

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

Minutes of the Board of Directors meeting held at 3:30pm on May 13, 2021.

CALL TO ORDER AND ROLL CALL

President Karina Rudmann called the meeting to order at 3:30pm at 4511 S Henry's Fork Lane.
Present: Karina Rudmann, Brandon Arthur, Don Condon, Jeff Grimes.

APPROVAL OF PRIOR MEETING MINUTES

Natasha Porter submitted the minutes of the March 25, 2021 Board Meeting via email to the Board on 3/28/21. The minutes were approved by unanimous vote of the Board members.

EXECUTIVE SESSION SUMMARY

Earlier this year the Board has initiated a bid process for a new HOA management company and received three proposals. Upon review of the proposals, the Board narrowed down the prospects to two companies. The Board met in Executive Sessions with the two top prospects on April 11, 2021 at 3:30pm and April 13, 2021 at 3:30pm, followed by the Board discussion to select the HOA management company. In consultation with the developer, the Board took the following actions:

1. The Board awarded the HOA management contract to WEB Properties, Inc. and executed the contract on April 26, 2021 with a start date of June 1, 2021.
2. HOA Agent has been notified of their contract termination as of June 1, 2021.
3. Management has been turned over to WEB Properties effective June 1, 2021.

PRIOR BUSINESS

1. **Gate update** – Ornamental Gate is in the process of installing updates to the gates, expected to take 2-3 weeks. When complete, the back gate will communicate with the front gate and we will be able to track codes and clickers in/out use. Arms on the back gate, the operator cap and 2 circuit boards on the front gate have already been repaired. Ornamental Gate has noted the need to monitor the gate motor drain to ensure circuit boards don't get water damage. ACTION:
 - a. Develop and distribute a gate information sheet (emailed to homeowners 6/3/21).
 - b. Discuss monitoring and maintenance of the gate motor drain with WEB Properties.
2. **The moose update** – Nothing new to report, item closed.
3. **Copper River lot update** – No updates from HOA Agent. ACTION:
 - a. Discuss with WEB Properties after transition and follow up if needed.
4. **Cameral/signs update** – Item was put on hold until transition to WEB Properties. ACTION:
 - a. Request WEB Properties to get updated bids.

NEW BUSINESS

1. **HOA management company transition** – Per WEB Properties Manager, there will be a welcome packet sent to all homeowners via email the week of May 24th (completed 5/24/21). ACTION:
 - a. Announce the transition to the WEB Properties in the Facebook group (completed 5/13/21).
2. **Front fence** – Discussed options for replacing the existing fence with a taller, more security appropriate fence starting at the front of the development. The Board voted to move forward with the bid from Spokane Fence to the developer for the ornamental iron fence. The developer will share 50% of the cost. ACTIONS:

- a. Karina to contact the developer, confirm the desired height and move forward with scheduling the replacement with Spokane Fence (completed).
 - b. Update: A new estimate was drawn up after meeting onsite and the Board approved the new bid for a 4' fence on 5/24/21. Estimated lead time is 10 weeks.
3. **ARC approval discussion** – To ensure CCR compliance, the ARC committee will wait to vote on requests until Don Condon (Head of ARC) has confirmed CCR compliance. There will likely be a new process after transition to WEB Properties, but should follow a similar protocol. The Board noted a large committee size and would like to review if the committee needs to be pared down. ACTIONS:
 - a. Karina to communicate the plan with all ARC members not at the meeting and confirm participation (email sent 5/13).
 - b. Follow up and finalize the process and committee participation after transition to WEB Properties.
4. **Gate procedure for open houses** – Realtors to contact WEB Properties for a temporary (48-hour) code. Realtor should put up a sign by the front gate with a phone number to call the realtor to get the temporary code. Realtor may ask for additional 48hr codes as needed. Homeowners should not be giving their codes to realtors for use to show homes. ACTIONS:
 - a. Share the plan with WEB Properties after transition (completed).
 - b. Share with the newsletter committee to ensure community knows not to share their personal codes for this purpose. (Update: Included in the gate procedure and emailed to homeowners on 6/3/21.)
5. **Community yard sale** – Board discussed safety issues and concerns. Discussed various ways to deal with the gate. Discussed a proposal of 10% participation in the future to back a neighborhood garage sale. Will discuss further at a later date. ACTION:
 - a. Karina to get historic information from prior Board members (completed 5/14).
6. **Speed bumps/signs** – Board discussed speed bumps and decided against them due to the following: 1) slows down emergency response; 2) increases cost significantly for snow removal; 3) increases road costs to maintain speed bumps. Board is in agreement to look into bids for speed limit signs. ACTION:
 - a. Request WEB Properties to get bids on solar speed signs along with security signs.

NEXT MEETING DATE

The next Board meeting is scheduled for June 8, 2021.

The board meeting adjourned at 5:30 pm.

These minutes were approved by the Board of Directors on June 8, 2021.



Natasha Porter, Secretary

6/8/2021

Date