

Elk Falls Property Owners Association
Board of Directors Meeting Minutes
February 21st, 2023 7:00pm

Board Members Present

Dan Mueller
Wayne Gneiser
Cyndie Van Buskirk
Dave Shaffer
Marta Nelson

Guest: Renae Braun

Call to Order

The meeting was called to order at 7:11 pm by Dan Mueller.

Motion by Dan Mueller to allow Renae Braun to speak in discussion on legislative updates. Seconded by Marta, motion passed unanimously.

Approve meeting minutes

Motion by Dan Mueller to approve the December 6th minutes, seconded by Dave, motion passed.

Motion by Dan Mueller to approve the January 10th minutes, seconded by Dave, motion passed.

2022 Annual meeting minutes will be deferred.

Treasurer's Report: Cyndie Van Buskirk and Renae Braun

2022 dues update. There is still 5 members whose dues are outstanding.

Cyndie reported minimal expenses for January and will review and send out the bank activity to board members. There seems to be a 3-week lag between when checks are sent and when received by the vendor. Please get invoices to Cyndie as quickly as possible. The bank is now charging EFPOA a \$5 monthly fee for bill pay. Previously there was no charge.

The 2023 Budget Meeting letter, proxy and the 2023 budget was mailed to the EFPOA members (145) through PAYHOA on February 18th. The annual budget meeting is scheduled for March 12th, 2023 at 2pm. The board reviewed the 2023 budget, there were minor changes. Marta motioned to approve the 2023 budget, 2nd by Dave, motion passed.

Cyndie and Renae are happy with the PAYHOA management software.

Renae is still working on the delinquent invoices for the 5 members who are in arrears on their dues.

There was discussion as to the timeline of sending communication to the residents on dues, PAYHOA and budget meeting. Consensus was 1. To mail the delinquent invoices. 2. Send invite letter to members to join PAYHOA via email. 3. Send invoices to all residents for annual dues.

Treasurer Transition Update

Renae will show Cyndie how to do the IRS 990 (Return of Organizations Exempt from Income Tax) form which is due in May. Renae still has the general ledger and she is working on getting this into PAYHOA.

Roads Report: Dave Shaffer

2023 Winter Maintenance Status Report

Tiny Tractor spread salt and sand 3 times. Each application uses 4 bags of sand and salt each for the four standard areas. We have 16 bags of salt and 14 bags of sand remaining which should cover 4 more applications. We will need to purchase more sand and salt prior to next year. Dave filled the roadside sand barrels on February 11th. BRME plowed snow one time.

2023 Grading and Compaction

Dave proposed for the spring grading to have all the areas with road base applied to be compacted also. Wayne suggested a test area on the decomposed granite surfaces for compaction.

2023 Road Base Addition Candidates

#1 Cedar Ln, 50 ft past High View curve, 700 ft. #2 Stallion Dr (middle) from Rock Creek intersection to bottom of the hill, 250 ft. #3 Lower Aspen from Circle Dr intersection to bottom of the hill, 950 ft.

Dave presented the BRME grading, road base and compaction estimate. Motion made by Dave to approve the bid and waive the requirement for three bids. Dan 2nd and motion passed.

Dave has identified four areas that need culvert work, two on Circle Dr, two on Stallion Dr. and possibly one on the new build on Circle Dr.

Concerns

Concerns of the impact of broadband installation on the roads and the existing road culvert on Circle Dr. next to the new construction. Discussion followed.

Firewise: Dan Mueller

Elk Creek Fire Dept. chipping program had their enrollment on February 20th, with early access being provided to our neighborhood and others with Community Ambassadors. Dan felt there was a good response and many people did get signed up for the program

in spite of the fact that the program once again closed as full within a few hours of being opened up.

Architecture: Marta Nelson

Marta sent a letter to the house on Juniper concerning their new fence.

No new approval requests.

Architectural Policy and Procedures publication

Marta had a new resident call with questions concerning structure setbacks, she is checking into that.

Other Business:

2022 Legislative Updates

Discussion on HB22-1137 and SB22-059. Dan motioned to accept the changes to the amended and restated bylaws to change the proxy to 11 months or less, and the recipient of the proxy to be the secretary, and accept the policy of conduct of meetings. Cyndie 2nd, motion passed unanimously.

Dan, Cyndie and Renae will review the language for the special assessments collection policy.

Decision made outside of the board meeting:

Dan Motioned to approve the rescheduling of the annual budget meeting to March 12th. 2nd by Wayne, motion approved.

Dan submitted the Jeffco HOA registration and board contacts listing. No similar effort needed for Park County as they do not register HOAs.

Dan will get the quote for Workman's Compensation policy refreshed as it has expired. Since we approved that expenditure at the January meeting, Dan will get that signed and returned to start that coverage. Cyndie confirmed the expense is already in the 2023 budget.

Purchase of a new recommended Crime insurance policy is deferred until after we implement required segregation of duties in our financial transaction procedure.

Dave reminded us that although BRME proof of insurance had been received, several of the policies were set to expire in March. Dan will reach out to Bronson's Insurance Broker and request an updated Proof of Insurance Certificate.

Newsletter: Nothing to report.

Website updates: Cyndie wants to post information about PAYHOA on the website.

New Business

Dan took care of the annual license renewal with the Colorado Division of Real Estate.

Discussion of a comment made by a member at the Annual EFPOA meeting in October 2022 that the bylaws state the annual meeting should be held the first Sunday in May. In the interest in getting back on that prescribed schedule, and in order to accommodate all board members to attend the meeting, a decision was made to tentatively have it May 21st, 2023.

Dan is going to work on setting up a Dropbox account for use by all EFPOA board members to store documents associated with the EFPOA.

Discussion of board member official POA emails on website.

Next board meeting, March 28th at 7pm at Dan Mueller's.

Meeting Adjourned 9:47pm motioned by Marta, 2nd by Dan, motion passed.

Respectfully submitted by Wayne Gneiser, Secretary