



villageatelkhills.com

**Village at Elk Hills HOA1  
Agenda  
July 5, 2023 5:30pm-6:30pm**

**Agenda**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/85781700651?pwd=N203NzV2TIY3aE1mQ23seloNUONQT09>

Meeting ID: 857 8170 0651

Passcode: 482769

To call in on any phone in Missoula: call (253) 2158782, enter meeting ID 85781700651# and passcode 482769#

**Board attending:**

**Public attending:**

A. Call to Order -

B. May 2023 Budget review — Questions:

Motion to accept:     Second:

C. May 2023 Minutes review - Questions:

Motion to accept:     Second:

D. President's Reports:

1, Our new insurance premium will be \$25,215.00 of which \$7,062.00 was paid on June 26, 2023. The remaining balance will be paid over the next 10 or 11 months.

2. Roles and responsibilities for the Board of directors will be clearly defined according to our bylaws. Officers will be appointed including appointing Kim Cook to the Board to complete an empty seat with a term of one year.

3. The board will hold a discussion of the expenses for the roof replacement plan.

E. Landscape Report: J. Gandenberger



F. Public Forum

F. Adjournment

Village at Elk Hills Association  
Income & Expense Statement  
For the Five Months Ending May 31, 2023

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Revenues				
Monthly Dues	11,420.00	11,250.00	65,660.00	56,250.00
LATE FEES	5.00	0.00	80.00	0.00
Total Revenues	11,425.00	11,250.00	65,740.00	56,250.00
Expenses				
Meeting Expense	16.59	12.96	79.83	64.80
Management Fee	900.00	900.00	4,500.00	4,500.00
Accounting	0.00	0.00	130.00	150.00
Legal Fees	0.00	208.33	2,381.50	1,041.65
Office / Postage	126.80	41.67	126.80	208.35
Membership/Subscription	0.00	16.67	25.00	83.35
Insurance	0.00	1,750.00	5,142.00	8,750.00
Power	167.07	166.67	1,060.34	833.35
Professional Fee	429.17	0.00	429.17	0.00
Water. Domestic	880.02	833.33	4,260.98	4,166.65
Water-Irrigation	0.00	500.00	0.00	500.00
Sewer	655.22	625.00	3,243.07	3,125.00
Plumbing Repair	0.00	83.33	0.00	416.65
Electrical Repair	448.00	83.33	548.00	416.65
Maintenance	453.00	500.00	1,922.95	2,500.00
Roof Repair	0.00	5,000.00	39,836.08	25,000.00
Building Repair	(317.40)	166.67	(317.40)	833.35
Painting	0.00	41.67	0.00	208.35
Snow Removal	0.00	0.00	11,738.80	4,500.00
Supplies-Maintenance	39.98	70.83	126.30	354.15
Yard Care/Improvement	4,525.00	1,666.67	4,525.00	8,333.35
Total Expenses	8,323.45	12,667.13	79,758.42	65,985.65
Net Income	3,101.55	\$(1,417.13)	\$(14,018.42)	\$(9,735.65)

Village at Elk Hills Association  
Balance Sheet  
May 31, 2023

ASSETS

Current Assets		
Cash in Checking	83,910.21	
Cash in Reserve	29,006.77	
Roof Fund	3.375.00	
Total Current Assets		116,291.98
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		0.00
Total Assets		116,291.98

Village at Elk Hills Association  
General Journal  
For the Period From May 1, 2023 to May 1, 2023

Filter Criteria includes: Report order is by Date. Report is printed with Accounts having Zero Amounts and with shortened descriptions and in Detail Format.

Date	Account ID Reference	Trans Description	Debit Amt	Credit Amt
5/1/23	1120	Checking transfer to reserve account		1,462.50
	1122	checking transfer to Cash in Reserve	1,125.00	
	1123	checking transfer to Roof Fund	337.50	
	Total		1,462.50	1,462.50

Village at Elk Hilts Association  
General Ledger Expenses  
For the Period From May 1, 2023 to May 31, 2023

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

Account 10 Account Description	Date	Reference	Jrn1	Trans Description	Debit Amt	Credit Amt	Balance
5000 Meeting Expense	5/1/23			Beginning Balance			63.24
	5/18/23	003430	CDJ	Terri Goldich - Invoice: AOOM 1	16.59		
				Current Period Change	16.59		16.59
	5/31/23			Ending Balance			79.83
5010 Management Fee	5/1/23			Beginning Balance			3,600.00
	5/18/23	003428	CDJ	Gatewest Invoice: VEH 5/2023	900.00		
				Current Period Change	900.00		900.00
	5/31/23			Ending Balance			4,500.00
5050 Accounting	5/1/23			Beginning Balance			130.00
	5/31/23			Ending Balance			130.00
5150 Legal Fees	5/1/23			Beginning Balance			2,381.50
	5/31/23			Ending Balance			2,381.50
5160 Office / Postage	5/1/23			Beginning Balance			
	5/18/23	003428	CDJ	Gatewest Invoice: VEH 051123	126.80		
				Current Period Change	126.80		126.80
	5/31/23			Ending Balance			126.80
5275 Membership/Subscription	5/1/23			Beginning Balance			25.00
	5/31/23			Ending Balance			25.00
5450 Insurance	5/1/23			Beginning Balance			5,142.00
	5/31/23			Ending Balance			5,142.00
5500 Power	5/1/23			Beginning Balance			893.27
	5/10/23	003424	CDJ	North Western Energy - Invoice:	10.90		
	5/10/23	003424	CDJ	North Western Energy - Invoice:	82.18		
	5/10/23	003424	CDJ	North Western Energy - invoice:	19.16		
	5/10/23	003424	CDJ	North Western Energy - Invoice:	19.00		
	5/10/23	003424	CDJ	North Western Energy - Invoice:	35.83		
				Current Period Change	167.07		167.07
	5/31/23			Ending Balance			1,060.34
5525 Professional Fee	5/1/23			Beginning Balance			
	5/10/23	003425	CDJ	DCI Engineers - Invoice: 196027	429.17		
				Current Period Change	429.17		429.17
	5/31/23			Ending Balance			429.17
5550 Water-Domestic	5/1/23			Beginning Balance			3,380.96
	5/26/23	003431	CDJ	City of Missoula - Invoice: 07041	187.75		
	5/26/23	003431	CDJ	City of Missoula - Invoice: 11379	119.89		
	5/26/23	003431	CDJ	City of Missoula - Invoice: 07020	138.61		
	5/26/23	003431	CDJ	City of Missoula - Invoice: 07042	136.53		
	5/26/23	003431	CDJ	City of Missoula - Invoice: 07042	128.21		
	5/26/23	003431	CDJ	City of Missoula - Invoice: 07042	169.03		
				Current Period Change	880.02		880.02
	5/31/23			Ending Balance			4,260.98
5600 Sewer	5/1/23			Beginning Baiance			2,587.85
	5/26/23	003431	CDJ	City of Missoula - Invoice: 07042	115.73		
	5/26/23	003431	CDJ	City of Missoula - Invoice: 07020	116.02		

**Village at Elk Hills Association**  
**General Ledger Expenses**

For the Period From May 1, 2023 to May 31, 2023

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
	5/26/23	003431	CDJ	City of Missoula - Invoice: 07041	117.13		
	5/26/23	003431	CDJ	City of Missoula - Invoice: 07042	115.61		
	5/26/23	003431	Cal	City of Missoula - Invoice: 11379	87.95		
	5/26/23	003431	MI	City of Missoula - Invoice: 07042	102.78		
				Current Period Change	655.22		655.22
	5/31/23			Ending Balance			3,243.07
5720 Electrical Repair	5/1/23			Beginning Balance			100.00
	5/10/23	003426	CDJ	J & M Electric Inc - Invoice: 23-1	300.00		
	5/18/23	003428	CDJ	Gatewest Invoice: 4/30/23 mai	120.00		
	5/18/23	003428	Cal	Gatewest Invoice: 4/15/23 mai	28.00		
				Current Period Change	448.00		448.00
	5/31/23			Ending Balance			548.00
5725 Maintenance	5/1/23			Beginning Balance			1,469.95
	5/18/23	003428	Cal	Gatewest - Invoice: 4/15/23 mai	360.00		
	5/18/23	003428	CDJ	Gatewest - Invoice: 4/30/23 mai	93.00		
				Current Period Change	453.00		453.00
	5/31/23			Ending Balance			1,922.95
5755 Roof Repair	5/1/23			Beginning Balance			39,836.08
	5/31/23			Ending Balance			39,836.08
5760 Building Repair	5/1/23			Beginning Balance			
	5/9/23		GEN.)	Travelers-5108 garage		317.40	317.40
				Current Period Change		317.40	-317.40
	5/31/23			Ending Balance			-317.40
5795 Snow Removal	5/1/23			Beginning Balance			11,738.80
	5/31/23			Ending Balance			11,738.80
5810 Supplies-Maintenance	5/1/23			Beginning Balance			86.32
	5/18/23	003429	Cal	Ace Hardware - Invoice: 237375	39.98		
				Current Period Change	39.98		39.98
	5/31/23			Ending Balance			126.30
5830 Yard Care/Improvement	5/1/23			Beginning Balance			
	5/10/23	003427	Cal	Nature's Best, inc. - Invoice: 801	1,625.00		
	5/26/23	003432	Cal	Mark Metzger - Invoice: 1922	2,900.00		
				Current Period Change	4,525.00		4,525.00
	5/31/23			Ending Balance			4,525.00



villageatelkhills.com

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**Village at Elk Hills HOA1**  
**May 3, 2023 5:30pm-6:30pm**

**Minutes**

**Board attending: B. Baker, C. Christensen, J. Gandenberger, T. Goldich**

**Public attending: None**

A. Call to Order — 5:43pm

B. March 2023 Budget review — Questions: none

Motion to accept: 3G Second: CC

C. April 2023 Minutes review - Questions: none

Motion to accept: 3G Second: CC

D. President's Reports:

1. Parking is already becoming tight so residents are reminded about the parking regulations in our governing documents:

a. Our first parking place is inside our garages (Article 5.3.13). We must park one vehicle inside and our second vehicle either behind or beside our garage if possible. If not possible, the second vehicle may be parked in one of the lots. Please remember that about 1/3 of our residents cannot park behind our garages and are entitled to spaces in the lots.

b. We may keep **ONLY TWO** vehicles on this property (Article 5.3.13), and they must be registered and in good working order. So additional motorcycles, recreational vehicles, etc., must be stored off-site. Vehicles may not be worked on or stored on the property. For full information about vehicle restrictions, please go to <https://villa.geatelkhills.com/wp-content/uploads/2021/02/parking-resolution-feb-3-2021.docx>

2. About landscaping:

a. We have a landscape company coming to do the spring clean-up. If residents prefer not to wait, please dispose of the yard waste responsibly. This



means that throwing leaves, etc., into Moose Can Gulley is **not allowed**. Not only is the Gulley not our property, this creates a fire hazard.

b. Please refrain from trimming or removing any of the property's landscaping.

c. We will have professionals from the county attend to the Wildlife Corridor at some point so please don't walk around in it. There are plant species that need to be protected, along with ground-nesting birds and other small animals. Also, please do not use any herbicides containing glyphosate if you're gardening in any of the common areas around our property.

3. If you use Republic Services for garbage, please remember to place your bins at least 3 ft. away from the building.

4. Our HOA needs to go shopping for insurance to avoid a 21% increase in our premium. One of the questions is whether the association regulates outside grills, which we don't except for some mentions of storing flammable or explosive chemicals and other materials. A distance of 10ft. from a building has been suggested for the use of outdoor grills. Fire codes for the county will be checked for local regulations. - **No new information on insurance. Fire Marshal has not returned calls for information on grill distance. The Board can create a resolution stating that grills must be 10ft or more from any building.**

5. The Board would like to move to a bimonthly calendar for the remainder of 2023 which would mean that the meetings will be held in July, September, and November. - **Motion to approve change to bimonthly meetings: JG, 2<sup>nd</sup> TG. Approved unanimously. Meetings in remainder of 2023 will be July, September, and November.**

6. The annual meeting must be held in May so the date, time, and place needs to be set at this meeting. -- **Annual meeting will be held at Missoula Alliance Church, on May 31, 2023, 5:30pm-6:30pm. There is another meeting directly after this meeting so we need to end promptly. There will be no zoom component.**

7. The roles and responsibilities for the Board will be clearly defined and reallocated as necessary.

8. Residents are asked to use the contact form on the website at <https://villageatelkhills.com/contact-us/> to submit questions and complaints. — **Following annual meeting, JG will become liaison for community**



[villageatelkhills.com](http://villageatelkhills.com)

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***residents and will receive notifications from the contact form on our website.***

F. Public Forum - none

G. Adjournment — 6:10pm



1175 Clark Fork Drive  
Missoula, MT 59808

## Invoice 8011

04/30/23	
Craig Best	Net 15

**Bill to:**  
Dave Miewald  
Gatewest Property  
Mgmt 2100 Stephens  
Ave #110  
Missoula, MT 59801

**Pay to:** 101674461741  
Gatewest - Village at Elk Hills HOA  
1 5100 Village Way  
Missoula, MT 59803

Item	Ar. 4014r4W	Rate	Ext. Price	Amount
#5220 - Maintenance Contract 2023 (Per Service)				
RENEWAL Clean-Up, Spring - 04/17/2023 Spring				\$897.00
Boost RD 1 -04/28/2023				\$728.00

Subtotal	\$1,625.00
Sales Tax	\$0.00
Total	\$1,625.00
Credits/Payments	(\$0.00)
<b>Balance Due</b>	<b>\$1,625.00</b>

Current	30 Days Past Due	60 Days Past Due	90 Days Past Due
\$1,625.00	\$0.00	\$0.00	\$0.00

Lewis and Clark Landscape and Design  
6675 Juniper Drive  
Missoula, MT 59802 US  
(406) 531-1467  
[lewisandclarkld@gmail.com](mailto:lewisandclarkld@gmail.com)

Invoice



**LEWIS & CLARK**  
LANDSCAPE INSTALLATION

;;  
Elk Hills

•	DATE	TOTAL DUE.:	• • • • • • • • • •	- .ENGLDSED
.	, . . . .	05/19/2023	\$2,900.00	
.	1922			

DESCRIPTION:			AMOUNT
Pruning	1	2,900.00	2,900.00
Trim and remove all cuttings as reviewed. Total cost is for labor and disposal.			
BALANCE DUE			<b>\$2,900.00</b>

shall be communicated to Members not less than five (5) days prior to the meeting. Notice may be given by posting the notice in a prominent place or places within the General Common Elements, by mail, by delivery to all Units in the Project, or by newsletter or similar means of communication. As used in this section 4.8, the term "meeting includes any congregation of a majority of the members of the Board at the same time and place to hear, discuss or deliberate upon any item of business scheduled to be heard by the Board.

4.9 ***Action Without a Meeting***\_ Any action required or permitted to be taken by the Board may be taken without a meeting, if all members of the Board, individually or collectively, consent in writing to that action. Such action by written consent shall have the same force and effect as a unanimous vote of the Board. Any action taken by written consent shall be effective when the last Director executes the written consent, unless the written consent specifies a different effective date. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. An explanation of the action taken shall be communicated to the Members by any means the Board deems appropriate.

4.10 ***Board Deliberation Regarding Member Discipline***. In any matter relating to the disciplining of a Member, the Board shall meet in executive session if requested by that Member, and the Member shall be entitled to attend that portion of the executive session in which the Board discusses the discipline of that Member.

4.11 ***Meeting Minutes; Availability to Owners***. The Board shall keep accurate written minutes of its meetings, and shall retain them in the permanent records of the Association.

## ARTICLE 5- OFFICERS

5.1 ***Enumeration of Officers***. The officers of this Association shall be a President, a Vice-President, a Secretary, and a Treasurer. The Board may appoint such additional officers as it may, in its sole discretion, determine necessary or desirable. Any number of offices may be held by the same person except for the offices of (a) President and Treasurer, and (b) President and Secretary.

5.2 ***Appointment and Term***. The officers shall be elected annually by the Board. Any vacancies shall be filled by the Board. Each officer shall hold his or her office at the pleasure of the Board.

5.3 ***Duties***. Unless otherwise delegated by the Board, the duties of each officer shall be, subject to the standards of conduct for officers set forth in section 35-2-441 of the Montana Code Annotated, as follows:

5.3.1 The President shall: -

- (a) Preside over all meetings of the Members and of the Board.
- (b) Sign as President all deeds, contracts, and other written instruments that have been approved by the Board, unless the Board, by

duly adopted resolution, authorizes the signature of a lesser officer, or Montana law requires otherwise.

- (c) Call meetings of the Board whenever he or she deems it necessary, in accordance with any rules and notice requirements imposed by the Board and the Governing Documents.
- (d) Have, subject to the approval of the Board, general supervision, direction, and control of the affairs of the Association.
- (e) Discharge any other duties required of him or her by the Board.

5.3.2 The Vice-President shall:

- (a) Act in the place and in the stead of the President in the event of his or her absence, inability, or refusal to act.
- (b) Exercise and discharge any other duties required of him or her by the Board. In connection with any such additional duties, the Vice-President shall be responsible to the President.

5.3.3 The Secretary shall:

- (a) Keep a record of all meetings and proceedings of the Board and of the Members, and be custodian of those records.
- (b) Keep the seal of the Association, if any, and affix it on all papers requiring the seal.
- (c) See that all required notices of meetings of the Board and the Members are given in accordance with the provisions of these Bylaws or as required by Montana law.
- (d) Keep current records showing the names and addresses of all Members.
- (e) Sign as Secretary all deeds, contracts, and other written instruments that have been approved by the Board, if the instruments that have been approved by the Board and signed by the President require a second Association signature and the Board has not passed a resolution authorizing another officer to sign in the place and stead of the Secretary.

5.3.4 The Treasurer shall:

- (a) Receive and deposit all of the funds of the Association in any bank or banks selected by the Board.
- (b) Be responsible for and supervise the maintenance of books and records to account for Association funds and other Association assets.
- (c) Disburse and withdraw Association funds in the manner specified by the Board.
- (d) Prepare and distribute the financial statements for the Association required by these Bylaws.

----- 5\_4 **Resignation and Removal.** The Board may remove any officer from office either with or without cause. An officer may resign at any time by giving written notice to the Board, the President or the Secretary. The resignation shall take effect at the date of receipt of the notice or at any later time specified in the notice. Unless otherwise specified in the notice, acceptance of the resignation by the Board shall not be necessary to make it effective.

5.5 **Compensation.** An officer shall not receive any compensation for any service he or she may render to the Association; provided, however, that any officer may be reimbursed for actual out of pocket expenses incurred by the officer in the performance of his or her duties. The Association may not lend money to or guarantee the obligation of an officer of the corporation.

5.6 **Delegation.** With Board approval, an officer may delegate his or her powers and duties to any committee, employee or agent of the Association, including, but not limited to a property manager.

## ARTICLE 6- BOOKS AND RECORDS; INSPECTION RIGHTS

6.1 **Required Books and Records.** The Association shall maintain at its principal office:

- 6.1.1 Copies of the Governing Documents, including all restatements and amendments to them currently in effect;
- 6.1.2 Adequate and correct books and records of account, including financial statements.
- 6.1.3 Written minutes of the proceedings of its Members, of its Board, and of committees of its Board.
- 6.1.4 A membership register containing each Member's name, mailing address and voting rights.