

**Villas at Elk Run Meeting Minutes**  
**November 25, 2019 8:00 a.m.**  
**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 Doscocil – Board Member  
Jason Anderson – Villas Property Manager

**Call to Order:**

8:07 a.m. Quorum established  
1<sup>st</sup>: Zander Higbie  
2<sup>nd</sup>: Catharine Pieck

**Confirm future meeting dates:**

- A. Annual HOA meeting: January 29, 2020, 6:30 p.m., Basalt Town Hall.
- B. Board will meet prior to annual meeting if necessary.
- C. Next board meeting Wednesday, February 26, 2020, 7:00 p.m. at Higbie residence.

**Approval of October 13<sup>th</sup> meeting minutes:**

1<sup>st</sup>: Zander Higbie  
2<sup>nd</sup>: Catharine Pieck

**Old Business:**

**Property Manager's Report:**

- A. Completed Projects:
  - 1. Repaired exterior siding of 8000 building Hardie board.
    - a. Board requests that Jason takes before/after photos of projects.
    - b. When windows are changed, owners may be responsible any resulting damage and Hardie board repair.
  - 2. Secured updated Villas pet count: 30 dogs counted.
    - a. Holly will reconcile with Stephanie verify Hobbs & Murphy count and those currently paying pet fee.
  - 3. Issued parking warning to unit #7207 and noise violations to #4104 and #8207.
  - 4. Secured parking lot seal coat pricing.
  - 5. Measured common area walkways, courtyards, and common area landings for concrete square footage quotes.
    - a. Areas totaled 16,000 sq. feet.
    - b. Talked to Alonzo Arroyos regarding concrete bid.
    - c. Holly requested possible texture to concrete to prevent slipping.
  - 6. Contacted structural engineer Mic Baca, for information regarding structural integrity of stairwell footers.

- a. Baca can meet with Board in December.
  - b. Linda McGowan most likely unwilling to offer assistance.
  - c. Because of high price per bracket for stainless (approx. \$40), Jason recommends galvanized brackets for approximately 25% of cost.
7. Completed drywall repairs and painting in 3000 building. Invoiced owner for repairs because the loss originated from the bathtub in 3206.
- a. The repair amount was less than the Association's deductible. No insurance claim filed.

**B. Current Projects:**

1. Monitoring weather and need to turn on building heat tapes.
2. Contacted Matt Wagner from Town of Basalt regarding pet waste station bags. A message was left for Bierbaum with Streets regarding a petition for the town to provide pet waste bags.
3. Met with Alonso Arroyos from JA Flatwork Concrete Contractors regarding exterior concrete repairs.
  - a. Bid to include remove and replace concrete, add relief joints in concrete for expansion and drainage on exterior walkways and fiber mesh for stability.
  - b. He recommends courtyards sloping towards the parking lot instead of towards stairwells in courtyard.
  - c. Called TJ concrete and no response. Voicemail is full. Jason emailed them.
4. Stairwells:
  - a. Secured pricing for galvanized brackets and lags from Lowes and information for priming and painting galvanized hardware from Summit Lumber.
  - b. Lowe's cannot source stainless steel brackets/ hardware.
  - c. \$481.67 cost of hardware (brackets and lags) per stairwell.
  - d. Additional \$100 for footer hardware.
  - e. 6x6 beams and footers would have to be jacked up during the concrete replacement.
  - f. \$50 for galvanized primer, Direct to Metal (DTM) paint per stairwell and painting supplies.
5. Responded to leaky bathroom vent boot in unit #4204. Roofer to replace pipe jack.
6. Measuring gutter and downspout linear foot per building.

**C. Future Projects:**

1. Exterior building painting.
2. Stairwell repairs: To include replacement of steps where needed, treat hardware and lag bolts.
3. Parking lot maintenance: Crack fill, sealcoat and striping.
4. Sidewalks and courtyards.

**Financial Report:**

- A. Exterior painting:
1. With current reserves, it appears that more than one paint color change is financially unrealistic.
  2. Green of gutters is factory painted and costly to change.

3. Recommendation made by Abigail to maintain same color for reasons of cost. Cost for repainting in same color exists in the current reserves. Board in agreement.

B. Estimated actuals for 2019:

1. At this point we will be over-budget approximately \$4,600.
  - a. Due primarily to snow removal, electric, and legal costs for work on new trash removal contract.
  - b. Overage will be offset with 2018 working capital, bringing actuals down to \$2,000 over budget.
  - c. Jason expects further 2019 savings in gutter maintenance.

B. Proposed 2020 budget:

1. Increasing budget by 3.2%, that increases capital reserve to 4%.
2. Suggestion made to request formal bids for exterior painting with same color.
3. Will likely split painting between two years.

**New Business:**

A. Snow removal parameters in Jason's contract:

1. Standard 3 inch for plowing. .5 inch for shoveling.
2. Contract is shoveling after 8 a.m. and plowing within a reasonable time prior to compacting.

B. Newsletter:

1. Jason will confirm availability of Basalt Town Hall for annual HOA on January 29, 2020. Once confirmed will add to newsletter.
2. Add a reminder about caution with snow and ice in public areas.
3. Add a reminder 2-minute idling law for cars.

**Meeting adjourned 9:58 a.m.**

1<sup>st</sup>: Catharine Pieck

2<sup>nd</sup>: Zander Higbie