

## Owners Association of Elk Meadows Estates

*Minutes of Board Meeting: February 18, 2021 via ZOOM*

1. Call or order at 6:30 PM, virtual meeting  
Roll Call - In attendance: Stephanie Kissner, Maggie Guscott, Kim Stagg, Eddie Kemper. Absent due to work: Sebastian Wicklein.
2. Call for items to be placed on the agenda by Board members
  - a. Add item 7c, Inspection of neighborhood by Board members
  - b. Call for Executive Session to discuss progress of Covenant Violations
3. Open Forum  
Bob and Gail Sprentall (lot 442) submitted items for attention via email. Responses are provided here to resolve similar questions for all members:
  - i. The Sprentalls did not receive a copy of the most recent newsletter. We will confirm email addresses for members and resend a newsletter as necessary. To everyone, be sure to check your Spam or Trash, or Promotions where these sometimes land.
  - ii. Signage throughout the community, including sign at the corner of Aspen Drive and Shady Lane and more, is in disrepair or completely missing. See item 7c, Inspection below.
  - iii. Request for discussion of the progress toward resolution of violations within the community, including illegal building, trash/junked cars, ... This will be covered in Executive Session after the meeting, due to the private nature of the violations. Inspections are conducted on a regular basis. Sections 5 and 7 of our Governing Documents, Declaration, determine the ability to collect fees and costs of enforcement.
  - iv. The Board hereby acknowledges the final response from the Professional Management Review Committee Chair. It will be posted on the website under HOA, Committee Reports.
  - v. Financial Statements for year end Dec 31, 2020 are posted to the web site under Owners, Financials. Also posted are the end-of-2020 Reserve Budget versus Actual for General Fund Set-Aside account and for Water Fund, O & M account.
4. Treasurers Report, Feb 2021:
  - a. 2020 draft financials (find on web, under Owners, Financials): Income (\$251.7K) over budget due to tap fees, financial charges; expenses (\$176.4K) over budget due to repairs on water and sewer systems, as well as new access roads, electric to water tank, and legal expenses. (Snow plowing under budget).
  - b. Extra payment made to USDA over the year 2020 (Purpose: to pay down the loan on the water system faster than originally planned):

\$14,760 against budgeted \$15,240. (Discrepancy due to delinquent accounts)

- c. Reserve Budget versus Actual posted for General Fund Set-Aside account and for Water Fund, O & M account. Outcome: General Fund accommodated new access roads to remaining land-locked lots 12 and 13. Water Fund accommodated electric to water tank, power pedestal for anticipated security measures.
  - d. Starting 2021, income is on schedule. Delinquent accounts being addressed on an individual basis through legal channels as necessary: 3 major delinquents (over \$2K); minor delinquents (\$1K -\$2K) either being paid down or resulting from late due annual/semi-annual payments for 2021.
  - e. CDs attached to Water Debt Reserve and Water O&M accounts have earned a total of \$3,097 interest to-date since inception (August 2019). (Original amounts: \$50,000, \$40,000, respectively.)
5. For Acceptance/Approval
- a. November 2020 Board meeting minutes: Motion to approve, Kim Stagg, seconded Maggie Guscott, Motion passed.
  - b. Governing Policies: Annual BOD review complete; Records Inspection Policy and Reserve Investment Policy edited to lift restrictions imposed by location of records, and to clarify General Fund Reserve Accounts, respectively. Motion to approve re-adoption and reposting on the web, Kim Stagg, seconded Stephanie Kissner, Motion passed.
  - c. Rules: Annual BOD review complete; Section 6.1 d and edited for clarification. Motion to approve re-adoption and reposting on the web, Stephanie, seconded, Maggie Guscott, Motion passed.
6. Committee Activity
- a. Internet Committee Update-Eddie Kemper
    - i. Starlink, Elite Broadband, Clearnetworx, and Mountain Broadband are all options.
    - ii. Elite will probably not improve. Starlink is offering service on a trial basis to those who wish to purchase the equipment.
    - iii. No new information from Clearnetworx at this time.
    - iv. Mountain Broadband needs one half of the community to commit in order to improve equipment and signal.
    - v. Kim Stagg will reach out to other committee members, Bill Palace and Scott Layton for updates.
  - b. Roads Committee: 2021 maintenance plan/2020-2021 snow-plow exercise review - in process.
  - c. Conservation Committee: Kim Stagg will reach out to Diane Thompson for update and plan for the year.
7. New Business

- a. Records Management, storage, maintenance & back-up: Eddie Kemper has created a new drop-box system for Elk Meadows, which is working well.
  - b. Contracts review, renew, replace (roads, snow plowing, water, sewer) underway. Roads and snow plowing with Chris Miller; Sewer with Mike Martinez; Water, distribution and collection systems with Jim Hayford.
  - c. Board Inspection of the Neighborhood. See attached report below.
8. Ongoing/Old Business
  - a. Water Report: for January 2021
    - i. All pumps, filters and electronic systems are functioning normally.
    - ii. At time of report, the average daily usage was 12,500 gallons, average daily spring flow was 16,000 gallons, the hill tank was 60% full; equivalent to a 3.6 day supply. The static water level in the two wells was normal and stable.
  - b. Sewer Report:
    - i. Transition to Michael Martinez as Elk Meadows' new licensed operator is going well. (Dan Barteshius retired as of December 2020.)
    - ii. The State has increased the license requirement for our plant to "B" as of March 2021, which Michael's license satisfies.
    - iii. Jim Hayford is working with Mike for on-site sample collection; and upping his licenses accordingly.
    - iv. Pump-out is not required this year, but the team will continue to monitor system performance on an ongoing basis.
  - c. Fence Repairs to restart in March 2021, per November BOD meeting: section replacement (per 2020 Fence Report) by agreement between EM and ranchers) hanging fence repair below Lot 228. Stephanie Kissner will contact Weber and Kim Stagg will talk to Belinda Chisolm about fence repairs.
9. Projects
  - a. Directory: Stephanie Kissner and Kim Stagg will update directory with Eddie Kemper's technological assistance.
10. Executive Session

The Board went into Executive Session per Conduct of Meetings Policy, paragraph 5, item f, to discuss items that would otherwise invade individual privacy.

As a result of the Session, the Board will proceed with the direction advised by our attorneys and continue to keep in close contact with the County regarding compliance problems and enforcing regulations.
11. Regular Meeting Adjournment: 7:50 PM  
Next EMBOD meeting will be May 20, 2021 at 6:30 PM

Minutes respectfully submitted  
Kim Stagg, Secretary, EMBOD  
February 27, 2021

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## **Attachment**

### **Elk Meadows Board of Directors Report - Neighborhood Inspection February 18, 2021**

On February 18, 2021 at 12:30 pm., Stephanie Kissner and Kim Stagg, EM BOD members conducted a complete inspection of the entire subdivision.

Please note that there is approximately 3 to 4 feet of snow on the ground at this time, and there is limited visibility. We will conduct this inspection on an ongoing basis, with at least two board members.

We were notified in an email that there was a missing street sign on Shady Lane. Also, noted during our inspection, our street signs are one-sided, and if you are coming from the wrong direction, the street name isn't visible.

Signage has been added to Spring 2021 projects. We will order signs, and will solicit help from the community with installing signage.

Suggestions for signage:

1. Repaint the White parts of the "Welcome to Elk Meadows" sign at the beginning of Aspen Drive. It has been suggested that the sign is in disrepair, but it is sturdy, and, in our opinion, charming. If we repaint the faded sections, it will improve visibility.
2. Replace the Shady Lane sign as soon as possible.
3. Install an additional sign for Fawn Lane, and include a diagram of the street, since the left hand side doesn't appear to be the actual street, but several driveways. This might prove vital in an emergency.
4. Replace street signs throughout Elk Meadows with double-sided signs, or directional signs that are visible from multiple directions.
5. Install "No Through Traffic" and/or Dead End signs where needed (Possibly at Valley View, Alpine Ln., San Juan Ln, Spruce Lane, near the end of both Forest Hill, and perhaps where Aspen and the Alpine Ln fire escape road meets.
6. Research replacing wooden sign posts metal posts
7. Install the previous acquired "slow" signs and fire danger signs

There were no new compliance issues that were seen during our inspection. There are some unsightly items that have been here a long time, and in the spring of 2021, we can start a beautification campaign to encourage our residents to make their properties look better, since a number of these items are grandfathered in, and we cannot force compliance to the new rules.

Current compliance issues have been addressed with individual property owners; follow up continues as needed.