

Enchanted Forest Estates (EFE) HOA Meeting Minutes
March 4, 2023

Mary Lasser opened the meeting at 4:00 PM MST. The meeting was conducted via Zoom.

The following EFE Board Members were present:

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

The following EFE Homeowners were present:

Pat O'Hare
Hallie and Rob Whitney
Amy and Dan Paylor
Dave Wingert
Sean and Barb Embry
Sherry and Don McCullough
Jan Pielech

1st Topic discussed – New Owners

Mary announced that there are two new owners in EFE:

Lot 54 (undeveloped) – 402 Blue Spruce – Chad & Lisa Knipp
Lot 74 (undeveloped) – 42 Mountain Court – Darrell Martin

2nd Topic Discussed - Financial Reports

- Mary shared her screen and displayed the EFE Balance Sheet.
- Laura explained the Current Assets, consisting of \$5,929.70 in the Operating/Checking account and \$26,713.28 in the Money Market account for a Total Current Assets of \$32,642.98.
- Laura explained the Accounts Receivable balance of \$13,670.80 as the amount of dues that we have not yet received.
- Laura explained the Accounts Payable balance of \$8,750.00 as the amount due for snow removal.
- Mary then displayed the EFE Profit & Loss Report.
- Laura explained the Total Income balance of \$40,810.00 as the amount we have received from homeowner's dues to date.
- Laura explained the Expenses and stated that the only new expense was the Website expense of \$813.26 which included new monthly expense plus past due expenses.
- Mary then displayed the Accounts Receivable Aging Summary Report.

- Laura explained that this is a list of outstanding assessments to date. It includes those homeowners that decided to split their payments with the 2nd payment due by April 1st, 2023. The outstanding balance is \$13,670.00.
- Laura stated that she sent out invoices again to all homeowners with a balance of \$700 to remind them that their payment is due.
- Mary stated that anything listed as \$350 is not overdue. Homeowners have until April 1st to submit their payment.
- Laura asked if Lot 80, with a balance due of \$1,060, is still for sale. Mary responded that she has not received anything from closing companies that the property has been sold.
- Jan asked if this was typical for the amount of dues collected so far this year. Laura responded that last year we had collected more than this year, at this point. We have 11 homeowners that have not paid anything to date for this year. Mary stated this is more than in past years.
- Hallie asked if we ever do phone calls to homeowners that are past due? Mary confirmed that invoices go out via email only. Mary said she will coordinate with Laura and send a letter to all homeowners with a balance due.
- Mary then discussed the draft budget. Assuming everyone pays their dues, we could expect total revenue to be \$52,400. Mary stated that the snow removal contract had been confirmed and signed for \$17,500. She noted that the cost has increased but this was the first increase in several years. We are budgeting \$18,500 for Road Maintenance based on what we paid last year.
- Fire Mitigation, Chipping and Dust Control are currently on hold until we see what outstanding dues are received and what our other expenses are for the year. We are expecting bigger than usual road maintenance needs based on the amount of snow and future runoff.
- Mary discussed the other budgeted expenses including the new expense for Road Signs that will be put up in the spring.
- The Social Functions expense is also on hold, but Mary stated we will probably do an in-person gathering in August for the Annual Meeting.
- Based on the assumptions of collecting 100% of the dues owed, we would have a remaining balance of \$14,371 to be budgeted.

Mary then asked if anyone had questions on the proposed budget.

- Hallie asked if the \$21,600 estimated for Fire Mitigation had been offset by any grants. Mary explained that this was the latest bid received from John Westbrook. Jan also stated that we have a verbal promise of additional funding of \$8,000-\$10,000 from Wildlife Adaptive Partnership (WAP) if we decide to do the project but we must let John Westbrook know soon if we plan to do the project or a portion of it. Mary stated we would need a written confirmation from WAP before we could commit to do the project.
- Mary stated that we will have to wait until after April 1st to make any commitments to see what outstanding dues come in and what other expenses we have.
- Laura noted that the second payment for snow removal of \$8,750 is also due April 1st.

3rd Topic discussed – Violations of EFE Covenants

- Mary reported that she had sent notices to three owners concerning violations.
 - Lot 11 – for multiple instances of two dogs roaming the neighborhood.
 - Lot 53 - for listing on AirBnB for less than a month.
 - Lot 73 - for also listing on AirBnB for less than a month.

All three of the owners have taken action to address the issues.

4th Topic discussed – New Road Signs

- Mary restated that she had purchased three new road signs to be put up in the spring at each of the three entrances.
- The signs will read “Private Road for Residents Only – No Trespassing”.
- The cost of the signs was \$214.17.

5th Topic discussed – CWPP Committee Report

- Mary mentioned that we need volunteers for this committee.
- Jan reported that our Community Wildfire Protection Plan (CWPP) 5-year update has been finalized and was ready for Mary to sign.
- Jan also stated that once the report was signed off, she would just be the Neighborhood Ambassador and would not be doing any further work for the committee, but she would be available to assist any new volunteers.
- Mary confirmed that she is ready to sign the CWPP Report.
- Jan stated that it’s the Committee’s responsibility to monitor how we are doing against the goals listed in the CWPP, review it annually, and track all work that occurs during the course of the year and report results to the HOA Board.
- Mary asked how that is going to work if we don’t have any Committee members.
- Jan re-iterated that we really need someone to take this on.
- Sean asked if there has been any discussion about bringing back community workdays. Jan stated that with COVID it fell off and that it seemed to be the same people every year doing all the work on other owner’s properties who were not contributing.
- Amy re-stated that the CWPP is an important document and it’s critical to be kept up to date for the purpose of receiving grants, and for homeowner’s getting insurance, etc. Jan & Amy explained the importance of the CWPP and the different levels of CWPPs such as state, county, LPEA, etc.
- Hallie stated that this was a very important committee and suggested that if a single person/persons couldn’t be found, perhaps the work could be divided among several people during the course of the year.
- Christine asked Jan, aside from workdays, if she could give us a better idea of what the time commitment is for the committee members duties? If it was spread out throughout the year? Or was it possible to concentrate the work at certain times of the

year? Jan responded that Amy kept all of the records and wrote a monthly report, a quarterly report, and a year-end reports for the HOA Board meetings and they got together to plan projects, sometimes a year in advance. During the summer they got together about once a month. Amy would send out reminders about red-flag days, evacuation routes and collect mitigation hours from members of the community. Jan also did all the grant applications and scheduled all the mitigation work.

- Mary wrapped up the discussion by stating that this has been a great conversation and that's it's obviously a super important topic for our community. We will continue to push for volunteers and use the model that Jan & Amy have developed.

6th Topic discussed – Road Committee Report

- Mary asked Sean if there was anything to report.
- Sean asked if there has been any feedback on snow removal and said he expected to have more road damage with the runoff expected this year.
- Mary said she received a few calls about some narrow sections of Enchanted Forest Dr. and she had contracted Justin to ask to widen those areas the next time he came through.
- Sean then asked who's responsibility it is to maintain culverts and keep culverts clear. Mary responded that if the culvert goes under a driveway, then that is the responsibility of the homeowner. If the culvert goes under a road, like where Mountain Shadow and Blue Spruce intersect, then that's the HOA's responsibility.
- Sean then asked about ditches, like a ditch that that is along the road or between the road and a property. Mary responded that it's typically the HOA's responsibility as part of road maintenance.
- Sean stated that a lot of road damage this past summer was caused by standing water in some ditches that were clogged with sediment. He suggested we may need to set some funds aside to address this issue because it's beyond the capability of the road committee and may require some heavy equipment to clear these ditches.
- Mary said these areas need to be identified and addressed by McCarty when he does the annual road maintenance.
- Amy stated that they've been really happy with what McCarty has been doing this winter, he's been doing a great job widening everything and keeping things cleared. She then reiterated that culverts under driveways are the homeowners associations responsibility. We also need to remember that there are phone lines, buried very shallowly in ditches.
- Rob also stated that compared to past years, he thought like McCarty did a better job this year of raising the blade especially in the early part of the season to avoid plowing road base into the ditched. He suggested that maybe we could even give some that positive feedback that they did a great job.
- Sean then discussed the need for a long-term plan for the community, to make sure that some of the road base issues are addressed in a systematic way. One of the things Tom and he want to prioritize after the runoff is to go around and really inventory some of the road conditions and identify some of those hidden issues that can be really expensive to repair, like some of the protruding rock that we're seeing in places. And again, have some

of that long term planning and make sure that we have a sense of how we want to rotate that repair work over time or over a couple of years, or rotated at least. Mary agreed that we really need to have a good assessment of the road damage after the snow melts because we must stay within our budget.

7th Topic discussed – Architectural Committee Report

- Peggy Lewis was not in attendance, but emailed Mary to report she did not have any new requests from the Architectural Committee.

8th Topic discussed – HOA Website

- Christine reported that message on the website about the connection not being secure was addressed, but it was recently brought to her attention that the message was coming up again. She spoke with HostGator and resolved the issue but said they told her that every three months the SSL certificate must be renewed and it doesn't happen automatically, so she will have to do it manually every three months.
- Christine also reported that the website has been updated in terms of documents, the newest version of the Covenants, the CWPP, as well as annual reports from the past three years and meeting minutes from the last several HOA meetings. If anybody has any other information they'd like up there, or if you're having trouble accessing anything, please let her know.
- The URL for the website - **EnchantedForestEstatesHOA.org**
- Christine stated she was surprised by the amount of money we're spending on the website and was going to look into it further so see if she could reduce the costs.

9th Topic discussed – Other Items

- Amy asked a question in the chat – Are we able to address the care and keeping of trash dumpsters in the winter when plowing entrances is critical? Amy then stated her main concern was the plowing and getting in the way of the plow primarily and they're not being attended to on a daily basis, just being left for days at a time. She suggested we do something before the bears come out of hibernation, like send an email out to the community. Mary agreed to send an email.
- Amy asked a question in the chat – Are the HOA Dues statements sent out via USPS or only email? Mary stated that they're going out via email and that there are a few people who don't have email and those go out hardcopy.
- Amy asked a question in the chat – For the budget items on hold, what takes priority? How is that determined? Mary stated we will review them at the next HOA meeting and the board will make a determination.

- The next meeting will be held June 4th, from 4-5:00 MST. The Annual Meeting is on August 13th which we will try to do an in-person meeting somewhere in the community.

Mary adjourned the meeting at 5:10 PM MST.