

Villas at Elk Run Meeting Minutes
August 4, 2020 8:00 a.m.
Quarterly Meeting
Location: meeting online via Zoom

Board Members in Attendance:

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

Call to Order:

8:04 a.m. Quorum established
1st: Ben Brennan
2nd: Holly Upper

Approval of June 16, 2020 meeting minutes:

Will approve by email

Old Business:

A. Discuss and vote on changes and updates to Villas website.

1. Determined that the Board cannot regulate smoking inside unit.
2. Holly is completing a list of Board proposed updates and changes to the website. These updates will be sent to Michael Alvarez to post on the website.

B. Board voted unanimously to approve the following policy changes, clarifications and fine structures:

1. General Fine Structure:

- 1st Offense: Verbal and written warning
- 2nd Offense: \$100 fine
- 3rd Offense: \$150 fine
- Each additional offense increases by \$50

2. Garages:

a. Fine Structure:

- 1st Offense – Written Warning
- 2nd Offense - \$100
- 3rd Offense - \$150
- Each additional offense will increase fine by \$50

b. Add to the policy that the use of the garage for the purpose of a business and/or living space is strictly prohibited. This is a zero-tolerance policy.

3. Trash:

- a. Add to the policy: “Trash, debris, and /or garbage left in the common areas may be removed by the Association at a cost plus a reasonable premium assessed against the unit.”
- b. Add to the policy: “If the trash can provided by the trash removal company is too big, owners may call them and they will take it back. Owners may purchase a smaller trash receptacle at their expense.”
- c. Fine Structure addition:
 - i. Each additional offense will increase fine by \$50

4. Storage or Personal Property:

- a. Add to the policy: “Any personal property left in the general common elements may be presumed abandoned and will be disposed of by the Association at no liability to the Association.”
- b. Add to the Policy to incorporate Board discussion regarding bikes: “Only patio furniture, furniture or bikes deemed acceptable (i.e. appears to be organized and free from clutter) is allowed on patios and balconies.
- c. Add to the Policy: “In all cases, the HOA Board will be the final judge as to the condition of the common areas and limited common areas, in order to ensure a pleasing appearance to the entire complex.”
- d. Fine Structure:
 - 1st Offense – Written Warning
 - 2nd Offense - \$100
 - 3rd Offense - \$150
 - Each additional offense will increase fine by \$50

5. TV Dish Violation Policy:

- a. Add to the policy: “No antenna of any sort shall be placed, allowed, or maintained on any portion of the general or limited common elements without permission from the HOA Board. Failure to notify could result in its removal.”
- b. Fine Structure:
 - 1st Offense – Written Warning
 - 2nd Offense - \$100
 - 3rd Offense - \$150
 - 4th Offense – Dish / Antenna will be removed at owner’s expense

C. Discussed the following policies that will be reviewed further and voted by email:

1. Pending Noise Policy

- a. Currently, the only noise rule in the bylaws pertains to barking dogs.
- b. Jason will explore other association policies as a starting point. Board will create a policy and adopt by email.
- c. Board agrees that once a policy is adopted it will follow the above listed General Fine Structure.

2. Air Conditioner installation policy

- a. Jason will email existing policy.
- b. Policy should state that if a/c unit is removed, building must be returned to original condition.

- c. Board agrees to review a/c policy that Jason sends and finalize any changes by email.
- 3. Short-term rental policy
 - a. Determined that short-term renters must adhere to the same rules & regulations as all other owners or renters.
 - b. Board agrees to research policies and determine the policy via email.
- 4. Discrepancies exist in bylaws in regard to timing of Annual HOA Meeting.
 - a. Board agrees that the wording allows Board to choose a different time and location, and therefore the bylaws do not need to be amended.

Property Manager's Report:

A. Completed projects:

- 1. Issued violation notices
 - a. #8104- Trash out day before pick-up
 - b. #8101- Trailer blocking driveway
- 2. Worked with attorney in providing documentation for tenant harassment case. Documented complaints brought forth by neighbor. Issued violation notices to unit owner.
- 3. Completed domestic and irrigation back-flow testing.
- 4. Trimmed shrubs around buildings.
 - a. Completed by Greenscape.
- 5. Pressure washed garage doors.
- 6. Removed fallen tree in courtyard.
 - a. Tree fell on an electrical transformer.
 - i. The Fire Department evaluated the transformer and there was no damage.
 - b. 1x4 pickets not in stock at Lowes or Valley Lumber.
 - i. Waiting to purchase when in stock.
 - c. Initiated an insurance claim because of slight scratches to a renter's truck.
 - i. Insurance denied claim because "Act of nature" clause.
- 7. Secured loss payment for loss claim Unit #2202
 - a. Owner had water coming through the ceiling of his master shower ceiling. The damage was a result of a prior remodel.
 - b. Previous owner has paid for mitigation and repairs.
- 8. Completed bathroom ceiling repairs in Unit #3102.
 - a. Loss was a result of a faulty shower tub diverter in the upstairs unit.
 - b. Repairs billed to owner of #3202.
- 9. Responded to leak in master bedroom of Unit #4204.
 - a. Met with roofer to re-secure roof boot/vent above master bedroom hallway.
- 10. Contacted Mic Baca for awning/courtyard covering ideas.
 - a. Mic recommends a soils test before proceeding with proposal.

B. Current projects:

- 1. Secured updated pet count.

2. Issued heat tape credit.
 - a. Plug-in and hard-wired tapes were on from December 4-March 30.
3. Stairwell bracket replacement
 - a. Exterior brackets replaced with treated galvanized
 - i. 7000, 5000, 3000, 4000, 2000, 1000
 - ii. Remaining buildings to be completed as well
 - iii. Will not use salt for stairs and walkways during winter and use sand instead.

C. Future Projects

1. Window cleaning proposals
 - a. First Impressions Window Cleaning:
 - \$70 per unit with sliding patio doors. \$60 without glass door
 - \$6,300 with sliding patio doors. \$5,400 without patio doors.
 - b. Birds Beware Window Cleaning:
 - To provide quote. Left message on Monday, 8/3 for follow up.
2. Greenscape- Remove weeds from rock beds?
 - a. Will secure bid (Jason)
3. Epoxy repairs to 2nd floor landings
 - a. 3000 building and 1000 building (west side)
4. Concrete work
 - a. Securing 3rd bid from Walters and Company Concrete
5. Secured 4th bid for seal coating and restriping for next season.
 - a. Black Mountain Sealcoating.
 - b. Property Imaging is no longer in business.
6. Problem tree removal in courtyards
 - a. Met with Aspen Tree Service for removal quote.
 - b. To include fire mitigation/tree trimming recommendations from Fire Department.

Financial Report:

- A. Villas is currently on budget apart from the following:
 1. Waste Management
 - a. \$1,160.25 over budget currently.
 2. Lawn Care
 - a. On budget.
- B. Accounts receivable is on track.

New Business:

- A. Create and Send Annual Survey
 1. Desires/Complaints/new projects to all owners
 2. Will be reviewed by Board and sent by end of year.
- B. Deck Treading Samples (Trex)
 1. Jason will get pricing info on materials
 2. Maintenance: the upfront cost is higher but maintenance cost is lower
 3. Liability: need to clarify with the Association's lawyer since bylaws state that the decks are the responsibility of the owner as a limited common element.
 4. HOA will create a list of approved materials and will draft a policy regarding approved materials and how they can be used.

Confirm future meeting dates:

A. Mid-September

Meeting adjourned 10:06 a.m.

1st: Holly Upper

2nd: Melanie Duskocil