

Elkhorn Ranch Owners' Association  
Regular Meeting at Jefferson Community Center  
July 10, 2010

The Regular Meeting was called to order at 10:05am by Debbie Van Gundy. A quorum was established with the following Board members present: Cindy Gharst, Bruno Huber, Art Burnham, David Drake, and Rich Schreiber.

**Member Participation**

No comments from any Members present.

**Consideration of Agenda**

Agenda was accepted with no changes.

**Approval of Minutes**

Minutes from both the Annual Meeting and the Regular Meeting on March 27, 2010 were reviewed and approved as written.

**Board Business Without A Meeting/Electronic Vote Actions**

●Computer Equipment Purchase

To allow Cindy Gharst to purchase, on behalf of the Elkhorn and for use by the treasurer, a full size notebook computer, the software Quickbooks, Microsoft office and Norton internet security and not to exceed \$1,500.00 total on the four combined items. **Passed Unanimously**

●Change Billing Date for Dues

Beginning with the 2011 billing, dues notices shall be mailed out March 20<sup>th</sup>, payable on April 1<sup>st</sup>, and considered late as of May 1<sup>st</sup>. **Passed Unanimously**

●Repair Dip in Driveway at Restrooms

Terry Shumaker (Maintenance) was concerned about the driveway that enters the parking area/restrooms at the picnic ground, it had a very steep dip from erosion and had become a hazard; anything other than a full size pick-up or large SUV was in danger of dragging bottom. I checked it out and agreed with Terry's assessment.

Terry estimated between \$300-400 to fill it in and grade it. The equipment owner/operator he selected charged \$65.00 per hour and they could have it done before the picnic. We had \$1,000 in the budget for "undetermined" maintenance and repair and the board Okayed the project stipulating it was not to exceed \$400.00.

●Tour Water Facilities with Attorney

Tim Buchanan, our water attorney wanted to assess the layout of our augmentation system, since he was coming here anyway it was arranged for the board members to take the tour with him as some board members had not seen it nor met the attorney. Denny Nall led the excursion on June 21<sup>st</sup> with 5 board members present. This was an informational tour only, no decisions were made.

**Officer Reports**

Temporary Treasurer Report

She also provided to the Board a memo summarizing the process used to transfer the records from JoAn Nall. With Dave unable to take over the duties immediately, Cindy had collected and deposited receipts and paid bills in the interim. Cindy will transfer the computer to David Drake during the next week and make sure everything is working properly.

Cindy Gharst provided the Treasurer's Report for the period April 1<sup>st</sup> through June 30<sup>th</sup>, the interim period until David Drake was able to take over these duties. Cindy provided an budget versus actual income statement and a balance sheet. The most significant activity during the period was the computer purchase. Also, membership dues

are under budget. The formats of these reports are different from previous customized Treasurer's Reports because they were generated directly from Quickbooks. Cindy commented that she would work with Dave to modify the formats and titles to follow the standard for HOA reporting.

### **Committee Reports**

#### Architectural Committee

Art Burnham reported that he received an email from a property on Rhea Road regarding their building project.

#### Welcome Committee

There was only one transfer of property since the last meeting. She will include information about water ownership in her packets.

#### Picnic Committee

There were 80 people who signed in at the picnic on July 3<sup>rd</sup>. Jean Kramer did a great job coordinating the picnic this year; but will not be able to continue to be the coordinator. The Board will be looking for a new coordinator for next year's picnic.

### **Maintenance/Security Report**

There is no report from Terry Shumaker. Debbie Van Gundy advised the Board that there have been recent complaints about dirt bikes on the road and ATV noise. Cindy Gharst will send a letter to each of the property owners regarding the complaints.

### **Unfinished Business**

#### Old Elkhorn Ranches Sign

Terry has two 2' x 1' older signs that are green and white; he also has proposed two locations for these signs. There is concern however that some signs are Elkhorn "Ranch" and some signs are Elkhorn "Ranches". Debbie will look into new signs. The Board also wants to establish the correct name.

There was a motion to hold off putting up any more signs until the Board establishes "Ranches" for now not "Ranch" as the official name. The motion passed unanimously.

#### Water Augmentation

Art Burnham reported to the Board feedback from Tim Buchanan about the tour of the water facilities. The tour was informative for him. He also took photographs with GPS information which he will be able to upload into a map. The Board had the following concerns/questions for Art to follow-up with Tim:

1. Compliance-Jim Campbell receives the reports/notices regarding compliance; what is the process for reporting on compliance?
2. Status of accounting for services to date

Rich also brought up a concern about the leak of the water flow from the creek where the road went across and whether or not we should repair it. Art will ask Tim about fixing this ditch.

#### Shed Clean-up/Record Storage

Cindy Gharst reported that she has scanned various documents into an electronic format which is now stored on the new EROA computer. Old records, such as minutes, are now labeled and stored in the shed. Other items in the shed to be

#### Water Testing

Debbie Van Gundy reported that it was less expensive to send a sample to the state's Laboratory Division of the Colorado Department of Health and Environment for \$35. The company in Frisco would have cost \$75. The test results indicated that no E Coli was detected in the sample. This sample is from the pump at the picnic area.

#### Governance Policies

The Board reviewed the updated draft of the Governance Policies presented earlier in the year. Specifically, the

Board reviewed the complaint resolution procedure and fines for violations, primarily. The Board would like to adopt portions of the Governance Policies, if possible, so that enforcement of some of the policies can be implemented. The Board would like to contact Lee Phillips, an attorney in Fairplay, to request his rate and if he would be willing to review the final draft of the Governance Policies. Cindy Gharst will contact Lee Phillips for this information. No services will be requested without Board approval.

**New Business**

Check Signers

The Board approved the authorized signers for all accounts of the Elkhorn Ranch Owners Association to be the following officers:

Deborah Van Gundy	President
Art Burnham	Vice President
David Drake	Treasurer
Cindy Gharst	Secretary

The signing authority remains that at least two signatures are required for a check or withdrawal in an amount over \$500.00; only one signature is required for a check or withdrawal of \$500.00 or less. Transfers between accounts can be made with one authorized signature.

Cindy will deliver a letter to the bank with for these changes.

Newsletter Editor

Debbie Van Gundy advised the Board that it should start looking for a new editor for the newsletter as she will not be able to continue it after her term is completed. She will still do the fall and spring newsletters. The Board agreed that an email announcement of this opening might be a good way to find someone to volunteer for the job. The Board should contact Denny Nall for assistance with a mass email.

Transfer Fees

Title companies typically collect transfer fees from HOAs, commonly the fee might be \$25. The EROA does not collect any at this time. The Board considered that such a fee is reasonable to cover costs.

There was a motion and a second to implement a \$25 fee for property ownership transfers to be paid by the buyer effective today. The motion passed unanimously.

David Drake will advise the title companies of this new transfer fee for EROA.

**Items of Concern from Board Members**

1. Debbie Van Gundy proposed the idea of hiring off duty deputies for a few hours to patrol the subdivision on holiday weekends, primarily. This would give police presence and help to eliminate activities that problems that have arisen, such as unlicensed vehicles, trespassing, etc. Debbie will contact the Sheriff's Office to find out what the rate and process would be to hire a deputy.
2. Debbie Van Gundy also wanted to advise the Board that the repair work at the picnic area was completed by Lost Park Builders who donated their time and equipment. Originally, Terry had found a different contractor for this work, but the contractor was not able to perform this job. In order to get the repair done in a timely manner before the picnic, Lost Park Builders agreed to do it.
3. Debbie Van Gundy would like to make sure the Treasurer duties are incorporated into the governance policies
4. Debbie Van Gundy recommended compiling a book of all governance documents for new Board members.

With no further business, the regular meeting of the Elkhorn Ranch Owners Association was adjourned at 12:44pm.

Respectfully submitted,  
Cindy Gharst