

**Villas at Elk Run Meeting Minutes**  
**May 1, 2019 8:00am**  
**Quarterly Meeting**  
**Location: Higbie residence, 130 Ptarmigan Court, Basalt, CO**

**Board Members in Attendance:**

Catharine Pieck - President  
Zander Higbie - Secretary  
Abigail Cunningham - Treasurer  
Holly Upper – Board Member  
Ben Brennan – Board Member  
Melanie Duskocil – Board Member  
Jason Anderson – Villas Property Manager

**Call to Order**

8:10 a.m. Quorum established: 5 out of 5 Board members in attendance  
First: Catharine Pieck  
Second: Holly Upper

**Executive Session**

Discussed painting bids and Villas Capital Reserve

**Confirm future meeting dates:**

A. Confirm meeting date: July 9, 8:00 a.m.

**Approval of February 28, 2019 meeting minutes**

First: Holly Upper  
Second: Melanie Duskocil  
Send to Michael for website (Zander)

**Old Business**

- A. Repainting of property
  - 1. Board voted to delay start of painting until summer 2020 in order to solicit additional bids, and build the capital reserve to offset the project costs.
- B. Trash removal contract
  - 1. Board voted to sign new five-year contract with Mountain Waste after Villas conditions were met.

**Financial Report**

- A. On budget apart from the following:
  - 1. to trash removal discussions.
  - 2. Misc., general, administration
  - 3. Treasurer costs
- B. \$10,000+ surplus from last year is still in operating account. Abigail suggests that be moved into working reserves.
- C. Electric last year was under budget so it appears heat tape is saving money.
- D. Will need to budget \$1,200 per year for testing of backflow devices.

## **Property Manager's Report**

### **A. Current projects:**

1. Removed trash and contacted Helen (5204) about benches and patio chair. Helen inquired whether she can leave her chaise lounges in the common area.
2. Purchased replacement gutter and downspout materials.
  - a. We will install the replacement gutters next week.
3. Removing and replacing damaged patio materials and handrails.
  - a. Handrail materials being milled and should be ready in 10 days.
4. Removed tree stump in center courtyard
5. Completed fire extinguisher inspection and service.
6. Completed backflow device inspections and submitted results to the Town of Basalt.
  - a. Irrigation backflow inspection will take place after irrigation start-up takes place.
  - b. One backflow location was problematic from an access standpoint. Wiley Mechanical will address this backflow inspection.

### **B. Future Projects (May)**

1. Speed bump installation
2. Planting additional trees.
3. Satellite dish audit. Will notify owners with violations of placement or multiple dishes.

## **New Business**

- A. Board agreed that property management tasks will be placed on Google doc to track timing and completion.
- B. Board investigating the possibility of Villas obtaining a credit card that can be used by Jason for relevant Villas projects, rather than Jason billing Villas for purchases.
- C. Board agreed that violation notices should come from Board instead of Jason.
  1. Board intends to create paper record for these infractions and reduce some of the time Jason spends enforcing HOA regulations.
  2. Board intends to attach digital images to the violation notices, including time of offense, to track and record violations.
- D. Board agreed to send request for owner and tenant email addresses with the 2020 annual meeting notice. A link will be added to the Villas website where owners and tenants can submit contact details.
- E. Jason will explore the cost of treating vs. replacing stairway brackets to reduce rust stains.

## **Motion to adjourn, 10:03 a.m.**

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