

Board Meeting Minutes
Owners Association of Elk Meadows
December 21, 2015

The meeting was called to order at 6:30 by Joe Lange

A. Opening

2. Roll Call

Board Members: Joe Lange, President; Guy Poulin, 1st Vice President; David Mullings, 2nd Vice President, and Maggie Guscott, Treasurer, Diane Thompson, Secretary designate

Guests: MaryBeth Davis

3. Call for items from board members:

- a. Dark Skies Initiative (per Peter Rowland)
- b. Water plant landline cancellation (per Jim Hayford)
- c. Water plant backup generator (per Jim Hayford)
- d. Lot 222 land trade status

4. Open Forum: None

B. Formal Approval

1. **Motion to approve the October meeting minutes: David Mullings; seconded: Guy Poulin; motion passed.** Joe advised that, while there have been criticisms leveled at the Board that the minutes haven't been put out to the community early enough, it is the responsibility of the board and the secretary to do so, making sure that they represent what happens at each meeting. He emphasized that it cannot be challenged by anyone other than a board member.

2. According to the by-laws, Joe made the **motion to appoint Diane Thompson as Secretary; Maggie seconded it; motion passed.**

For the record, the current board is as follows:

President: Joe Lange

1st Vice President: Guy Poulin

2nd Vice President: David Mullings

Treasurer: Maggie Guscott

Secretary: Diane Thompson.

C. Treasurer's report was accepted as submitted, with the following comments:

1. Income is on schedule.
2. Major delinquent (past-due) accounts have been addressed and brought back on schedule.
3. USDA annual report will be submitted as soon as the 2016 budget is approved, and will include the 2014 Audit (past performance), 2016 Budget (future anticipated performance), and additional information as needed.
4. The 2014 Final Audit was formally distributed to board members. Maggie proposed transferring excess funds into the associated reserve accounts to comply

with CCIOA's advice for returning such funds to homeowners (in a way that goes towards defraying future assessments). David stated that, based on the dollar amount, this approach makes the most sense. Reminding the board that this is a board decision, **Joe made the motion to implement the proposal: Guy seconded it; motion passed.**

Action: Excess funds will be transferred as proposed.

D. Committee Reports

1. Water and Sewer –

a. Sewer system: First and foremost, Joe advised that, while the Sewer Pump-Out Report is certainly available to all HOA members, the correct procedure for distribution of same (and other HOA reports, operating manuals, etc) is through the Board, and not through members who have mistakenly come upon them. To the heart of the matter, he added that JJ raises some good points in his comments related to the report, including more rigorous checking of the sludge, which will be acted on accordingly. He added that a board member would be there when Dan does a sludge test. In relation to a recent report, he also stated that ammonia emissions were connected to high levels of sludge. This problem was corrected by the recent pump-out.

b. Water system: Joe communicated that Jim Hayford has recently discovered a water leakage problem in the backup generator, and is proposing that it be rebuilt (\$2000) and/or a portable generator purchased for emergencies. Guy endorsed both rebuilding the old generator AND purchasing a new portable generator, emphasizing the risk of a down generator. **David made a motion to purchase a new portable generator. Joe seconded it. Motion passed.**

2. Finance:

a. Budget: Maggie summarized the main points of the 2016 budget, in particular major revisions from the 2015 budget, which included increases for grading, weed control, tree treatment, and management; decrease (to zero) in officer allowances; and transfer of fees to match water versus sewer services. She noted no changes since the October version distributed at the October meeting. **Joe made a motion to accept the proposed budget for 2016. Guy seconded the motion. Motion passed.**

b. Reserve Study: Per our Governing Policies, the Reserve Study (Capital Replacement Plan) will be reviewed and updated subsequent to the Summit HOA Services Assessment report.

3. Roads.

a. Guy summarized the terms of the contract with Jonathon Discoe for this season's snowplowing, noting an increase in expenses. However, as he added, we're lucky to get Jonathon, even at \$150 an hour. **Joe made the motion to approve Jonathon's contract. Guy seconded it. Motion passed.**

b. Regarding gate opening issues on the road to the water tower for snowplowing purposes, Joe stated that Jim Hayford confirmed that the gate combination is known. Guy mentioned that he and Discoe have discussed what needs to be done. Joe reminded everyone of the need for cooperation among the neighbors.

4. Conservation Committee:

a. Tree treatment program: Mary Beth stated that the plan for 2016 will begin in January. She mentioned that the problems of last year should not reoccur this year, but, even so, we were

not behind in the necessary actions to protect our trees. She also mentioned that she wants to talk to our forester to see what's trending related to aspens, etc, and will give a report as new info. emerges.

b. Dark Skies Initiative: Highlights of Peter Rowland's recommendation for compliance with Ouray County's regulations for outdoor lighting include light orientation (down) and maximum-allowed wattage. Joe had suggested he (Peter) write a note for the next newsletter, as well as the board sending an email to the community-at-large, asking for conformance.

5. Renters Committee – No update.

6. Governance (Futures) Committee: Joe commended Walt for his diligence. Discussion centered on next steps, and a decision was made to ask for a face-to-face meeting with Murray Bain (Summit HOA Services) for a presentation of his assessment, on the way to deciding on a specific process forward. **Guy made a motion to set up the time to meet with Murray. Maggie seconded it. Motion passed.**

Action: Joe will contact Walt to set the meeting time. David suggested that such a meeting (presentation) be open to the community with the understanding that the discussion is solely between Murray Bain and board, and that the Board will not make a decision until later.

7. Communication/Website/Directory

a. Website: After discussion, it was agreed that meeting minutes and financials be uploaded to the password-protected area of the HOA website (password: EM81432). Later, other items of importance (such as the calendar (under development), that would help build continuity) can be added.

b. Newsletter: Building towards a winter newsletter, Joe suggested one item should be the Dark Skies Initiative and call for conformance. **Action:** Board members should bring other topics/ideas to the January meeting.

E. ISSUES FOR DISCUSSION:

a. Solar project: No update. Joe mentioned having had a meeting with Helen Bowers, and, at this point, it's hard to see how this would financially benefit our community.

b. Insurance: Mary Beth emphasized the importance of annually reviewing the value of our buildings so that 90% of their value is covered. Maggie and Guy commented on the connection to the Capitol Replacement Plan and Reserve Study. Guy expressed concern about the real replacement costs being higher than anticipated. MaryBeth also advised to start the policy review process 90 days out from the policy renew date. **Action:** In answer to a question about operational failure versus negligence, Marybeth will investigate the insurance implications.

c. Sign: Joe stated that, while Peter and/or Rick Greene were going to make sure a sign was put up by the road to the water plant, there is still no sign; the issue needs to be resolved.

d. Lot 12 access: Guy confirmed that Lot 8 had a 25-foot easement granted to maintain a water line and for access to other lots. He recommended, that to meet Colorado law which states that no land can be land locked, we need to provide snowplowing for access to the lot. So there needs to be a granting of access through the easement (for plowing) and provision for equipment turn-around on Lot 12. **Action:** Guy will discuss the options with the homeowner.

e. Contracts:

a. Jim Hayford: Joe will look at the contract to see when we need to renew.

- b. Jonathon Discoe: Contract for snowplowing is in hand.
- c. Dan Barteshius: Contract is in hand.

f. Board calendar: **Action:** Maggie will email the calendar (under construction) to board members for additional actions they are aware of. David suggested putting the calendar on the password protected Website for continuity purposes (as noted above).

g. Joe stated that our bylaws specify the exact process of bringing issues to the Board, and the process will be followed rigidly: Issues should be submitted 6 days prior to the meeting in order for the Board to have time to study them. There will not necessarily always be a discussion of the issues. David added that we are receptive to suggestions, and welcome constructive comments from everyone in our community.

F. ITEMS FROM A3 ABOVE:

- a. Dark Skies Initiative: See D4b, above.
- b. Water plant landline cancellation: **Maggie made a motion to act on Jim Hayford's recommendation to cancel this land line in light of the wireless remote access capability. Dave seconded. Motion passed. Action:** Maggie will cancel said service.
- c. Water plant backup generator: See D1b, above.
- d. Lot 222 land trade status: Joe stated that he will meet with the Law's surveyor to ensure progress is made on that front. The board gave Joe the authority to make the decision of how best to conduct the land trade.
- e. MaryBeth suggested we send a letter to each of our vendors so they understand who the Board is so they send info to the correct person. In line with the need to do the same with Citizen's Bank and CAI, and other important contacts, this will go on the calendar post the Annual meeting, and be enacted this month with the new board.

G. Executive Session: No need.

H. Adjourn

There being no further business, the meeting was adjourned. The next regular meeting is scheduled for 6:30pm, Thursday, January 14 at the Lange's residence (30 Forest Hill Rd). Joe made the motion to adjourn the meeting. Diane seconded it. Board approved.

Signed by secretary, Diane Thompson