

**The Villas at Elk Run Homeowner's Association**  
**2016 Annual Meeting**  
**Thursday, February 4<sup>th</sup>, 6pm**  
**Basalt Town Hall**

- 1) Call to order (MD)
  - a. 6:04PM
  - b. Establish ground rules for questions/comments
- 2) Establish Quorum (AC)
  - a. Members present
    - i. (9) owners
      1. Julie Hesse (Unit #7203)
      2. Holly Timms (Unit #7103)
      3. Dale Paas (Unit #2206)
      4. Sandy Holmes (Unit #5201)
      5. Danica Weappa (Unit #6201)
      6. Lee Wilson (Unit #8201)
      7. Stacey Craft proxy for Adam Ort (Unit #8201)
      8. Matt Wagner (Unit #3101)
      9. Ismail Arguila (Unit #5206), (Unit #4103)
    - ii. (4) Board members
      1. Melanie Dorskocil (Unit #4101) - President
      2. Abigail Cunningham (Unit #7202) - Treasurer
      3. Catharine Pieck (Unit #6202) - Secretary
      4. Zander Higbie (Unit #4102) - Member at large
      5. Jason Anderson -Property Manager
  - b. Count proxy votes
    - i. Scott Harper, (Unit #1202)
    - ii. Barbara Young, (Unit #1203)
    - iii. William Tolle and Danielle Howard, (Unit #3204)
    - iv. David Borovsky, (Unit #4104)
    - v. Thomas H. Bennington III, (Unit #4204)
    - vi. Kathleen Sydoryk, (Unit #5207)
    - vii. Carolyn T, Sillars, (Unit #8103)
    - viii. Jan Dlouhy, (Unit #8104)
    - ix. Sheri Glazebrook, (Unit #9101)
    - x. Sandra Hribernik, (Unit #7207)
- 3) Approve meeting minutes from 2015 meeting
  - a. Printed copies available
  - b. Motion to approve
    - i. First: Lee Wilson (Unit #8201)
    - ii. Second: Holly Timms (Unit #7103)

#### 4) Financials report (Tim Hobbs)

- a. Net Operating (Surplus)
  - i. \$883.00
  - ii. Assessment increase brought the Villas to zero - break even
- b. Special Assessment
  - i. Roof Assessment for the Roof Loan
    - 1. Alpine Bank loan is paid off
    - 2. Villas saved money by paying loan off sooner
- c. Balance Sheet
  - i. Net Income
    - 1. Cash: \$103,000.00
- d. Reserves
  - i. Must look into future needs to determine dues level
- e. Abigail
  - i. Budget increasing by 5.3% for 2016
    - 1. Increase Reserves
  - ii. Danica Weappa (Unit #6201) asked what is increase in dues per unit
  - iii. Keeping snow removal at \$12K
    - 1. Always an unknown expense
  - iv. Sandy Holmes (Unit #5201) asked about Electricity expense increase
    - 1. Were the old meters "running slow"?
    - 2. Jason will ask members to follow up with Holy Cross
- f. Motion to approve board recommended 2016 budget
  - i. First: Zander Higbie (Unit #4201)
  - ii. Second: Lee Wilson (Unit #8201)

#### 5) Property Manager's Report (Jason Anderson)

- a. Completed projects- spring/ summer 2015
  - i. Painted exterior of the 3000, 5000, and 7000 buildings
  - ii. Replaced Hardy board siding on upper stairwells 5000 and 7000 buildings
  - iii. Removed dead trees around property
  - iv. Cleaned up evergreens on around Elk Run signage
  - v. Installed gutters and heat tapes to 2000, 4000, and 8000 buildings
  - vi. Installed new downspouts that required maintenance
  - vii. Installed heat tape timers and energy measuring device to accurately manage and track output
  - viii. Repaired concrete structures and epoxy - ongoing maintenance
    - 1. Working to secure bids for a more permanent solution
- b. Current projects
  - i. Parking enforcement
    - 1. Working toward resolution to get owners/tenants to park in the garage and only use one outside parking space
    - 2. Julie Hesse (Unit #7203) would like to have assigned parking - it is an issue in front of 7000 building
      - a. Enforcement would cost more money via dues
      - b. Allocation of spaces is another topic to consider
    - 3. Possibility of using parking tags or collecting license plate numbers of tenants/owners

4. Jason walks the property to encourage tenants/owners to move vehicles
  - a. Keeps track of parking violations
    - i. Parking Violation information is posted on the Villas website
  - b. Can tow abandoned vehicles
  - c. May institute a “spring cleaning day” to help people empty their garages and make room for a vehicle
5. Guest Parking Spots
  - a. Dale Paas (Unit #2206) asked about the number of guest spots available
    - i. 23 spots
6. Owners of rental units should make sure to have tenants follow parking rules
- ii. Light Fixtures
  1. Holly Timms (Unit #7103) asked about light fixtures being cleaned, etc.
  2. Jason replaces the bulbs and light fixtures as necessary
- iii. Snow removal
  1. Doing it early in the morning to avoid compaction
  2. Common area is sloped with a large sewer to accommodate extra snow
- iv. Owner’s requests
- v. Regular maintenance
- vi. Existing heat tape and gutter inspection and secure proposals
- c. Future projects- Spring/Summer 2016
  - i. Parking lot- clean, crack fill, seal coat, and restripe lot.
  - ii. Landscaping- attention to detail regarding: watering schedule, landscape maintenance, and mowing
  - iii. Tree removal- remove problematic cottonwoods between 5000 and 7000 buildings
  - iv. Planting new trees to replace removed trees
  - v. Fence repair, staining, and addition of gates for snow to save money on snow hauling
  - vi. Addition of quality signage- “no pets in this area”, “please pick up after your pet”
    1. Jason personally walks through the property several times a year to determine which tenants/owners have pets.
  - vii. Clean common areas and stairwells
  - viii. Replace steps and lag bolts where required due to rust and to maintain safety
  - ix. Stain steps
  - x. Seal second floor epoxy, first floor epoxy repairs

#### 6) CCIOA required homeowner education

- a. Provide education on a given aspect of the Association
  - i. Website: [www.villsaatelkrun.com](http://www.villsaatelkrun.com)
    1. Contains meeting minutes, fine structures, calendar, etc.
    2. Continually updated
- b. Property (Unit) Checklist
  - i. Jason has a checklist for general maintenance and to reduce insurance claims
    1. In the absence of a handyman please call Jason
    2. Check under sinks for leaks, check garbage disposal, check drains, supply lines for washing machine, clean out heat exchanger, drain tank, have plumber add glycol
    3. Checklist is posted on the website and the community bulletin board
  - ii. Dale Paas (Unit #2206) noted that it’s important to check lint build-up from dryer

1. Jason recommends having the dryer cleaned annually

7) Old Business

- a. Concern over short-term rentals
  - i. Melanie researched the subject - owners are not in violation of state or local laws
  - ii. In order to restrict these rentals we would need to use a lawyer and change the bylaws

8) New Business

- a. Auto Transfer for HOA dues
  - i. available for any bank account, not just Alpine bank accounts.
  - ii. The form is available on the website
- b. Owners Comments/Questions
  - i. Danica Weappa (Unit #6201) Special Assessment for driveway
    1. No. It is budgeted and will take place this summer

9) Board of Directors

- a. Keep current Board
  - i. First: Julie Hesse (Unit #7203)
  - ii. Second: Lee Wilson (Unit #8201)
- b. Call for new members
  - i. None present but there is interest
- c. Call for HOA members to vote to elect board
  - i. current board re-elected unanimously for another term.

10) Motion to adjourn

- a. First: Zander Higbie (Unit #4201)
- b. Second: Dale Paas (Unit #2206)