

**Villas at Elk Run Meeting Minutes**  
**June 16, 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  
Jason Anderson – Villas Property Manager

**Call to Order:**

9:03 a.m. Quorum established  
1<sup>st</sup>: Ben Brennan  
2<sup>nd</sup>: Holly Upper

**Board into Executive Session with attorney Heather Manolakas.**

**Approval of April 22 meeting minutes:**

First: Catharine Pieck  
Second: Ben Brennan

**Old Business:**

A. Board will review website by Monday, June 22 and suggest updates and changes on a Google doc that Ben will create.

**Property Manager's Report:**

A. Completed projects:

1. Installed speed bumps
2. Repaired substrate concrete on 3000 building entrance.
3. Started irrigation system and repairs.
4. Greenscape has trimmed shrubs around the property.
5. Pressure washed common areas.
6. Pressure washed garage doors: buildings 1000, 2000, 4000, 6000 and 8000.
7. Prepped, primed and painted metal: buildings 3000, 5000 and 7000.

B. Current projects:

1. Pressure washing garage doors: buildings 3000, 5000 and 7000.
2. Window cleaning.
3. Backflow prevention device testing.

**Financial Report:**

A. Quarterly financials not yet available. They will be reviewed at the next board meeting.

**New Business:**

A. Exterior window washing:

1. Discussed whether sliding windows will be cleaned when other outdoor windows are cleaned, as Jason's team has done in the past, or whether that cleaning should be done by individual homeowners.
2. Jason will send an estimate of his cost difference between cleaning the doors or not and Board can vote on the issue.

**Confirm future meeting dates:**

- A. Board will meet in early August, after Holly has the Financials - Zander to send a reminder for a date to be set.

**Meeting adjourned 10:23 a.m.**

1<sup>st</sup>: Holly Upper

2<sup>nd</sup>: Catharine Pieck