

Elk Falls Property Owners Association
Board of Directors Meeting Minutes
June 6th, 2023 7:00pm

Board Members Present

Dan Mueller
Wayne Gneiser
Cyndie Van Buskirk
Marta Nelson
Dave Shaffer via webex

Call to Order

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

Board of Director Roles for the new term.

Quorum represented by 16 present, 11 by proxy and 7 remote via Webex for a total of 34 for the tally of election votes of board members at the Annual Meeting on May 21st, 2023.

Dan motions for all board members to remain in their present roles, Marta 2nd, motion passed. Here is the list of roles:

Dan Mueller-President
Marta Nelson-Vice President and Architectural Chair
Wayne Gneiser-Secretary
Cyndie Van Buskirk-Treasurer
Dave Shaffer-Roads Chair

Approve meeting minutes

Motion by Dan Mueller to approve the April 25th, 2023 minutes, seconded by Cyndie, motion passed.

Treasurer's Report: Cyndie Van Buskirk

Cyndie filed the 990N report with the state and verified that it is accepted.

As for delinquent accounts, we have 11 residents still outstanding for 2023. Cyndie, Dan and Renae are following up with these residents.

Cyndie presented the budget vs actual accrual of income and expenses. She also presented the profit vs loss by monthly accrual and balance sheet as of May 31st, 2023.

PAYHOA update: Less than 50% has signed up with an email in PAYHOA. Some members have signed up without including their email. It would help to have the email to curb expenses when sending invoices, notifications, etc.

Roads Report: Dave Shaffer

Roads were graded between May 22nd to May 29th. Compaction was completed about a week later.

Tiny Tractor cleared the culverts on Circle Dr and on Upper Ranch Rd and he filled and graded at the mailboxes. He also removed the old gate on Upper Ranch Rd. Dave and Wayne also worked on Cedar Ln towards High View and cleared the ditch and graded.

Wayne and Dave cleared ditches and placed check dams on Stallion Dr and helped with a resident's driveway culvert. Dave voiced a concern about the driveway culvert on South Elk Creek Road which was plugged and washing out the road. Due to the heavy rain we have been getting, Dave added several check dams in the neighborhood. The stockpile of rocks for check dams is getting low.

For road improvements, BRME placed approximately 700 tons of road base, 285 tons on Cedar Ln, 100 tons on middle Stallion, just under 200 tons on Lower Aspen Ln and 100 tons on Upper Ranch. Upper Ranch is considered as road base maintenance and BRME recommends that we start allocating funds each year to add supplemental road base to maintain the integrity of roads with previously installed road base.

Problems and Concerns: A main problem area is at Stallion Hill/Jensen/Rock Creek intersection. There was discussion on possible diversion channels, additional culverts, retention ponds, etc. Dave, Wayne and Dan will meet to look the situation over. Another problem area is a driveway culvert on Elk Creek Rd. Runoff from driveways on High View and Circle Dr is causing erosion across the road, below the driveways. The driveway at the Cedar/High View curve is causing road erosion in this manner, Dave asked BRME to build up the road base on the edge of the road below the driveway on the road in order to decrease the erosion. So far it is holding up. There is an area of Berg Ln, near the end of Upper Ranch, that needs to be addressed where ruts from cross-road erosion frequently appear. As was mentioned at the annual meeting, the potholes in the asphalt on Dunwoody's property by the West gate.

Firewise: Dan Mueller

They completed chipping this week. If anyone signed up and their piles were not taken care of, they need to contact the Elk Creek Fire Dept or Dan Mueller.

Architecture: Marta Nelson-Absent

Marta will be meeting with the new owners on Circle Dr to address the culvert issue.

Marta got a inquiry for a new build on Upper Aspen Ln. She directed them to the covenants.

Architectural Policy and Procedures publication

Marta distributed a rough draft of the Architectural Policy and Procedures for the board to read through. There was a suggestion to have a check list to give to people who are considering a new build or making improvements. Marta will work on this as well.

Other Business:

Discussed 2022 HOA legislative updates on the Annual Fee and Special Assessment Collection Policy. This is deferred for now.

Decision made outside of the board meeting:

- Spring grading and road base addition cost over-run approved via email 5/17/23
- Road base addition redirected to Upper Ranch approved via email on 5/30/23
- Revision of owner welcome letter approved via email on 5/1/23

Dan motions to accept these decisions made outside of the board meeting, Marta 2nd, approved.

Crime insurance policy deferred waiting for changes to occur and segregation of duties.

Closed sale at 34175 Rock Creek Rd on 5/10/23 with Criollo selling to Fischer.

Received notice of dismissal of foreclosure on 5/14/23.

Dan is implementing a document archive in PAYHOA, creating folders and files. The board can start adding files to PAYHOA.

Newsletter: Discussion of topics for the next newsletter. Dan is going to write a summary of the annual meeting including PDF's of the outline and the count for the voting of the board members. Marta suggested a mention of bear activity in the area.

Website updates: If there is any information that needs to be updated on the website, be sure to get it to Bev.

New Business

Discussion on review of the covenants. Board members will read through and bring up any concerns with language, etc at the next meeting.

Next board meeting, July 11th at 7pm at Marta Nelson's house. .

Meeting Adjourned 9:33pm motioned by Dan, 2nd by Marta, motion passed.

Respectfully submitted by Wayne Gneiser, EFPOA Secretary