

Elk Falls Property Owners Association
Board of Directors Meeting Minutes
March 28th, 2023 7:00pm

Board Members Present

Dan Mueller
Wayne Gneiser
Cyndie Van Buskirk
Dave Shaffer

Absent: Marta Nelson

Guest: Renae Braun

Call to Order

The meeting was called to order at 7:07 pm by Dan Mueller.

Approve meeting minutes

Motion by Dan Mueller to approve the February 21st, 2023 minutes, seconded by Cyndie, motion passed.

2022 Annual meeting minutes will be deferred.

Treasurer's Report: Cyndie Van Buskirk and Renae Braun

Delinquent dues update: There is still 5 members whose dues are outstanding.

HOA Management Software (PAYHOA): We have had 43 of the 169 residents registered for their PAYHOA account, about 25%.

2023 dues update: Invoicing complete on March 24, 2023. One hundred thirty paper invoices were sent with return envelopes. The paper statements should be received by Friday, March 31st 2023. Cyndie will ask Bev to send another email communication through Constant Contact on the instructions for setting up PAYHOA. 14 residents have paid dues through PAYHOA so far, not including members who paid during the PAYHOA testing phase.

Review of February banking activity: Paid invoices for snowplowing, State of Colorado HOA registration, and Tiny Tractor. No outstanding checks or payments.

Treasurer transition: Cyndie and Renae will do a work session in mid-April and the annual filing of the IRS 990-N is due May 15th and Cyndie is taking care of that.

Roads Report: Dave Shaffer

2023 Winter Maintenance Status Report

On February 23rd, we got 3 inches of snow two nights in a row and we didn't plow but Tiny Tractor spread sand and salt. On March 17th, it snowed again 3 inches so Dave spread sand and salt as Tiny Tractor was unavailable.

2023 Grading and Compaction

Dave contacted BRME concerning the spring grading and road base, BRME will have us on his schedule when the conditions are favorable.

Dave has identified three areas that need culvert work, two on Circle Dr, one on Upper Ranch and a diversion channel is needed on Stallion Dr. He will be writing up work orders for Tiny Tractor.

Concerns

Dan has noticed a couple of culverts on Lower Aspen that are possibly separating close to the edges of the road. He asked if Dave could take a look at them.

Firewise: Dan Mueller

Dan has taken the course for certification as Burn Boss which would allow burning of up to 50 piles of slash. Several conditions would have to be met in order to burn which may not be feasible.

Discussion on roadside mitigation. Bob Fletcher on the firewise committee is looking into guidelines or standards on this subject. Dan said the fire department is in support of roadside mitigation.

Architecture: Marta Nelson-Absent

Dan asked if there was any response from the county concerning the culvert at the new build. Dave hasn't heard anything back. He will try and contact them again.

Architectural Policy and Procedures publication

Deferred.

Other Business:

Annual meeting is set for May 21st, 2023 at 2pm. Dan will write an announcement for the email blast explaining why that date was chosen.

The 2022 HOA legislative updates to the annual fee and special assessment collection policy, discussed and deferred to a later date.

Decisions made outside of the board meeting:

None

Dan received the worker's comp certificate.

Crime insurance policy deferred.

Newsletter: Dave will do a roads report for the newsletter. Request was made for a reminder to dog walkers to pick up after their dog – Dan will ask Bev to republish a previous article on the topic.

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

New Business

Wayne suggested residents become 1st responder certified in CPR and first aid. He will check on courses and cost at the fire department.

Next board meeting, April 25th at 7pm at Marta Nelson's house.

Meeting Adjourned 8:33pm motioned by Dan, 2nd by Dave, motion passed.

Respectfully submitted by Wayne Gneiser, Secretary