

Elk Falls Property Owners Association

Board of Directors Meeting Minutes

June 7th, 2022 7:00pm

Board Members Present

Dan Mueller
Marta Nelson
Renaë Braun
Wayne Gneiser
Dave Shaffer
No guests

Call to Order

The meeting was called to order at 7:06pm by Dan Mueller.

Approve meeting minutes

The approval of minutes for July 9th 2021, August 23, 2021 and the annual meeting minutes deferred.

May minutes were approved subject to revision. Dan made the motion to approve, Marta 2nd and the revised minutes will be sent via email to the board for final approval.

Roads Report: Dave Shaffer

Big Maintenance

Dave requested and received an updated spring grading/road base addition estimate, to include fuel surcharge and compaction estimates, from BRME. Proposed road base addition is 540 tons on Upper Aspen Ln. from Circle Dr for approximately 1400 feet, 60 tons on Berg Ln up from Stallion Dr for approximately 150 feet, Stallion hill 40 tons and 60 tons on Lower Aspen for approximately 150 feet up from Circle Dr. Proposal includes grading and compaction of new road base. The updated estimate was sent to board members and an email vote was requested for approval to proceed with spring road grading and addition of road base. The board approved the proposal. Shortly thereafter, BRME notified Dave that the Morrison quarry had suspended road base production and could not fill our order. He will look for alternate sources for road base, but is not optimistic.

Full EFR grading was completed in late May. A late spring snow storm provided much needed moisture and nearly ideal conditions for effective grading, which resulted in very

good road surface conditions. Motion to approve payment of BRME road grading invoice by Dan, 2nd by Dave and unanimously approved.

The board received an estimate from High Country Excavations in mid-May for road grading and road base addition, grading and compaction. The bid was not cost competitive.

High Country Excavations is interested in bidding on snow removal for the neighborhood.

Small Maintenance

Dave generated TTS work order 2022-008 for 4 culvert excavation tasks. The 4 tasks were to locate and create 3' x 3' basin around a culvert inlet on Elk Creek Rd and locate and create 3' x 3' basin around a culvert outlet on Jensen Rd. Also straighten a culvert outlet on Juniper Rd and excavate around a culvert outlet and excavate a drainage channel on Berg Ln, near Upper Ranch. TTS provided an estimate of 4 hrs for 2022-008 and the board approved the work order via email. Dave submitted utility location requests for 2022-008.

TTS work order 2022-008 work completed in late May in 4.3 hrs. Located culvert ends and excavated basins for culverts on Elk Creek Rd and Jensen Rd as desired, drainage channel created on (lower) Berg Ln culvert outlet. Failed to straighten culvert outlet on Juniper Rd. Motion to approve payment of TTS invoice for work order 2022-008 for 4.3 hours by Dan, 2nd by Dave and unanimously approved.

Dave finished the basin, reinforced with rocks and installed marker on the Elk Creek Rd culvert inlet. He also began clearing sediment from inside Jensen Rd culvert.

Firewise: Dan Mueller

No updates.

Architecture: Marta Nelson

Pertaining to Abby Smith's property, Marta does have a site plan and forwarded them to the board members. She will work on the checklist for meeting the covenants and get back with the board.

Marta finally able to contact David Dimeo and he is going to check his files to see if he has any documentation for the permit and he will get back with Marta.

Architectural Policy and Procedures publication

Still a work in progress.

Treasurer Report: Renae Braun

Renae has been in contact with the Treasurer of Lionshead Ranch HOA in Pine who highly recommended a cloud-based HOA management software company called PAYHOA. The cost would be \$99/month and includes a general ledger and the ability for homeowners to submit architectural requests. There is one feature that PAYHOA does not offer: The ability for homeowners to authorize publication of their email addresses and phone numbers in the member directory (authorization is required by CO state law). The workaround would be for the EFPOA to use the notes field to indicate whether the homeowner has submitted an authorization or not. Before publishing the pdf directory, the phone numbers and email addresses of anyone who did not submit an authorization would need to be deleted. The board agreed to Renae's suggestion that we sign up for the 30-day free trial to further evaluate the software features and to see how easy it is to use. PAYHOA only provides the cloud-based software. A board member, volunteer or paid bookkeeper would be needed to perform functions such as producing the annual dues invoices, posting dues payments received, updating software for property sales and producing financial statements.

A proposal was also received from an HOA management company called Community Financials. The board agreed their bid was too costly. In addition to the software, Community Financials would perform functions such as producing the annual dues invoices, posting dues payments received, updating software for property sales and producing monthly financial statements.

Renae sent out reminders for POA dues and has received some additional payments.

Other Business:

Decisions made outside the board meeting:
Approval of the TTS work orders and the BRME road grading.

Short Term Rentals:

Discussion on short term rentals and the annual meeting. Motion made by Wayne to have a separate meeting for short term rentals and the annual meeting. Seconded by Dan motion passed. There will be no survey for the STR's but rather a question-and-answer period at the STR meeting. Renae is going to reach out to the Park County sheriff, Dan is going to contact Jeffco sheriff and Renae will talk to Bev to see if she knows of someone who can talk about the pros for the STR.

Dan will contact the Elk Creek Fire Dept for the special STR meeting and request the use of their facility.

Dan is going to draft a presentation with the current rules and regulations both for Park and Jeffco.

Renae is going to send out her spreadsheet to the board members with the action items leading up to the Q&A meeting.

Annual meeting: Deferred setting the date for the annual meeting.

Trash project: Deferred the trash or rubbish removal service project.

Newsletter: Dave will add a roads report for the newsletter.

Website updates: Renae will contact Bev to have Bob's name removed from the mailbox contact. Wayne's contact info will remain. Renae will give Wayne the binder. Bob Wallace has keys for the unassigned mailboxes.

New Business

None

Next board meeting date: Tuesday, July 12th 7:00pm at Dan Mueller's house and on Webex

Dan made a motion to adjourn, Marta 2nd at 9:04pm.

Respectfully submitted by Wayne Gneiser, Secretary