

**ELK RIDGE TOWNHOME TOWNHOMES  
HOMEOWNERS ASSOCIATION MEETING  
September 16, 2023**

**I. CALL TO ORDER**

The meeting was called to order at 10:04 a.m. via videoconference.

Board members participating were:

Lisa Rogers, President, #434

Garren Riechel, Treasurer, #428

Dan Nordlander, Director, #430

Larry Lilly, Director, #416

Owners participating were:

Jeff Moody, #402

Ty Rodgers, #434

Representing Great Western Lodging were Erin McGrain and Rebekah Pearson. Kristine Morahan of Summit Management Resources transcribed the minutes from recording.

**II. PROOF OF NOTICE & DETERMINATION OF QUORUM**

Notice of the meeting was sent September 6, 2023 and posted in accordance with the Bylaws. With owners represented in person or by proxy, a quorum was confirmed.

**III. REVIEW/APPROVE PREVIOUS MEETING MINUTES**

**Motion:** A motion was made to approve the May 10, 2023 Homeowners Association Meeting minutes as presented. The motion was seconded and carried.

**IV. MANAGER REPORT**

Erin McGrain presented the Manager Report.

1. Western Skies Exterior repaired the sections above #434, #420 and #400, added shingles and repaired flashing. The HOA did not have to pay for these repairs.
2. Craft Waterproofing repaired the heat tape and gutters between #432 and #436.
3. Backflow preventers for the sprinkler system on the east side were inspected.
4. The fire sprinklers will be tested in October by Western States.
5. Internet is no longer part of dues.
6. There were two sales this year: #400 sold for \$2,400,000 and #432 sold for \$2,495,000.
7. All Electric Company will inspect the heat tape between #432 and #436 on October 10, 2023.
8. Upcoming Projects include window washing, hose caps, decking, siding work, concrete work, garage dumpster door, and Sundial equipment removal.

**V. FINANCIAL REVIEW**

*A. Year to Date Budget*

As of July 31, 2023, Operating Cash was \$66,222 and Reserve Cash was \$77,822. Management Fees were \$134 unfavorable to budget. Upper Village Dues were \$97 unfavorable to budget. General Maintenance and Repairs was \$30 unfavorable to

budget. Net Income was \$8,546 under budget for the year and \$5,951 under budget for July.

**B. Budget Ratification/Vote**

The 2023/2024 proposed Budget included a 16% increase to Operating Dues Income to \$200,640. Insurance increased 21% to \$28,000, Electric increased to \$30,672, Water increased to \$730, Telephone increased to \$800 and Reserve funding was increased 28% to \$55,418.

The Declarations state dues must be split evenly. They are currently being allocated based on unit square footage. The Board can decide to either split dues evenly or vote to spend \$5,000 - \$10,000 to have the governing documents amended to allocate based on unit square footage.

Ty Rogers stated he would like to see the dues split evenly, be less than \$880 and to add to Reserves with Special Assessments.

The Board originally elected to increase the Reserve Budget by \$10,000 for projects that will need to be done within the next 10 years. After lengthy discussion, the Board agreed to keep the Reserve funding the same at \$43,000, split evenly among all units, which would result in \$825/unit monthly dues.

**Motion:** Garren Riechel moved to keep the Reserve contribution at \$43,000. Larry Lilly seconded and the motion carried.

**Motion:** Dan Nordlander moved to approve the 2023/2024 Budget as shown with \$188,222 Operating Dues Income and \$43,000 for Reserves. Larry Lilly seconded and the motion carried.

## VI. OLD BUSINESS

**A. Roof/Heat Tape**

This agenda item was discussed in the Manager Report.

**B. Trash**

The Association switched from Waste Management to Timberline. The trash door is not locking and needs to be replaced with a lighter weight door.

**C. Other Old Business**

Sundial needs to remove their equipment from the property. Erin McGrain spoke with Sundial and was told equipment will be removed by the end of summer.

**Action Item:** Erin McGrain will contact Sundial again regarding removal of equipment. Great Western Lodging will remove the equipment if needed.

## VII. NEW BUSINESS

**A. Dues Allocation**

Dues were discussed during the budget ratification and will be effective October 1, 2023.

**Action Item:** Erin McGrain will send today’s meeting minutes, budget information and dues increase information to all homeowners.

*B. Other New Business*

Erin McGrain is waiting for bids for plowing this winter.

**VIII. ELECTION OF BOARD DIRECTORS**

The terms of Lisa Rodgers and Garren Riechel expired. Garren Riechel was willing to run for re-election. Lisa Rodgers was not running again and she nominated Ty Rogers.

**Motion:** Dan Nordlander moved to elect Garren Riechel and Ty Rogers to the Board. Larry Lilly seconded and the motion carried.

**IX. NEXT ANNUAL MEETING DATE**

The next Annual Meeting will be held on September 14, 2024.

**X. ADJOURNMENT**

**Motion:** Ty Rogers moved to adjourn at 11:07 a.m. Lisa Rogers seconded and the motion carried.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Signature