

# **ELK STREAM RANCH PROPERTY OWNERS ASSOCIATION**

## **BOARD OF DIRECTORS MEETING**

**April 24, 2014**

The Board of Directors met at the home of Philip and Linda Walters. Gem Boone, President called the meeting to order at 7:06 pm. Attendees included Gem Boone, Philip Walters, Vice President, Louise Lawson, Secretary-Treasurer, Steve Boone, Chairman of the Property Management Committee (PMC), and Linda Walters, POA member. There were no call-ins via the conference phone line.

Topics of discussion included:

1. Steve Boone, PMC Chairman, reported that the grazing lease is complete, ready to be signed and will be filed by the end of April. Next, Philip reviewed the implementation timetable for Phases 1 and 2 of the Drainage Improvement Plan, dated 2/24/14 (posted on the website). Both Phases are about 95 percent complete. It is likely Phase 3 of the project will be delayed until we have sufficient rain or run-off to test the rebuilt drainage system. Although there are no final invoices for work performed, Cecil Thurman (Thurman Excavation) estimates final charges will be within our budget. The overall costs of the project have been offset by considerable volunteer work. Philip is collecting the number of hours worked by member volunteers.

Before the next Board meeting, the PMC will review the Road Reserve Policy (Gem to obtain) and the Reserve funds collected vis-à-vis actual road expenditures from the Reserve to date. The PMC will also seek clarification if Reserve funds can be used for emergency road repairs.

2. Steve Boone, as Chairman of the Design Review Committee (DRC), recused himself from an upcoming application that he and Gem will be submitting.
3. Philip Walters reviewed ESRPOA income to expenses to date. At this time there are neither apparent discrepancies nor expected shortfalls.

The last of the second half Special Assessments were due 3/31/14. The BOD did not have an updated dues and assessments report. Philip will ask Odin Christensen, Assistant Treasurer for an updated report.

Philip also identified a need for the Association to create separate Accounts Receivable files, or ledgers, to record each Lot owner' dues, assessments, payments, any late fees, etc. He offered to design an automated system for this purpose.

- The BOD unanimously passed a Resolution to notify the Mancos Valley Bank to delete the names of James Fritz and Alan Scott from its list of signatories and add Philip Walters and Louise Lawson as signatories. Gem Boone and Odin Christensen are already listed as ESRPOA signatories. Louise Lawson will prepare the Resolution, obtain signatures, and she will submit the signed Resolution to the Bank for processing. (Task completed 5/5/14 with both Louise and Philip providing their signatures to the Bank.)
4. The BOD reviewed proposed changes of scope to Policy #10-2010: Temporary /Electric Fence Policy. The BOD unanimously agreed to the proposed changes so the policy now governs both electric, and non-electric, temporary fences. Philip will circulate the amended Policy for signatures, website posting and filing.
  5. Recent Colorado legislation (An Act) requires written Owner consent to publish property owner telephone numbers, e-mail addresses, etc. This has ramifications for the ESRPOA Property Owners Directory. Gem will contact the ESRPOA attorney (Erin Johnson) to determine what is required to comply with this new ruling.
  6. Per changes to governing Colorado laws, ESRPOA Policy #6-2010: Collection of Unpaid Assessments was amended and adopted 12/10/13. In order to implement the Policy, Philip Walters drafted a Notice of Overdue Unpaid Assessment and an automated itemized billing Statement to be delivered with the Notice. In addition, he prepared a corresponding one-time-only payment plan if requested by a member with overdue assessments. The BOD reviewed the draft documents and approved them. Once Philip receives the latest overdue dues report he will prepare the Notices, Statements and Payment Plans for any POA members with unpaid assessments. Once reviewed and approved by Gem and Louise, he will send the Notices to the affected members.
  7. Gem Boone will be attending a meeting on May 8, 2014 of the Habitat Partnership Program (HPP) regarding possible pond reclamation funding. At the previous meeting, the group requested that she obtain additional cost estimates. Gem has obtained and will present additional estimates to the HPP Board.
  8. Philip Walters is updating a Governance Calendar listing tasks to be completed by the BOD and timeframes. He presented a draft of the Calendar for review and subsequent discussion.
  9. The BOD reviewed the ESRPOA's files regarding a lien on Julia Bennett's property, Lot # 29. The lien was filed to recover the costs associated with cutting standing rebar and removing it, along with uncollected waste remaining on the property, after a fire burned the house in 1998. Erin

Johnson will be consulted before a Statement is prepared and submitted for payment.

10. The next BOD meeting is scheduled for 4 pm, MDT on May 22, 2014.

The meeting was adjourned at 9:47 pm MDT.

Respectfully submitted,

Louise T. Lawson  
Secretary-Treasurer