Elk Meadows HOA

May 2018 Board Meeting Minutes

May 15, 2018

Held at Belinda Chisholm’s house 536 Forest Hill Rd

1. Opening

This meeting called to order at 6:30pm; it was not recorded due to circumstances.

In attendance: Belinda Chisholm, Ceann Ingram, Maggie Guscott

Pam was unable to attend- death in family- she emailed her notice of absence May 9, 2018.

Guests in attendance: Walt Atwood, Scott Alamprese, Diane Thompson

A3. Items placed on the agenda by Board member: Belinda added the following items:

Roads Committee Charter with new RC members names: Scott Alamprese and Guy Poulin, was signed and dated by the President of the BOD Belinda Chisholm

Water Tap for Lot 121

Replacement parts for Water Meters

Road Grading Contract: Action: This was signed by second Board member Ceann Ingram and entered into records. A copy was provided to the Contractor Phil Blackford.

1. Minutes for the February 2018 Board meeting were motioned to approve by Belinda, seconded by Ceann, motion passed.

Second well flow sensor: Motion by Belinda to approve a second well flow sensor (reference July 2017 Board meeting), seconded by Maggie, motion passed. Action: Belinda will contact Jim Hayford to proceed with replacing this part this summer as his schedule permits.

1. Treasurer’s Report was accepted as presented. In particular,
* Income is as expected with fewer delinquent accounts.
* Line items over budget, but not excessively so, including

Management fees-line item for the governing documents

Materials- line item for water chemicals

Office Expenses to be adjusted to transfer correct amount to Web & Internet.

Roads budget is currently under its budgeted amount due to timing of spring road maintenance. Action: Maggie email Roads Budget to Scott Alamprese.

C1. After discussions w/ Gail Callahan (accountant) regarding how to eliminate the billing issues w/ the Semi Annual bills and the possibility of changing from the postcards to a previously used “paper invoice”, Action: Maggie will send Gail Callahan a “paper invoice” and Gail will work up how to incorporate it into the billing process to eliminate the current problems.

D. Capital Replacement Plan and Reserve Study. Maggie is currently searching for qualified engineers to provide a formal value assessment of the community’s infrastructure. This would include: Water Tank, Solar Arrays, Water System, Sewer System and Roads.

While the primary purpose is to accurately assess the cost of replacing or repairing our major systems and set aside funds in reserve accounts, it will also help adjust insurance as necessary.

D2. Belinda gave the update on the archiving project, many Original Documents dating back to 1968 have been found and they warrant correct preservation and safety. Motion: To purchase a fireproof safe to hold the original documents to be placed in the firehouse to protect and safely store the original documents.

Discussion about size and cost: Size will need to be determined once all the archiving has been completed, as the size requirements had changed since the first originals were discovered. Cost estimated between $150-300.

Walt suggested soliciting a donated safe from the community.

Maggie proposed a new motion: Motion: Solicit from the community a donated safe that would be large enough to hold the originals, in the event no safe is donated, purchasing an appropriately sized safe to be installed in the firehouse. Motion seconded by Ceann, and motioned approved. Action: To put a solicitation in Meadows Monday for a donated safe.

D4. The minor repair of the sewer break is repaired and came under the original estimate. The work was completed by Jim Hayford and Dan Bartashius in March.

D4b. The shed on lot 229 was measured by the owners as 32 feet from the edge of the road. Setback requirements of 25 feet appear to be adhered to. This issue is resolved.

D4c. The owner of the house attached to a recent dark skies complaint appears to have acknowledged the problem and installed lower wattage bulbs; no further complaints have been received.

D4d: This item was postponed due to no update or further documentation being provided.

1. Policy Revisions-Recording of meetings: This item was postponed for updates.

E2. Spring grading currently underway.

 The Road Committee Charter was filled out and signed and is ready for records.

E3. Proposal to replace the window in the water pump house that was vandalized and broken several years ago. Belinda motioned: To replace the broken window and ask Jim Hayford to replace it as his schedule allows this summer. Seconded by Maggie, motion passed. Action: Belinda will contact Jim Hayford and ask him to source a recycled window and replace as his schedule permits.

E4. Discussion on what sort of measures can be taken by EM to safeguard our critical infrastructure sites. Scott suggested Neighborhood watch sign at the beginning of the community and game cameras set up at the Water Tank, Solar Arrays, Water and Sewer buildings and firehouse. He volunteered to research costs and capabilities and bring it back to the Board for further discussion. He also agreed to look into replacing the existing faded neighborhood watch sign that is at the entrance.

 E5. The sign at the junction of Forest Hill and Aspen need to be permanently installed.

 Action: Ceann will source a “handy man” to effect this action.

F: Conservation Committee: Diane spoke about the Mountain Blue Bird has become an endangered species, though they’re all over EM. She discussed informing the community of ways to encourage repopulation by building Blue Bird Houses which have specific building requirements. The BOD suggested to Diane to put together a visual presentation to have at the annual meeting to bring awareness to the community. She agreed and will work on some sort of posterboard/mockup presentation for the meeting.

Diane also brought up the Aspen Decline Disease and ways to bring community awareness to it, it was suggested that a second “posterboard” presentation be at the Annual Meeting to bring awareness to the community in how to reduce the loss of the Aspen to this disease.

 Diane then discussed her grassroots “Proxy Party” to be held in the next month. Action: Write up for Meadows Monday

Governing Documents: Walt has the final mock-up of the documents. Belinda provided a Cover page created using the EM Elk Logo. Wording for the cover page was discussed. Walt will create the final cover page and provide it to the BOD in the morning for final approval then he will take the entire packet to Scotts Printing in Montrose and have the Governing Documents printed. He will look at the cost effectiveness of having Scotts also do the mailing, the pre-worked estimate was given to him to use as comparison, he will get authorization before contracting to a mailing as it may be more cost effective for us to stuff and stamp.

Walt also had an Elk Logo that was larger than the letterhead version currently in the thumbdrive held by the BOD. Action: Walt will provide a digital copy of the larger Elk Logo to the BOD for the records.

F3. Annual Meeting Packet Mock-up was gone over and edits suggested, the content to be included finalized. Action: Make corrections to the packet- Belinda. The cost of the packet will not be larger than the average of years past. The Annual Packet will be professionally printed. Ceann will Stuff and Stamp, there is no need for a mail out contract on this as this is not as large a package as the Governing Documents mail out.

Adjournment: The meeting was adjourned at 9pm.

Respectfully submitted by the board, 5/18/2018