

**Elk Falls Property Owners' Association, Inc.**

**Board Meeting**

**1 June 2016**

**Board members present:**

Renae Braun  
Cindy Henshaw  
Cyd Lantz  
Bob Wallace

**Guests present:**

Bob Phelps  
Carol Phelps

**Call to order:**

The meeting was called to order by Bob Wallace at 7:29 PM.

**Old Business:**

Minutes of the May meeting were approved with one typographic correction. Motion by Cindy, second by Renae.

Lundy's deck (34506 High View) was approved by email and an approval letter was sent on 22 April.

**Roads:**

The spot paving went well. All roads will be graded and the mailbox area will be graded and filled.

Cindy will resign from the board at the annual meeting. She pointed out that the snow plowing contract will need to be renegotiated for next year. Bronson would like a long-term contract which would include grading and plowing for an ongoing monthly fee. The new board will need to consider whether they want to continue a year-to-year contract or a long-term contract. Cindy spoke highly of the working relationship with Bronson.

The sand/salt application discussed in the previous meeting is also outstanding. This should be addressed as well. Cindy pointed out that there are several barrels along various roads. She suggested the new board approve funds to fill these barrels with a sand/salt mixture so that residents may apply the mixture to trouble spots in the winter.

Culvert marking is also an outstanding issue. This needs to be done by the incoming roads person.

Renae stated that the McGarvas, who are residents, would also like to bid on the contract for next year. The board asked her to send an email to them with an invitation to submit a bid, which she did at the meeting.

Currently grading services are not under written contract. The board discussed considering putting this under contract as well.

**Treasurer's Report:**

Exploration of accounting software options is still in progress.

Renae filed our 990 for the year. Next year the annual revenue will be less so we should be able to use the postcard filing.

Second dues notices will be sent out shortly.

**Architecture:**

Bob will be resigning from the board at the annual meeting. Renae asked that he document both the policies and procedures for the incoming architecture committee member.

Bob is working to finish replacing all faulty locks on the parcel mail boxes before his term is finished.

**POA Phone Directory:**

Bob Phelps brought drafts of the new phone directory for proofing. He will also bring draft copies to the annual meeting. Once the draft is approved, copies will be printed and mailed to all POA residents.

**Annual Meeting Preparations:**

The annual meeting will be held on Sunday, 10 July 2016 at the Elk Creek Fire Department. Notification and proxy ballots need to be distributed prior to the meeting. The board set 15 June as the deadline for this distribution. Once all homeowner information is updated in the database, Bob Phelps will generate the proxy ballots and email them to Cyd. Renae will leave envelopes with Cindy. Cyd will make a flyer to include in the mailing recruiting for board members. She will also include this in the upcoming newsletter and post a copy on the bulletin board. Cyd will also make a reminder for residents to submit their permission to be included in the phone directory for the mailing.

Cyd will get all materials printed and then get with Cindy and whomever else wants to help stuff envelopes.

**Annual Meeting Agenda:**

All board members would like to have an update from Staunton State Park regarding current construction activities. There is a resident concern regarding the increased traffic on Upper Ranch Road. Bob Phelps pointed out that there is an alternate ingress being constructed on park property which will ease the Upper Ranch traffic volume when completed. The board also recalled that David had a meeting with Zach, the Staunton ranger. The board felt that David should invite Zach to speak at the meeting.

Cindy will speak about the road maintenance. She also suggested that we refer to last year's annual meeting agenda to use as a template for this year's meeting.

Renae has two prospective reviewers for the annual account review.

Cyd will contact Mike and Marie Hensick to see if they want to speak about Firewise.

We may also want to ask Christine Groves to speak about the welcoming committee.

Renae believes we should have another meeting prior to the annual meeting. That is tentatively set for Wednesday, 6 July at 7:00 PM at David's home.

Motion to adjourn made by Bob and seconded by Cyd. Board meeting adjourned at 9:34 PM

Respectfully submitted,  
Cyd Lantz