

**Elk Falls Property Owners Association**  
**Board of Directors Meeting Minutes**  
**April 25th, 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 7:03 pm by Dan Mueller.

**Approve meeting minutes**

Motion by Dan Mueller to approve the March 28th, 2023 minutes, seconded by Dave, motion passed.

2022 Annual meeting minutes will be deferred to be approved via email.

**Treasurer's Report: Cyndie Van Buskirk and Renae Braun**

Discussed January 1 through March 31, 2023 budget vs the actual income statement and balance sheet.

Received approximately 43% of homeowner's dues as of March 31<sup>st</sup>. Road expense is under budget due to less snowplowing and sand and salting.

Discussion about separation of duties in order to acquire crime insurance. Also there needs to be an annual audit of the books.

Delinquent accounts summary: One of the five residents paid in full.

PAYHOA account registration update: 43% of members have registered in PAYHOA. We have 252 people associated with the 169 lots and out of those we have 43% registered. And we have 74 email addresses in the system which is only 29% of the individuals. 64 lots have paid and we have around 150 lots total.

Out of the people who paid their dues, 42% paid with lock box, 25% EFT, 23% credit card and 10% paper check.

Welcome Letter: Renae and Dan will make minor changes in wording to the letter. The updated letter will be sent to Emily and Nicholas Larsh, our newest residents.

Treasurer transition report: Cyndie and Renae have been working on the list and Cyndie will send the updated list to the board members.

Cyndie will take care of the filing of the IRS 990-N due May 15<sup>th</sup>, 2023.

Discussion on the policy of foreclosures and the procedures of a foreclosure.

Renae will be handing over the EFPOA mailbox key to Dan.

### **Roads Report: Dave Shaffer**

Dave did a Spring inspection of the culverts and he found no concerning areas other than the culverts on Circle Dr and Upper Ranch included in TTS work order 2023-001.

The board approved the work orders for Tiny Tractor.

#### **2023 Grading and Compaction**

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

#### **Concerns**

The new build on Circle Drive, Dave emailed Amy from Jefferson County regarding the culvert. Amy is working with the homeowner's engineer and one of the county engineers. Marta contacted several people concerning the issue and has not got any replies. Dave asked Amy about the elevation and restoration plans and if they are required to do the restoration. Our policy and procedures require them to do that. Dan suggested Marta reach out to the homeowners and try and work with them before we move forward with any other action.

### **Firewise: Dan Mueller**

Update on the chipping program tentatively from May 15<sup>th</sup> to Jun 23<sup>rd</sup>. Those who signed up should get notified beforehand.

### **Architecture: Marta Nelson-Absent**

Marta received notice from a resident that they are going to replace their wood decking material with composite decking material. Marta approved the project as long as they abide by country rules.

The fence project on Juniper was signed off by the county.

### **Architectural Policy and Procedures publication**

Dave suggested adding verbiage concerning driveways and culverts and that the homeowner is responsible for maintenance of their driveway culverts.

### **Other Business:**

Annual meeting scheduled for Sunday, May 21<sup>st</sup>, 2023 at 2pm. Discussion of the proposed agenda and letter of notice. Cyndie will send out the letter of notice, agenda and proxy through PAYHOA the week of April 23<sup>rd</sup>, 2023.

Discussion on the dislike of the email provider. Dan is going to look into Dropbox to store documents and emails. Cyndie mentioned a feature on PAYHOA that will store documents by address.

Discussed 2022 HOA legislative updates and deferred them.

**Decision made outside of the board meeting:**

Tiny Tractor work orders for spring maintenance approved via email on April 19, 2023. The board unanimously voted in person to approve the work orders.

Crime insurance policy deferred waiting for separation of duties.

**Newsletter:** None

**Website updates:** Marta would like to include an architectural inquiry form on the website. She will work on the form and get it to Bev.

**New Business**

Pending sale on Rock Creek, the status letter has been sent to the realtor.

Dan is checking with Scott the attorney regarding foreclosures.

Discussion on the covenants and enforcement of our policies in regards HB22-1137.

Documents archive, deferred.

Next board meeting, June 6th at 7pm at Cyndie VanBuskirk.

Meeting Adjourned 9:26pm motioned by Dan, 2<sup>nd</sup> by Marta, motion passed.

**Respectfully submitted by Wayne Gneiser, EFPOA Secretary**