

Villas at Elk Run Meeting Minutes
April 22, 2020 9:00 a.m.
Quarterly Meeting
Location: meeting online via zoom

Board Members in Attendance:

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

Call to Order:

9:05 a.m. Quorum established
1st: Catharine Pieck
2nd: Melanie Doscocil

Approval of November 25, 2019 meeting minutes:

Minutes to be reviewed individually, with comments sent to Zander.

Old Business:

A. Melanie will follow up with an architect contact to look into the possibility of fixed awnings over courtyards and entrances.

Property Manager's Report:

A. Completed projects:

1. Issued parking violations to units #5203 and #7207. Issued parking fine x2 vehicles for #7207.
2. Issued noise violation to #4201.
3. Completed leak repairs/ mitigation between units #8203 and #8103. Leak was caused by a faulty garbage disposal. Drywall repairs were completed and repairs invoiced to #8203.
4. Responded to leak call from unit #4012. Water was coming from #4202 shower. The tenant of #4202 replaced tub faucet. He is a handyman and Jason inspected repairs, then contacted downstairs tenant to confirm repairs resolved leak. No drywall damages noted.
5. Monitored heat tapes throughout the winter and turned off heat tapes in March.
6. Placed salt buckets in storage.
7. Contacted Mic Baca, structural engineer, for courtyard/walkway coverage ideas. We will meet when "stay at home" orders lifted.

B. Current projects:

1. Irrigation start-up: April 30
2. Install speed bumps.
3. Crack fill driveway gaps.
4. Pressure wash garage doors and common areas.

5. Clean exterior windows.
 - a. Board suggests owners clean sliding doors on decks, not HOA.

C. Future projects:

1. Replace stairwell brackets.
2. Repair epoxy on 2nd floor landings.
3. Complete required exterior repairs and maintenance.

Financial Report:

- A. Stephanie reports that she has not yet received any requests for deferred HOA dues.
 1. Board determined that resources are available for those who may need financial assistance and will make information on those resources available to those in need.
- B. Waste Management has increased rate with their new contract year.
 1. Increase is due primarily to an increase in the cost of recycling.
 2. Holly is in contact with Waste Management to ensure increase is within parameters set in contract.
 3. Zander will contact Pitkin County Landfill to ask their recycling recommendations.

New Business:

- A. Board agreed to establishing a zero-tolerance policy regarding smoking outside units.
First: Holly Upper
Second: Ben Brennan
- B. Jason says landscapers plan to trim shrubs around buildings. They were delayed due to COVID work restrictions.

Confirm future meeting dates:

- A. Monday, June 16, 2020.

Meeting adjourned 10:00 a.m.

- 1st: Ben Brennan
- 2nd: Catharine Pieck