

Elk Falls Property Owners Association
Board of Directors Meeting Minutes
December 6th, 2022 7:00pm

Board Members Present

Dan Mueller
Wayne Gneiser
Cyndie Van Buskirk
Dave Shaffer
Marta Nelson

Guest: Renae Braun, Bob Wallace

Call to Order

The meeting was called to order at 7:26 pm by Dan Mueller.

Approve meeting minutes

Minutes for August 29th 2022 motion to approve by Marta, 2nd by Dan, approved.

Minutes for November 1, 2022 motion to approve by Dan, 2nd by Marta, with changes as discussed. Approved.

2022 Annual meeting minutes work in progress.

Treasurer's Report: Cyndie Van Buskirk and Renae Braun

2022 dues update, no changes from previous November minutes. One member reached out for an address to send the check for payment of dues.

Renae distributed the bank activity report through November.

Update on PAYHOA management software. Discussion on trial and testing for billing methods. To test real time billing and other functions, Dan made a motion to purchase a month or two of the PAYHOA in order to test properly. Dave 2nd, motion passed. Cyndie and Renae will enter the 2022 financials into PAYHOA to harvest the annual reports and seeds for 2023.

Renae presented an updated treasurer's transition recommendation. Not all duties will be the treasurer's duties.

There was discussion on purchasing workers comp and Dan will consult with Kendra, the insurance agent and Scott, the attorney for clarification on key points.

Discussion about possible purchase of crime insurance is deferred.

Banking resolution update. Renae and one other signer needs to sign a “view only” document with the bank. Cyndie and Dan both will then need to sign as signers and for their debit cards.

Discussion about the EFPOA dues and the new legislative updates on interest and billing. Outstanding dues must now be billed monthly with an 8% cap on interest. Discussion about the 9 CCIOA policy and procedures updates. Dan will review and get with Scott the attorney to determine which changes affect EFPOA policies.

Roads Report: Dave Shaffer

There were two small snow storms, one with 2 inches and one with 3 inches so there was no snowplowing. Dave felt there was no need to salt and sand.

Dan suggested in the future to tell the residents our current thresholds on when they would plow and then put out a survey to the residents in regards to the snowplowing.

BRME received the renewal contract and we are waiting for his response.

Firewise: Dan Mueller

Our Firewise certification was renewed and passed with 40% increase in hours worked over last year which included 30 households within the neighborhood.

Elk Creek Fire Protection District is seeking survey participation on the district consolidation via the website and other means.

Dan was invited to participate in a certified burn course put on by the state. It is a 2 ½ day class to certify him to safely plan and manage burning of slash piles in the neighborhood.

The article in the newsletter for neighbors in need, we received zero response from people needing help to mitigate or remove slash. We have four volunteers willing to do the work.

Discussion on chipping. There was possibility of hiring a contractor, purchasing or renting a wood chipper. No decision was made at this time.

Architecture: Marta Nelson

Pending request for the Allen solar panel project. Marta received the plans for a rooftop system and she has not received the county permit.

The site plans for the Smith driveway culvert is not what was installed. Marta tried to contact the Smiths with no response and therefore, they will inquire with the county.

Marta will contact the owners of the house on Juniper who installed a new split rail fence.

Architectural Policy and Procedures publication

Marta completed it and will send it via email to the board. This version is created for a checklist for the board. There will be a follow-up version for use by the POA members for publication on the website or PAYHOA.

Other Business:

Mailboxes: Bob Wallace turned over the hardware and Renae previously turned over the documentation of the mailboxes to Wayne. Bob will write the historic procedures and recommendations moving forward. Wayne and Bob will get together and bring the information to the board meeting.

Bob asked to have a comment in the newsletter asking residents to not put trash and dog waste in the sand cans/boxes through-out the neighborhood.

Decision made outside of the board meeting: The work order for TTS sand and salt 2022-014 for 2 hours on November 18th , previously approved via email vote, Dan made the motion and 2nd by Dave. Motion approved. A brief discussion confirmed that this work order may be used for all sand/salt work by TTS this season, as long as the scope is the same.

Jeffco HOA registration, Dan has the form completed and needs to send the approved minutes for November and the form to Jeffco designating who is authorized to speak or testify in public meetings.

Newsletter: Information on PAYHOA and its benefits. Information on keys for the mailboxes and a thank you to Bob Wallace. Wayne will compose an article on lost mailbox keys.

Website updates: Dan asked board to review the website and submit any changes that they thought were necessary. We need to check to see if we can supply a link from the EFPOA website to PAYHOA.

New Business

EFPOA charges a \$400 deposit for any new home builds to cover possible damages to the roads. Discussion on possibly increasing the deposit and also invoicing the property owner to create a paper trail.

Next meeting, January 10, 2023 at 7:00pm at Martas.

Dan made a motion to adjourn, Marta 2nd at 9:39pm.

Respectfully submitted by Wayne Gneiser, Secretary