

## **Elk Falls Ranch Property Owners' Association Board of Directors Meeting Minutes June 12, 2007**

The Elk Falls Property Owners' Association Board of Directors meeting convened at 6:30 p.m.

Board members Vicky Sparer, Sue Patterson, Bill Patterson, Tom Duffy and Cris Groves , Sharon Schrage and Bob Mechler were in attendance. Suzy Nelson, Staunton State Park liaison, was also at the meeting.

### **Minutes**

There were no minutes presented to be approved.

### **Approval of Board Positions**

The Board formally and unanimously approved officers and chairpersons for the 2007-2008 year. They are: Ms. Sparer, president; Ms. Groves, vice president; Ms. Patterson, secretary; Mr. Patterson, treasurer; Ms. Schrage, architectural chair; Mr. Mechler, roads chair; Mr. Duffy, member-at-large. Ms. Nelson will continue to be the Board's liaison to the Staunton State Park .

### **Treasurer's Report**

Mr. Patterson said that he had met with the previous Board Treasurer David Petersen, who explained the responsibilities and then turned over all necessary paperwork to him.

Balances are currently \$28,265.27 in checking; \$3,071.94 in savings and \$1,800 in escrow.

Mr. Patterson asked if would be alright with the Board if he investigated other banks in the area that may handle Ranch finances. Currently the Ranch has its account with Bank of the West; Mr. Patterson has not found them to be too consumer-friendly. Others on the Board concurred.

Mr. Patterson also said that the Ranch might be able to get better interest rates on its money, especially if \$3,000 in savings were moved into and interest-

bearing checking account, but remembering that that \$3,000 must be stay in the account in case of an emergency. The Board unanimously voted to have him proceed and bring back his research and possible recommendation to the Board at its regular August Board meeting.

The Board also discussed that when Mr. Patterson talks to the banks about the signature card, two members of the Board should have signatures on it, so there is coverage if the Treasurer is out-of-town.

Ms. Schrage suggested that the Board secure the services of an independent auditor to review the books at the end of this fiscal year.

The Board also wondered why there was a slight discrepancy in the costs of electricity in the Treasurer's Report between the East and West gates' lighting bill, but it was noted that each month the cost of each light fluctuates slightly. Mr. Duffy suggested someone might want to talk to resident Kevin Nadeau, who works for IREA, to see if he can explain the difference.

Mr. Duffy moved and Ms. Groves seconded the motion to accept the Treasurer's Report, which was unanimously approved.

## **Roads Report**

Mr. Mechler reported that there was a complaint by a resident about water in a culvert under Cedar Road , where water was rushing through. However, Mr. Mechler said the water was not washing away the road.

There was a short discussion about signage on the Ranch and that perhaps a new sign would be good at Rock Creek and Upper Ranch, so visitors and others don't get confused. Mr. Duffy said that he has not been able to get out yet to touch up existing signs on the Ranch; the Board had gotten quotes for metal, reflective signs but would not expend funds on said signs until the weather was better. In the interim, the Ranch was hit with severe winter snows and depleted funding that might have gone to signage. Mr. Duffy noted that wood signs are prohibitively expensive. The Board will look further at signage options and costs.

Sue Patterson moved and Bill Patterson seconded the motion to approve the Roads Report, which was unanimously approved.

## **Architectural Report**

Ms. Schrage told the Board she had a meeting with Robbie Robinson, past architectural chair, and obtained all the information that he had that would help her with her new post. Only one homeowner owes a \$400 deposit, which is taken by the Board as an assurance that no damage will be done to roads in the Ranch during construction.

Ms. Patterson moved and Mr. Mechler seconded the motion to accept the Architectural Report.

## **Parks Report**

Ms. Nelson reported that she is trying to organize some tours for Staunton State Park this fall through Staunton State Park representatives. If any resident is interested in getting their name on the list, please call Ms. Nelson at 303-838-0317. So far 14 residents are signed up on her list.

Mr. Duffy asked Ms. Nelson keep the Board abreast of Park activities to ensure that the EFPOA has a good working relationship with administrators and input into the planning process. Ms. Nelson added that there still is no design company for the development of the Park and no replacement for Lyle Laverty who left his post as head of Colorado State Parks. Ms. Sparer noted that resident Scott Nigut also was interested in participating when meetings get underway with planner for Staunton .

Ms. Schrage asked that a formal letter be drafted about the EFPOA's interest in working with the State on this project, and reminded the Board that the Staunton Forest Ranger, told residents at the Annual Meeting on July 8 that they welcome or comments and participation.

The discussion also turned to the West and East gates and that keeping them partially closed may begin to discourage people (and possibly future visitors to the Park) from driving thorough the Ranch. Some members also noted that preliminary plans show trails in the Park to be away from houses in the Ranch, thus less of a mix of visitors and residents. Mr. Duffy reiterated that there is no money for improvements by the State for an interchange at Shaffer's Crossing and that would have to be put in before the Park even opens. It was also noted that the State is working on having enough money for maintenance in existing parks, which will precede any development at Staunton .

A motion made by Mr. Mechler to approve the Parks Report was made by Mr. Mechler and seconded by Ms. Schrage. The Board unanimously accepted the Parks Report.

## **Vacation of EFPOA Roads**

Ms. Sparer said she will set up a meeting for interested Board members at the Jefferson County 's Office of Planning and Zoning with Director Michael Chadwick to discuss procedures for vacation of roads on the Ranch. At the EFPOA Annual Meeting, the Board was directed to pursue and gather information on vacation. Legislation that would permit vacation of roads goes into effect September 1, 2007. More research will be done on this topic as the Board learns more about the process and what paperwork is needed if it does move forward.

Ms. Groves said she would be interested in researching this topic and suggested contacting resident Fred Wells about the legal side of this issue. The Board also wishes to find out how the sale of the Sportsman's Club (if a current contract on the property goes through on August 27) and properties that are adjacent to the State Park, would affect vacation. The Board is discussing the possibility of informational letters to all homeowners and agencies impacted by any change in roads status.

Ms. Sparer said she would contact Board members with the exact date that Mr. Chadwick was available.

## **East and West Gates**

There was a short discussion as to the condition and future of the East and West Gates. Discussion centered on whether they should be upgraded, especially if Ranch roads are vacated. At this time the roads are County roads and the gates are illegal. Ms. Sparer said that the Board could check with the County Fire Marshall to see if they could be closed a certain number of days per year. Gates would still have to have way for emergency access. Ms. Sparer said that if new gates were put in, no doubt there would have to be a special assessment to pay for them, approved by Ranch members at an Annual Meeting.

## **National Night Out Against Crime**

Ms. Patterson has contacted Jefferson County Sheriff's Department, which will attend a National Night Out Against Crime from 6-8 p.m. on Tuesday, August 7. Representatives from the S.W.A.T. Team, Sheriff Ted Mink, EFPOA liaison to the Sheriff's Department Amy Vudures; a K-9 dog; Officer Jim Brendle, among others. Fire Marshal Elizabeth Woodward, may also be on hand to talk about fire safety.

Ms. Patterson also is inviting neighborhood associations from the surrounding area to this potluck. The Board will provide chicken and sandwiches, but residents are asked to bring a dish to share.

### **Welcome Packet**

The Board continues its plans to create a Welcome Packet for new residents.

### **Bylaws**

It was moved by Ms. Patterson, seconded by Ms. Groves, to amend the current Bylaws so that four members, rather than five, constitute a quorum of the seven-member Board. This was unanimously approved by the Board.

### **Other Business**

#### **Phone Trees**

Ms. Schrage and Ms. Sparer brought up the importance of phone trees in the Ranch, not only for social activities, but in case of emergency. Ms. Schrage agreed to oversee this and divide the Ranch up into segments, so those who are in charge of calling people are calling their immediate neighbors. Ms. Schrage explained this is a much better approach to be called by someone who lives down the street rather than on the other side of the Ranch and promotes the neighborhood feel and connection. Ms. Schrage also said that "scripts" should be provided for callers, including details about a particular event or issue, rather than residents simply getting a reminder call about the date and time of an event.

#### **Annual Meeting Review**

**Even with a phone tree reminder call, there was a low attendance by the membership at the annual meeting.**

The Board talked about ways it could improve the Annual Meeting, including length of the meeting, quorum and voting requirements for the election and proxy process. The Board is checking Colorado State Law to see if a certain number of

homeowners is required for a quorum. If not, the Board must determine what percentage of those in attendance and proxies is needed for an Annual Meeting quorum. At this year's Annual Meeting there was not a quorum as outlined in the current Bylaws and the Board struggled to get verbal proxies by telephone. Phone proxies were then filled out by the caller from the Board and turned in.

Also, the Board agreed that newsletters with proxies in them should be mailed rather than e-mailed, to assure that members get them. It could be followed by calls via phone tree, to make sure all residents have received them.

Ms. Patterson added that there were to be designated people who were not running for the Board to count the votes and no one volunteered. Therefore two retiring Board members counted the votes had had her tally them.

The Board will revamp the process by the next Annual Meeting after researching State law.

### **Newspaper Boxes**

Any resident who is in need of a newspaper box should contact Mr. Mechler at 303-838-1923.

### **Board Meeting Dates**

The Board unanimously agreed to meet monthly at 6:30 p.m. on the third Tuesday of each month, unless otherwise posted. Meetings will be in The Lodge until the sale of the Sportsman's Club or until weather becomes inclement.

The next meeting of the EFPOA Board of Directors will be Tuesday, August 21, 2007 at 6:30 p.m. in The Lodge.

### **Adjournment**

Mr. Mechler moved to adjourn the meeting at 8:30 p.m. with a second by Mr. Duffy, and the Board unanimously approved the motion.