

**Villas at Elk Run Board Meeting**  
**Wednesday, October 12, 2022, 12:00 p.m.**  
**Quarterly Meeting**  
**Location: online via Zoom**

**Board Members in attendance**

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

**Call to Order: 12:02 p.m.**

Quorum established  
1st: David Hays  
2nd: Ben Brennan

**Approve August 1, 2022 Board Meeting Minutes**

Approved with the addition of Melanie Doscocil to members in attendance.  
1st: David Hays  
2nd: Holly Upper

**Old Business**

A. Exterior Painting

1. Jason, Ben and David will schedule a walk through with Lauro to discuss finishing the buildings facing Two Rivers Road this fall and touching up the currently painted buildings before the end of the painting season.
2. Jason, Ben, and David will look at the quality of work to date and discuss with Lauro.
3. Worth discussing the possibility of another painter for next year.
4. Windows will need to be washed following painting and stucco.
5. Washing garage doors: Jason will explore the possibility of washing doors on buildings that have been painted.

B. Stucco:

1. Discuss with Lauro the possibility of doing stucco on all columns on remaining buildings.

C. Unit numbers:

1. Numbers have arrived and some are installed on 1000 building. Jason will install numbers on buildings that have been painted.

D. Concrete project: Western Specialty Contractors

1. Concrete poured and Jason says it looks good.
2. They replaced and reattached several tendons.

3. Sloped the courtyard so water will drain away from the courtyard.
4. Added 4.5 inches of concrete instead of 2 inches, increasing the project cost by approximately \$3,500.
5. Project was completed for the most part as expected and planned.

E. Insurance:

1. David received a proposal/estimate from Mountain West. Estimate is \$51,700.
2. Estimate is much lower than the \$67,000 estimate from our current policy with American Family.
3. David will ask about grills and playground, which is not allowed with our current plan with American Family.
4. Board voted unanimously to switch to Mountain West if the price comes in lower than American Family.
5. Jason will explore removal of playground.

**Financial Report:**

A. 2022 Budget to Projected Variance:

1. Projected actual variances that are over budget:
  - a. Insurance: \$15,092.65 - Lost our discount due to insurance claim for 8104.
  - b. Landscaping: \$5,794.50 - Additional services of weeding rock beds and leaf maintenance.
  - c. Repairs & maintenance: \$24,740.25 - Increase due to support beam replacements during painting project.
  - d. Snow removal: \$1,574.43 - projecting conservatively for heavy snowfall.
  - e. Sewer: \$2,220.60
2. Projected actual variances of expense that are under budget:
  - a. Accounting: -\$1,591
  - b. Legal: -\$2,488.50
  - c. Dog maintenance: -\$1,415.00 - Collected more fees than expected.
  - d. Electricity: -\$1,979.90 - Budgeted conservatively.
  - e. Water: -\$5,944.51 - Budgeted conservatively.

B. Expected significant upcoming capital projects:

1. Concrete
2. Stucco
3. Painting
4. Driveway reseal
5. Courtyard TREX railing
6. Replacement of exterior light fixtures

C. Unpaid dues: Unit #3206 and Unit #4207. Both units will be sent notice of lien.

**Property Manager's Report:**

A. Current Projects

1. Replaced all LVL courtyard beams, plywood covering and posts (where required). Installed correct flashing to prevent water from entering behind the new wood.
  - a. Most courtyard beams had mildew behind the plywood.
2. Replaced trim between patios on large building entryways.
3. Replaced window trim.
4. Replaced handrails with Trex. Replaced rotten 2x2 support pickets.
5. Removed tree near carwash.
6. Removed post caps from painted buildings.
7. Western Specialty Contractors completed concrete work.
  - a. Repaired tendon near car wash and terminated end of tendon.
  - b. The job called for more concrete. Originally quoted at 2" depth. Actual concrete depth was 4.5". Additional concrete cost \$3,504.
  - c. We have requested a final invoice and quote for remaining building walkway repairs from Western.

B. Current Projects:

1. Tagging pillars for stucco repair.
2. Work with Lauro on determining any other lumber replacement before painting.
3. Install new house numbers.
4. Dryer vent cleaning.
5. Walk through with Lauro for the end of season status of painting: October 18, 9:00 a.m.

**New Business:**

A. Stairs on 9000 building.

1. Concrete is in poor condition and an extra layer exists on the top stair.
2. Jason will discuss concrete with the contractor who completed the work last year, Alonzo Arroyos.

B. New owner in Unit #3104 suggesting her unit has some water damage.

1. Sent an email to Stephanie and contacted Jason.
2. Plumber Mitch suggested damage is from an old leak.
3. Will investigate further.

**Confirm Future Meeting Date:**

Thursday, November 3, 9:00 a.m.

**Motion to Adjourn 12:59 p.m.**

- 1st: Zander Higbie  
2nd: David Hayes

