

ELK RIDGE HEIGHTS HOA
Board of Directors
Minutes of the Board Meeting

Minutes of the Board of Directors meeting held at 3:30pm on September 15, 2021.

CALL TO ORDER AND ROLL CALL

President Karina Rudmann called the meeting to order at 3:30pm at 13124 E. Moyie Lane.
Present: Karina Rudmann, Don Condon, Jeff Grimes, Natasha Porter, Ron White (WEB Properties).

APPROVAL OF PRIOR MEETING MINUTES

Natasha Porter submitted the final minutes of the August 5, 2021 Board Meeting via email to the Board on September 3, 2021. The minutes were approved by unanimous vote of the Board members.

PRIOR BUSINESS

1. **Front fence (CLOSED)** – The new front fence was installed on 7/30. There was some follow up work needed (sprinkler lines damage and the previous posts had to be removed), which has been completed. The Board also requested correction of the invoice due to measurement variance.
ACTIONS:
 - a. Refund an overpaid portion to the developers and close this item.

2. **HOA Community Property on San Juan** – The Board has been made aware of the dry grass in the HOA property on San Juan Lane. Upon inspection, it was discovered that the sprinklers had been turned off, which was immediately corrected. The landscaping provider (EMP) has sprayed for weeds and adjusted sprinkler schedule. Additionally, the homeowner of the adjacent lot has reported a sink hole (depression in the grass) in the upper part of the lawn. The Board has authorized EMP to fill and reseed the sink hole, planned to be completed by the end of September.
ACTIONS:
 - a. Follow up until the sink hole is filled and reseeded (*completed*).
 - b. Continue to monitor the grass and determine if there is still an issue.
 - c. Reinstate a discount on HOA dues to homeowners of the lots sharing the water bill with community properties per the easement agreement.

3. **Speed signs** – To address speeding concerns, the Board (via WEB Properties) has obtained bids and approved purchase and installation of two 20MH speed signs at both gates and placing two solar speed feedback signs in the areas of most concern (on the downhill side of San Juan and Copper River Ln). The Board provided a community update via FB group, which was well received.
ACTIONS:
 - a. WEB Properties to provide final quotes to include installation and proceed with purchase. Follow up until installation is completed.

4. **Upper pond/waterfall repairs** – The previous service provider has not been able to repair the pump due to labor shortages. The Board has authorized WEB Properties to find another provider. The pump repair work has been quoted with Spokane Pump Repair. It was determined that both pumps need repair. The work to repair the pumps will continue but likely will not be completed until it's time to winterize the ponds. ACTIONS:
 - a. Confirm if the 2 pumps HOA had in storage are in a workable condition.
 - b. Continue tracking the repairs until completed.

5. **CC&R enforcement and late dues policies** – The Board has determined the need to develop policies for enforcing CC&R compliance and handling late/delinquent HOA dues, with a goal to provide homeowners opportunity to rectify, while clarifying procedures to enforce compliance in accordance

with the CC&Rs. The Board has reviewed CC&Rs and developed the policies, which are currently under final review by WEB Properties and intended to be implemented in Q4 of 2021.

ACTIONS:

- a. WEB Properties to assist in finalizing the policies and provide notice to the homeowners.

6. **Asphalt sealing** – Per the reserve recommendations, the Board (via WEB Properties) has obtained bids to perform asphalt crack sealing. The Board approved to proceed with crack sealing this year (completed on 9/24). Full street sealing will be performed in phases at a future date.

ACTIONS:

- a. Determine a phased schedule for full street sealing per the reserve recommendations and include in future budget.

7. **Back yard/hillside maintenance (not discussed, keeping for future agenda)** – The Board previously discussed the need to enforce compliance for back hillside landscaping and maintenance.

ACTIONS:

- a. WEB Properties to schedule a drive through with the Board to determine the desired/minimum maintenance level prior to contacting homeowners.

8. **Gate software update (CLOSED)** – Final software updates have been completed. The community will be updated on all upgrades via the newsletter and during the Annual Meeting.

ACTIONS:

- a. WEB Properties to train with Brandon on the software and assume management of gate requests.

NEW BUSINESS

1. **Annual Meeting** – The Board has designated **Monday, November 1, 2021, 6:00-7:00pm**, for the Annual Meeting. The meeting will be held via Zoom as continued safety precautions due to COVID-19. Notice will be sent to homeowners via email. The agenda will be updates from the prior year, projects completed and planned, and ratification of the budget.

ACTIONS:

- a. WEB Properties and the Board to review annual budget and prepare the meeting notice packet.

2. **Annual Garage Sale** – This year's sale was organized by community members and went without any issues but raised security concerns due to requests to keep gates open or sharing of the gate codes. The Board would like to solicit feedback from the community regarding interest and participation level to inform how to address this in the future.

ACTIONS:

- a. This topic will be included in a future newsletter (closer to spring) and the community will be surveyed to gauge participation and determine the best way forward.

MEETING CLOSING

The meeting adjourned at 6:00 pm. The next board meeting is scheduled for October 13, 2021, 3:30pm.

These minutes were approved by the Board of Directors on October 13, 2021.



Natasha Porter, Secretary

10/13/2021

Date