

**GRAND ELK OWNERS ASSOCIATION (OA)
BOARD OF DIRECTORS MEETING MINUTES
FINAL**

DATE: February 28, 2023

HELD AT: RMG office, Granby

I. CALL TO ORDER: Mrs. Wood, President, called the meeting to order at 9:13a.m. with the following present:

Directors:	Lisa Wood	President
	Nate Burns	Vice President
	Sandy Vanderploeg	Treasurer
	Michael Palmer	Secretary, absent
	David Janitor	Board member at large
RMG Representatives:	Mike Claney	President
	Alex Kale	RMG Director of Assoc. Management
Club staff:	Larry Burks	General Manager
Guests/Owners:	Kelly Mordini	DRB Chair
	Nancy Young	Social Committee Chair
Recording Secretary:	Alex Kale	

II. APPROVAL OF AGENDA: The meeting agenda was approved.

III. APPROVAL OF MEETING MINUTES:

MOTION: Mr. Burns moved, seconded by Mr. Janitor, to approve the January 31, 2023 minutes as written. Motion passed unanimously.

IV. FINANCIAL REPORT:

A. Finance Committee report: Mrs. Wood and Mrs. Vanderploeg reported that they met with RMG Controller to finalize the plans for closing out the December yearend. The bank balance is nearly \$200k higher than the balance sheet cash. There is also a difference of \$100k between the interco balances. The board would like RMG to clear out the interco, move funds to reserve fund, and maybe do another write off of bad debt. These items will be reviewed with the finance committee members before finalizing the direction. The board thanked RMG staff member, Nicci Broady, for her efforts during the transition to CFI.

ACTION ITEM: The finance committee will review these matters and make decisions to finalize December yearend.

V. LEGAL MATTERS:

A. Member matter:

MOTION: It was moved and seconded to enter into Executive Session at 9:18 a.m. for the purpose of discussing a member suspension matter. Motion passed unanimously. Executive session ended at 10:05a.m with no action taken.

ACTION ITEM: Mrs. Wood will contact Altitude Law to review the matter.

B. Altitude Law matters/updates: Mrs. Wood provided an update on these matters.

1. GID and Thompson Road: no change from the last meeting.
2. Resolution to GEGID board re GEOA's position on repaying bond debt: the resolution is drafted.
3. Snow removal on Eagle Ridge private roads: Altitude Law has recommended that the board adopt a snow plan, including how to handle plowing and maintenance on roads that are private, such as Elk Track Circle and Eagle Ridge Drive. The Board is inclined to provide plowing on all roads, but not parking spaces, for all Grand Elk owners, including townhome properties.
4. Snow removal on Grand Elk Crossing: this is on the activity tracking list for Grand Elk to address later this year after the road is repaired.
5. Superhero matter: Altitude Law suggested a conference call with the board members on this matter.
6. D. Jackson matter: the board provided direction to Altitude Law.
7. Sand Canyon: the owner is back on a payment plan.
8. 1430 Wildhorse Dr – easement document needed. The surveyor now knows to document the four points where the easement is to be allocated that border the property and not to include the entire pocket park in the legal description.

ACTION ITEM: Altitude Law will draft the easement agreement with the final coordinates to be added later.

VI. MATTERS FOR BOARD REVIEW, INFORMATION OR DECISION:

A. **Old Business:**

1. Community Financials (CFI) transition: the board agreed that all documents, including financials and meeting minutes, will be posted by RMG on the Grand Elk Living website. Discussion of whether to continue using the RMG software, AppFolio, or to use the CFI software.

ACTION ITEM: Mrs. Wood will schedule a meeting with CFI to review the options of using their software for email blasts, violations and other management features.

2. CIF (Community Investment Fee) policy on new owner-build construction: Continued discussion of how to implement a CIF on owner built homes.

MOTION: Mr. Janitor moved, seconded by Mr. Burns, to approve the valuation of the home based on the average sales price per square foot in Grand Elk, at time of Certificate

of Occupancy. If owner objects to the GEOA calculation, the owner may, at their own expense, provide a third-party appraisal of the home. The CIF will be applied to the value. The CIF may be partially reduced by the amount of the value of the lot at the time of purchase and/or any Club initiation fees that were previously paid and can be documented. Motion passed with Mrs. Vanderploeg abstaining.

ACTION ITEM: RMG will create a formal board resolution document detailing the policy, including payment plan options.

ACTION ITEM: The Board and RMG will work on the calculations owed and then notify the affected owners via Certified Mail/Return Receipt.

3. Drainage work/proposal: Alpine Meadows (Tim Koepke) will provide an update at the March meeting.
4. Update on the purchase of 9 Horseshoe Creek lots by the GEOA from GID: Mrs. Wood reported that the Town of Granby has this on the agenda for the February 28th meeting.

MOTION: Mrs. Vanderploeg moved, seconded by Mr. Janitor, to agree to pay up to \$62,000 in back owned taxes and SDF fees. Motion passed unanimously.

B. **New Business:**

1. Potential to designate GE roads as fire lanes: the Granby fire chief suggested that if some of the roads are designated as fire lanes, it will prohibit parking on either both sides or one side of the road.

ACTION ITEM: RMG to investigate adding guard rails over the box culverts to protect them from the snowplows.

2. Newsletter:

ACTION ITEM: Lisa Wood and RMG will work on creating a newsletter.

3. RMG updates: Mike Claney reported that the first street light on Thompson just to the northwest of City Market is not working, apparently due to a cut in the wiring. Work to repair that will occur in the spring. There are several solar lights that are not working, the electrician has ordered replacement parts. Mike Claney asked if the board wants RMG to get a quote for replacing the bark mulch in the subdivision monuments with rock. There are two areas where asphalt has buckled. High Country Development is aware of the GEOA request for streetlights in his new community and is working on the proposal.

ACTION ITEM: RMG will solicit quotes for 4" to 6" rock for the nine monuments, repairs to the roads, where needed.

VII. **COMMITTEE REPORTS:**

- A. Design Review Board: Kelly Mordini joined the meeting at 10:45am to review DRB matters, including the option to approve DRB expenses in the new CFI system, and small \$50 refunds

due to many owners for small projects. The Board authorized the DRB to issue refunds, at their discretion.

ACTION ITEM: Mrs. Wood will ask CFI to add Kelly Mordini as an approver to pay the reviewer invoices as well as construction and compliance refund deposits.

ACTION ITEM: the DRB will adopt a policy that if the owner construction and compliance deposits are not returned after four years, the funds will be forfeit. This needs to be formalized in the DRB policies.

The current fees and deposits for small projects are \$100 review fee, and \$25/\$25 deposits. The DRB is proposing a change to a \$200 review fee with no deposits required. This will allow the DRB reviewer to do follow up inspections of these projects.

MOTION: Mr. Burns moved, seconded by Mrs. Vanderploeg, to approve the change in policy to a \$200 review fee and no deposits required. Motion passed unanimously.

The current fees and deposits for small projects that require a building permit are \$500 review fee, \$100/\$100 for deposits plus a \$250 drainage fee fund. No change to this policy.

There are issues with owners not complying with what was approved to be built. New home deposits total \$5,000. The DRB is asking what recourse can be taken in these cases. The Town of Granby does issue a Certificate of Occupancy without getting a DRB approval letter.

ACTION ITEM: The DRB and RMG will organize a meeting with the Granby inspector, who issues the certificate of occupancy, to request that the CO not be issued until the DRB provides the approval.

The DRB will make the determination on any compliance matters. The owner would have the opportunity to request a hearing of the GEOA Board if there is a dispute.

There are also issues with owners making modifications without going through the DRB, such as exterior lighting changes. If there is a violation of any HOA rules, the violation must be documented in writing and by pictures/video and submitted to RMG to issue a violation notice to the owner.

The High Country Development (HCD) builder is currently building 5 single family homes. The original plat from 2004 for the area behind City Market was prior to the change to the DRB Guidelines requiring at least a one car garage. HCD is requesting a plat change to add 8' to the parcels to accommodate garages. The GEOA Board approved that change. HCD also needs to form their sub-association and take title to the open space from the GID. This will accommodate the back decks that extend over that space. HCD will be adding a dumpster area. HCD is also asking about the drainage report to finish their plans. The GEOA is expecting the report at the March meeting and suggested that HCD attend the March meeting.

Discussion of a change in the violation process where builders are required to pay a deposit and any construction site inspections violation fines are deducted from the deposit. Altitude

Law indicated it can be done via a builder agreement. The builder will receive one warning before a formal violation is issued.

MOTION: Mr. Janitor moved, seconded by Mr. Burns, to approve a \$5,000 builder deposit and to request Altitude Law to draft the builder agreement with one warning, per violation type, with 72 hours to rectify followed by a formal violation and a \$250 fine. Motion passed unanimously.

ACTION ITEM: the DRB and RMG will develop the builder package, including the site inspection form.


- B. Short Term Rental: no update.
- C. Strategic Planning: no update.
- D. Social Committee: Mrs. Young joined the meeting. The GEOA board asked the committee chairs to share their meeting minutes with RMG so they can be filed. Mrs. Young indicated that the prior process was for the GEOA board liaison to share the approved minutes. The social committee allocated budget for 2023 was \$1,800 but the GEOA approved expenditures to match the 2022 amount of \$3,180. Mrs. Young provided a summary of past and future social events.
- E. Landscape Committee: no active committee at this time. Mrs. Wood has mailbox redesign plans on this committees agenda.
- F. Golf Committee: Mr. Burks gave an update of the last meeting.

VIII. OWNER FORUM: nothing to discuss.

IX. NEXT MEETING: March 28, 2023 at 8:30a.m. Mr. Burns will not be available for this meeting.





X. ADJOURNMENT: It was moved and seconded to adjourn the meeting at 1:55p.m.

Prepared by:
Alex Kale

Approved by: 
Michael Palmer, Secretary

Title	GEO 2.28.23 Meeting Minutes
File name	GEO Feb 28 2023 minutes FINAL.doc
Document ID	69613d846ad35ee75b02e573430855d00064b102
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History

 <small>SENT</small>	05 / 23 / 2023 20:34:41 UTC	Sent for signature to Michael Palmer (mpalmer@p2energyservices.com) from haley@rmgwest.com IP: 65.155.81.123
 <small>VIEWED</small>	05 / 23 / 2023 20:58:14 UTC	Viewed by Michael Palmer (mpalmer@p2energyservices.com) IP: 24.8.251.30
 <small>SIGNED</small>	05 / 23 / 2023 21:00:43 UTC	Signed by Michael Palmer (mpalmer@p2energyservices.com) IP: 24.8.251.30
 <small>COMPLETED</small>	05 / 23 / 2023 21:00:43 UTC	The document has been completed.