

Villas at Elk Run Board Meeting
Wednesday, December 15, 2021, 7:30 a.m.
Quarterly Meeting
Location: online via Zoom

Board Members in attendance

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

Call to Order: 7:33 a.m.

Quorum established
1st: Catharine Pieck
2nd: Zander Higbie

Approve November 22, 2021 Board Meeting Minutes

1st: Catharine Pieck
2nd: Holly Upper

Old Business

A. Painting

1. Covered Samples
2. Price next year will be the same
3. The Villas is first on Lauro's list for next Spring 2022.
4. Repairs to buildings, prior to painting, will take place this winter, per Jason.

B. Issue with website images and rights

1. Bill cannot find any purchase of right to use image
2. Attorney is in contact with the company to negotiate a price for the use of the photo. Original price of the photo was \$750.
3. Photo was uploaded by Bill, who built the website and charged Villas for the work.

C. Repairs to deck on 6K building

1. Damage was done with removal of an a/c unit.
2. Jason will work on the northeast deck this winter to repair. Owner will be billed.

D. Building numbers:

1. Cost of number plaques: \$14,146.
 - a. Does not include shipping.

- b. Jason suggests the price of installing plaques will be minimal.

Financials Report:

A. Proposed Budget 2022

1. Increases in the following:
 - a. Legal costs
 - b. Increasing by 3% - Actuals for 2021.
 - i. Lost discount due to claim from 8K building.
 - c. Landscaping consistent with Actuals 2021 for maintenance of rock beds.
 - d. Repairs: by \$11,500 to repair items prior to painting.
 - e. Sewer: 4% increase.
 - f. Trash removal 10% increase.
 - g. Website: added hosting fee.

B. Reserves 2021:

1. Tree removal should be rolled to 2022 at cost of \$2,500
2. Concrete work in 2021, Martin & Martin: \$31,530
3. Painting expenses in 2021: \$9,950

C. Reserves 2022 estimates:

1. Painting: \$180,000
2. Number signs/plaques: \$25,000
3. Tree removal: \$2,500
4. Tree replacement: \$3,000
5. Concrete: \$200,000

D. Future concrete work, 2022-2025:

1. Including \$200,000 for 2022 concrete work.
2. \$5,000 site fee for drawings and reports needed to create a true estimate of work needed.
3. Engineers have suggested a survey to assess drainage.
4. Rough estimate of \$550,000 total cost listed in Reserve costs, with cost distributed from 2021 through 2025.
5. Plan to start on 2k, 8k, 9k buildings.

E. Proposed 2022 Dues increases:

1. 7.7% total dues increase needed to cover proposed budget and 2% increase to Reserves.
2. Increase in dues would range from approximately \$25 to \$42 per unit.
3. Proposed dues increase would avoid special assessment, with current estimated costs of large projects including: painting, concrete work, tree removal and replacement.

F. Board approved the following 2022 budget expenditures:

1. Reserve expenditures: \$500,500.00
2. 2022 Budget: \$320,161.00
3. Reserve dues will increase by 2%

Property Manager's Report:

A. Completed Projects

1. Turned on heat tape timers.
2. Removed epoxy from 2000 building courtyard and walkways.
3. Met with Anthony from Martin and Martin Engineering on 12/7.
 - a. Inspected concrete. No sign of tendon damage.

B. Current Projects

1. Martin and Martin Proposal:
 - a. Basic Scope of Services:
 - i. Performed on-site visit (on December 3, 2021) to evaluate the condition of the slab with the epoxy coating removed. We will document the concrete damage and deterioration throughout the courtyard and perimeter of the building.
 - ii. Design details for the recommended repairs to the PT concrete slab-on-grade. Repair details will include areas at the PT end anchorage zones requiring extreme care be exercised to prevent sudden failure.
 - iii. Issue Construction Documents for the repairs. We will include specifications and details for the Owner to send to qualified concrete repair Contractors.
 - b. Cost: \$5000
 - c. Preliminary drawings/progress set can be completed before 12/25 and submitted to Western Specialty Contractors (concrete contractor).
 - d. Please review Martin and Martin Proposal.

C. Violation Notices

1. Parking
 - a. 3104- two cars on the lot. Issued warning to the tenant and owner. Issued fine for 2nd violation.
 - b. 9101- Issued warning for parking in front of the garage.

New Business:

- A. No new business

Confirm 2022 HOA Annual Meeting Date:

A. January 26, 2022, 6:30p.m., via Zoom.

Confirm Future Meeting Date:

A. March 16th, 2022 at 5:00 p.m., via zoom.

B. Zander will email in mid-February to confirm date/time.

Motion to Adjourn 8:50 a.m.

1st: Catharine Pieck

2nd: Zander Higbie