

Villas at Elk Run Meeting Minutes
October 26, 2020 8:00 AM
Quarterly Meeting
Location: online via Zoom

Board Members in Attendance:

Catharine Pieck - President
Holly Upper – Treasurer
Ben Brennan – Board Member
Melanie Dorskocil - Board Member
Jason Anderson – Villas Property Manager

Call to Order:

8:03 AM Quorum established
1st: Melanie Dorskocil
2nd: Holly Upper

Approval of August 4, 2020 Meeting Minutes:

Will approve by email

Old Business:

- A. Balconies
 - a. Villas HOA lawyer determined that the balconies are the responsibility of the unit owner
 - i. She will be sending this determination in writing for our files
 - b. Deck maintenance and repairs are the responsibility of the owners
 - c. Any repairs and changes to balconies must be approved by the Villas HOA
 - i. HOA will provide a list of approved colors and materials

Property Manager's Report:

- A. Completed Projects
 - 1. Winterized irrigation system
 - 2. Secured materials for stair tread replacement
 - a. 7000, 6000 buildings x 8 treads total
 - 3. Issued warning trash violations to units: #2204, #4203, #8205, #8204
 - a. Trash left out day after pick-up
 - 4. Issued parking warning violations to units: #3204, #5104
 - a. 2 cars parked on parking lot (only one in a parking space per unit)

- B. Current projects
 - 1. Test buildings' heat tapes
 - 2. Gutter cleaning
 - 3. Replace non-functioning light fixture in 2000 building (Unit #2204)

4. Remove satellite dishes and invoice unit owner
5. Discovered sagging sewer line in Unit #8104 and investigating if it was due to a remodel made by previous unit's owner or will be the responsibility of the HOA
 - a. Contacted American Family Insurance
 - b. Informed the owner to contact their insurance company to send out a claims adjuster before repairs commence
6. Secured engineering report of deck damage to Unit #3207 deck
 - a. Tenant of Unit #3202 drove under the deck and got his plumbing truck stuck
 - b. Deck is structurally sound
 - c. Tenant has agreed to pay for engineer's analysis and repairs to the deck

Financial Report:

- A. Trash cost increased due to the increase in the cost of recycling
 - a. \$3,113.25
 - b. Will research the recycling process
 - i. All Together Recycling
- B. Water usage higher and will possibly be over budget by approx \$2K
 - a. Increase possibly due to pandemic and residents being at home
 - b. Will research the increase with the Town of Basalt
- C. Over budget on Accounting cost
 - a. Increase due to large number of sales
 - b. Sales commissions will offset increase
- D. Budget for 2021
 - a. Trash and Water will continue to increase, leading to an overall budget increase greater than 3%

New Business:

- A. Insurance claims must go through the Property Manager, Jason Anderson
- B. Future Capital Projects
 - a. Concrete Repairs
 - i. Reviewing bids from multiple contractors
 - ii. J&A Concrete is able to make repairs to upper deck in front of Unit #3206
 1. Jason will research timing as per the weather
 - iii. Continuing to investigate all aspects of concrete repair
 1. Jason will speak to a concrete specialist
 - iv. Four upper decks require concrete repair currently
 1. J&A Concrete bid \$5,600 to repair each
 - v. Six courtyards total
 1. J&A Concrete bid \$15,700 to repair each
 - vi. Seventeen sidewalks total
 1. J&A Concrete bid \$7,300 to repair each
 - b. Flagstone Walkways
 - i. This projected will be postponed
 - c. Trex Railings

- i. More research needed as per cost
 - d. Tree Removal (Aspen Tree Service)
 - i. \$8,700 to remove all courtyard cottonwood trees
 - ii. Potentially remove less trees
 - 1. Board can perform a property walk-through to select problem trees
 - 2. Pursue more bids for removal and replacement of trees
 - e. Weed Removal in rock beds (Greenscape)
 - i. \$2,200
 - f. Fire Mitigation (Greenscape)
 - i. \$1,400
- C. General Maintenance
 - a. Dryer Vent Cleaning
 - i. Approx \$65 per unit x 90 units = \$3,800
 - b. Domestic and Irrigation Backflow Testing
 - i. \$910

Meeting adjourned 9:28AM

Meeting ended abruptly due to a valley-wide power outage