

**Villas at Elk Run Meeting Agenda**  
**Quarterly Board Meeting**  
May 3, 2017 at 7:00pm  
Location: Unit #4102

**In Attendance:**

Melanie Duskocil - President  
Abigail Cunningham - Treasurer  
Catharine Pieck – Secretary  
Zander Higbie – Member at large  
Ben Brennan – Member at large  
Jason Anderson – Property Manager

**Open Meeting**

1<sup>st</sup>: Melanie Duskocil  
2<sup>nd</sup>: Zander Higbie

**Old Business:**

1. Future meeting dates:  
    Aug 2, 2017  
    Nov 1, 2017
  
2. Approval of January meeting minutes  
    Cat to send to Michael for website

**Financial report**

1. Electricity cost is still high (\$2K over current budget for quarter)  
    Need to look at when heat tape was turned off  
    Ask for an audit from Holy Cross  
    Jason will reach out to Mary Weiner at HC  
    Abigail will reach out to Stephanie to make sure her numbers are correct

Jason performed a walk-through with CORE  
Heat tape timers  
LED bulbs

2. Remaining heat tape was billed this year
3. Pet fee is under budget currently  
Likely due to delinquent payments
4. A/R looks good as owners are paying their dues  
Goldberg is delinquent

## **Property Manager's report**

Completed projects.

1. Re-secured fencing after snow removal
2. Replaced handrail materials on second floor decks.
3. Sprinkler start up and walk through with Mike Coyle.
4. Installation of patio walkways in 3000 and 5000 building courtyards.
5. Aerate/ dethatch/fertilize and spring mowing.

Current Projects

1. Replace first common area handrail thresholds.
2. Post notices quarterly
3. Pressure wash common areas.
4. Clean exterior windows.
5. Spray lawn and trees 1x per season.

Future projects:

1. Install hot edge on large building courtyards.
2. Install flagstone path in large building courtyards.
3. Replace CFL lamps with LED.  
-Should happen all at once to secure largest rebate.

## **Villas Email & Website**

1. Consolidate email addresses

Michael will look into it

Send out notices on monthly statements that we will change the email address

Zander, will be in charge of the email account

## 2. Google form

Owners will need to update contact/tenant info (Michael)

Stephanie needs to share the contact info on owners w/ Board

## **Parking**

1. Ongoing enforcement by Jason

2. Quarterly notices with rules and regulations

reminders

3. Parking passes are still a consideration

4. Any resident that sees a car illegally parked should take a picture and send it to Jason

## **Quarterly Notices**

1. Parking, trash, satellite dishes, dog registration/poop pick up

## **New Business**

1. Loose boards on decks are the responsibility of owners

2. Unit 1101 - Unit incurred: smoke damage, water damage, potential chemical damage

3. Investigate the concrete situation

Potential full report from a structural engineer

## **Adjourn Meeting**

1<sup>st</sup>: Melanie Doskocil

2<sup>nd</sup>: Abigail Cunningham