

Villas at Elk Run HOA Board Meeting

WHEN: Wednesday, January 06, 2016 at 7pm
WHERE: Higbie, #4102 Villas at Elk Run

Villas at Elk Run, HOA Board Members

Abigail Cunningham (abskababs@yahoo.com), Treasurer	Unit #7202
Melanie Doskocil (mdanseuse@gmail.com), President	Unit #9202
Catharine Pieck (pieckopiecko@gmail.com), Secretary	Unit #6202
Zander Higbie (zhigbie@gmail.com)	Unit #4102
Lee Wilson (wilsonlc1@hotmail.com)	Unit #8201
Jason Anderson (jandersonmanagement@gmail.com)	Property Manager

MEETING AGENDA

- 1) Meeting call to order Time: 7:09PM

- 2) Approval of November 4, 2015 meeting minutes
1st: Abigail Cunningham 2nd: Zander Higbie

- 3) FINANCIALS: Report
 - a. Any overdue assessments?
 - i. One owner is 1 mth late on dues, can have voting rights suspended
 - b. Review proposed budget for HOA meeting
 - i. Currently have a small surplus (income) of approx \$3K
 - ii. Net Ordinary Income will decrease
 - iii. "Assessment" will be changed to "Dues" for legal reasons
 - iiii. Motion to allocate 'Surplus' to Operating Budget per Board
 1. First: Melanie Doskocil
 2. Second: Zander Higbie
 - v. Budget Increase
 1. 1.5% currently (could be 5%)
 2. Rock bed addition removed from budget
 3. "Interest income" at zero because it's so small
 4. "Misc income" small due to lack of guarantee
 5. "Pet Registration" at \$4K now
 - a. Dog Poop bag cost increase of 5%
 - b. Pet Fee will remain at \$110/yr
 6. Increased "Accounting/Legal"
 - a. Potentially more unit sales
 - b. Potential changes to bylaws
 7. "Dog Maintenance" equal to income from Pet Fee
 8. Elk Run Master HOA dissolved thus no cost
 9. Board Compensation reduced for lack of full Board
 - a. Lee will resign as of this meeting
 - b. Need one more Board member going forward
 10. Mgmt Fee increased by 3%
 - a. Jason will redraft contract in 2017
 11. Insurance
 - a. 10-12% increase
 12. Landscaping
 - a. \$19K for Margo
 - b. \$3K approx for tree spraying and irrigation
 13. Misc G&A

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- b. \$3K approx for tree spraying and irrigation
- 13. Misc G&A
 - a. Reduced
- 14. Office Supplies/Postage
 - a. Over budget and will review with Stephanie
 - i. What exactly is included in this cost? (AC)
 - b. Do proxies and statements need to be mailed?
 - i. What is the breakdown: mail vs. email? (AC)
- 15. Insurance Repairs
- 16. R&M Other
 - a. Jason came in under budget this past year
 - b. Jason checks in with Stephanie to make sure he stays within the budget
- 17. Snow Removal
 - a. Proposed budget remains high due to potential snowfall
 - b. 2015 budget missing shoveling at approx \$1.8K
- 18. Utilities
 - a. Increased by 3% for 2016 Budget
- 19. Website
 - a. Unpaid bill (\$202.50) for Bill Simon from 9/22/15
 - b. \$500 budgeted for 2016
 - i. Michael Alvarez will handle website going forward
 - ii. Hosting fee? (MA)
- c. Reserve Fund Analysis
 - i. Roof Special Assessment is paid
 - ii. Reserve increased to \$95K
 - 1. 12% increase for Reserve Dues
 - 2. Owners that were paying a monthly roof assessment will see a decrease in dues overall
 - 3. Reserves must be brought back up to cover future capital expenditures
 - a. \$87.5K in projected expenses
 - i. Driveway, crack fill, reseal: \$20K
 - ii. Stairs: \$28K
 - iii. Epoxy: \$33K
 - iiii. Replace Courtyard & North Fence: \$6.5K
 - b. As of 11/4/15: \$42,296.55 in Reserve Account
 - c. Estimated 12/31/16: \$49,796.55 in Reserve Account
 - d. Add an additional 20% of proposed 2016 Budget: \$47,792.40

4) Insurance Claims

- a. New claims to report?
 - i. No new claims
 - ii. Settled #7206 claim
 - 1. Replaced carpet, linoleum, vanity
 - iii. #6201 Washing Machine leak
- b. Raise deductible?
 - i. Jason spoke with LC about raising it
 - ii. Currently \$1K
 - 1. Board moves to keep it at this level
 - iii. Important to have "Gap Coverage" per Lucas Peck
 - iiii. Most losses meet deductible threshold
- c. Owner Punch List
 - i. Is it being used?
 - 1. Jason will reach out to owners that rent their units
 - ii. Get it on website (MA)
 - iii. New units

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- ii. Get it on website (MA)
- iii. Newsletter
- iiii. Distribute at Annual Meeting

5) PROPERTY MANAGER REPORT: Recap and Updates

- a. Walk thru recap
 - i. What items have been completed
 1. Fall tasks
 - ii. Satellite dishes
 1. Must be attached to personal property only
 2. Dishes attached to roof and or fascia will be removed at owners' expense
- b. Complaint from MaryJo
 - i. Jason checked for a leak in roof and found none
 - ii. MaryJo (and any other owners) **not** allowed to do any work to the roof
- c. Winter Projects
 1. Gutter work
 - a. 2000, 8000
 2. Gutter replacement
 - a. 7000
 3. Current voltage of heat tape and can we increase that?
 - a. Could we use a 'hot edge system'?
- d. Spring/Summer Projects Upcoming
 - i. Driveways
 - ii. Upper level epoxy
 - iii. Stairs & Footers

6) PARKING ISSUE:

- a. Fining structure
 - i. Owner presented with a statement of resolution
 - ii. Inform owner that Board can take legal action
 - iii. Motion to change fee structure: \$210 every 7 days
 1. First: Melanie Dorskocil
 2. Second: Zander Higbie
- b. Enforcement
 - i. Take picture of violation and send to Stephanie
 1. Plate #, vehicle description, Unit of owner, date of offense, fine warning, time, fee, and timeline for action
 - ii. Jason will post a notice one the vehicle & door of relevant unit
 - iii. Jason will send a follow-up email to Stephanie if offense is not resolved
 - iiii. Violation Notices
 1. Notice needs a 'description of violation'
 2. Owner has 7 days to remove vehicle according to Villas Regulations
 3. Board allowed to put a lien on offending owner's unit
- c. Assigned parking?
 - i. Would distribute rear-view tags if Board chooses this option

7) Trash/Garage Clearing Day?

- a. Owners will need to pay in for cost of hauling trash

8) Garbage & Recycling

- a. Needs to be placed outside garage by 7AM on day of and left out until 5PM
- b. Jason will speak with Mountain Waste manager for a later pick up time

9) Schedule 2016 quarterly meetings (subject to change)

- a. Wednesdays @ 7PM

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- a. Wednesdays @ 7PM
 - i. April 6th, 2016
 - ii. June 8th, 2016
 - iii. September 7th, 2016
 - iiii. November 2nd, 2016

10) ANNUAL MEETING: Annual Meeting is Thursday, February 4, 2016 at 6pm

Reminder to circulate 2016 Financials to Owners by Feb 12th

*update proxy: re-email it with Agenda & 2016 Budget

11) NEW ITEMS: Items not originally listed on Agenda; questions, comments, announcements?

- a. ACH Bill-Pay
 - i. When dues increase, will the billed amount automatically increase?
 - 1. (AC) will check with Stephanie
 - ii. Put auto-pay sign-up information on website
- b. Annual Meeting Agenda review
- c. New Board Member
 - i. Replacement for Lee Wilson
 - 1. Ben Brennan?
- d. Homeowner Responsibility Education Requirement
 - i. Research what this means & how to provide it (MD & ZH)
 - ii. Can include it in Annual Meeting
 - 1. Ex: Punch List review by Jason?

12) Meeting adjournment

1st: Lee Wilson 2nd: Abigail Cunningham Time: 9:08PM

~ ~ ~ Thank you for your time and commitment! ~ ~ ~