	Bev will keep for now
7	Bank Reconciliation	Update spreadsheet monthly, print invoices annually for audit	Renae
8	Bill Pay	Pay bills using on-line Bill Pay	Renae
9	Trash Project - not started	Research Shirley Septic, Republic, Waste Management, etc. Review their pricing offer, service record and policies Pick one to be preferred and most cost effective trash/recycling service. Then offer to residents	Marta - Bev will forward Shirley Septic RFP - Renae will look for requirements such as Bear Proof cans