



**Village at Elk Hills HOA1 Board Meeting
Agenda
December 2, 2020**

Join Zoom Meeting

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Meeting ID: 857 8170 0651

Passcode: 482769

One tap mobile

+12532158782,,85781700651#,,,,,0#,,482769# US (Tacoma)

+13462487799,,85781700651#,,,,,0#,,482769# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

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+1 929 205 6099 US (New York)

Meeting ID: 857 8170 0651

Passcode: 482769

Agenda

A. Call to Order

B. Addition(s) to Agenda

C. Approval of Minutes for November 4, 2020

D. Treasurer's Report

1. Dues: including report on HOA Dues in Missoula County – Sheryll Rainey
2. Reserve Fund
3. Roof fund

E. President's Report

1. The leadership of our community's Board has changed with the abrupt resignation on November 4 of John Nugent and Robert Worthington. Terri J. Goldich has assumed the role of president, Claudia Christensen remains as our secretary/treasurer, Sheryll Rainey continues as a Board member, and Jeanne Gandenberger joins us as a new member.
2. Meeting Dates for 2021:

Jan 6, 2021 05:30 PM
Feb 3, 2021 05:30 PM
Mar 3, 2021 05:30 PM
Apr 7, 2021 05:30 PM
May 5, 2021 05:30 PM
Jun 2, 2021 05:30 PM
Jul 7, 2021 05:30 PM
Aug 4, 2021 05:30 PM
Sep 1, 2021 05:30 PM
Oct 6, 2021 05:30 PM
Nov 3, 2021 05:30 PM
Dec 1, 2021 05:30 PM

The Zoom address and passcode should be the same for each meeting.

F. Agenda Items for Discussion

1. Document re: RainEscape installation, 5100 #1 (attached)
2. Board goals
 - i. Long-term: review of governing documents to highlight inconsistencies/conflicts
 - ii. Short-term: update of maintenance log (last updated July 2019) to set infrastructure improvement priorities
3. Annual meeting – set timeline based on when full budget information is available for 2020

G. Public Forum

H. Adjournment

villageatelkhills.com

Gatewest Management: 406.728.7333 PO Box 8599 Missoula, MT 59807



From: Board of Directors, Village at Elk Hills HOA1

Re: RainEscape deck installed at 5100 Village View Way #5, Missoula, Montana on October 29, 2020.

The plans for the installation of the above deck project were approved by the then President of HOA 1, the owner of 5100 Village View Way #5. Although replacement of the second story deck was approved by the Board in November of 2019, the actual plans, including how the drainage system was to be installed, were not discussed or approved by the Board or the owner of the unit below, 5100 Village View Way #1. The drainage system for the upper unit deck includes holes in the ceiling of the lower unit, and a piece of rain gutter attached to the inside ceiling of the enclosed porch of the lower unit, with a hold drilled in the wall to drain water and debris to the outside of the unit.

This is a new and untried technique to drain the upper deck into another owner's limited common space, which is furnished and used as a sitting area and living space. This technique has not been tested on any other unit in the compound, nor had the contractor or his employees ever installed this type of system in the past. The system, according to the manufacturer of RainEscape, is normally used for decks in which the area below is not occupied. RainEscape representatives, as well as the contractor who installed the drainage system, agree that there could be potential problems occurring as a result of this untried method of draining the upper deck.

We, the Board members of HOA 1, and Gatewest Management, hereby affirm that:

1. Heat tape will be installed at the expense of HOA1 to prevent freezing in the gutter system, with power supplied by means of the electrical outlet on the upper deck.
2. In the event that there are any untoward issues with the functioning of the drainage system, the owner(s) of 5100 #1 Village View Way will not be held financially responsible for any damage caused by the malfunctioning of the drainage system, including but not limited to: freezing, icing, leaking, clogging, flooding, corrosion, damage to windows, walls, flooring, or ceiling.

28 November 2020

For the Board of Directors, HOA1:

_____ Date: _____

Terri J. Goldich, President

_____ Date: _____

Jeanne Gandenberger, Member

_____ Date: _____

Sheryll Rainey, Member

_____ Date: _____

Claudia Christensen, Owner, 5100 #1

_____ Date: _____

David Miewald, Gatewest Management

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

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Revenues				
Monthly Dues	10,550.00	10,350.00	105,755.00	103,500.00
LATE FEES	0.00	8.33	117.50	83.30
Total Revenues	10,550.00	10,358.33	105,872.50	103,583.30
Expenses				
Management Fee	810.00	810.00	8,100.00	8,100.00
Accounting	0.00	0.00	100.00	100.00
Bank Charges	0.00	0.83	0.00	8.30
Legal Fees	0.00	8.33	0.00	83.30
Office / Postage	34.99	25.00	325.31	250.00
Licenses	0.00	0.00	25.00	25.00
Insurance	1,439.00	1,458.33	14,950.00	14,583.30
Power	140.76	250.00	1,690.24	2,500.00
Professional Fee	0.00	41.67	0.00	416.70
Water-Domestic	875.03	875.00	8,653.56	8,750.00
Water-Irrigation	823.37	1,200.00	4,243.12	8,500.00
Sewer	0.00	0.00	6,202.18	7,000.00
Plumbing Repair	0.00	166.67	816.50	1,666.70
Electrical Repair	0.00	125.00	0.00	1,250.00
Maintenance	2,285.75	416.67	5,896.00	4,166.70
Asphalt Maintenance	0.00	83.33	0.00	833.30
Building Repair	0.00	1,666.67	2,400.10	16,666.70
Painting	258.75	166.67	3,961.25	1,666.70
Snow Removal	0.00	2,000.00	3,441.93	10,000.00
Supplies-Maintenance	455.41	75.00	880.97	750.00
Yard Care/Improvement	2,823.61	0.00	17,395.38	14,500.00
Total Expenses	9,946.67	9,369.17	79,081.54	101,816.70
Net Income	\$ 603.33	\$ 989.16	\$ 26,790.96	\$ 1,766.60

Village at Elk Hills Association
Balance Sheet
October 31, 2020

ASSETS

Current Assets		
Cash in Checking	\$ 32,107.55	
Cash in Reserve	<u>52,528.69</u>	
Total Current Assets		84,636.24
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>84,636.24</u></u>

Village at Elk Hills Association
General Ledger Expenses

For the Period From Oct 1, 2020 to Oct 31, 2020

Filter Criteria includes: 1) IDs from 5000 to 5830. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
5010 Management Fee	10/1/20			Beginning Balance			7,290.00
	10/5/20	003160	CDJ	Gatewest - Invoice: VEH 10/202	810.00		810.00
				Current Period Change	810.00		8,100.00
	10/31/20			Ending Balance			
5050 Accounting	10/1/20			Beginning Balance			100.00
	10/31/20			Ending Balance			100.00
5160 Office / Postage	10/1/20			Beginning Balance			290.32
	10/21/20	003167	CDJ	Gatewest - Invoice: Office Depot	34.99		34.99
				Current Period Change	34.99		325.31
	10/31/20			Ending Balance			
5250 Licenses	10/1/20			Beginning Balance			25.00
	10/31/20			Ending Balance			25.00
5450 Insurance	10/1/20			Beginning Balance			13,511.00
	10/26/20	003169	CDJ	Berkley North Pacific - Invoice: 2	1,439.00		1,439.00
				Current Period Change	1,439.00		14,950.00
	10/31/20			Ending Balance			
5500 Power	10/1/20			Beginning Balance			1,549.48
	10/13/20	003161	CDJ	North Western Energy - Invoice:	65.97		
	10/13/20	003161	CDJ	North Western Energy - Invoice:	44.02		
	10/13/20	003161	CDJ	North Western Energy - Invoice:	9.99		
	10/13/20	003161	CDJ	North Western Energy - Invoice:	20.78		
				Current Period Change	140.76		140.76
	10/31/20			Ending Balance			1,690.24
5550 Water-Domestic	10/1/20			Beginning Balance			7,778.53
	10/21/20	003166	CDJ	Missoula Water - Invoice: 07042	125.33		
	10/21/20	003166	CDJ	Missoula Water - Invoice: 07042	130.95		
	10/21/20	003166	CDJ	Missoula Water - Invoice: 07041	176.51		
	10/21/20	003166	CDJ	Missoula Water - Invoice: 07020	169.39		
	10/21/20	003166	CDJ	Missoula Water - Invoice: 11379	111.66		
	10/21/20	003166	CDJ	Missoula Water - Invoice: 07042	161.19		
				Current Period Change	875.03		875.03
	10/31/20			Ending Balance			8,653.56
5551 Water-Irrigation	10/1/20			Beginning Balance			3,419.75
	10/21/20	003166	CDJ	Missoula Water - Invoice: 07020	823.37		823.37
				Current Period Change	823.37		4,243.12
	10/31/20			Ending Balance			
5600 Sewer	10/1/20			Beginning Balance			6,202.18
	10/31/20			Ending Balance			6,202.18
5710 Plumbing Repair	10/1/20			Beginning Balance			816.50
	10/31/20			Ending Balance			816.50
5725 Maintenance	10/1/20			Beginning Balance			3,610.25
	10/5/20	003160	CDJ	Gatewest - Invoice: 9/15/20 mai	626.25		
	10/13/20	003163	CDJ	JZ Contracting Inc - Invoice: 193	1,025.00		
	10/19/20	003164	CDJ	Gatewest - Invoice: 9/30/20 mai	634.50		

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Filter Criteria includes: 1) IDs from 5000 to 5830. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
				Current Period Change	2,285.75		2,285.75
	10/31/20			Ending Balance			5,896.00
5760 Building Repair	10/1/20			Beginning Balance			2,400.10
	10/31/20			Ending Balance			2,400.10
5775 Painting	10/1/20			Beginning Balance			3,702.50
	10/19/20	003164	CDJ	Gatewest - Invoice: 9/30/20 mai	258.75		258.75
				Current Period Change	258.75		3,961.25
	10/31/20			Ending Balance			
5795 Snow Removal	10/1/20			Beginning Balance			3,441.93
	10/31/20			Ending Balance			3,441.93
5810 Supplies-Maintenance	10/1/20			Beginning Balance			425.56
	10/21/20	003165	CDJ	Ace Hardware - Invoice: 218114	20.98		
	10/21/20	003165	CDJ	Ace Hardware - Invoice: 218087	23.47		
	10/21/20	003165	CDJ	Ace Hardware - Invoice: 218097	8.98		
	10/21/20	003165	CDJ	Ace Hardware - Invoice: 218113	42.72		
	10/21/20	003165	CDJ	Ace Hardware - Invoice: 218102	12.98		
	10/21/20	003165	CDJ	Ace Hardware - Invoice: 218087	5.00		
	10/21/20	003165	CDJ	Ace Hardware - Invoice: 218118	6.98		
	10/21/20	003168	CDJ	Sherwin Williams Co - Invoice: 3	19.73		
	10/28/20	003170	CDJ	Gatewest - Invoice: Amazon 10/	179.94		
	10/28/20	003170	CDJ	Gatewest - Invoice: Amazon 10/	134.63		
				Current Period Change	455.41		455.41
	10/31/20			Ending Balance			880.97
5830 Yard Care/Improvement	10/1/20			Beginning Balance			14,571.77
	10/5/20	003160	CDJ	Gatewest - Invoice: 9/15/20 mai	45.00		
	10/13/20	003162	CDJ	Nature's Best, Inc. - Invoice: 949	654.50		
	10/13/20	003162	CDJ	Nature's Best, Inc. - Invoice: 949	1,271.60		
	10/13/20	003162	CDJ	Nature's Best, Inc. - Invoice: 949	45.00		
	10/13/20	003162	CDJ	Nature's Best, Inc. - Invoice: 949	327.25		
	10/13/20	003162	CDJ	Nature's Best, Inc. - Invoice: 949	480.26		
				Current Period Change	2,823.61		2,823.61
	10/31/20			Ending Balance			17,395.38

**The Village at Elk Hills
HOA 1 Board Meeting
Wednesday, November 4, 2020, 4PM
Meeting held via ZOOM**

Board members present: John Nugent, Claudia Christensen, Terri Goldich, Sheryll Rainey, Bob Worthington.

Non board members present: Jeanne Gandenberger, Joel Shechter

Call to order by John Nugent at 4:01 PM

Consideration of Removal of Officers: There was discussion as to why this is an agenda item. It was moved and seconded that it be removed from the agenda for future meetings, as the process for removal of officers is outlined in the Bylaws.

Approval of minutes: The minutes of the October 2020 Board meeting were approved as written.

Treasurer Report:

- a. The financial statement for the nine months ending September 30, 2020 was reviewed. There were no questions or clarifications. Total Assets \$84,033.
- b. There was discussion of a dues increase for 2021. As no agreement could be reached regarding an amount of the increase, none is planned at the current time. Discussions will be ongoing as to the need for a dues increase versus special assessment in future months/years in order to provide for necessary upkeep/repairs/roofing.
- c. Time did not allow for a discussion of the 2021 budget at this meeting. It will be tabled until the December meeting. The 2018 and 2019 actual budget and expenses, as well as the actual expenses through September 2020 were available for review and comparison.

Scheduled Items to be Heard by Board:

- a. Landscape Report-The irrigation system has been cleared. Gutter cleaning and leaf pickup will be done by Nature's Best this week.
- b. Gatewest is installing new, more visible building numbers on buildings and garages as needed for easy identification of units during emergencies.

Resignation: John Nugent announces his resignation from the board, effective immediately.

Next regular meeting date: Wednesday, December 2, 2020.

Respectfully submitted
Claudia Christensen, Sec
11/5/2020