

Elk Falls Property Owners Association
Board of Directors Meeting Minutes
November 1st, 2022 7:00pm

Board Members Present

Dan Mueller
Wayne Gneiser
Cyndie Van Buskirk
Dave Shaffer

Departing board member: Renae Braun

Absent: Marta Nelson

Call to Order

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

Duties of Board Members:

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

Dan motioned to approve the positions of officers as stated above, seconded by Dave.
Motion passed.

Approve meeting minutes

Discussion of minutes for August 29th 2022, defer approval to next meeting.

2022 Annual meeting minutes work in progress.

Roads Report: Dave Shaffer

The work orders were approved for Merle from Tiny Tractor to do the spot grading. Not all of the spot grading was completed in September because the roads dried out too much. Circle Drive, Elk Creek and Lower Aspen Ln. were the roads he did not complete the spot grading. There are other areas, primarily Lower Aspen, that still need the ditches cleaned out. The hours he worked went over the estimate and may have taken double the estimate to complete all the tasks.

Last winter, the roads had sand and salt spread 9 times. Merle did it twice and Dave did it 7 times.

The snowplow season is coming up. BRME is increasing their price so we need to amend the existing contract or create a new contract. Dan will draft a new contract to reflect the change in price and current date. BRME will be required to provide proof of insurance.

Firewise: Dan Mueller

Dan needs to put an announcement in the newsletter requesting hours and associated costs for fire mitigation needs to be turned into Dan by November 17th. He would like residents to email him that information to elkfallsfirewise@gmail.com.

Dan suggested as discussed at the Firewise meeting to A: see within the neighborhood if there are volunteers who are willing to mitigate and B: if there are members who need mitigation but are not physically capable of doing the work and to get these two groups together. Dan will prepare a letter for the Elk Falls newsletter with suggestions on hiring the companies and the neighborhood volunteers etc.

Architecture: Marta Nelson absent

Pertaining to Abby Smith's property, Marta received the permit and they will be starting the work on the property. Dave was concerned about the erosion control from the property.

The Board received a new architectural approval inquiry for a solar panel project from Steve & Andrea Allen at 34139 Berg Lane. Marta was not present to provide details but is working with the resident and contractor to review plans and ensure permits have been obtained

Architectural Policy and Procedures publication

Deferred

Treasurer Report: Renae Braun

There are 5 POA members that are in arrears on their membership dues.

- One is on a board approved payment plan, but they are not making the agreed upon payments
- Two only owe current year
- One states they don't have any checks and has agreed to pay online as soon as new software is up and running
- One owes multiple years and is not responding to requests for payment

Renae has a spreadsheet showing current and delinquent dues of members. Renae will provide information on past due balances to Cyndie.

Review of bank activity, the report for October is not ready yet, due to it closing on October 31st so we have not received it yet.

Renae will have the board members signed up for the free trial of PAYHOA by next week.

Other Business:

Decisions made outside the board meeting:

All three decisions approved by email, 1. The purchase of extra mailbox locks on 9/26. 2. For TTS road maintenance work orders. 5 tasks 11 hours on 10/1. 3. Attorney review of PayHOA agreements on 10/9. Dan made a motion to approve these three decisions, Dave 2nd and motion passed.

Short Term Rentals Amendment:

Results for the STR Amendment was defeated. No changes to the covenants.

	Block I	Block II	Block III
Yes	22	45	31
No	18	16	13
Abstain	0	7	2
Total Responses	40	68	46
Total Lots	48	73	48
No Response	8	5	2
"Yes" votes needed to pass	32	48	32
"Yes" votes received	22	45	31
"Yes" votes short to pass	10	3	1
% Voting "Yes"	45.83%	61.64%	64.58%

Newsletter: Dan will draft an article to announce the board members for 2022/2023.

There was discussion about including Bev in the trial for the PAYHOA to see if the newsletter capabilities are feasible.

Website updates: Let Bev know if there are any website updates.

New Business

Discussion of the workman's comp insurance. We will save enough in cost with the new D&O policy to cover the workman's comp insurance. Any volunteers helping with a EFPOA-sponsored event, the policy would cover any injuries. The agent will get Dan an updated quote.

Discussion of a crime insurance policy. The board needs to show proof of segregation of duties on bank accounts before applying for the policy.

There are 2022 legislative updates that require our attention and Renae will turn over the information to Cyndie. This information will need to be updated in policies and procedures.

Resolution made as to who is authorized to testify at Jefferson County public hearings.

Dan made a motion that Dan Mueller and Wayne Gneiser are authorized to testify at Jeffco public hearings, Dave 2nd, motion passed.

Discussion of signers on bank account and debit card holders. Wayne made a motion to add Dan Mueller and Cyndie Van Buskirk to the bank account as signers and debit card holders and Renae will be a "view only" to support the bookkeeping duties, Dan 2nd, motion unanimously passed.

Resolution for Renae Braun to administer and coordinate PAYHOA as a volunteer. Dan made the motion, Wayne 2nd, unanimously passed.

There was discussion of assigning duties and responsibilities. Renae will update the transition document and distribute to the board members.

Renae will continue to receive mail at the POA mailbox until Cyndie moves to the area.

Next meeting, December 6th at 7:00pm.

Dan made a motion to adjourn, Wayne 2nd at 9:22pm.

Respectfully submitted by Wayne Gneiser, Secretary