

**Elk Falls Property Owners Association  
Board of Directors Meeting Minutes  
January 16, 2024 @ 7:00pm**

**Board Members Present:**

**(In Person – Wayne Gneiser house)**

Dan Mueller, President

Wayne Gneiser, Vice President

Kim Stammer, Secretary

**(By Webex)**

Cyndie Van Buskirk, Treasurer

**Guests**

Nick Larche, Newsletter/Elk Falls Communications

**I. Call to Order (Dan Mueller)**

The meeting was called to order at 7:13 p.m.

**II. Approve Meeting Minutes (Dan Mueller)** Motion was made by Dan Mueller to approve all three meeting minutes and seconded by Wayne Gneiser. All voted in favor, so the motion passed.

- i. September 18, 2023
- ii. November 6, 2023
- iii. December 4, 2023

**III. Treasurer Report (Cyndie Van Buskirk)**

**a. January Financial Reports:**

- a. **Balance Sheet:** Total Escrow Deposits is now \$2,600, which includes \$400 for new build on Stallion from 2021, \$400 for active, new build on Circle and remaining \$1,800 carried over since 2015. The \$1,800 came from a prior account at Centennial and unable to trace the deposits. No requests have been made for funds. Plan is to transfer \$1800 to liquid asset/savings account to earn interest. \$400 from builder on Stallion (Ken Hutchinson) can be refunded because construction completed in 2021. Dan moved to refund \$400 to Ken Hutchinson and Kim seconded. All voted in favor, the motion passed. Regarding the \$400 deposit for Circle Dr, they currently have a temporary Certificate of Occupancy. Will refund deposit once permanent Certificate of Occupancy is issued.

**b. Budget v. Actual Accrued (2023):**

- i. **Income:** Budget was almost the same as actual with a small difference of (\$64.28). When switched to POA, granted waivers of late fees. 1 person caught up account and paid \$205.50.
- ii. **Expenses:** \$3,618.89 over budget. Mostly caused by Road Maintenance due to very wet spring and summer. Grading

was \$3,670.00 higher than budget and road base was a little more than \$3,000 over budget. Miscellaneous road expense was for the \$1,500 tractor rental. On the flip side, actual snow plowing costs were ~\$1,700 less than budget. Legal fees were \$490 and had budgeted \$2,100, so saved \$1,610. Also, did not spend \$300 bookkeeper fee and software came in slightly under budget by \$59.

- iii. Variance: Negative values in income appear when there was a surplus of income over budget. Negative values for expenses appear when actual expenses exceeded budget.
- iv. Income – Expenses = Net Total. Went over budget by \$3,683.17.
- c. 2024 Proposed Monthly Budget (Cyndie & Renae 1<sup>st</sup> draft)
  - i. Road Maintenance budget: \$33,482. Road base reduced to \$11,557.05, which is 30% of 2023 expenses. Last year seemed extraordinary with rain. Increased grading budget to \$17,100 to include 2 gradings in 2024. Roads Committee will meet to discuss proposed budget and will circle back.
  - ii. Bank fees have increased. Cyndie tried to have First Bank \$25/month fee waived, but no luck. This will be a new annual expense of \$300.
  - iii. Food & Social: \$325 budgeted for annual picnic in September & Halloween hayride.
  - iv. Insurance. Budget based on 2023 rates, except for general liability insurance, which increased by \$300.
  - v. PayHOA fees remain the same.
  - vi. Legal fees. Reduced to \$600. Dan agreed. Not aware of any potential legal events in 2024.
  - vii. Bookkeeper fees not added.
  - viii. Crime insurance expense of \$371 agreed upon.
  - ix. Removed Constant Contact fee. PAYHOA fee is \$99/month. Online Meeting/Webex software is \$29/month. 1099 software is a 1 time \$15 fee per 1099. Website/square space cost remains the same as 2023.
  - x. Total expenses = total income. Income based upon 2023 actual HOA fees. Excludes 2 delinquent accounts and any HOA fees from 2022 or earlier. Income includes \$240 for non-member assessments, which were paid this year and assume they will continue to pay.
  - xi. Plan to schedule budget meeting for all homeowners in February. Board to finalize and approve budget in time to send out sufficient Notice of budget meeting. Cyndie to send invoices for POA dues in March.
- b. **Delinquent Accounts:** 2 remaining. Cyndie had sent the hardship information with invoices in December by U.S. Mail. No response. Renae made some collection efforts through calls and letters. We do not have copies of those letters. Next stage will be letter from an attorney.

- c. **EFPOA Board Member Responsibilities.**
  - a. There was discussion about the Bookkeeper/3<sup>rd</sup> party auditor role (Rena) Annual audit/review by a non-board member is required by State law. Also, Rena is helping Cyndie on a regular basis, especially for monthly items. Cyndie does not see a conflict of interest in having the 3<sup>rd</sup> party auditor involved in regular monthly bookkeeping activities, so we will continue to operate in that manner.
  - b. Add Newsletter/Website tasks
  - c. Date of Next Meeting – Kim to add next Board date to PayHOA.
  - d. Collections Category – Kim offered to help Cyndie with some of these tasks:
    - i. Update Annual Fee & Special Assessment Collection policy.
- d. **Snow Plow Expense from 1/15.** Motion to pay Bronson for snow plowing made by Cyndie, seconded by Dan. All voted in favor, the motion passed.
- e. **PayHOA Missing Emails.**
  - i. Dan will send an updated list to Board. List is not for a public directory. For Board use only to determine who is receiving PayHOA communications by email. Had 27 properties without email addresses and 9 properties who were not in Constant Contact for a total of 36. Received email addresses for 9 properties, so reduced list to 27 properties without email addresses.
  - ii. Once Dan circulates updated list, Kim to review and notify Board if any individuals are members of Elk Falls Facebook group and if so, determine whether to reach out to those persons.
- f. **PayHOA Directory.** Enhancements from PayHOA should be released in Q1 2024. Cyndie to notify Board once received and to also reach out to PayHOA for update as needed.

#### IV. **Roads Report (Wayne Gneiser/Dan Mueller)**

- a. Roads chair position is still open.
- b. Sand added on Circle and Lower Aspen.
- c. Sand/Salt Supply. 20 bags of salt previously approved in November meeting. Wayne will purchase with Board debit card.
- d. Snow totals log maintained by Dave Shaffer. Dan to search PayHOA Archives and other sources for Dave's log. Will create new spreadsheet if needed.

#### V. **Firewise Report (Dan Mueller)**

- a. Nothing to report.
- b. Usually in mid-February, Elk Creek Fire Dept. will make an announcement when chipping will open. Elk Creek Fire will contact Dan because he is the Firewise chair and will provide an early sign up link, which can be used 24 hours before open to public. That link will be sent out by EFPOA newsletter and Dan will also email persons who submitted Firewise hours/expenses in prior years.

- c. Existing Slash piles: As we approach sign up, let neighbors know slash will not get picked up unless signed up for chipping/slash pick up program with fire department.

**VI. Architecture report (Wayne Gneiser)**

- a. Pending
  - i. 34667 Circle Drive. New home build. Abby and Shane Florian. Erosion control looks good. They double seeded and put down straw and mats. No longer any culvert issues. Grading should be finished. They have a temporary Certificate of Occupancy.
  - ii. 34457 Circle Drive. New garage build. Anticipates site visit from Park County in 2 weeks. Size may shrink from original plan.
- b. New requests (Inquiry Only). None
- c. Approved
  - i. 34961 Lower Aspen Lane. Approved By email. Project deferred until further notice. Approval letter not needed at this time.

**VII. Other Business (Dan Mueller)**

- a. **Discussion of possible Covenant revisions.** Deferred.
- g. **2022 HOA legislative updates to Annual Fee & Special Assessment Collection Policy.** Deferred. Dan started drafts. Kim to assist.  
**Decisions made outside board meeting.** Approval of 34961 Lower Aspen Lane architectural request by email.
- b. **Crime Insurance policy.** Insures the Board and POA from liability if someone commits a crime with EFPOA funds. Dan agrees we should have it. He will reach out to our insurance person to notify her that we are ready to apply for policy and ask her to provide next steps.
- c. **Website updates.** Bev Long still handling website for now. Nick Larche to connect with Bev about transition. Bev has made some of Dan's changes (corrections or obsolete) to website. There was a discrepancy about whether Secretary or VP was handling mailboxes, including keys and repairs to locks. Mailboxes to be handled by VP. Need to notify Cyndie when new keys are issued because there is a \$25 charge to property owner(s).
- d. **Advertising:**
  - a. Need Roads Chair
  - b. Annual Meeting
  - c. Board of Directors election in May. At this time, all current Board members have indicated they are willing to stay on for another term.
  - d. Suggest attendance of monthly Board meeting
- e. **Roads Chairman replacement** – Unknown of any potential candidates.
- f. **Annual Meeting** - 1<sup>st</sup> Sunday of May at 2:00 (In Bylaws). May 5<sup>th</sup>.
- g. **Budget Meeting.** Need to provide owners with 30 days' notice. (this was later corrected to actually be "not less than ten nor more than fifty days")

notice per EFPOA By-Laws). Scheduled for Sunday, Feb. 25<sup>th</sup> at 2:00 p.m. Dan to find location (Elk Falls Fire or Staunton Visitor Center) and will set up Webex. Cyndie to provide Nick with template for invitation. Budget meeting does not require a quorum. Proposed budget will be sent with invite.

- h. **Speed bumps update.** County has not responded to Dan's voice mails. Dan provided with the name of a new person who is supposed to address issue. Dan to follow up with him by email and request status.
- i. **Staunton State Park CPW Hunter Certification Program and Rifle range.** Meeting scheduled for 1/29/2024 at Staunton Visitor Center with CPW who can provide information to residents and answer any questions. Dan received a phone call from The Flume newspaper who was contacted by Resident Christine Groves. Reporter spoke to Zach and she has a copy of his letter. Reporter asked Dan for his comment. Dan responded he will be attending meeting to get answers straight from CPW.

**VIII. New Business (Dan Mueller). None.**

**IX. Next Board Meeting date: February 13, 2024 @ 7:00 p.m. at Dan's house.**

**X. Meeting adjourned 9:19 p.m.** Motion by Dan. Seconded by Wayne. Motion passed.

Respectfully submitted by Kim Stammer, EFPOA Secretary.