

Villas at Elk Run Meeting Minutes
September 28, 2020 7:30 p.m.
Quarterly Meeting
Location: meeting online via Zoom

Board Members in Attendance:

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

Call to Order: 7:40 p.m.

Quorum established
1st: Zander Higbie
2nd: Melanie Duskocil

Approval of June 16, 2020 and August 4, 2020 meeting minutes:

- A. Approval of June 16, 2020 minutes:
1st: Holly
2nd: Catharine
- B. August 4, 2020 meeting minutes will be approved via email following today's meeting.

Old Business:

- A. Annual Survey of Homeowners:
1. Ben will draft a survey and distribute to the Board for approval.
- B. Deck Treading (Trex) Samples:
1. Jason will send sample colors
2. Discussed whether decks should be the responsibility of the owner or the HOA.
a. Bylaws state that decks are the responsibility of the owners, though some precedence has been set making them the responsibility of the HOA.
3. Agreed that the HOA attorney should be consulted regarding cost responsibility.
a. Melanie will draft an email to Heather.
- C. Website updates:
1. Michael is working on website updates. Wordpress PHP needs to be updated so there may be technical issues with the website updates and may potentially crash the website. Michael will have the website backed up.
2. Board approved Michael progressing with updates.

Property Manager's Report:

- A. Completed projects:
1. Exterior window and screen cleaning.
2. Replacement of stairwell brackets.
3. Sanded, primed and painted existing brackets on 6 buildings.

4. Issued parking violation to units #8102 (too many vehicles on parking lot), #4207 (expired plates), and #7207 (excessively loud muffler).
5. Repaired courtyard fence pickets.
6. Completed satellite dish audit. Counted 21 dishes. Jason agreed to contact owners where dishes are installed and make sure they are still in use.
7. Provided kW hour data for heat tape credit.
8. Replaced exterior light bulbs.
9. Secured insurance information for deck joist repair (Unit #3207) where tenant's vehicle hit the deck. Tenant's insurance is paying for repairs. Mic Baca inspected deck. Deck is structurally sound with slight damage underneath cantilevered joist.
10. Met with Mic for courtyard and patio coverage ideas. Mic will provide a quote for structural engineering courtyard and walkway awning.
11. Met with Basalt Assistant Fire Marshall and secured ideas for tree trimming and fire mitigation.
12. Removed speed bumps for parking lot maintenance.
13. Crack-fill, seal coat and re-stripe parking lot. Cold patched holes near stop sign near 2000 building. Sheen will flatten out over time.
14. Secured proposal for cottonwood tree removal from Aspen Tree Service.
 - a. Roughly \$8,000 to remove eight trees.
 - b. Jason will obtain alternate opinions to help prioritize which trees should be removed.

B. Current projects:

1. Alonso Arroyos Concrete: Remove concrete and epoxy. Replace areas with resin-reinforced concrete with fiber mesh base and rebar steel. 2nd floor problem patios-3000 building.
 - a. Jason proposes repairing 2nd floor interior patios first. The HOA Board is still discussing how to safely repair the courtyards and exterior patio areas.
2. Met with Tim Vogel, town arborist, to secure tree removal permit for problem cottonwoods.
2. Replace problem deck handrail materials.
3. Remove abandoned satellite dishes.
4. Remove swallow nests. Scrape and pressure wash dirty areas.
5. Repair deck joist on Unit #3207.
6. Securing options/sourcing poly post caps. Pricing for deck infrastructure options.
 - a. Jason will explore possibility of Trex railing, changing handrail and eliminating need for caps.

C. Future Projects

1. Fall gutter cleaning.
2. Test all heat tapes.
3. Sprinkler winterization.
4. Remove problem cottonwood trees.

Financial Report:

A. Tim Hobbs of Hobbs & Murphy is retiring.

1. Stephanie Wheeler, the Villas primary contact at Hobbs & Murphy, is opening her own accounting business, Tick N Tie Services Inc. and has sent a proposal to continue to work with the Villas.

- a. Stephanie's fee will be reduced from \$100/hr. to \$60/hr.
- b. Board voted unanimously to continue working with Stephanie.
- B. Pet registration fees will appear in the 3QT financials, as opposed to the 2QT like last year. This is only an issue of the timing of billing and reports.

New Business:

A. Roofs:

- 1. Roofs were replaced in 2011. Estimated lifespan is 35 years.
- 2. Jason suggests that a roofer should return to evaluate the current status of the roofs and recommend any repairs to ensure their lifespan is maximized.
 - a. Jason will obtain an estimate from a roofer for this project.

Confirm future meeting dates:

- A. Board meeting October 26, 2020, 9:00 a.m.
- B. Cat will email regarding a possible property walk through this fall.

Meeting adjourned 9:12 p.m.

- 1st: Catharine Pieck
- 2nd: Melanie Duskocil