

Villas at Elk Run Meeting Minutes
May 1st, 2018 8:00pm
Quarterly Meeting
Location: Higbie residence, 130 Ptarmigan Court, Basalt, CO

Board Members and Owners in Attendance:

Catharine Pieck - President
Abigail Cunningham - Treasurer
Zander Higbie- Secretary
Ben Brennan – Member
Jason Anderson – Villas Property Manager
Simon Daniels – Owner (unit ??)

Call to Order: 8:11PM Quorum established: 4 out of 4 Board members in attendance

First: Abigail Cunningham
Second: Catharine Pieck

Approval of March 8, 2018 Board Meeting Minutes

First: Ben Brennan
Second: Abigail Cunningham

Old Business

- A. Trash Removal Contract
 - 1. Under contract until March 2019 with Waste Management.
 - a. Contract auto-renews every 3 years. Need 90-day notice to cancel.
 - b. Board recommends exploring options by end of 2018.
 - c. Will at least renegotiate contract.
 - d. When last explored in fall 2017, the alternatives were similar in cost
 - e. Dumpsters discussed as an unfavorable option.
- B. Michael and Villas Website
 - 1. Zander will contact Stephanie for pet forms and parking forms to add to website.

New Business

- A. Abigail Cunningham will be selling her unit and stepping down from the Board.
- B. Simon Daniels (present at meeting) is suggested as a replacement board member
 - 1. Move to add Simon to the board to replace departing Abigail:
 - a. First: Catharine Pieck
 - b. Second: Abigail Cunningham
 - c. Unanimously approved
- C. Increase in water costs
 - 1. With summer approaching board recommended the suggestion of resident water conservation in next newsletter.

- D. Jason completed a homeowner complaint form.
 - 1. Zander will send to Michael Alvarez to post on Villas Website.
- E. Fire Prevention and Grill Safety
 - 1. Will add notice of fire prevention issues to newsletter and Jason will post notices of caution on the door of each unit.

Financials

- A. Water bill is up as expected - approximately 40%.
- B. Snow removal 2017-18 winter was up. Jason will review it.
- C. HOA dues are current.
- D. Abigail will be stepping down when she moves in July. Will be available to consult.
- E. Jason will look into charges for requests from real estate agents for HOA financials.
 - 1. Discussed possibility of charging agents for their requests.

Property Manager's Report

- A. Completed Projects
 - 1. Removed old, deteriorated mailbox posts. Installed fabricated steel posts in front of old bolts. Installed additional large parcel mail box.
 - 2. Installed hot edge system on remaining buildings.
 - 3. Installed heat tape timers on all buildings. Applied for Holy Cross and CORE Energy rebate.
 - 4. Replaced rotten handrails on 1000 building stairwell.
 - 5. Contacted owner of abandoned vehicle (Brenna owner, 9204).
 - a. Glenwood Fire to tow vehicle next week.
 - b. Vehicle will be used for accident simulation.
 - 6. Called locate for trees along Two Rivers Rd.
 - a. Discuss with Board a budget on trees.
 - b. From prior discussions: trees to screen 2000 building, plant in ditch near fire house, and between 4000 and 6000 buildings.
 - 7. Secured updated pet count.
 - 8. Drafted formal complaint notice.
 - 9. Installed speed bumps.
 - 10. Put away salt buckets.
 - 11. Purchased and installed exterior light bulbs.
 - 12. Purchased light bulb globe covers.
 - 13. Completed fire extinguisher inspection and replacement.
- B. Current Projects
 - 1. Irrigation start-up scheduled for Monday.
 - 2. Meeting with Mike Coyle on Monday to discuss irrigation, water usage, tree location.
 - 3. Dryer vent cleaning: 1 building per week, beginning this month.
 - 4. Re-secure dog pot post in front of 5000 building.

5. Secure pricing for custom handrail profile from Summers Architectural Mouldings.
 - a. Will look at replacing needed handrails with standard pattern.

C. Future Projects

1. Floor repair and top floor epoxy edge repair.
2. Flagstone pathways on 8000 building.
3. Window cleaning: June.
4. Jason meeting with Mike Coyle:
 - a. Request landscaping bill to be sent monthly
 - b. Limit additional charges.
 - c. Last year additional charges were higher than expected.

Next Board Meeting

August 9th, 2018, 7:00PM

Meeting Adjourned at 9:25pm

First: Catharine Pieck

Second: Ben Brennan