

**ELK RIDGE HEIGHTS HOA**  
Board of Directors

Minutes of the Board of Directors meeting held on February 29, 2024.

**CALL TO ORDER AND ROLL CALL**

Meeting was called to order at 3:30pm. Present: Jeff Grimes, Don Condon, Brandon Arther, Natasha Porter, Lauri Liptac, Bill Butler, Nathan Perri.

**MINUTES OF THE PRIOR BOARD MEETING**

The minutes of the November 20, 2023 board meeting were approved by email votes of the Board members on November 22, 2023 and posted to the community portal.

**PRIOR BUSINESS**

1. **Financial update** – The balance of each account as of the end of February is as follows:

Operating Account	\$74,602.28
Reserve Account	\$174,874.09
Savings Account	\$24,693.61
<b>Total</b>	<b>\$274,169.98</b>

Year-to-date expenses are \$17,711.66, or \$6,992.34 below the budget. The Board decided to move \$65,000 from the Operating account into Savings. Future transfer of funds into the Reserve account will be determined after the costs of the gate software replacement and San Juan common area projects are finalized. The Board instructed WEB to purchase CDs from the Reserve account with varying maturity dates in the total amount of \$125,000. The quarterly financials and budget comparison will be posted to the community portal starting with the 4<sup>th</sup> quarter of 2023.

2. **Jan 25 Meeting with developers** – The Board and WEB Properties met with the declarant Steve Huettl to discuss plans for the remaining undeveloped portion of the community, the current construction, and various matters that have been brought up in the past year.
3. **CC&R compliance** – The Board discussed parking on the street and asked WEB to continue to monitor for violations based on the 24-hour limit per CC&Rs.
4. **Hillside maintenance guidelines** – WEB Properties has developed a document to provide further guidelines for the continuing maintenance of hillside areas, to be provided to homeowners before the spring season. The Board reviewed and finalized the document. WEB will also be reaching out to Camden regarding having their vacant lots treated for noxious weeds and trimmed down in accordance with the community guidelines.
5. **Common area on San Juan** – ALLWEST’s report has been delivered to the Board. WEB Properties will be obtaining bids on the work to fix the sinking area per the recommendations.
6. **Entrance repairs** – New covert grates were installed at the front entrance early part of this year and the San Juan gate light fixtures were installed in mid-February. During lights installation, WEB

maintenance engineers noted that there was no power going to the photocell or lights, and have called Arc Electric to come and assess this issue.

7. **Gate software replacement** – We have received several bids and narrowed it down to Butterfly software and Camtek as a local reseller and support. It has been determined that new internet connections will be required to both gates, and WEB is working with Comcast to get a technician out to the site. A meeting with the software vendor and the Board is scheduled on March 12 to go over the features. The Board discussed a communication plan to prepare the community for transition to include a general membership meeting to go over the information.
8. **Spring maintenance** – The Board discussed various spring maintenance items, such as turning on sprinklers and the pond waterfall/fountain features, street sweeping and washing, and crack sealing. WEB will be scheduling them as soon as the weather permits and based on vendor availability. Additionally, WEB will follow up with the vendor to complete marmot trapping.
9. **Reserve study** – A preliminary report has been provided to the Board for review. The Board has asked for WEB's assistance in determining the required maintenance items. WEB to set up a meeting to discuss the reserve study with the vendor.

## NEW BUSINESS

1. **Slate wall repair** – It has been brought up that the slate wall at the front entrance is in need for repair. WEB will be getting bids to complete the work. The Board discussed the need to refresh the front entrance overall and determined that it would be done at a later date, once the projects that are already in process are completed.
2. **Spring newsletter** – The next community newsletter is planned for early spring. The newsletter will reference the new hillside maintenance guidelines, updates on the gate system and a reminder regarding exterior painting.

## MEETING CLOSING

The meeting was adjourned at 5:30 pm. The next board meeting date was set for March 12, 2024 to meet with the gate software vendor.

These minutes were approved by email vote of the Board of Directors on March 9, 2024.



3/9/2024