

Villas at Elk Run Meeting Minutes
October 13, 2019 8:00 a.m.
Quarterly Meeting
Location: Holly Upper residence, 8202 Elk Lane, Basalt, CO

Board Members in Attendance:

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

Call to Order

8:10AM Quorum
1st: Zander Higbie
2nd: Catharine Pieck

Confirm future meeting dates:

November 25, 2019, 8:00 a.m.

Approval of July 9 meeting minutes

1st: Holly Upper
2nd: Zander Higbie

Old Business

- A. Rock beds, shrubs and weeding
 - 1. Weeding was conducted over the summer
 - 2. Shrubs in the rock beds received a limited trimming in the fall and will be trimmed in the spring when that is a better time to limit growth.
 - 3. Weeding of rock beds is not in Michael's current contract.
 - 4. Will look at original contract and determine whether it was in current year contract.
 - 5. Jason will contact Michael about next year contract and discuss including weeding of rock beds and trimming of rock bed shrubs.
- B. Exploring options for entryways provided by Linda McGowan, the structural engineer who was previously hired to evaluate.
 - 1. Looking at archives from 2017.
 - 2. Holly will send current pictures.
 - 3. Linda will provide suggestions for product that will adhere to concrete.

Financial Report

- A. Over budget for legal fees, snow removal, electricity, trash removal, and water.
 - 1. Trash removal costs will likely continue to increase in the future with "pass-through" costs in the contract such as fuel cost increases and recycling cost increases.
 - 2. Water is over budget but it is straight-lined through the fiscal year, so it is likely to come back into budget range.
 - 3. Capital expenses are up from last year, primarily due to repair of handrails.

- B. Under budget for office supplies, pet clean up, landscaping, maintenance.
- C. Will be exploring maintenance budget for: painting, concrete in entryways, parking lot maintenance.

Property Manager's Report

A. Completed Projects:

1. Removed and replaced exterior handrails where they were damaged. Cut drainage so water does not pool at bottom.
2. Removed speed bumps.
3. Plumbing repair 3206: Bathtub drain leaked causing damage to hallway ceiling of 3103. Repairs have been completed and invoiced to owner of 3206.
4. Satellite dishes: Six abandoned dishes have been removed. Owners have been invoiced for cost of removal.
5. Sprinkler system has been winterized.
6. Replaced exterior light bulbs, globes and broken fixtures.

B. Current Projects:

1. Repairing buckling Hardie board siding on west aspects of 8000 building. Will evaluate other buildings.
2. Entry sign repair: signs showing fading and damage to trim. Currently sanding, staining and painting signs.
3. Checking and repairing downspouts to ensure water is not pooling next to deck partition walls.
4. Updating Google Drive violation tracker spreadsheet.
5. Conducting pet count.
6. Performing gutter inspection and count of sheet metal colors to help determine future painting.
7. Comparing treated metal stairwell brackets vs. stainless steel. Will compare pricing options.
 - a. Testing in 6000 and 8000 buildings, north side of buildings.

C. Future Projects:

1. Concrete repairs for first floor areas of large and small buildings.
 - a. In the process of securing bids from flatwork contractors.
 - b. Estimated cost per large building, 1st floors only: \$40,000
 - c. Estimated cost per small building, 1st floors only: \$20,000
 - d. Contractors to provide line item for 2nd floor repairs.
 - e. Finish could be brushed finish (similar to what was installed on the north side of the 6000 building) or exposed 3/8" aggregate.
 - f. Contractors have agreed that pooling water on original flatwork could be the cause of freeze/ thaw concrete damage. They propose adding a swale for drainage (i.e. proper sloping to divert standing water).
2. Parking lot maintenance: crack fill, seal coat and restriping bids.
 - a. Crack-filling and sealcoating protects asphalt.
 - b. Last completed in 2017
 - c. We have proposals from 3 contractors.
 - d. Estimated cost is about approximately \$20,000.

e. Sealco has provided a quality product but is more expensive. Jason has call into contractors regarding the longevity of the products.

New Business

- A. Discussed pet station near 1000 building and non-residents using it. Jason will approach Town of Basalt about reimbursement for bags.
- B. Unit 3205 (Helen Zeugheuser) installed exterior mount A/C unit. Mounts must be removed and damage repaired. Jason will contact owner.
- C. Need to add A/C and satellite installation policy to website.
- D. Add to trash policy on website: a smaller trash can can be requested from the waste company.
- E. Add to smoking policy to website: Town of Basalt mandated smoking distance from buildings is 200 feet.

Meeting adjourned 10:19 a.m.

1st: Catharine Pieck

2nd: Holly Upper