

Enchanted Forest Estates (EFE) HOA Meeting Minutes  
June 12, 2022

Mary Lasser opened the Zoom meeting at 4:00 PM MST and conducted a roll call of attendees dialed in.

The following EFE Members were present:

Elliott & Amy Rice  
Laura & Tony Klump  
Mike Neith  
Devin Leahy  
Amy Paylor  
Tom & Christine Richards  
Craig Schwartz  
Renato Fragale  
Peggy & Jim Lewis

Mary shared her screen and introduced the board members:

Mary Lasser - President  
Elliott Rice - Vice President  
Treasurer - Laura Klump  
Secretary - Mike Neith  
Fifth Member at Large - Christine Richards

**1st Topic discussed - Financial Reports**

Mary shared her screen and displayed the EFE Profit and Loss report and asked Laura to discuss. The P&L Report covers the period from August 2020 to July 2021 in the 2nd column and year to date for August 2021 through July 2022 in the 1st column. For last year we ended the year with a net income of minus \$11,837. For this year, based on our projected income and our current expenses, we're showing net income of \$18,666. Mary explained that the board recently approved the Enchanted Forest Drive Fire Mitigation Project for a not to exceed amount of \$22,200 and that these funds will come from this years Net Income along with some funds from the Reserve. Laura stated that this will leave us with about \$2,000 of Net Income for this year.

Laura then asked Mary to display the Balance Sheet. Laura explained that we currently have \$12,554 in our Operating/Checking Account and \$30,304 in our Reserve /Money Market account, or Total Assets of \$42,858. Laura then asked Mary to display the Accounts Receivable. Laura explained that this shows the money we have not yet collected, \$2,080. This includes some lots that are for sale and one person that has not paid yet.

Mary then asked to make a couple of comments about the financials.

- Laura has done an amazing job putting all the HOA finances into QuickBooks Online and producing these reports. She's also done an amazing job following up with homeowners that were delinquent with their HOA assessments. This is the smallest amount we've ever had pending.
- Lot 25 Webster (\$990 pending) – Board members have been in contact with the homeowner. The homeowner questioned if all their payments had been received. The board asked the homeowner to provide copies of their checks and we'd be happy to compare with our records.

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- Mary confirmed the other three lots that are past due are for sale and we should receive those funds at closing.
- Mary wanted to discuss the Total Assets amount from the Balance Sheet. Although it appears we are flush with cash at \$42,000, we are not, with outstanding bills to pay, including \$22,200 for the Fire Mitigation project, we will be left with about \$2,000 in our Operating Account.
- Lot 41 has caught up with their overdue assessments. The board will take the applicable steps to remove the lien.
- Mary then brought up a request by Laura to change banks. Laura explained she has multiple issues working with TBK Bank, especially their online banking system. Mary asked if anybody has any objections in changing banks to improve banking process. There were no objections, so Mary gave Laura the okay for Laura to select the best option of local banks and proceed with process.
- Mary wanted to make sure everyone is aware that Laura has started sending invoices by email using the same email address we use to send meeting notices and that will continue next year. If a homeowner does not have any email, Laura will send a physical invoice.

**2nd Topic discussed – Proposed HOA Assessment Increase**

Mary stated this is the Final Notice, and the board will be mailing ballots by the end of June for HOA members to vote on a proposed change to the covenants around assessments. Our assessment amounts or dues are documented in the covenants and any change must be approved by a majority vote of the HOA members. The change, to be included on the ballot, includes raising HOA assessments to \$700 / year for all lots except 1, 2 & 8. Undeveloped lots would increase from \$360 to \$700 and developed lots would increase from \$540 to \$700. Lots 1, 2 & 8, which do not have any driveway access from the subdivision roads and their driveways do not adjoin our subdivision roads, but use the EFE mailboxes, would increase from \$120 to \$150. An additional change would be the 3% discount for full payment by October 1st that's been in place, would be eliminated.

Mary stated there will be a due date for returning the ballots and then an election committee of three people will receive and count the ballots and then a formal announcement will be made on the results.

Mike asked a question on when payments will be due and Mary explained that there's no change from current payment deadlines, full payment by October 1<sup>st</sup> or split payments with 1<sup>st</sup> half due on October 1<sup>st</sup> and 2<sup>nd</sup> half due on April 1<sup>st</sup>.

Elliot asked where the ballots will be mailed, to the EFE address or an official property of record. Mary stated she will attempt to hand-deliver to residents that live here part-time in the summer, and the remaining will be mailed to the address the board has on record.

**3rd Topic discussed – VRBO Listing for 1234 Skyline Drive**

Mary introduced Renato Fragale, the homeowner of 1234 Skyline Drive. Another member noticed a listing on VRBO for the property and notified the board and expressed concerns that it might be in violation of the EFE covenants. Mary then displayed Section 8.2 of the Covenants that describes the rules and restrictions concerning Leasing & Occupancy. Section 8.2(b) states that "All leases shall be for a minimum term of one month."

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Mary stated that she had spoke to Mr. Fragale previously and that he was aware of the minimum one-month term. Mr. Fragale had asked if someone only rents once, for less than 30 days, as long as that's the only rental in a 30-day period, is that okay? Mary took the question back to the board and it was decided that it is not okay and referred to the Covenants.

Mr. Fragale clarified his question and asked again if the term of the rental was one month, is it okay if the renter only stays for part of that rental period, one week, two weeks, or three weeks, etc.

Mary questioned if the VRBO listing was set up correctly to not allow less that a one moth term and Mr. Fragale agreed to check with VRBO and confirm that it is set up to meet the terms of the Covenants. Mary then pointed out all the other conditions and terms contained in the Covenants concerning leasing. Mr. Fragale confirmed any lease for his property will meet will all the terms of the Covenants.

Peggy asked a question about sub-leasing and Mary confirmed that is not allowed per the Covenants.

Amy Rice asked if there would be language in the lease informing the tenant of the extreme fire danger, local fire restriction, speed limits, trash and wildlife concerns with trash and barbecue grills. Mr. Fragale agreed to putting anything in the lease that's required or that the group thought necessary. Mr. Fragale requested Mary provide a list of all the items necessary to be included in a lease agreement and Mary agreed to provide a summary.

Tom then bought up the subject of Speed Limit signs. He stated there are signs at the three entrances but recommended adding additional signs further into the neighborhood or at road junctions. Mary agreed and added to "Other Items" to be discussed on the agenda.

#### **4th Topic discussed – CWPP Committee Report**

Mary turned the meeting over to Amy Paylor to discuss the CWPP committee report and she also displayed the report on screen.

Amy reminded everyone that La Plata County is currently under stage one fire restrictions. Although open flames are not forbidden at this time, she suspects that that will happen quite quickly. We're having multiple red flag days every week and people just need to be on high alert to any ignitions whatsoever, anywhere near or in the subdivision.

Amy then discussed Chipper Day. Chipper Day was June 1st and June 3<sup>rd</sup>. It was scheduled early this year because of the high extreme fire danger and the hot weather, and the high winds were having. 26 of 78 lots participated, best participation the CWPP Committee has seen. Mike w/Lone Elk Fire LLC did the chipping for a total cost of \$1965.00 and the committee is in the process of submitting the WAP (Wildfire Adapted Partnership) chipper rebate for a possible rebate of \$750. Amy asked who the check should be made out to, and it was agreed it should be Laura.

Amy also requested a \$200 or more annual donation from EFE to Wildfire Adaptive Partnership (WAP). Amy explained that she felt it was important because Ashley Downing WAP has been writing our grants for us. She finds the grants that are out there, writes them for us and submits them and helps us coordinate those grants. So, we do want to try and keep those partnerships strong, especially with

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WAP. So, we do respectfully ask for a donation, be sent to them sometime before the end of this fiscal year.

Amy stated EFE CWPP Committee is still waiting for finalization of Community Wildfire Protection Plan 5-year update from participating agencies. Jan and Amy have also been asked to participate in a study on wildfire risk mitigation in Colorado. The study is titled CoNIFER, Community Networks in Fire-Environment Resilience and is concentrating on the neighborhood CWPP's in the state of Colorado.

Amy stated the 2022 Enchanted Forest Drive Fire Mitigation Project is scheduled for end of July. The project will be from the center entrance of Enchanted Forest Dr. to bottom entrance of Enchanted Forest Dr. to achieve all entrances/exits to the subdivision from CR 240 as safe exits and for firefighter safety if called in to EFE for a wildfire event. Jon Westrup of Fire Smart has been contracted and the scope of work has been approved by Upper Pine's fire chief, Chief Evans and the EFE HOA Board of Directors for \$22,200 for 11 days of work. He will walk the scope of project area prior to starting work to meet with property owners' w/concerns & questions. More information to come as soon as we have site visit and start dates.

Amy then emphasized the need for reporting fire mitigation hours to help support grant applications. Hours are needed to submit for grant opportunities and for EFE's annual National Firewise Neighborhood status submission.

Amy then announced that she will be retiring from the CWPP Committee at the end of August and Jan will be staying on for a little while. They are looking for members to step up and take over and are more than happy to help with the transition.

Tom asked about Fire Mitigation Project is scheduled for end of July subject to change based on local fire conditions. Amy confirmed it's always subject to change, but the contractor & crew are very aware of fire safety, so if it does become too dangerous, it could be called off or postponed.

Mary concluded by thanking Amy for the very detailed report and as always, Amy and Jan do an amazing job and we can't thank you enough for all your time that you put into this.

**5th Topic discussed – Road Committee Report**

Mary introduced Tom Richards to provide the Road Committee Report.

Tom related that the main thing they've been wanting to accomplish is the typical late spring, early summer work on the roads. They've reached out to Justin McCarty and are waiting for responses on scope and scheduling.

Sean & Tom will also be conducting a survey this summer to assess the condition of the pad-mounted transformers and utility boxes along the road corridor. They want to see what boxes were actually damaged, mainly in regard to fire safety so they can reach out to LPEA or whoever is necessary to be able to take care of those. They also plan to do an assessment on the culverts around the entire so division and do some clearing of those that are blocked.

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Tom also stated the current contract for snow removal with McCarty is expired and they will be starting negotiations for a follow-on contract to have in place before the winter season begin.

Tom then gave a dust mitigation update. Sean & Tom have researched many dust mitigation options of the past year or two but unfortunately, they all are expensive and beyond our ability to fund at this time.

Peggy asked if doing a one-year contract with McCarty is an issue with him? Peggy stated in the past he preferred multi-year contracts. Tom explained that this one-year contract was trail period to see if he could improve on his past performance. Based on the feedback they've received; Sean and Tom recommend going back to a two-year contract.

Mary closed the topic by stating the on the ballot going out, will include a list of reasons for the increase and one of them is additional requests from our community to do new things, like dust mitigation She thanked Tom & Sean for doing all the research and getting estimates. But as mentioned, without appropriate funding, that's not something that we can embark on right now. Mary stated that if the ballot measure was approved, there may be limited funding available to address dust mitigation. Tom stated that it could lower costs if selected mitigation of problem areas were targeted vice doing the entire sub-division and that McCarty also has experience in this area and may offer a lower cost.

**6th Topic discussed – Architectural Committee Report**

Mary Introduced Peggy Lewis to provide the Architectural Committee Report. Peggy stated that the only update she had was that Lot 28 decided not to start building at this time. Peggy stated she was still waiting for a sauna party on Lot 22 and she can't close the books on this one until she gets to test the sauna.

Mary asked about Lot 60 which is for sale and about a previous request for well drilling. Peggy stated she has tried to contact the owner but has not heard back.

Mary asked about a lot recently purchased at 933 Enchanted Forest Drive. She said there's some activity down there moving a driveway and the existing driveway may not be up to code. She asked if the owners have paid and submitted the road bond. Peggy stated that she has received nothing from them including any plans or road bond and she doesn't have any contract information for that owner. Peggy requested Laura send her the contact information for the lot and Peggy agreed to follow up with them. Mary asked Peggy to confirm that the road bond needs to be in place before any road work can be done. Peggy confirmed and stated that if the work is done without the road bond in place, EFE has the right to make them re-do the work.

Peggy requested Laura provide updated contact information for Lot 53 and a 2<sup>nd</sup> lot but the name / lot number was unclear. Mike requested the updated contact list be shared with all the board members. Mary & Laura agreed.

**7th Topic discussed – Other Items**

Mary stated she would like to address a few other items before discussing the Webpage update.

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- Adding a an EFE HOA Drop box as an option for residents to drop off their HOA Assessments instead of mailing them. Tony Klump volunteered to research options.
- Mike requested that when Laura changes banks, if she could set up electronic deposit option for residents. Laura agreed to look into it.
- The Mailbox Number stickers are peeling off. Tony Klump volunteered to research replacements.
- Additional Speed Limit Signs – Tom Richards volunteered to get quote on number and cost. Mary is looking for the most cost-effective options. Someone spoke about the signs at Los Ranchitos, stating they are some very small, cute little signs that read go slow for dust. I don't know if those would be an option here and there as well to help keep people under 50 mph, but it does bring attention to the dust cloud people are leaving behind their cars. Tom agreed to look into those also.

**8th Topic discussed – HOA Webpage**

Peggy stated she was done with the web page except for the buttons linking the documents and the list. She also said she has never used WordPress before, so this has been kind of a painstaking process to learn how to use their system because it's not intuitive. Christine offered her help with WordPress. Peggy stated that since the webpage is primarily for external users, not HOA members, she made some changes to reduce the number of archived EFE documents. Mary agreed to limit the documents available on the webpage to the Covenants and Bylaws, the last meeting minutes, and the latest budget.

Peggy stated we now have 50 people registered to use the Facebook page and gets a lot more traffic from residents. Any stated that she thinks the CWPP document needs to be on the webpage because is a legal document and a lot of realtors and people buying property will want to see that. It also affects people's insurance policies for their homeowner's insurance. The insurance companies are looking at it too.

Peggy confirmed the website need to be re-published and it should be up soon. The website will also have a link to a generic email for EFE and Peggy asked how should be checking that email account, she recommended it be one of the board members.

Laura asked if all the board members could have an email set up? She also asked what the website address will be? Laura asked if we could set up email accounts that so bord members do not have to use their personal email accounts. Peggy will look into this.

Mary bought up one final topic that was brought up in the chat. Devin posted that he could mill a mail slot in the lid of the message board to put check in. Peggy and Mary confirmed that we cannot alter the mailboxes without going through USPS. Mary was going to Devin in tough with Tony who volunteered to work on adding an HOA drop box.

Mary set the annual meeting date for Sunday, 14 August and the meeting was adjourned at 5:15 PM MDT.

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**Action Items**

**Mary Lasser**

- Look into removing the lien on Lot 41
- Provide Mr. Fragale with a summary of requirements to be in his VRBO lease on 1234 Skyline Drive

**Laura Klump**

- Start the process for changing banks
- Provide updated contact information for all homeowners to the HOA board members, Peggy Lewis and the CWPP Committee
- Look into direct electronic deposit for HOA assessments

**Tony Klump & Devin Leahy**

- Look into adding an EFE HOA Drop box as an option for residents to drop off their HOA Assessments instead of mailing them

**Tony Klump**

- Look into new mailbox stickers.

**Tom Richards**

- Look into signage for speed limits and "Go Slow for Dust"