

# Minutes of the Elk Ridge Homeowners' Annual Meeting and Minutes of the Follow-Up Executive Board Meeting

September 18, 2021, 10:00am - 11:00am

Presbyterian Community Church of the Rockies

Present: Board members John Baney, president; Charley Griffin, vice president; Richard Klapper, treasurer; Charlie DeJoseph, secretary; Joy Bryant, member at large and bookkeeper; and homeowners from 14 units plus proxy voters for an additional 12 units (see Appendix 1). This gave a total representation of 26 units (out of 41) or approximately 63% of the association. Since this exceeded 33% (14 units), the requirements for a quorum were met.

President John Baney called the meeting to order at 10:02am. He thanked everyone for attending and then suggested that, since we had many newcomers in attendance, everyone should introduce themselves. The back/left of the room led off and moved around the room to the front. The Board of Directors introduced themselves last.

John then called for approval of the minutes of the June 19, 2021 Spring Meeting. A motion was made to approve the minutes, seconded, and the minutes were unanimously approved.

## **Election Committee Report**

John then called on Bob Dickeson, Chairman of the Election Committee, to present the results of the 2021 election. Bob stated that the election this year was pretty simple with two candidates uncontested. He then stated that they received 33 ballots out of 41 units. He then thanked the members of the committee, Laura Mulder and Jeff Blevins who helped with all of the processes needed to tally the vote. Bob then presented the results. Bob announced, in alphabetical order, that the winners were Charley Griffin and Richard Klapper.

John then called for officer's reports and began with Treasurer's Report by Richard Klapper.

## **Treasurer's Report**

Richard Klapper took the floor to give the treasurer's report. He stated that budget information was sent out with the meeting announcement, and if there were any questions, he would entertain them at this time. There were no questions.

## **President's Report**

John Baney then proceeded to give the president's report, which consisted primarily of updates for 2021 and accomplishments. John's presentation is given below in bullet form:

- Trailblazer Broadband has reimbursed us or our contractors for all repairs resulting from damage caused by their installation.
- Roof repairs (not related to HomeTowne roofing), ie. not related to shingles or any other aspect of the new roof installation.
- Trim repair and replacement started (units 19,21,22) and chase repair.
- Drainage problems corrected and fixed (19, 8, 24, 55), along with gutter repairs.
- Sidewalk concrete repairs completed.

- New private property / no trespassing replacement signs added to the golf course row and metal bands added to bottom of street signs to protect them from weed wackers. These projects were done by Tom Bryant at no labor charge to the HOA.
- Fencing installed on the southeast side of the neighborhood, near unit 19 and behind the shed, to stop people from cutting through the area to reach the Fish Creek walking/biking path. The construction was done using wire fence material and posts repurposed from old elk cages which were taken down when trees matured. “No Trespassing” signs will be added.
- Cleaned up shed area and worked on the small island near the mailboxes.
- Landscape fire mitigation work completed.
- 2020 Landscape postponed. Completed 2 of 3 major projects. 1 left due to lack of materials available. This will be completed in 2022.
- Replacement of dead or old shrubs
- Filling in dead grass areas with topsoil and seed started in several areas.
- Two tree sprayings and treatments of damaged or diseased trees. We are beginning to see damage to property by tree roots, which has resulted in one very large tree having to be taken down. Based on what he’s seen, John said other trees may have to be removed.
- Three weed and feed services by TruGreen plus a winter treatment.
- Multiple sprinklers repair and system updates. John stated that the most frequent repairs needed on the sprinkler system involves broken sprinkler heads near the bottom of the driveway, near one of the driveway edges. He stated that this is most likely a result of “cutting the corner” when pulling into the driveway. He asked homeowners to be careful when pulling into the driveway to miss hitting those heads.

John then asked if there were any questions. Having none, he turned the floor over to Charley Griffin.

## **Vice President’s Report**

Charley Griffin gave the vice presidents report. Charley’s presentation is given below in bullet form:

- There is a Town ordinance against parking on any street without designated parking areas. Be aware of this, but so far, the Town is not enforcing the ordinance.
- It is important that you keep your decks and breezeways clean. Besides the issue of appearance, trash in these areas will attract rodents and other (perhaps larger) animals. Be considerate of your neighbors and help keep rodent problems down.
- Do not shovel snow into the street. It is tempting to do so, since the snowplow frequently pushes snow from the street back into our driveways, but the Town has specifically asked to not do so.
- Reminder about no parking on the sidewalks or other unit owners’ driveways. In cases where someone has parked in another homeowner’s driveway, without permission, our attorney has advised the Executive Board to not get involved. The affected homeowner should contact police and report unauthorized parking in their driveway. The Board will not police these incidents.
- Based on feedback at the June 19, 2021 Homeowner’s Meeting, the threshold for snow removal will continue to be 4 inches.

John then asked if there were any questions. Having none, he turned the floor over to Charlie DeJoseph.

### **Secretary's Report**

Charlie DeJoseph gave the secretary's report. He asked homeowners to go to our website, check their information in the Directory, and if there are any errors, please email the secretary with corrections. He then stated that he would not deal with the emergency contact list. He went on to state that if these were problems or additions with the emergency contact list, to contact John Baney. A homeowner asked if the list was on the website and John answered "no."

John then turned the floor over to Joy Bryant.

### **Bookkeeper/Member at Large Report**

Joy Bryant gave the bookkeeper/member at large report. Joy's presentation is given below in bullet form:

- **2022 Dues Increase-reminder to start budgeting. The exact amount of the dues increase is yet to be determined but the best estimate, at this time, is \$40/month.** A homeowner suggested raising dues by \$20/month and see how things worked. Richard answered that \$20/month would not accomplish much since every \$10/month increase in dues only raises the HOA income by \$5,000 per year.
- **Reminder of 2022 sewer payment will be an annual payment due after mid-January statement.** The vast majority (unanimous or near unanimous) of homeowners at the June 19, 2021 Spring meeting agreed that this would greatly reduce the work load on the bookkeeper and would be willing to do this. **The sewer payment will be due on February 1 and will be considered delinquent (incur a late fee) on March 1.** After a brief discussion, Richard Klapper answered that there was no advantage to the homeowner for paying the sewer fee in one annual payment. It simply made the sewer fee collection manageable for the HOA. Charley Griffin spoke up and said there is a secondary advantage in that we don't have to hire a bookkeeper and dues can be kept somewhat lower.
- You may pay dues monthly or one annual payment. If you choose to pay dues as a single annual payment, you will be given a one month grace period before it is considered late. There is no discount for paying dues early (single annual payment)
- The late fee schedule with these changes is given in Appendix 2.

### **Old Business**

John Baney then introduced old business. The old business is given below in bullet form:

- Ginny Bath was unable to attend the meeting, so John discussed the garage sale. Our garage sale was very successful.
- We are planning another for 2023. A homeowner commented that they would like to see it every year. John answered that, for now, we will keep it at every two years.
- Two days VS One day? John answered that we will keep it at two days.
- We will continue to donate leftover items.
- 2022 - will continue with ongoing trim board and siding maintenance.
- 2022 - Continue landscape projects and updates as budget permits.

## **New Business - Bob Dickeson**

Bob Dickeson, Chairman of the Election Committee, discussed the proposed changes to election process. He explained that our HOA follows the strict rules laid out by the State for running our elections. These rules include requirements for maintaining secret ballots throughout the process. Bob reiterated that we follow these rules to the letter. Bob then explained that the state allows for “an out” in the case of an uncontested election. If the number of candidates does not exceed the number of vacant positions, no formal election need be held, and candidates are duly elected to the Board of Directors. Bob proposed we amend the bylaws to allow for this process to occur. A motion was made to approve the changes to the bylaws, it was seconded, and approved unanimously. These changes will be incorporated into the 2022 election.

A motion was made to adjourn the meeting, it was seconded, and the meeting was adjourned at 10:56am.

Respectfully submitted,

Charlie DeJoseph

Secretary, Elk Ridge Homeowners' Association

Following the Annual Meeting, a brief Board of Directors meeting was held in the Fellowship Hall of the Presbyterian Community Church of the Rockies. The following are the minutes of that meeting.

John Baney called the meeting to order at 11:20am. In attendance were John Baney, Richard Klapper, Charlie DeJoseph, Charley Griffin, and Joy Bryant.

Charley Griffin moved to leave the officers as they are currently. The motion was seconded and approved unanimously

Richard Klapper stated that Exhibit A of the bylaws needed to be changed to reflect the yearly sewer fee payment and the extra grace period for annual dues payment. He stated that he would put that together.

John suggested we set a date for the Winter Meeting. After a brief discussion, December 30, 2021, at either 10:00am or 2:00pm (depending on availability of the Church). Charlie DeJoseph would contact the Church and set up the meeting.

Joy introduced a letter she had written to a homeowner (for these minutes, they will be called homeowner A, but they are specifically identified in the letter). As a result of repeated parking violations by homeowner A, we found it necessary to contact our HOA attorney for legal advice on how to proceed. Our attorney charged us \$50 for the consultation. Joy's letter to homeowner A requests he/she pay the fee. The Board voted unanimously to have Joy send the letter.

John suggested we schedule a meeting to discuss budget (fence, painting, etc.). After a brief discussion the meeting was scheduled for October 19, 2023 at 10:00am at Joy Bryant's home.

John announced that the sprinkler system will be cleared and shutdown on October 10, 2021.

A discussion of the emergency entrance list was held. It was decided that all of the keys and the list, containing entrance codes, will be placed in a lock box and will be kept by John. If John is out of town, the lock box will be given to another Board member and all other Board members will be notified as to who has the box.

Meeting was adjourned at 12:05pm.

Respectfully submitted,

Charlie DeJoseph

Secretary, Elk Ridge Homeowners' Association

## Appendix 1: 2021 Annual Meeting List of Attendees

### Present

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Baney, John & Bev	Klapper, Richard & Linda
Bryant, Tom & Joy	Mulder, Laura
Butler, Bob & Diane	Ryan, Dennis & Patty
Coleman, Walt & Ann	Sonstroem, Jon
DeJoseph, Charlie & Sandi	Ward, Jim
Dickeson, Bob & Ludie	Welch, Mike
Griffin, Charley & Linda	Wirrig, Karen & Steve

### Present by Proxy

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Bath, Timothy & Virginia	Marty, Edward
Blevins, Jeff & Melodee	Ramacher, Kim
Hanle, Randy	Rische, Henry & Marian
Harball, Paul & Betty	Ryan, Nan
Ignatz, Mike & Cheryl	Sweet, William
Koelling, La Verne & Marcia	Weniger, Stuart & Kristen

## Appendix 2: Collection of Unpaid Assessments and Penalty Schedule

<b>Exhibit A</b>									
<b>Collection of Unpaid Assessments and Penalty Schedule</b>									
<u>Assessment Type</u>	<u>Due Date</u>	<u>Considered Delinquent</u>	<u>15 Days After Due Date</u>	<u>30 Days After Due Date</u>	<u>45 Days After Due Date</u>	<u>60 Days After Due Date</u>	<u>75 Days After Due Date</u>	<u>105 Days After Due Date</u>	
Monthly Assessments	1st Day of the month	15 days after due date	\$50 late fee		Additional \$100 late fee		Additional \$150 late fee	Interest at 6% begins to accrue from this date forward & turned over to attorney	
Monthly Assessments Paid at beginning of Year For Entire Year	1-Jan	1-Feb		\$50 late fee	Additional \$100 late fee	Reverts back to monthly payment plan with appropriate retroactive monthly late fees applied	Interest at 6% begins to accrue from this date forward & turned over to attorney		
Sewer Assessments	1-Feb	1-Mar	\$50 late fee		Additional \$100 late fee		Additional \$150 late fee	Interest at 6% begins to accrue from this date forward & turned over to attorney	
Special Assessments	As specified by the Board	30 days after due date		Interest at 6% begins to accrue from this date forward & turned over to attorney					