

**Elk Falls Property Owners Association
Board of Directors Meeting Minutes
December 4, 2023 @ 7:00pm**

Board Members Present:

(In Person – Wayne Gneiser house)

Dan Mueller, President

Wayne Gneiser, Vice President

Kim Stammer, Secretary

(By Webex)

Cyndie Van Buskirk, Treasurer

Guests

None

I. Call to Order (Dan Mueller)

The meeting was called to order at 7:06 p.m.

II. Approve meeting minutes (Dan Mueller)

a. **Draft:**

i. September 18, 2023. Deferred.

ii. November 6, 2023. Deferred.

b. **Final**

iii. Wayne to send previously approved Minutes to Bev for add to website. (Annual (May 21), June 6 and July 7).

III. Treasurer Report (Cyndie Van Buskirk)

a. **December Financial Reports:** (Balance Sheet, P&L by Month, budget v. actual) sent via email to all Board Members.

b. **Delinquent Accounts:** 2 remaining. Not invoiced for December yet. Board to request written documentation regarding prior collection activity on the delinquent accounts from prior Board member. Cyndie included CO Emergency Mortgage Assistance Program information with the November invoices. Another homeowner took advance of this program in the past and brought their account current, so hoping that the current delinquent homeowners may do the same.

c. **Balance Sheet.** Bank account balance is lower due to payments for road grading, maintenance and Home Depot tractor rental. Account balance is just under \$19,000.

d. **Updates to Board Task Assignments**

i. Posting Board Meeting dates/Times/Locations on PayHOA Calendar. Dan provides Bev with date to put on website. Kim/Secretary to add board meeting dates onto PayHOA calendar. Kim to set up new login credentials for ElkFalls Sec.Gmail address.

- e. **Pay HOA Directory**
 - i. Estimated date to go live is Q1 2024.
 - ii. Secure opt In/opt out functionality
- f. **PayHOA collaboration with Alliance Association Bank**
 - i. **Pros:**
 - A. Guarantees secure transactions of data in PayHOA
 - B. Simplified bank reconciliation
 - C. View bank statements and check Images in PayHOA
 - D. Transfer funds between bank accounts from PayHOA
 - E. Free Lock Box Processing - \$70 annual savings
 - F. Competitive account options including money market accounts and CDs
 - ii. **Questions/Follow Up:**
 - A. Compare MMA rate to that of First Bank in Conifer where current reserve account is held. First Bank has raised fees. Received a \$20 bank fee for the first time. Cyndie to contact First Bank manager about this fee. She has discussed other fees with him in the past, and he removed the fees because we're a non-profit. We have a few accounts with First Bank in Conifer.
 - B. Not sure if Alliance has debit cards or online Bill Pay like we currently have First Bank.
 - C. No Board member was familiar with Alliance Association Bank.
- g. **Constant Contact:** Recently received a bill, which is based on usage. At previous meeting, the Board agreed to stop using this company. Last email sent through Constant Contact was sufficient to provide "Final Notice" to residents. Dan exported all email addresses from Constant Contact. He also believes all newsletters and attachments are found in another source outside of Constant Contact. He will terminate the Constant Contact account immediately and will hopefully not need to pay invoice. Cyndie to check future bills to make sure charges no longer incurred.

IV. **Roads Report (Wayne Gneiser)**

- a. No new snow updates since last meeting. Received ~3" snow on 11/24/2023, which Wayne measured at mailbox, so no need to call snow contractor. Beth & Wayne sanded and salted the 4 typical locations:
 - i. Circle/Lower Aspen
 - ii. Stallion hill
 - iii. Cedar/Highview
 - iv. Juniper curve
- b. Roads Committee help. Kim to send Dan Joe's contact information so Joe can assist with future snowfalls. Dan and Wayne have been alternating the monitoring of snow and contacting contractors as needed. They need to keep Dave's log of snow measurements updated as well.
- c. Contractors. Now that it is early December, Merle should be back.
- d. Sand/Salt Supply. Roads Committee to look at stockpiles of salt and sand and then determine what should be purchased.

- e. Compensation to Wayne for use of his equipment for road work in the Fall. The Board will pay for wear and tear and the amount of diesel used.

V. Firewise report (Dan Mueller)

- a. 500-600 hours this year, which were not as many hours as last year.
- b. Dan submitted a broad plan for next year that satisfied the Firewise agency.
- c. We received our Firewise certificate for the upcoming year.
- d. Investment in any improvements to a house that make it fireproof such as HardieBoard, gutter guard system and stone foundation can be counted as a Firewise expense.
- e. The items above will be shared in the next newsletter.

VI. Architecture report (Wayne Gneiser)

- a. Pending
 - i. 34667 Circle Drive. New home build. Abby and Shane Florian. Homeowners now have mailbox and key. Wayne went to house and discussed landscaping and culvert. All agreed culvert looked good now that is been moved back about 10' or so. Everything is double seeded, which should cover erosion control requirements. They have a temporary Certificate of Occupancy ("CO") until they receive final inspection.
 - ii. 34457 Circle Drive. New garage build. Wayne spoke to surrounding neighbors and there were no concerns about placement, size or building materials for garage. Engineer is drawing up plans and homeowners will submit plans to POA.
 - iii. 34961 Lower Aspen Lane. Engineer signed off on drawings. Wayne to review before submission of drawings to Park County.
- b. New requests (Inquiry Only)
 - i. 34626 Circle Dr. Radon mitigation system.
 - ii. 34199 Berg Lane. Exterior remodel.
- c. Other
 - i. 0 Upper Aspen Lane. No timeline for new construction yet.
- d. Transactions
 - i. None

VII. Other Business (Dan Mueller)

- a. **Discussion of possible Covenant revisions.** Deferred.
- b. **2022 HOA legislative updates to Annual Fee & Special Assessment Collection Policy.** Deferred.
- c. **Decisions made outside board meeting.** None
- d. **Crime Insurance policy.** Deferred awaiting implementation of segregation of duties. Cyndie to talk to Renae about when we will be ready to do this.
- e. **PayHOA documents.** Wayne & Dan spent some time exploring Achive. Dave added documents to Roads folder and Marta uploaded documents to Architectural/VP folder. Access to archived documents would be limited to Board Members. Residents currently have access to Policies, Bylaws

and Covenants. Final Minutes are in a Meeting Minutes folder. Kim to look into providing public access to Final Meeting Minutes.

- f. **Website updates.** Notify Bev about assistance from Nick on website.
- g. **Roads Chairman replacement** – Unknown of any potential candidates. Dan/Wayne will continue to share responsibility of Chair position and will discuss potential replacement candidates in upcoming meetings.
- h. **Speed bumps update.** 3 complaints filed with Park County. Only Park County can enforce action about speed bumps. Dan to contact Park Co. and attempt to speak to a live person about status. Will discuss status and possible next steps at next meeting.

VIII. New Business (Dan Mueller)

- i. Staunton State Park CPW Hunter Certification Program and Rifle range. Meeting to be scheduled with CPW who can provide information to residents and answer any questions. Range will not be open to the public and will have very limited use during winter months, solely for hunter classes. Zach at Staunton is preparing an article to be sent with the newsletter.

IX. Next Board Meeting date – Tuesday, January 16, 2024 at 7:00 p.m. at Wayne Gneiser's house.

X. Meeting adjourned 9:20. Motion by Dan. Seconded by Cyndie. Motion passed.

Respectfully submitted by Kim Stammer, EFPOA Secretary.