



**ELK STREAM RANCH
PROPERTY OWNERS ASSOCIATION, INC.**

August 2026 Board Meeting

Agenda:

- Fall mailer update
- Create formal bid and approval process including change fee management
- Transfer of funds to reserve accounts
- Update regarding potential to renegotiate Elk Stream/Elk Springs agreements
- Follow up on New Electronic HOA Management committee members
- Gate information transferred to Dan
- Fire mitigation bids from Morgan
- Jeff Graef updates regarding lock on G3 gate

Minutes:

Meeting Start 6:02 p.m.

Attendees: Jenna Roach, Dan DeBacker, Kelly Van Hull, Alan Scott

Summary

Road Maintenance & Snow Removal Contracts

- **Decision:** Develop two separate contract templates — one for general road maintenance and one for winter/snow removal.
- Tyler (PMC) to be asked for his existing bid template as a starting point.
- Snow removal SLA criteria confirmed:
 - Trigger threshold: **6 inches** of snow
 - Timing requirement: plowing must occur on the **same day**

Elk Stream Easement — Tabled

- **Decision: Do not pursue renegotiation.** Review confirmed the easement is clear: Elk Springs **operates and maintains** the road; Elk Stream pays **67.5%** of costs with no decision-making authority.

Delinquent Dues

- Start formal collections procedure (per Director's Procedures on website) for dues not paid for FY 2025-26.

Financial Accounts — Reserve Transfer

- **Action:** Kelly contact Jessie to obtain a full list of accounts and current balances *before* directing any transfers.

Gate Failures

- Both gates (Elk Stream and highway entrance) **locked shut during a power outage** instead of auto-opening as designed.
- Sean intervened on-site, but gate may need additional repair.
- **Action:** Dan to follow up with Sean to transfer gate access/management information.

Operational Items

- **HOA Management Platform Committee:** Sean (chair) has not yet initiated formal search for new platform. Volunteers: Alan, Andrew, John Rayborn.
- **Fire Mitigation Bids (Morgan):** Project expected **late fall or spring**, awaiting update from Morgan.
- **G3 Lock (Daisy Chain):** Jeff Graef committed to handling; Dan to contact him to confirm status.
- **Road Use Agreements:** Kelly contact Tony Daulton (by phone) and Matt Linien (by email) regarding fall mailers.

Legal Counsel (Erin)

- Board is in limbo on retaining our current attorney; expectation is the new HOA platform will include legal services.

Action Items

- **Jenna:** Ask Tyler for road/snow removal contract templates; draft two separate templates
- **Kelly:** Contact Jessie — get full account list and balances before any reserve transfer
- **Kelly:** Initiate formal collections procedure
- **Jenna:** Follow up with Morgan on fire mitigation bids
- **Kelly:** Contact Tony (phone) and Matt (email) re: road use agreements
- **Dan:** Nudge Sean to transfer gate information and kick off the HOA platform committee
- **Dan:** Contact Jeff Graef to confirm G3 lock daisy-chain status

Meeting adjourned at 6:39 pm