

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

Minutes of the Board of Directors meeting held at 3:30pm on July 8, 2021.

CALL TO ORDER AND ROLL CALL

President Karina Rudmann called the meeting to order at 3:30pm at 13011 E San Juan Lane.

Present: Karina Rudmann, Brandon Arthur, Don Condon, Jeff Grimes, Natasha Porter, Ron White (WEB Properties), Jeff Amistoso (Developer), Doug Main (Developer).

APPROVAL OF PRIOR MEETING MINUTES

Natasha Porter submitted the final minutes of the June 8, 2021 Board Meeting via email to the Board on July 7, 2021. The minutes were approved by unanimous vote of the Board members.

DEVELOPER DISCUSSION

The Board met with the developers and WEB Properties to discuss mutual expectations and clarify responsibilities in regards to ARC review process and other matters. The developers' primary responsibility is to develop new sections of the community, sell lots and work with the builders on plot plans. The HOA is responsible for working with homeowners, managing improvement projects, providing oversight for CC&R compliance and approving ARC requests for exterior colors, landscaping, outbuildings and fences. ACTIONS:

- a. Developers to follow up with the builders to clarify the process and remind them to submit all exterior home specs to HOA ARC for approval. – *Completed 7/10*
- b. The developers to update their records with new HOA officers. – *Provided by Karina on 7/8.*
- c. WEB Properties to contact the lot owners who are not working with the existing builders to inform them of the approval requirements with the developers and ARC. - *Completed.*
- d. The developers prepaid HOA fees for unsold lots when they originally purchased them. It has been agreed that these credits have been used. HOA to bill developers for the remaining unsold lots going forward at their contractor rate.
- e. WEB Properties requested engineering reports for the rock wall reinforcement on San Juan. – *Provided on 8/2.*
- f. The developers purchased two extra pumps for the water feature. They are believed to be stored at the service vendor. Board to revisit at the next meeting.

PRIOR BUSINESS

1. **Pond/waterfall/sprinkler repairs** – Immediate repairs have been completed. The service provider still has work to do on the water level in the upper pond, which requires the waterfall to be turned off to prevent damage to the pump. WEB will continue to follow up. ACTIONS:
 - a. Continue the work to address the upper pond water level issue until fixed.
 - b. Request the landscaping provider to spot spray for weeds on the HOA property on San Juan.
 - c. There are two homeowners who share water supply for the HOA common areas and have received a discount on the HOA fees. WEB recommends HOA installs a separate meter.
2. **Gate software update & remotes** – Ornamental Gate is finishing up updates to the software. Brandon and WEB Properties have replenished a stock of remote controllers. Gate codes have been reconciled and every homeowner has their own 4-digit code. ACTIONS:
 - a. Brandon to follow up with Ornamental Gate regarding software updates and work on the next steps of documenting and reconciling codes for documentation purpose.
 - b. WEB Properties to review and recommend solution for the motor drain during the walk-through, possibly make it a part of the monthly inspection.
3. **Front fence** – The Board has approved to move forward with replacing the existing front fence. Installation will begin 7/28/21. Will keep on the agenda until installation is completed. ACTIONS:

- a. Board to ensure there is water and electrical access and identify area for dirt dump.
 - b. Assess the need for a lock mechanism for the gate after the fence is installed.
4. **HOA management company transition (CLOSED)** – The transition has been completed. ACTIONS:
- a. WEB to provide monthly financial reports beginning with June report. – *Completed 7/9.*
 - b. WEB to email homeowners advance notification for drive through expectations. – *Completed 7/22.*
5. **Sweeping of the streets (CLOSED)** – At the June meeting the Board requested sweeping to be completed as soon as possible and it was completed on 7/2. This item will be closed.
6. **Sealing of the asphalt cracks** – Per the reserve recommendations, the Board would like to move forward with sealing of the cracks. ACTIONS:
- a. WEB Properties to obtain bids. – *WEB is working with an asphalt vendor to obtain a quote.*
7. **Speed bumps/signs** – Board had discussed speed bumps and decided against them due to significant increase in snow removal cost, increased emergency response time and road maintenance costs, without measurable safety improvement per experience in similar communities. Board would like to price out solar speed limit signs. ACTIONS:
- a. WEB Properties to get bids on solar speed signs. – *Update: Samples and cost for static signs have been provided, solar speed signs are pending.*
8. **ARC approvals (CLOSED)** – The new process will be for the homeowners to email ARC requests to ensure proper response. WEB emailed homeowners on 7/2 to resubmit any ARC requests that have not been approved to ensure pending requests don't get lost in transition. This item will be closed.


NEW BUSINESS

1. **Late fees and liens for default properties** – The Board discussed the need to update/develop a policy for escalating late fees and liens, with a goal to provide homeowners opportunity to rectify, while providing HOA a better path to enforce compliance. ACTIONS:
 - a. WEB to review CC&Rs and assist the Board to develop a policy for fees assessment and liens.
2. **Back yard finishing and hillside maintenance** – The Board discussed the need to reengage homeowners who are past 1 year of ownership and have not completed back yard landscaping or hillside reclamation. ACTIONS:
 - a. WEB to identify the properties and notify homeowners, providing a timeline to correct.
 - b. WEB to provide a sample letter with reminders of seasonal maintenance and weed control for a possible addition to the newsletter.
3. **HOA Insurance** – The HOA has been contacted by our insurance agent for review of our policies. The Board has decided to put it on the agenda in the fall, after completion of pending projects.

MEETING CLOSING

The meeting adjourned at 5:40 pm. The next board meeting is scheduled for August 5, 2021, 3:30pm.

These minutes were approved by the Board of Directors on August 5, 2021.



Natasha Porter, Secretary

8/5/2021
Date