

Elk River HOA

HOA Board of Directors Meeting

August 18, 2022

- I. Commencement -
 - a. All board members present: Casey Brown, Lisa Villarreal, Steve Hargrave, Pete Wagner
 - b. Quorum Declared
- II. Minutes approved unanimously
- III. New Business
 - a. All 89 households are now accounted for and have been reached to get contact information
 - b. Lisa volunteered to contact the city regarding the areas that they are expected to maintain
 - c. Lisa volunteered to contact Liberty water and sewage and the city to discuss the transfer of the sewage and water
 - d. Casey is initiating a website for the HOA. It will need to have a point of sale option. The address will be elkriverhoa.org
 - e. Steve volunteered to do a document review of the HOA documentation
- IV. Old Business
 - a. Bids from different lawn maintenance companies were presented. The lowest bid was accepted.
 - b. The amount of HOA dues was discussed.
 - i. The lawn maintenance being the largest budget item, the dues were discussed, and the amount needed (and the minimum possible to cover costs) was \$200 annually from each household.
 - ii. This cost would cover the common area maintenance, the upkeep of the website, bank dues, and a small percentage for future items as of yet unknown
 - iii. Dues will be due October 1. An informational email will be sent out on September 1.
 - iv. A \$40 late fee will be assessed for overdue payments per month.
 - v. Dues will be able to be paid by check, cash, or online.
 - vi. An option to pay \$100 over two months will be available if notice of that intention is given by a household.
 - c. Steve volunteered to create a tracking spreadsheet for notifications, payment, and checking ledger
 - d. Pete will manage the tracking spreadsheet once it is created
- V. Adjourn