

Elk Falls Property Owners' Association, Inc.
Annual Meeting Minutes
October 23, 2022 at 2pm
Elk Creek Fire Station #1

Call to order at 2:16pm

Confirmation of a quorum: Dan Mueller called to order with a Quorum of 30 member participants

Welcome and introduction of new members:

3 new members: Jeff and Leslie Taylor live at the end of South Elk Creek Rd., Cyndie Van Buskirk lives on Circle Dr. and Patrick Reich lives on High View.

Guest speakers:

Staunton State Park: Dale full time Ranger was in attendance for Zach and provided an update:

Visitor numbers way up in 2022 with 270,000 year-to-date by September which is as many as all of 2021

Bear activity is high – more in the neighborhood than in the park. Please take precautions

Contact the park for action if visitors are observed accessing the park through the neighborhood

Discussed planned improvements at Davis ponds parking lot and opening up access for handicapped visitors. Probably a year or two off.

Archery range and fishing shelters improvements by the spring of 2023.

Members questions on... possible stop sign changes to encourage exiting visitors to look both ways, getting the county to study the need for striping Elk Creek Road.

There was a question on camping at the park. Dale said they are looking into RV camping in the future but it will be far off.

Dan Mueller to follow up with Zach for more details on the Davis ponds project scope and timeline.

Elk Creek Fire Protection: Chief Jacob Ware was in attendance and spoke about the following:

Study to merge with Inter-canyon and North Fork, reasons why it made sense, numbers of calls and streamlining of escalation, leveraging additional Inter-canyon and North Fork staff with additional Elk Creek equipment. Twenty-seven percent of the calls overlap and with the merge it could save 3-5 minutes response time. The fire departments have a mutual aid agreement. There will be a survey for community members to fill out to give their opinion on the merge.

Wildfire program is made up of Inter-canyon and North Fork in collaboration. This is what has driven the fuels program and the wildfire program

Chipping program popularity and scaling back of capacity from last year's 600+ homes down to 400+ homes this year. Experiencing more slash piles per home, more people wanting chips hauled off rather than blown back onto the property, results in more time per household, more trips to county dump and reduced productivity. Struggling with how to deal with high demand and reduced capacity for next year.

Community Ambassador Program: The neighborhood has a community ambassador and they now have 34 ambassadors within 30 planning units or neighborhoods. This year, the chipping program opened up on the internet and it was filled within 30 minutes. The program ended up chipping 450 homes in the area this year which is their maximum capacity. He is looking to get grants to get more chippers and 2 crews in order to expand the program.

There are five permanent wildfire professionals on staff. ECFPD has applied for funding to add a couple more people to the Wildland team which would help.

Chief mentioned the Community Ambassador program as the neighborhood's line of communication to/from ECFPD.

Dan Mueller explained that as Firewise Chairman he serves as the Community Ambassador and will funnel information on programs through Firewise updates in the neighborhood newsletter.

Question asked, is the Elk Creek Fire Department working with Staunton and Park County Sheriff in case of emergency. The county sheriff is responsible for the evacuation, not the fire department. The fire department is working with Staunton State Park to establish an evacuation site within the park for residents to go in case of a wildfire.

The county is switching from Code Red evacuation notification software to RAVE or Lookout Alert. Lookout is supposed to be better but they recommend signing up for both. Park County is still on Code Red.

Firewise Report-Dan Mueller

What is Firewise?

Firewise is a national program assisting communities with education and wildfire risk reduction providing:

- Education
- Assistance
- Certification

Your neighborhood committee members:

Bob Fletcher, Anita Nissly, Mike Pesta, Mike Long, Jasmin Schoenart, Dan Mueller

2022 re-certification in process:

Track and submit your hours worked & dollars spent, November 15th deadline for 2022 submission

Send to Dan Mueller: elkfallsfirewise@gmail.com

Firewise Activities

Chipping/slash removal program coordination with Elk Creek Fire:

Public sign-up opened on February 21st and closed *full* the same day. Few residents were able to take advantage of the program this year. If there is sufficient interest, Firewise and the POA will help facilitate/arrange alternate options. Mike Pesta has contacted private local chipping contractors for pricing to no avail. All the companies that answered or returned calls were booked up for the year.

Dan has a sign up sheet if people are still in need of chipping on their property

Educational programs:

A Firewise presence at the annual picnic was organized by Mike Long - Brochures were made available.

Excellent "Home Ignition Zones" brochure available here at the meeting or emailed by request. Enhanced new resident information package on wildfire preparedness – Anita Nissly is working on that effort.

Improve and identify access and egress routes:

Minimize roadside fuels risking blockage of access & egress. Bob Fletcher is looking into guidelines for roadside hazard removal in the neighborhood and a possible future mitigation work date. Chief Ware reflected on access and egress and about grants for mitigation for homeowner's association. He is looking into HB 22-1011 that allows communities to get grants for mitigation.

Neighbors-helping-neighbors initiative:

Let us know if you have mitigation work to be done but need assistance due to physical limitations.

Volunteer if you would like to offer up your time and energy to assist those in need. Firewise will help coordinate need and resources.

What residents can do

Reduce wildfire fuel in the neighborhood:

Prevents or lessens severity of a future wildfire.

Manage trees, brush, and fuel on your property.

Take advantage of the Elk Creek Fire chipping/slash removal program – early 2023 sign-up.

Volunteer assistance for those in need – help your neighbor

Protect your home, property and family:

Understand the Defensible Zones – ask for a brochure, read and execute!

Help emergency responders find your address quickly – install standardized address signage

Schedule a Wildfire Prepared Homeowner Assessment with Elk Creek Fire which is \$100 fee

Plan for a possible wildfire evacuation:

Develop and practice a family plan.

Prepare with a "Go-Bag".

Heed public announcements and leave early

Approval of 2021 Annual Meeting minutes

No comments, changes or corrections offered up. Renae Braun motioned to approve minutes.

Nita Johnson seconded the motion. All were in favor. Motion passed.

President's Report

Accomplishments for 2022:

11 Board of Directors meetings. Minutes of past meetings are always available for review on the EFPOA web site.

Budget meeting held in February. Proposed 2022 budget was disclosed, discussed, and approved.

Continued road maintenance and improvement: Seasonal full neighborhood road grading. Snow plowing, sand/salt applications, and culvert/ditch work as needed. Continued initiative to resurface all roads with road base. Full detail in Dave's Road report to follow

7 requests for architectural approvals: 1 new home, 3 solar panel projects, 1 septic project, 1 deck and 1 fence project. Reminder - covenants require board approval for many home improvements including decks, fences, garages, sheds and additions.

Member vote on proposed covenant change regarding leasing (Short Term Rentals): Amendment did not pass - So no change in the existing covenants. Short Term Rental regulation conformance and permits required by both Park & Jefferson counties,

Beginning a 30-day trial for PAYHOA management software.

Automate many manual financial tasks currently handled by volunteer board members. Introduce on-line payment of dues, integrated member communications, on-line submission of architectural approval requests

Newsletter publications. Thanks to Bev Long for her work

Broadband grant application was approved!

Highline (formerly SPT) working on final design and obtaining permits. Construction to begin in February 2023. Customer activations to be completed by September 2024

Annual picnic and Firewise educational event held on October 1st. Thanks to Ted Hammon and James Lincoln for grilling and to the Davis family ranch for hosting

Trick or Treat parade planned for Saturday October 29th:

Games at 1:30, trailers depart at 3pm, potluck dinner after the hayride. Thanks to Heath & Jennifer McNally for hosting this year – 11739 Upper Ranch Drive

A member asked if annual meetings would get back to the normal 1st Sunday in May schedule.

Roads Annual Report Dave Shaffer

Big Maintenance:

Full ranch grading in May, good moisture, good results.

Small Maintenance:

Tiny Tractor performed some spot grading, ditch cleanout and culvert clearing this fall after some precipitation. Although we were not able to complete all the areas due to lack of moisture.

Winter Maintenance:

Snow removal – plowed snow 4x. Sanding/salting – Dave Shaffer did it 7 times, Tiny Tractor did it 2 times this year.

Miscellaneous:

Dave installed many check dams in ditches to slow erosion. Culvert inspection is done twice per year with culvert clearing done as needed. TTS excavated to expose 1 buried culvert inlet and 1 buried culvert outlet. Culvert headwalls were then installed to prevent them from being buried again.

Road Base Addition + Compaction June 2022:

We added road base and we did compaction on Upper Aspen, Lower Aspen at Circle Dr, Berg Ln at Stallion Dr, Stallion hill, Rock Creek Rd, Jensen Rd intersection.

Note: Compaction of road base appears to have significantly improved durability of the road surface. Considering compaction of some areas in conjunction with spring grading.

2023 Maintenance Plan:

Spring road grading.

Winter snow plowing when snow accumulation exceeds 4 inches at the mailboxes. Winter sanding/salting on specified problem areas such as Stallion Hill, Cedar/High View curve, Juniper paved curve, Circle Dr hill approaching Lower Aspen. There are barrels with sand and salt at these and other locations. TTS spreader accomplishes much better material distribution than shovel/bucket.

Spot grading/repairs as needed. Road base will be added this spring. The contractor recommends a continuous application of road base. The recommended locations for road base next year are Cedar Ln, Stallion Dr below Jensen, and Lower Aspen from Circle Dr. Spring and fall road culvert inspection. Culvert maintenance and check dam installation as needed. Identify/mitigate road erosion caused by driveway sheet runoff

How residents can help

Please do not exceed 15 mph. Please avoid sudden starts/stops and spinning tires. Please keep driveway culverts and ditches clear. When plowing snow, please avoid removing road base or moving decomposed granite into roads with road base. Notify Roads Chair of road issues (Dave Shaffer - elkfallsroads@gmail.com).

PAYHOA Management Software Renae Braun:

For over a decade the EFPOA used a homegrown membership and billing database developed and maintained by long time homeowner Bob Phelps who unfortunately passed away last year and is greatly missed by all who knew him. With the loss of our IT department Renae started looking for cloud-based HOA management software. Renae thanked Dave Crespo for referring her to the Lionshead Ranch HOA Treasurer who highly recommended PayHOA and streamlined the selection process. Renae thanked Sam Shapiro for putting his IT auditor skills to work to review PayHOA's security standards.

PAYHOA Features:

- Mailroom (\$0.85 per invoice/notice + \$0.15 additional pages First Class USPS)
- General Ledger and Budget
- Board can send mass emails, SMS, and automatic phone calls
- Homeowners can pay their dues online by bank draft (\$1 per payment)
- Homeowners can pay their dues online by credit/debit card (2.9% + \$0.30 per payment)
- Homeowners can pay their dues by mailing check and payment coupon to a lockbox (\$1 per payment)
- Homeowners can submit architectural requests online
- Homeowners can update their mailing address, email address and phone numbers online
- Member directory is not online at this time - ability to create a pdf directory
- Homeowners must authorize inclusion of their email address and phone numbers in the directory
- Affordable – Base fee \$99/month
- Secure – online payment processor is PCI Compliant

Renaë thanked Cyndie Van Buskirk for stepping up to be the new Treasurer. After serving on the EFPOA Board of Directors for over 14 years, Renaë is looking forward to having more free time to spend with her family. Renaë plans on staying on as a volunteer to finish the transition to PayHOA.

New Business

A member raised a concern about the noise at the wedding venue. They have contacted the venue and they are not responding. The sheriff said that it is a civil issue. Dan will try and contact the venue to set up a meeting with the concerned residents.

A member asked why financials were not covered during the annual meeting and why they needed to attend a separate budget meeting to understand POA budget and spending. It was explained that an annual budget meeting is required by state law and that the board has chosen to focus on financials at that meeting rather than extend the already lengthy Annual meeting.

Nomination of Candidates:

Four returning board members, one new member. Cyndie introduced herself. Wayne Gneiser serves as secretary, Dan Mueller serves as president, Marta Nelson serves as vice president and architectural chair and Dave Shaffer serves as roads chair and Cyndie Van Buskirk to serve as treasurer.

Cyndie introduced herself. She is employed at a large health system in Northern Colorado as revenue cycle.

Election of Board Members:

Five nominees unanimously elected for the next term. Votes collected via paper ballots from those attending, via Webex polling from six eligible Webex participants, and via verbal tally from three phone-in participants. There were 20 residents and 1 dog at the meeting (the 20 residents in attendance comprised 15 votes). There were 3 households dialed in via phone and 6 households online.

Eligible to Vote

In Person 15

Proxy 9

Dial in by Phone 3

Online 6

Total 33

All votes were in favor of installing all five nominees to the Board of Directors.

Motion to Adjourn:

Meeting adjourned at 4:02pm motion to adjourn by Marta Nelson, seconded by Wayne Gneiser. Unanimously passed.