

**Elk Run Townhome Owners Association**

PO Box 30520

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**BOARD OF DIRECTORS MEETING – GENERAL OPEN SESSION**

Monday, October 28, 2024 at 3:00 p.m.

Via Zoom

**Draft Meeting Minutes**

|                            |  |
|----------------------------|--|
| Board Members Present:     | Rodney Holmes, Nora Mandel, Celisa Manly |
| Board Members Not Present: | Debora Shepard                           |
| HOA Management Present:    | Christy Lang, HOAMCO Management Group    |
| Homeowners Present:        | 14 homeowners present                    |

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**I. Call to Order - Rodney Holmes, Board President**

a. The meeting was called to order at 3:03 p.m. by Rodney Holmes, President.

**II. Establish Quorum**

a. The secretary established quorum with 3 of 4 board members present.

**III. Appoint New Board Member – Rodney Holmes, Board President**

a. Rodney Holmes moved to appoint AJ McCartan to the Board. Nora Mandel seconded the motion. There was no discussion.

b. The motion carried by acclamation with no objections and no abstentions.

**IV. Approval of September 23, 2024 Minutes**

a. Rodney Holmes moved to approve the minutes of the September 23, 2024, meeting. Nora Mandel seconded the motion. There was no discussion.

b. The motion carried by acclamation with no objections and no abstentions.

**V. Financial Review --Nora Mandel, Treasurer and Christy Lang, HOAMCO**

a. Christy Lang led a review of the current financials. Financial statements will be made available on the Elk Run Townhome Association web site:

<https://elkruntownhomesflg.com/>

b. Christy Lang led a line-item review of the draft budget and provided context for each item, noting variances and context as appropriate.

i. Christy Lang will confirm the per-deck replacement estimate to inform the number of decks to be replaced (see GL Code 9150).

- ii. Celisa Manly moved to accept the budget. AJ McCartan seconded the motion. There was no discussion.
  - iii. The motion carried by acclamation with no objections and no abstentions.
- c. 2025 Assessment Increase
  - i. Rodney Holmes moved to increase monthly assessments by 14% to \$399/month effective January 1, 2025, due to increased expenses. Celisa Manly seconded the motion.
  - ii. The motion carried by acclamation with no objections and no abstentions.
- d. Possible Loan Discussion – Nora Mandel, Treasurer and Rodney Holmes, President
  - i. Rodney reviewed the discussions to-date concerning a one-time loan that would enable the community to address infrastructure needs more quickly, including but not limited to paving and road repair.
  - ii. More investigation is required before this matter can be put to the Board.

## **VI. HOAMCO Report – Christy Lang, Manager**

- a. 2025 CPA Engagement Letter
  - i. Christy Lang reviewed the annual CPA Engagement letter, which allocated funds for tax preparation and other financial matters.
  - ii. Rodney Holmes moved to approve the letter. Celisa Manly seconded the motion. In discussion, it was noted that this an annual CPA engagement is normative.
  - iii. The motion carried by acclamation with no objections and no abstentions.
- b. 2025 Snow Removal Contract
  - i. Christy Lang reviewed the annual snow removal contract.
  - ii. AJ McCartan moved to approve the contract. Rodney Holmes seconded the motion. There was no discussion.
  - iii. The motion carried by acclamation with no objections and no abstentions.
- c. 2025 Board Meeting Schedule
  - i. Christy Lang reviewed the annual board meeting schedule.
  - ii. Rodney Holmes moved to approve the meeting scheduled. Celisa Manly seconded the motion. In discussion, Christy Lang to an action to communicate the schedule to owners.
  - iii. The motion carried by acclamation with no objections and no abstentions.
- d. 2025 AZ Seal Coating Estimate
  - i. Christy Lang reviewed the 2025 seal coating estimate.
  - ii. Rodney Holmes moved to approve the estimate. Celisa Manly seconded the motion. In discussion, it was noted that the work was

planned for September 2025. Due to scheduling constraints, it is necessary to approve this now.

- iii. The motion carried by acclamation with no objections and no abstentions.
- e. 2025 GBM Painting Estimate
  - i. Christy Lang reviewed the 2025 painting estimate.
  - ii. Rodney Holmes moved to accept the painting estimate. AJ McCartan seconded the motion. In discussion, it was noted that the expense of \$96,460 was for painting twenty (20) units on Whispering Pines.
  - iii. The motion carried by acclamation with no objections and no abstentions.
- f. 2025 Gutter Cleaning Estimate – Flagstaff Surface Solutions
  - i. Christy Lang reviewed the 2025 gutter cleaning estimate.
  - ii. Rodney Holmes moved to accept the gutter cleaning estimate. Celisa Manly seconded the motion. In discussion, it was noted that the work was scheduled in mid-November 2024 and was subject to weather conditions.
  - iii. The motion carried by acclamation with no objections and no abstentions.

## **VII. New/Old Business – Christy Lang, HOAMCO**

- a. Roofing Update
  - i. Approximately 25 homeowners have reported leaking roofs. In response, Hoamco filed a claim with the insurance company. Representatives from the insurance company, representatives from Hoamco, and a roofing engineer from Polaris inspected the roofs. Subsequently, the insurance company issued \$1.6M on the claim.
  - ii. Roof work will begin in Spring 2025 depending on weather. The roofing engineer (appointed by the insurance company) will determine which roofs are replaced. A portion of the monies from the insurance claim have been deposited into a CD to earn interest until work is complete. Christy Lang will confirm that parapet caps are included.
- b. Insurance Update
  - i. Christy Lang clarified that homeowners are required to insure their home and their garage from the “walls in.”

## **VIII. Open Forum – Members’ opportunity to address the Board**

- a. **Karen Barron**, of 2466 N. Whispering Pines Way, inquired about the Board’s consideration of a parking permit system and how cars can be towed. The community has a contract for towing. All requests to tow must go through Hoamco.
- b. **Karen Barron**, of 2466 N. Whispering Pines Way, inquired about the enforcement of compliance issues.

- c. **Maureen Pisano**, of 2360 N Whispering Pines Way, asked for the name of the snow removal company and the schedule for tree pruning.
- d. The **Michael Barron**, of 2466 N. Whispering Pines Way, inquired about prioritization between sidewalks and streets. Christy Lang explained that prioritization is based on safety issues as identified in the Trip Hazard report previously sent to homeowners. The trip hazard report was required by the insurance company. With regard to streets, the board has approved crack sealing for 2025.

**IX. Adjournment**

- a. There being no further business or discussion, Rodney Holmes moved to adjourn the meeting. Celisa Manly seconded the motion. The motion was approved by acclamation with no objections and no abstentions. The meeting was adjourned at 4:32 p.m.