

**Villas at Elk Run Board Meeting**  
**Friday, September 6, 2024, 8:00 a.m.**  
**Quarterly Meeting**  
**Location: online**

**Board Members in attendance**

Ben Brennan – Co-President  
David Hays - Co-President  
Holly Upper - Treasurer  
Melanie Duskocil - Board Member  
Catharine Pieck - Board Member  
Matt Corbin - Board Member

**Call to Order: 8:02 a.m.**

First: David Hays  
Second: Melanie Duskocil  
Quorum established

**Approval of June 28, 2024 Board Meeting Minutes**

First: Melanie Duskocil  
Second: Ben Brennan  
Unanimous approval

**Financial Report**

- A. Review of Operating Expenses Year to Date-normal operating expenses (insurance, management, trash, landscaping, snow removal, etc).
- a. Stephanie said we are on track
    - i. Except for general maintenance as we do not have a budget from Jason.
  - b. Won't get new info until end of September
    - i. Current info is through June
  - c. Asked Jason for his info on maintenance budget
    - i. Never received it
    - ii. Repeat request for Jason's budget
      - 1. Said he would get it to Holly by next week (week of 9/9)
    - iii. Only gray area we have in financials
    - iv. Discussion of whether or not to do dryer vent cleaning this year
      - 1. Need to see if we did it last year
    - v. Indicated we don't have a lot of outstanding general maintenance left to complete
    - vi. Using Reserves for:
      - 1. Concrete landings
      - 2. Gutter replacement

3. Don't have a lot of Reserve balance because we kept Reserves flat due to assessment
4. Discussion of various ways conserving Reserve balance
  - a. Discussion of delinquent accounts #2208 and #4207
  - b. Holly made a motion, per lawyer, to maintain some of the loan HOA took out to keep \$175,000 to \$200,000 in Reserves in order to protect HOA from delinquency of dues and paying back loan. That means we will have \$10,000 in loan payment that HOA owes as a whole, and we will be paying previously unaccounted for interest on the overage.
    - i. Discussion of 7% compound interest
    - ii. Motion to approve:
      1. First: David Hays
      2. Second: Ben Brennen
      3. Unanimous approval
  - c. Discussion to increase dues with inflation plus another increase.
  - d. Discussion of holding off on projects to build up Reserves.

- B. Delinquencies and outstanding special assessments: Unit #2208 and #4207
  - a. Clarification of delinquencies and outstanding balances
  - b. Discussion of laws and HOA's rights and obligations
  - c. Discussion of how HOA attorney is advising and supporting HOA
    - i. Steps HOA must take legally
    - ii. Reviewed steps we have taken

### **Property Manager Report:**

- A. Completed Projects
  - a. Light bulb audit and bulb replacement
  - b. Pet audit
  - c. Replaced missing trim pieces on patios
  - d. Cleaned and stained fence.
  - e. Priced out speed bumps
  - f. Additional recommended locations: between 5000 and 7000 buildings, in front of 7000 buildings, in front of 4000 building and in front of 8000 building.
    - i. \$1,692.95 for 16 more speed bumps
    - ii. General idea, wait until spring 2025.
  - g. Heat tape credit.
  - h. Replaced gutter and downspout in front of 5000 building.
  - i. Replaced rotten beam in front of 5000 building deck.

- B. Current Projects

- a. Gutters and downspouts- West side of 2000, 4000, 8000 buildings.
  - i. Timeline next weeks.
  - ii. Cost: \$15,083
- b. Need more information on Parking hang tags.
  - i. Please see sample.
  - ii. How many?
  - iii. Tenant vs guest passes
  - iv. How to monitor and distribute?
  - v. Numbering system
  - vi. Size- 3"x5" or mini tags.
  - vii. Quality of tags. Avg. price is almost \$5 per tag for medium quality tag.
  - viii. Only a few responses.
  - ix. Google form vehicle registration might be the first step.
- c. We have the 5 MPH signs and posts.
  - i. Determine best location in a walkthrough with Ben and David.
- d. Parking enforcement, parking passes, removal of old vehicles
  - i. Did Jason put up the parking notice on doors as directed in last meeting? No he did not and said he would do it this time.
  - ii. Duggin's storing 2 unregistered vehicles
- C. Future projects
  - a. Secured quote to add insulation to attic spaces.
    - i. Limited common element
    - ii. Cut down on utility bills by about 20-30%
    - iii. Bringing up insulation from R-30 to R-49 (current code).
    - iv. Cooler in summer time and warmer in winter.
    - v. Create a "cold roof" = fewer ice dams.
    - vi. Potentially qualifies for rebates from Black Hills Energy.
    - vii. Contractor: Accurate Insulation
    - viii. \$44,460 or \$494 per unit.
  - b. Trex railing caps.
  - c. Stain/ waterproof steps?
  - d. Western Specialty Contractors
    - i. Upper patio repairs
    - ii. Mid-September.

## **Old Business**

## **New Business**

- A. David suggested we create a parking sub-committee to hash out issues of parking
  - a. Request for volunteers
    - i. Cat

- ii. Melanie
    - iii. Matt
  - b. Need a way that is legally approved to track parking violations.
    - i. Texting photos not approved.
    - ii. Need a google doc
- B. Discussion of length of time a vehicle can sit in the parking lot without moving
  - a. Motion to adopt a rule that there is 14-day time limit for a vehicle not to be moved, and with written notice to Jason to be able to extend
    - i. First: Cat
    - ii. Second: Matt
    - iii. Unanimous approval
  - b. Motion to adopt a rule that vehicles cannot be stored on property, and non-residents' vehicles cannot be stored on the property
    - i. First: Cat
    - ii. Second: Matt
    - iii. Unanimous approval
- C. Matt brought up water pooling where concrete wasn't property graded
  - a. Jason: need to speak to Western
- D. Car wash:
  - a. Trees need to be trimmed.
    - i. Owned by carwash
    - ii. Causing damage to our concrete and asphalt
    - iii. Regularly have branches down after a storm
    - iv. Cat asked Jason to talk to carwash owner
  - b. Noise 24/7
  - c. Trash
  - d. Discussions about noise ordinances and timers
    - i. Cat will talk to contact with Town Council experience
- E. Dirt Bike business owner in 8000 bldg
  - a. Seems to be running a business out of his garage
  - b. Using water to clean bikes
- F. Playground Toy Dumping clean up
  - a. Jason waiting to find out who dumped
  - b. Will haul off Monday or Tuesday
- G. Cost of maintaining fence of center courtyard
  - a. Issues with dogs being aggressive with people in courtyard
  - b. Clean up reminders including poop and dog toys trash
  - c. Discussion of cost of maintaining vs cost of taking down
  - d. Maybe signs reminding people of dog park etiquette rules
    - i. Pick up poop
    - ii. Pick up trash
    - iii. This zone is still on a trial basis as a dog friendly area

- H. Rocks in parking berms
  - a. Jason wants to use google form violation first
  - b. Also wants to remind people of parking rules first
- I. Bikes being stored in 4000 courtyard
  - a. Duggin
  - b. He is utilizing all of the bike racks that are for communal use.
  - c. Working on moving them out

**Next Board Meeting Date**

**December 13th, 2024 7:30 am tentative based on if Holly can have a draft of budget**

**Motion to Adjourn (time)**

1st: David

2nd: Melanie