

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

Minutes of the Board of Directors meeting held at 3:30pm on October 13, 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, Brandon Arthur, Natasha Porter.

APPROVAL OF PRIOR MEETING MINUTES

Natasha Porter submitted the minutes of the September 15, 2021 Board Meeting via email to the Board on September 27, 2021. The minutes were approved by unanimous vote of the Board members.

PRIOR BUSINESS

1. **Dues discounts for common property homes** – WEB Properties has requested direction regarding discounts to homeowners sharing water with HOA common properties. The Board has authorized discounts of 10% and 20% per the recorded easement agreements. The Board has decided to hold off on installing separate water meters.
ACTIONS:
 - a. WEB Properties to communicate with the homeowners and proceed with applying the discounts (completed).

2. **Paint colors of new homes** – The Board has contacted the builders of new homes to remind them of the ARC approval process for exterior paint and finishes. The Board voted to approve the homes that had recently been painted without ARC review with a warning issued to the builders that future jobs without approval may be required to be reworked. The builders have acknowledged understanding of the new process and have begun submitting ARC requests.

3. **Annual Meeting** – The annual meeting will be held on **Monday, November 1, 2021, 6:00-7:00pm**, via Zoom. The Board has set the agenda for the meeting, to include President’s update from the prior year, projects completed and planned, ratification of the budget, community reminders and open forum.
ACTIONS:
 - a. WEB Properties and the Board to review and approve the 2022 annual budget (completed).
 - b. WEB Properties to send the meeting notice packet and ballots (sent via email 10/18).

4. **Community Newsletter** – The first newsletter was planned to be sent before the Annual Meeting. The Board has reviewed the layout and topics to include in the upcoming newsletter.
ACTIONS:
 - a. Publish the newsletter and solicit feedback from the community on what they would like to see in future newsletters (completed via email and FB group update on 10/21).

5. **HOA Community Property on San Juan** – The sink hole/depression in the grass in the upper part of the lawn has been filled and reseeded. EMP will continue to monitor for drainage.

6. **Speed signs** – The Board has approved purchase and installation of two 20MH speed signs at both gates and placing two solar ‘feedback’ speed signs on the downhill sides of San Juan and Copper River.
ACTIONS:
 - a. WEB Properties to purchase and install the signs. Follow up until installation is completed.

7. **CC&R Compliance and Delinquent Assessment policies** – The Board has developed two new policies to outline procedures for dealing with CC&R enforcement and delinquent HOA assessments.
ACTIONS:
 - a. WEB Properties to finalize the policies, send notice to the homeowners and begin enforcing as of the published date (sent out via email and published in the newsletter on 10/21).
8. **Upper pond/waterfall repairs** – The repairs of the pumps have stalled and the issue has been brought to the attention of the developers. The developers and the contractor have assured the Board that the pumps will be repaired in the spring. Since it's time to winterize the equipment, the work to finish repairs or replace the pumps will continue in the spring as a priority.
9. **Back yard/hillside maintenance** – The Board had discussed the need to enforce compliance for back hillside landscaping and maintenance. Due to the variance of standards of existing properties in the community, WEB Properties and the Board will do a walk-through in the spring to determine the desired and minimum maintenance requirements and begin communicating with homeowners and enforcing at that time.
10. **Asphalt sealing** – Per the reserve recommendations, crack sealing of the streets was completed on 9/24 and will be performed annually. Full seal coating of the streets will be performed in phases at a future date.
ACTIONS:
 - a. Schedule crack sealing for summer of 2022.
 - b. Determine a phased schedule for full street sealcoating per the reserve recommendations and include in future budget.

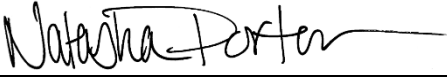
NEW BUSINESS

1. **Landscaping and winter maintenance bid** – The Board has received a bid from the current landscaping vendor EMP for the annual landscaping services and snow removal. The Board voted to approve the bid and keep EMP as our contractor for another year.
2. **Contributions to Reserve** – WEB Properties requested guidance on the frequency and timing of transferring funds from the operating budget to reserves. The Board decided to defer transferring funds for a few more months to evaluate how the expenses align with the new monthly budget developed after transitioning to WEB Properties.

MEETING CLOSING

The meeting adjourned at 5:30 pm. The Annual Meeting will take place of the board meeting in November. The next board meeting will be scheduled in December.

These minutes were approved by email votes of the Board of Directors on November 2, 2021.



Natasha Porter, Secretary

11/2/2021

Date