

Villas at Elk Run Meeting Minutes
July 9, 2019 8:00AM
Quarterly Meeting
Location: Higbie residence, 130 Ptarmigan Court, Basalt, CO

Board Members in Attendance:

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

Call to Order

8:08 a.m. Quorum established
1st: Zander Higbie
2nd: Ben Brennan

Confirm future meeting dates:

October 14, 8:00 a.m.

Approval of May 1 meeting minutes, with condition of clarifying Treasurers

1st: Holly Upper
2nd: Melanie Dorskocil

Old Business

- A. Gmail account and Google Drive was set up to create spreadsheets for tracking:
 - 1. Parking
 - 2. Pets
 - 3. Trash
 - 4. Miscellaneous violations
 - 5. Maintenance and property management projects
- B. Stephanie at Hobbs & Murphy will have a template that will be sent for notification of violation.
- C. Stephanie will check Gmail account.

Financial Report

- A. Currently on budget and waiting for financials from Stephanie

Property Manager's Report

- A. Current projects:
 - 1. Processing heat tape rebate for plug-in heat tapes. Expecting costs to be higher than previous winter.
 - a. Heat tape credit from 11/21/18 - 4/3/19
 - b. Utility usage up from previous year due to snowfall amounts.
 - 2. Satellite dish audit:
 - a. Removing dishes and dish cables at the owner's expense.
 - 3. Handrail project:
 - a. Removed rotten handrail materials and replaced handrails with same profile match.
 - 4. Discussed options for stairwell bracket replacement:
 - a. There would be 18 exposed stairwells to replace.

- b. Board decided to experiment with one stairwell treating existing brackets.
 - c. Discussed replacing entire stairwell with metal railings and treads, approximately \$15,000 per stairwell.
5. Landscaping
- a. Greenscape monitoring water use.
 - b. Weeding rock beds around all buildings.
 - c. Board comment that weeding was late and weeds were overgrown. Questioned whether they can do this more frequently.
 - d. Board question to trim bushes in rock beds earlier in the year.
 - e. Board asked to have landscaper explore alternative to rock beds.
6. Cold patch
- a. Backfilled hole in front of 9000 building (9204) with asphalt.
 - b. Board comment that fill does not appear adequate and is not visually appealing.

New Business

- A. Board requests that property manager posts Villas rules and regulations on doors twice each year:
 - 1. December and June.
- B. Board suggested placing property maintenance priorities on a spreadsheet.
 - 1. List and prioritize items such as: rock beds, fence between Columbines, epoxy, stairwells and brackets, painting, siding.
- B. Siding on 8000 building is deteriorating as viewed in walk through.
 - 1. Explore replacement of Hardie board, possibly simultaneous with painting.

Motion to adjourn at 9:10 a.m.

- 1st: Zander Higbie
- 2nd: Catharine Pieck