

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

Minutes of the Board of Directors meeting held at 3:30pm on June 8, 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, Natasha Porter, Ron White (WEB Properties)

APPROVAL OF PRIOR MEETING MINUTES

Natasha Porter submitted the minutes of the May 13, 2021 Board Meeting via email to the Board on June 7, 2021. The minutes were approved by unanimous vote of the Board members.

PRIOR BUSINESS

1. **Gate update** – Ornamental Gate is still working on updates to the gates. The Board had discovered there were codes shared with multiple homeowners and given out to vendors. These codes have been deactivated and new codes were set up and distributed to the affected homeowners. This process was complex but was resolved within a week. ACTIONS:
 - a. Brandon Arthur and WEB Properties to replenish a stock of remote controllers. Cost will remain \$50 + shipping cost or owner can pick up.
 - b. Gate codes are being reconciled and then will be updated to ensure all homeowners have their own codes. Brandon to complete reconciliation and then WEB to notify homeowners of new codes. Old builder/realtor and unassigned codes will be deactivated.
 - c. WEB Properties to review and recommend solution for the motor drain during the walk-through, possibly make it a part of the monthly inspection.
2. **Copper River lot update** – A drainage concern/question for this lot has been brought to the Board's attention. Installing proper drainage will be the responsibility of the builder. The owners and builders on lots that are not being built by Camden and Dave Largent should be made aware of the ARC review procedure. ACTIONS:
 - a. WEB Properties to reach out to the lot owners and inform them of the ARC review procedure.
3. **Camera/signs update (Closed)** – The Board revisited the cameras discussion. Due to the cost of installing and maintaining the cameras and potential liability concerns, the Board decided against the cameras. The Board feels that the improvements in gate operation, elimination of shared codes and the new fence (scheduled for installation on July 28) have addressed the immediate concerns.
4. **HOA management company transition** – A welcome packet was emailed to all homeowners the week of May 24th and invitations to the online portal were sent out on June 8, 2021. Karina posted an alert on FB to watch for the email. Billing will be updated by 3rd week of June (completed). WEB Properties is entering the budget into their system for a monthly breakdown and will begin providing monthly reporting to the Board. Annual budget review will be in the fall. ACTIONS:
 - a. WEB Properties to provide monthly reports to the Board for operating expenses and reserve.
 - b. WEB to follow up with HOA Agent and developer to reconcile prepaid fees from developer.
5. **Front fence** – The Board has approved to move forward with replacing the existing fence. Installation will begin 7/28/21. ACTIONS:
 - a. Assess the need for a lock mechanism for the gate after the fence is installed.
6. **ARC approvals** – The new process with WEB Properties will be for the homeowners to email ARC requests. This will ensure proper tracking and response. WEB Properties will review the request for

completeness and compliance and forward to ARC with their recommendations. Don Condon (Head of Arc) will submit for vote with his recommendations. Committee members to respond within a week, keep a quorum of 5. ACTIONS:

- a. WEB Properties will email homeowners to resubmit any ARC requests that have not been approved to ensure requests don't get lost in transition. – *Completed 7/2.*
 - b. Meet with the developer and WEB Properties to review developer's and Board's expectations, prior approval processes and any other matters. – *Scheduled for 7/8.*
7. **Gate procedure for open houses (Closed)** – Realtors to contact WEB Properties for a temporary (48-hour) code. This information and other gate updates have been shared with homeowners in an email on 6/3/21. No further action, this item will be closed.
8. **Community yard sale (Tabled)** – This year's sale was organized by community members and went without any issues. The Board would like to consider future ways to deal with the gate security. Decided to table it and put on an annual meeting agenda.
9. **Speed bumps/signs** – Board had discussed speed bumps and decided against them due to significant increase in snow removal cost and road maintenance without measurable impact. Board would like to price out solar speed limit signs. ACTION:
- a. WEB Properties to get bids on solar speed signs.
10. **Water line repair** – Has been completed. May have had vandalism impacting one of the zones that required additional repair. ACTIONS:
- a. HOA property on San Juan: Concerns with water pressure. Need to check if the homeowner has the valve turned on full capacity – Brandon.
 - b. WEB Properties to look further into the issue of low water level in the pond.

NEW BUSINESS

1. **Sealing of the asphalt cracks** – Per the reserve recommendations, the Board would like to move forward with sealing of the cracks. ACTIONS:
 - a. Requested WEB Properties to get bids and proceed.
2. **Sweeping of the streets** – The Board requested WEB Properties to proceed with sweeping of the streets.
 - a. Update: The bid was approved on 6/23 and sweeping was completed on 7/2.

NEXT MEETING DATE

The next Board meeting is scheduled for July 8, 2021, 3:30pm.

The board meeting adjourned at 5:45 pm.

These minutes were approved by the Board of Directors on July 8, 2021. [PENDING]



Natasha Porter, Secretary

7/8/2021