

## **VILLAGE AT ELK HILLS HOA #1 BOARD MEETING AGENDA**

**March 04, 2020 4:00 PM**

Location: 5100 Village View Way #5, Missoula, MT 59803

- A. Call to Order—John Nugent**
- B. Opening Remarks/Introductions/Report of the President**
- C. Approval of January 08, 2020 Meeting Minutes**
- D. Approval of Final Agenda**
- E. Treasurer Report**
  - 1. December 31, 2019 financial statement
  - 2. January 31, 2020 financial statement
- F. Information/Committee Reports**
  - Committee Updates
    - 1. Landscape-Terri Goldich
    - 2. Social/Picnic-Sheryll Rainey
    - 3. Architectural-Bob Worthington
    - 4. Moose Can Gully/39<sup>th</sup> Street Neighborhood Group-John Nugent
- G. Action Items**
  - 1. Flooring at 5106 #5
  - 2. 2020 Operating Budget
  - 3. Approve bids for common area maintenance and repairs
  - 4. Dues/Special Assessment for 2020
  - 5. Formation of management company committee
  - 6. Adjust Board terms to follow Bylaws/announce open positions for nominations
  - 7. Set annual meeting date/time, location, preliminary agenda
- H. Discussion Items**
  - I. Other Business**
  - J. Homeowner/Resident Forum/Questions**
- K. Adjournment: Next Regular Meeting Date – Wednesday, April 01, 2020**

**Notes:**

The meeting is in a 2<sup>nd</sup> floor unit. If you are not able to climb stairs the unit has a stair/chair lift from the garage. To arrange to use the stair/chair lift please fill out the contact form on the Village at Elk Hills HOA #1 website:  
<https://villageatelkhills.com> or email [jnugent50@aol.com](mailto:jnugent50@aol.com)

The Village at Elk Hills (VEH) HOA #1 governing documents: 1. VEH Declaration of Unit Ownership, 2. VEH Declaration of Restrictions and 3. VEH Bylaws governing documents can be found, reviewed and downloaded, under the Document tab on the VEH website: <https://villageatelkhills.com>

**Village at Elk Hills HOA #1 Board of Directors**

Bob Worthington, Vice President-term expires 2020  
Sheryll Rainey- term expires 2020  
John Nugent, President- term expires 2020  
Claudia Christensen, Secretary/Treasurer- term expires 2021  
Terri Goldich- term expires 2021

**THERE WILL BE THREE BOARD OF DIRECTOR POSITIONS OPEN FOR ELECTION AT THE ANNUAL MEETING IN MAY 2020. IF YOU WANT TO NOMINATE YOURSELF OR ANOTHER OWNER FOR THE BALLOT PLEASE SUBMIT YOUR NOMINATION IN WRITING TO [jnugent50@aol.com](mailto:jnugent50@aol.com) BY MARCH 27, 2020.**

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jnugent50@aol.com BY MARCH 27,  
2020.**

# **VILLAGE AT ELK HILLS HOA #1 BOARD MEETING**

## **Minutes**

**January 08, 2020 4:00 PM**

Location: 5100 Village View Way #5, Missoula, MT 59803

### **Board Members Present:**

Terri Goldich, John Nugent, Bob Worthington, Sheryll Rainey

### **Board Members Absent:**

Claudia Christensen

### **Non Board Members Present:**

Don Gandenberger, Jeanne Gandenberger, Elsie Raye

### **A. Call to Order by John Nugent at 4:00 P.M.**

### **B. Opening Remarks/Introductions/Report of the President**

John Nugent welcomed everyone and reviewed the agenda.

### **C. Approval of December 04, 2019 Meeting Minutes**

The minutes were approved as presented.

### **D. Approval of Final Agenda**

No items were added.

### **E. Treasurer Report**

1. The November 31, 2019 financial statement was reviewed  
There was a discussion on the modified cash basis of accounting used for our financial statements.
2. There was a review of the bids for the common areas and limited common areas that may need maintenance and or repair in 2020.
3. There was a discussion on the request for increased signage for emergency responders.
4. There was a discussion on having Gatewest provide a more detailed report on the charges for additional work/expenses charged to the HOA for work/services of Gatewest employees.

### **F. Information/Committee Reports**

#### **Committee Updates**

1. Landscape-Terri Goldich  
There was a discussion on the snow removal agreement, no changes to the agreement were proposed.
2. Social/Picnic-Sheryll Rainey  
There was a discussion on having some food at the May annual membership meeting as an incentive for members to attend. There was a discussion on VEH #1 having a separate annual meeting this year, not a combined annual meeting with VEH #2.
3. Architectural-Bob Worthington  
No report
4. Moose Can Gully/39<sup>th</sup> Street Neighborhood Group-John Nugent  
No report



## **G. Action Items**

### **1. 2020 Operating Budget**

There was further work/discussion on the 2020 operating budget. No action was taken on the approval of the budget, it will be further considered at February 2020 meeting.

### **2. Dues/Special Assessment for 2020**

There was further work/discussion on the 2020 dues/special assessment. No action was taken, it will be further considered at February 2020 meeting.

## **H. Discussion Items**

There was an initial discussion on:

### **1. Amend Governing Documents to Remove "Limited Common Areas"**

There was discussion on recommending an amendment to the Village at Elk Hills HOA #1 Governing Documents to be in accordance with long standing and existing practices as below:

*Delete the following sections from the Village at Elk Hills HOA #1 Governing Documents:*

*Other than those areas that are assigned to the Owners herein, the Association shall be responsible for the repair and replacement of all Limited Common Elements. Reference VEH Declaration of Restrictions page 23 #6.6.1*

*Those areas that are assigned to the Owners herein:*

*Each Owner shall clean, maintain and repair the interiors of the Limited Common Elements appurtenant to such Owner's Unit including, but not limited to, the garage, exterior entry doors, walkways, landings, doorsteps and any enclosed or partially enclosed stoop, entryway or porch, a patio or balcony, and any enclosing walls, railings and fences. Reference: VEH Declaration of Restrictions page 23 #6.6.2*

## **I. Other Business**

There was no other business

## **J. Homeowner/Resident Forum/Questions**

There were no items brought up.

## **K. Adjournment: Next Regular Meeting Date**

There being no further business the meeting was adjourned at 5:22 pm

The next meeting date is Wednesday, February 05, 2020

The Village at Elk Hills (VEH) HOA #1 agendas, background materials and minutes can be found, reviewed and downloaded, under the Document tab on the VEH website: <https://villageatelkhills.com>

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## **Village at Elk Hills HOA #1 Board of Directors**

Bob Worthington, Vice President-term expires 2020

Sheryll Rainey - term expires 2021

John Nugent, President- term expires 2021

Claudia Christensen, Secretary/Treasurer- term expires 2022

Terri Goldich- term expires 2022

Village at Elk Hills Association  
Income & Expense Statement  
For the One Months Ending January 31, 2020

|                      | Current Month<br>Actual | Current Month<br>Budget | Year to Date<br>Actual | Year to Date<br>Budget |
|----------------------|-------------------------|-------------------------|------------------------|------------------------|
| Revenues             |                         |                         |                        |                        |
| Monthly Dues         | 12,725.00               | 7,650.00                | 12,725.00              | 7,650.00               |
| Reserve Dues         | 1,575.00                | 1,575.00                | 1,575.00               | 1,575.00               |
| LATE FEES            | 85.00                   | 8.33                    | 85.00                  | 8.33                   |
| Total Revenues       | 14,385.00               | 9,233.33                | 14,385.00              | 9,233.33               |
| Expenses             |                         |                         |                        |                        |
| Management Fee       | 810.00                  | 720.00                  | 810.00                 | 720.00                 |
| Bank Charges         | 0.00                    | 2.08                    | 0.00                   | 2.08                   |
| Legal Fees           | 0.00                    | 16.67                   | 0.00                   | 16.67                  |
| Office / Postage     | 0.00                    | 16.67                   | 0.00                   | 16.67                  |
| Insurance            | 1,392.00                | 1,366.67                | 1,392.00               | 1,366.67               |
| Power                | 226.72                  | 341.67                  | 226.72                 | 341.67                 |
| Professional Fee     | 0.00                    | 333.33                  | 0.00                   | 333.33                 |
| Water-Domestic       | 789.75                  | 875.00                  | 789.75                 | 875.00                 |
| Sewer                | 3,101.09                | 3,400.00                | 3,101.09               | 3,400.00               |
| Plumbing Repair      | 0.00                    | 83.33                   | 0.00                   | 83.33                  |
| Electrical Repair    | 0.00                    | 83.33                   | 0.00                   | 83.33                  |
| Maintenance          | 157.50                  | 583.33                  | 157.50                 | 583.33                 |
| Building Repair      | 0.00                    | 2,916.67                | 0.00                   | 2,916.67               |
| Lawsuit Repairs      | 0.00                    | 187.50                  | 0.00                   | 187.50                 |
| Snow Removal         | 876.00                  | 4,500.00                | 876.00                 | 4,500.00               |
| Supplies-Maintenance | 0.00                    | 75.00                   | 0.00                   | 75.00                  |
| Total Expenses       | 7,353.06                | 15,501.25               | 7,353.06               | 15,501.25              |
| Net Income           | \$ 7,031.94             | \$ (6,267.92)           | \$ 7,031.94            | \$ (6,267.92)          |

*\* using 2019 budget amounts*

Village at Elk Hills Association  
Balance Sheet  
January 31, 2020

## ASSETS

|                              |    |                             |                     |
|------------------------------|----|-----------------------------|---------------------|
| Current Assets               |    |                             |                     |
| Cash in Checking             | \$ | 10,773.53                   |                     |
| Cash in Reserve              |    | <u>54,103.69</u>            |                     |
| Total Current Assets         |    |                             | 64,877.22           |
| Property and Equipment       |    | <u>                    </u> |                     |
| Total Property and Equipment |    |                             | 0.00                |
| Other Assets                 |    | <u>                    </u> |                     |
| Total Other Assets           |    |                             | <u>0.00</u>         |
| Total Assets                 |    |                             | <u>\$ 64,877.22</u> |

Village at Elk Hills Association  
Income & Expense Statement  
For the Twelve Months Ending December 31, 2019

|                        | Current Month<br>Actual | Current Month<br>Budget | Year to Date<br>Actual | Year to Date<br>Budget |
|------------------------|-------------------------|-------------------------|------------------------|------------------------|
| Revenues               |                         |                         |                        |                        |
| Monthly Dues           | 7,420.00                | 8,775.00                | 99,245.00              | 104,175.00             |
| Reserve Dues           | 1,575.00                | 1,575.00                | 18,900.00              | 18,900.00              |
| LATE FEES              | (4.35)                  | 8.37                    | 40.00                  | 100.00                 |
| Interest Income- CDs   | 0.00                    | 7.50                    | 0.00                   | 15.00                  |
| Lawsuit Related        | 0.00                    | 0.00                    | 46,228.69              | 46,228.00              |
| Total Revenues         | <u>8,990.65</u>         | <u>10,365.87</u>        | <u>164,413.69</u>      | <u>169,418.00</u>      |
| Expenses               |                         |                         |                        |                        |
| Management Fee         | 720.00                  | 720.00                  | 8,640.00               | 8,640.00               |
| Accounting             | 0.00                    | 0.00                    | 100.00                 | 100.00                 |
| Bank Charges           | 0.00                    | 2.12                    | 4.00                   | 25.00                  |
| Legal Fees             | 0.00                    | 16.63                   | 0.00                   | 200.00                 |
| Office / Postage       | 0.00                    | 16.63                   | 304.64                 | 200.00                 |
| Window/Building Washin | 0.00                    | 0.00                    | 3,260.00               | 3,300.00               |
| Licenses               | 0.00                    | 0.00                    | 25.00                  | 20.00                  |
| Insurance              | 1,392.00                | 1,366.63                | 17,090.00              | 16,400.00              |
| Power                  | 205.05                  | 341.63                  | 2,688.17               | 4,100.00               |
| Professional Fee       | 617.50                  | 333.37                  | 3,067.50               | 4,000.00               |
| Water-Domestic         | 761.02                  | 875.00                  | 10,168.24              | 10,500.00              |
| Water-Irrigation       | 0.00                    | 0.00                    | 7,016.80               | 9,300.00               |
| Sewer                  | 0.00                    | 0.00                    | 6,607.18               | 6,800.00               |
| Plumbing Repair        | 114.75                  | 83.37                   | 3,536.00               | 1,000.00               |
| Electrical Repair      | 0.00                    | 83.37                   | 1,594.50               | 1,000.00               |
| Maintenance            | 795.35                  | 583.37                  | 5,359.52               | 7,000.00               |
| Asphalt Maintenance    | 0.00                    | 0.00                    | 11,737.50              | 10,200.00              |
| Building Repair        | 0.00                    | 2,916.63                | 22,686.00              | 35,000.00              |
| Lawsuit Repairs        | 0.00                    | 187.50                  | 2,360.00               | 2,250.00               |
| Snow Removal           | 752.25                  | 4,500.00                | 23,743.10              | 23,000.00              |
| Supplies-Maintenance   | 0.00                    | 75.00                   | 726.22                 | 900.00                 |
| Yard Care/Improvement  | 588.00                  | 0.00                    | 16,606.90              | 18,000.00              |
| Total Expenses         | <u>5,945.92</u>         | <u>12,101.25</u>        | <u>147,321.27</u>      | <u>161,935.00</u>      |
| Net Income             | \$ <u>3,044.73</u>      | \$ <u>(1,735.38)</u>    | \$ <u>17,092.42</u>    | \$ <u>7,483.00</u>     |

Village at Elk Hills Association  
Balance Sheet  
December 31, 2019

## ASSETS

|                              |    |                             |
|------------------------------|----|-----------------------------|
| Current Assets               |    |                             |
| Cash in Checking             | \$ | 5,316.59                    |
| Cash in Reserve              |    | <u>52,528.69</u>            |
| Total Current Assets         |    | 57,845.28                   |
| Property and Equipment       |    | <u>                    </u> |
| Total Property and Equipment |    | 0.00                        |
| Other Assets                 |    | <u>                    </u> |
| Total Other Assets           |    | <u>0.00</u>                 |
| Total Assets                 | \$ | <u><u>57,845.28</u></u>     |

## Near Term Repair/Maintenance Projects:

Rotted a/c screen parapet walls on roofs of buildings 5110 and 5108  
Rotted Beam between deck 5110 2 and 6  
Replace stairs going to 5108 6 and 7  
Replace deck between 5100 1 and 5—lawsuit repair  
Painting of trim around garages/staircases

## Long Term Repair/Maintenance Projects:

Replacement of roofs  
Reseal parking lots (even 3-5 years)  
Improve signage for emergency vehicles



Village at Elk Hills Association  
Budget Comparison

**Budget Year Jan 1 - Dec 31, 2020--DRAFT #3**

|                         | 2017 Actual         | 2018 Actual         | 2019 Budget         | 2019 Actual<br>through<br>December | 2020 Budget         |
|-------------------------|---------------------|---------------------|---------------------|------------------------------------|---------------------|
| Revenues                |                     |                     |                     |                                    |                     |
| Monthly Dues            | \$95,595.00         | \$93,840.05         | <b>\$104,175.00</b> | \$99,245.00                        | <b>\$124,200.00</b> |
| Reserve Dues            | \$18,900.00         | \$18,900.00         | <b>\$18,900.00</b>  | \$18,900.00                        |                     |
| LATE FEES               | \$227.50            | \$325.00            | <b>\$100.00</b>     | \$40.00                            | <b>\$100.00</b>     |
| Interest Income- CDs    | \$0.00              | \$0.00              | <b>\$15.00</b>      | \$0.00                             |                     |
| Lawsuit Related         |                     |                     | <b>\$46,228.00</b>  | \$46,228.69                        |                     |
| Miscellaneous Income    | \$0.00              | \$430.00            | <b>\$0.00</b>       | \$0.00                             |                     |
| <b>Total Revenues</b>   | <b>\$114,722.50</b> | <b>\$113,495.05</b> | <b>\$169,418.00</b> | <b>\$164,413.69</b>                | <b>\$124,300.00</b> |
| Expenses                |                     |                     |                     |                                    |                     |
| Annual Meeting Expense  | \$0.00              | \$0.00              | <b>\$0.00</b>       | \$0.00                             | <b>\$0.00</b>       |
| Management Fee          | \$8,640.00          | \$8,640.00          | <b>\$8,640.00</b>   | \$8,640.00                         | <b>\$9,720.00</b>   |
| Accounting              | \$100.00            | \$100.00            | <b>\$100.00</b>     | \$100.00                           | <b>\$100.00</b>     |
| Bank Charges            | \$0.00              | \$2.00              | <b>\$25.00</b>      | \$4.00                             | <b>\$10.00</b>      |
| Legal                   | \$0.00              | \$0.00              | <b>\$200.00</b>     | \$0.00                             | <b>\$100.00</b>     |
| Office / Postage        | \$329.86            | \$168.00            | <b>\$200.00</b>     | \$304.64                           | <b>\$300.00</b>     |
| Window/Building Washing | \$2,350.00          | \$3,200.00          | <b>\$3,300.00</b>   | \$3,260.00                         | <b>\$0.00</b>       |
| Licenses/Memberships    | \$20.00             | \$20.00             | <b>\$20.00</b>      | \$25.00                            | <b>\$25.00</b>      |
| Insurance               | \$14,868.00         | \$15,917.00         | <b>\$16,400.00</b>  | \$17,090.00                        | <b>\$17,500.00</b>  |
| Power                   | \$4,679.96          | \$3,857.00          | <b>\$4,100.00</b>   | \$2,688.17                         | <b>\$3,000.00</b>   |
| Professional Fee        | \$217.50            | \$240.00            | <b>\$4,000.00</b>   | \$3,067.50                         | <b>\$500.00</b>     |
| Water-Domestic          | \$9,603.46          | \$10,352.42         | <b>\$10,500.00</b>  | \$10,168.24                        | <b>\$10,500.00</b>  |
| Water-Irrigation        | \$7,796.26          | \$9,247.95          | <b>\$9,300.00</b>   | \$7,016.80                         | <b>\$8,500.00</b>   |
| Sewer                   | \$6,455.66          | \$6,607.18          | <b>\$6,800.00</b>   | \$6,607.18                         | <b>\$7,000.00</b>   |
| Electrical Repair       | \$847.26            | \$4,690.43          | <b>\$1,000.00</b>   | \$1,594.50                         | <b>\$1,500.00</b>   |
| Plumbing Repair         | \$2,039.25          | \$497.50            | <b>\$1,000.00</b>   | \$3,536.00                         | <b>\$2,000.00</b>   |
| Maintenance             | \$7,187.26          | \$6,671.93          | <b>\$7,000.00</b>   | \$5,359.52                         | <b>\$5,000.00</b>   |
| Building Repair         | \$46,070.47         | \$13,201.25         | <b>\$35,000.00</b>  | \$22,686.00                        | <b>\$25,000.00</b>  |
| Heating Repair          | \$246.46            |                     |                     |                                    | <b>\$0.00</b>       |
| Painting                | \$3,597.50          |                     |                     |                                    | <b>\$5,000.00</b>   |
| Snow Removal            | \$16,479.50         | \$11,668.69         | <b>\$23,000.00</b>  | \$23,743.10                        | <b>\$20,000.00</b>  |
| Supplies-Maintenance    | \$1,188.73          | \$716.66            | <b>\$900.00</b>     | \$726.22                           | <b>\$900.00</b>     |
| Yard Care/Improvement   | \$22,089.50         | \$14,479.25         | <b>\$18,000.00</b>  | \$16,606.90                        | <b>\$14,500.00</b>  |
| Asphalt Maintenance     |                     |                     | <b>\$10,200.00</b>  | \$11,737.50                        | <b>\$1,000.00</b>   |
| Lawsuit Repairs         |                     |                     | <b>\$2,250.00</b>   | \$2,360.00                         | <b>\$10,000.00</b>  |
| <b>Total Expenses</b>   | <b>\$154,806.63</b> | <b>\$110,277.26</b> | <b>\$161,935.00</b> | <b>\$147,321.27</b>                | <b>\$142,155.00</b> |
| <b>Net</b>              | <b>-\$40,084.13</b> | <b>\$3,217.79</b>   | <b>\$7,483.00</b>   | <b>\$17,092.42</b>                 | <b>-\$17,855.00</b> |