

## ELK MEADOWS HOA Board of Directors Meeting

*March 2, 2019, rescheduled from February 14 for snow*

1. Meeting called to order at 6:50pm
  - a. Roll call: In attendance
    - i. BOD: Belinda Chisholm (president), Ceann Ingram (vice president), Maggie Guscott (treasurer), Scott Alamprese (absent, travel), Bill Stagg (absent, medical reasons).
    - ii. Guest: Tim Chisholm (member).
2. Call for Items to be placed on the agenda from Board members:
  - a. Property Management Exploration Committee
  - b. Beetle Kill MCH for Firs in greenspace
  - c. Financial Advisory Committee Annual Meeting Task assignment
  - d. Conservation Committee Refreshment request
  - e. Security Fencing at the Water plant
  - f. Spring box vault upgrade
  - g. Water Contingency Plan spigot request
3. Open Forum (2 minutes for owners to speak; no Board action required at this time):
  - i. No items
4. Formal Approval
  - a. [Motion to approve new and revised Responsible Governance Policies](#) (including recommended changes/revisions to the 7 RGP's that have been under revision/review by community members, legal and then publicly): Maggie Guscott; seconded: Ceann Ingram; motion passed. These will be posted on the website.
  - b. [Motion to approve directors continuing in their current capacities](#) (defined in 2017 appointments): Ceann Ingram; seconded: Belinda Chisholm; motion passed.
  - c. [Motion to approve Sewer Contingency Plan as presented](#) (and to be presented at the 2019 annual meeting): Maggie Guscott; seconded: Ceann Ingram; motion passed.
5. Treasurers Report

In summary, income is in line with budget. Points of note related to 2019 finances include:

  - i. Number of liens has been reduced to 2
  - ii. The majority of homeowners are now paying the extra \$10/month as voted on at the 2018 annual meeting; some seem not to have noticed...

Reviewing the draft 2018 end-of-year finances:

  - i. Income exceeded budget due to tap fees for new builds and excess water usage.
  - ii. Expenses:

Over: Insurance (D&O insurance and new water testing requirements)  
Legal & Professional (lawsuit defense expenses)  
Testing (sewer and water, from more stringent requirements).  
Under: Materials (grading and weed control)  
Subcontractors (Sewer consultant, grading), which will cancel out  
with correction based on payment of same).  
End-of-year expenses \$27.5 over budget due to the above.

Lawsuit expense of defense: \$23.3K (paid out of General Fund Reserves).

(a) Capital Replacement Plan and Reserve Study have been posted on the website, and will be presented at the 2019 annual meeting.

Fully-funded amount (per study): \$145K.

Reserve balance at January 1<sup>st</sup>, 2019 (estimated, August 2018): \$171.4K = 117% of fully-funded amount (the pre-lawsuit level of reserves)

Actual reserve balance (January 31, 2019): \$137K (due to lawsuit expenses, water system improvements) = 94.5% of fully-funded amount.

The board agreed to consider (for member vote at the 2019 annual meeting) asking for one of the following: To bring us to

- 100% funded, a one-time assessment of \$63/lot.
- 102% funded, a one-time assessment of \$86/lot (this is based on the study and recommendation of a 2% increase in dues every year).
- 117% funded, a one-time assessment of \$275/lot.

(b) Billing upgrade status report

The board agreed to pursue requirements for an upgrade that would automate/integrate different aspects of billing (meter reading, dues payment alternatives, past payments). A report with any proposals will be made at the 2019 annual meeting.

## 6. New Business

- a. 2019 annual meeting: location and date secured (4H Center, July 6, 9am). Given that three director terms are up, the call for director nominations (by MM and email) will start in March.
- b. Governing Policy review and recommendation for new policies
  - i. No existing policies need revision this year
  - ii. Records Request Form: once agreed to, this will be posted on website for owner use; fee structure for same will be revised with reference to CCIOA regulations
  - iii. Formal procedure for owners to raise issues to the board: to be sketched and presented at next board meeting
- c. Dropbox upgrade: [Motion to approve a move to the \\$199/year option for the first-level of paid storage](#): Ceann Ingram; seconded: Maggie Guscott; motion passed.

- d. Water Contingency Plan approved as presented conditional on the following (for emergency access):
    - i. install an exterior spigot to the water plant (\$30)
    - ii. stake locations of the above-ground tank drainage valve, and underground tank access cover
  - e. Fire Hydrant proposal: Jim Hayford is compiling estimates for a proposal to be presented for member vote at the 2019 annual meeting for a start date in summer 2020. (Cistern project status: no change.)
  - f. Water system leaks have all be fixed or put on-hold until spring. [Motion to approve purchase of 5 sets of water meter parts to meet projected need \(\\$1,875\)](#): Ceann Ingram; seconded: Maggie Guscott; motion passed.
  - g. For the record:
    - i. Lot 407 signage (at junction of Valley View and driveway) has been approved
    - ii. Lots 111: no update
    - iii. Lot 227: no update; property owners and landowner may continue discussion without board intercession
    - iv. Lot 10 greenhouse plans approved
  - h. Webmaster and Charter: Transition from Pam DePena to Kristi Martin has been successfully completed; the Webmaster charter reflecting the change has been posted to the website.
7. Items added to the Agenda from 2 above:
- a. Property Management Exploration Committee (per Sprentall vs HOA Lawsuit Settlement): a committee has been formed to research the issue and provide board report by August 14<sup>th</sup> 2019, for final board decision 3 months thereafter.
  - b. Beetle MCH sachets for the Firs in the green space have been approved for application as soon as weather permits. Application will be carried out by the CSU Forestry expert Austin Shelby. The cost of this is \$884.
  - c. Financial committee has been asked to provide a report on the financial health of the association for the 2019 annual meeting (an extension to the report of 2018).
  - d. Conservation Committee request for refreshment to be satisfied by an independent donor.
  - e. Response to the anticipated State and Federal regulations for protection and security of water sources:
    - i. Spring Box upgrade: Jim Hayford has submitted estimates (total approximately \$3000 for a cement vault plus necessary excavation); work is scheduled this spring/summer when accessible. [Motion to approve \\$3000](#): Ceann Ingram; seconded: Maggie Guscott; motion passed.
    - ii. Security fencing around the Water plant and Firehouse: As a proactive measure, the board is starting to investigate the alternatives and associated costs.

8. Old Business

- a. Governing Documents mail-in ballot: the window for casting one's ballot is open until August 20<sup>th</sup> 2019, when the results will be filed with the state.
- b. Archiving project: request for purchase of storage boxes has been deferred.
- c. Reserve study: see above (5a)
- d. Infrastructure game camera system for security: Response to the expected increase in security requirements (per above (7e)) would potentially preclude the need for cameras. Issue tabled.
- e. Bulletin board at the mailboxes: this item will be passed to the social committee for further investigation.

9. Adjournment

There being no other business, the meeting was adjourned at 8:45pm. The next board meeting is scheduled for May; date, time, and location will be published.

Respectfully submitted,  
EMHOA Board of Directors, (March 9, 2019)