



villageatelkhills.com

April 15, 2022

Please review the enclosures presented in preparation for the annual meeting, which has been scheduled for **May 4, 2022 from 5:30 PM - 6:30PM** at the **Missoula Alliance Church, Room 100** located at **100 E Foss CT, Missoula MT.**

Please use the first parking lot to the left and enter the church through the back, lower-level doors.

You may also join the meeting via Zoom by using the following link:

Join Zoom Meeting

<https://us02web.zoom.us/j/85781700651?pwd=N203NzV2TlY3aElmOzJsekxvU0JlVQI09>

Meeting ID: 857 8170 0651

Passcode: 482769

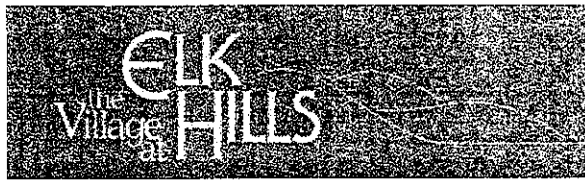
To call in: dial (253) 215-8782, enter meeting ID 85781700651# and passcode 482769#

In the event that you are unable to attend the meeting and wish to be represented, please complete the homeowner proxy and return it to our office by no later than noon on May 4, 2022.

We would also like to update our owner contact information. Please fill out the Contact Information Form. Please use the enclosed postage paid self addressed envelope to return that form and proxy, if using one.

Thank you for your cooperation and assistance.

Enclosures: Agenda; 2021 Annual Meeting Minutes, 2021 Income/Expense Statement; 2021 Balance Sheet, 2022 Budget, Homeowner Proxy, Contact Information Form & postage paid self addressed envelope.



villageatelkhills.com

AGENDA FOR ANNUAL MEETING THE VILLAGE AT ELK HILLS HOMEOWNERS' ASSOCIATION

May 4, 2022 5:30 – 6:30 PM

Missoula Alliance Church, 100 East Foss Court, Room 100 Missoula, MT

Call to Order:

Introductions

2021 Annual Meeting Minutes

2021 Income/Expense Statement

2022 Budget Review

New Business:

Garage sales – while there are articles in the governing documents banning commercial activities, there may be no specific prohibitions having to do with garage sales. The community can make decisions about advisability, frequency, and scope.

Election of Board

VEH Electing 2 – 2-year term directors

Current Board of VEH (Term Expires)

Bryce Baker (2023)

Claudia Christensen (2022)

Jeanne Gandenberger (2023)

Terri Goldich (2023)

Sheryll Rainey (2022)



**Village at Elk Hills HOA1
Annual Board Meeting
Minutes**

May 5, 2021

5:30pm

Board Attending: Terri J. Goldich, Sheryll Rainey, Jeanne Gandenberger

Not Attending: Claudia Christensen

Public Attending: Emily Porzia, Laurie Jesness, David Miewald, Joel Schechter, Linda Greiner, Kim Cook

A. The meeting was called to order at 5:30pm.

B. Treasurer's Report: The 2020 Year-end statement and March 2021 budget statement were reviewed. There were no questions.

C. Board Membership: The Board thanked Claudia Christensen for her years of service to the HOA1 Board as this meeting was her last day of service. New members Emily Porzia and Laurie Jesness were introduced and welcomed to the Board. (As no general membership quorum was reached, no vote was taken).

D. Pet policy: The following statement was affirmed unanimously. A copy will be sent to all owners with these minutes, posted in the kiosk, and added to the website:

As of this date, the Board affirms the bylaw 5.3.10 that..." no more than two (2) domestic dogs or cats of less than twenty-five (25) pounds..." will be allowed to be kept on the property. The Board will enforce 5.3.10 and grandfather animals that have been exempted by prior Boards with the stipulation that going forward, the rule will be followed. Residents who are not in compliance are expected to come into compliance when possible. Waivers will be for service/support dogs only with appropriate documentation. All owners will be reminded of this bylaw and their responsibility to inform potential buyers, realtors, and renters. Owners of properties with larger dogs which have not been exempted by prior Boards will be notified that they are not in compliance with this bylaw.

The Board also affirms other aspects of 5.3.10, which are that no pets may interfere with any residents' peaceful and quiet enjoyment of the property; no



pets are allowed to roam unrestricted and will be kept on leashes on the property; and all pet waste will be cleaned up immediately.

E. In order to keep required records with Claudia Christensen's resignation, Terri J. Goldich will assume the duties of secretary until someone may be appointed. The position of treasurer will be returned to the property management company, Gatewest Management.

F. The meeting was adjourned at 6:05pm.

Respectfully submitted,

Terri J. Goldich
President
May 10, 2021

Village at Elk Hills Association
Income & Expense Statement
For the Twelve Months Ending December 31, 2021

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Revenues				
Monthly Dues	12,000.00	11,250.00	136,565.00	134,100.00
LATE FEES	(10.00)	8.37	25.00	100.00
Total Revenues	11,990.00	11,258.37	136,590.00	134,200.00
Expenses				
Meeting Expense	15.55	15.50	124.40	186.00
Management Fee	810.00	810.00	9,720.00	9,720.00
Accounting	0.00	0.00	125.00	100.00
Bank Charges	0.00	0.87	0.00	10.00
Legal Fees	0.00	8.37	0.00	100.00
Office / Postage	51.38	27.12	592.87	325.00
Licenses	0.00	0.00	25.00	25.00
Insurance	1,488.00	1,583.37	18,434.00	19,000.00
Power	187.51	291.63	1,876.05	3,500.00
Professional Fee	0.00	41.63	235.00	500.00
Water-Domestic	810.81	916.63	10,110.76	11,000.00
Water-Irrigation	0.00	0.00	6,499.78	8,000.00
Sewer	548.84	0.00	6,112.44	7,500.00
Plumbing Repair	0.00	83.37	1,400.69	1,000.00
Electrical Repair	0.00	125.00	887.75	1,500.00
Maintenance	806.13	583.37	3,894.89	7,000.00
Asphalt Maintenance	0.00	83.37	0.00	1,000.00
Building Repair	100.00	1,666.63	1,340.75	20,000.00
Painting	0.00	250.00	0.00	3,000.00
Snow Removal	0.00	2,000.00	6,575.00	12,000.00
Supplies-Maintenance	20.67	75.00	385.51	900.00
Yard Care/Improvement	1,531.00	0.00	19,728.83	18,000.00
Total Expenses	6,369.89	8,561.86	88,068.72	124,366.00
Net Income	\$ 5,620.11	\$ 2,696.51	\$ 48,521.28	\$ 9,834.00

Village at Elk Hills Association
Balance Sheet
December 31, 2021

ASSETS

Current Assets		
Cash in Checking	\$	63,521.28
Cash in Reserve		63,410.00
Roof Fund		<u>5,824.27</u>
Total Current Assets		132,755.55
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>132,755.55</u></u>

	FY2020 final	FY2021 final	FY2022
Revenues			
Monthly Dues	\$125,285.00	\$136,565.00	\$135,000.00
LATE FEES	\$132.50	\$25.00	
Miscellaneous Income			
Total Revenues	\$125,417.50	\$136,590.00	\$135,000.00

Expenses			
Meeting Expense	\$31.10	\$124.40	\$190.00
Management Fee	\$9,720.00	\$9,720.00	\$10,800.00
Accounting	\$100.00	\$125.00	\$150.00
Legal	\$0.00	\$0.00	\$250.00
Office / Postage	\$325.31	\$592.87	\$600.00
Licenses/Memberships	\$25.00	\$25.00	\$25.00
Insurance	\$17,828.00	\$18,434.00	\$19,000.00
Power	\$2,041.48	\$1,876.05	\$2,000.00
Professional Fee	\$0.00	\$235.00	\$250.00
Water-Domestic	\$10,430.47	\$10,110.76	\$12,000.00
Water-Irrigation	\$4,243.12	\$6,499.78	\$8,000.00
Sewer	\$6,202.18	\$6,112.44	\$6,500.00
Electrical Repair	\$0.00	\$887.75	\$1,000.00
Plumbing Repair	\$816.50	\$1,400.69	\$1,500.00
Maintenance	\$8,088.37	\$3,894.89	\$5,000.00
Building Repair	\$9,300.10	\$1,340.75	\$5,000.00
Painting	\$3,961.25	\$0.00	\$1,000.00
Snow Removal	\$4,501.38	\$6,575.00	\$8,000.00
Supplies-Maintenance	\$1,042.47	\$385.51	\$500.00
Yard Care/Improvement	\$20,371.78	\$19,728.83	\$22,500.00
Reserve Fund (10%)			\$13,500.00
Roof Fund (3%)			\$4,050.00
Total Expenses	\$99,028.51	\$88,068.72	\$121,815.00
Net	\$26,388.99	\$48,521.28	\$13,185.00

Assets

	FY2021 final	Estimated FY2022
Current Assets	\$132,755.55	\$145,940.55
Cash in Checking	\$63,521.28	\$5,635.00
Cash in Reserve	\$63,410.00	\$140,305.55
Roof Fund	\$5,824.27	Included in "Cash in Reserve"



villageatelkhills.com

HOMEOWNER PROXY

If you cannot attend the annual membership meeting of The Village at Elk Hills Homeowners' Association, Inc., please:

1. Complete items [1] through [3], below, and
2. Return this Proxy to:

The Village at Elk Hills Homeowners' Association, Inc
C/o Gatewest Management
P.O. Box 8599
Missoula, MT 59807-8599

To be valid, this Proxy must be received on or before **May 4, 2022**

If you own more than one unit, please fill out a separate Proxy for each one.

[1] - Appoint Proxy-holder - Choose Only One:

☐ The Board of Directors; or

☐ _____:

If no choice is specified, the undersigned appoints the Board of Directors as the Proxy-holder

shall be the Proxy-holder of the undersigned, to attend and vote at the annual membership meeting of the Association on **May 4, 2022** or any adjournments of such meeting, and shall act for the undersigned in the same manner and with the same effect as if the undersigned were personally present. This proxy will be used to establish a quorum and voted as provided below.

IF YOU SIGN AND RETURN THE PROXY AND YOU DO NOT MARK A VOTE FOR AN ITEM, PROXYHOLDER MAY VOTE AS HE OR SHE DEEMS FIT FOR THAT ITEM.



villageatelkhills.com

[2] - ELECTION TO FILL TWO POSITIONS ON THE BOARD: I wish to vote to fill the vacant positions on the Board of Directors as shown:

You have one vote for each candidate. Proxies attempting to cast more than one vote will be invalid. In addition to the candidate listed below, you may add additional candidates for the proxy-holder to nominate. Nominations may also be taken from the floor at the meeting. Unless you mark "Withhold," the proxy-holder shall also be allowed to nominate candidates.

- ☐ Cast my votes as I have indicated on page below.
- ☐ Cast my votes as proxy-holder deems appropriate.
- ☐ Withhold my vote.
(do not vote for candidate on this page)

CANDIDATES	VOTE FOR TWO
Claudia Christensen	_____
Sheryll Rainey	_____
_____	_____
Write In	_____
_____	_____
Write In	_____

This Proxy is executed in accordance with the provisions of Article 2 of the Bylaws of the Village at Elk Hills Homeowners' Association. This proxy may be revoked by the attendance of the undersigned at the meeting for which this proxy is valid, or by express revocation by execution and delivery of a subsequent proxy. Unless earlier revoked, this proxy shall automatically expire after the completion of the meeting(s) or adjourned meeting(s), referred to above, for which this proxy is valid.

[3] - Please Complete the Following Information:

DATE

UNIT NUMBER

SIGNATURE

TYPE OR PRINT NAME

ADDRESS

Gatewest Management: 406.728.7333 PO Box 8599 Missoula, MT 59807

Village at Elk Hills HOA

Contact Information Form

Owner(s): _____

Unit: _____

Mailing Address:

Email Address(s): _____

Phone Number(s): _____

RESIDENT INFORMATION

Owner Occupied: yes _____ no _____ (please complete information below if "no")

Tenant Name(s): _____

Tenant Phone Number(s): _____

Tenant Email(s): _____

Property Management Contact (if applicable):

Phone Number: _____

It is necessary that Gatewest have up-to-date contact information for owners and the contact information for a unit that may be occupied by a tenant(s). Please fill out the form. Please also provide an executed copy of the lease agreement for your unit, if applicable. If you have any questions or concerns, please feel free to contact Gatewest at 406-728-7333 or gatewest@montana.com.

Please fill out the information above and return at your earliest convenience to:

Gatewest Management
PO Box 8599
Missoula, MT 59807