

ELK RIDGE HEIGHTS HOA

Board of Directors

Minutes of the Board of Directors meeting held on March 26, 2024.

CALL TO ORDER AND ROLL CALL

Meeting was called to order at 3:30pm. Present: Jeff Grimes, Don Condon, Brandon Arther, Karina Rudmann, Natasha Porter, Lauri Liptac, Bill Butler, Nathan Perri.

MINUTES OF THE PRIOR BOARD MEETING

The minutes of the February 29, 2024 board meeting were approved by email votes of the Board members on March 9, 2024 and posted to the community portal.

PRIOR BUSINESS

This meeting was to review information presented during the March 12 product demo with Camtek and discuss implementation action items.

1. **Comcast proposal** – The Board reviewed Comcast proposals to install internet lines for the two gates and authorized WEB Properties to proceed with installation.
 - a. Comcast’s estimated lead time to have the lines installed including permits is 90 days, or approximately July 1.
 - b. The installation fee for the front gate will be included in the monthly service charge. WEB to confirm if we can have different speed at the two gates. If yes, we will opt for the higher speed (100Mbps) for the back gate, which would cover the installation fee. If not, the Board authorized WEB to pay for the back gate installation cost separately.
2. **Camtek proposal** – The Board discussed and finalized the desired software features and approved the upfront purchase of 700 regular car stickers and 100 headlight stickers. WEB to follow up with Camtek to revise the proposal. The Board authorized WEB to sign the contract if the total upfront cost is less than \$25,000 plus tax.
3. **Implementation timeline and action items:**
 - a. Internet availability is approximately 90 days out, July 1.
 - b. WEB to confirm with Camtek their implementation timeline and what administrative tasks and set up activities can be completed prior to July 1, as well as the detailed schedule during the turnover from the old system to the new system.
 - c. Based on Camtek’s timeline, the Board to set up dates for community communications and meeting.
 - d. WEB to obtain from Camtek community education materials and FAQs.
 - e. WEB to create an online form for homeowners to request car stickers, to include all drivers in the household and make/model of the vehicles.
 - f. WEB to confirm how much the gate system can be integrated with the current HOA management system for the initial sticker assignment and ongoing management.
 - g. The Board to develop a new gate policy. Brandon Arther will take the lead on creating the initial draft.

4. **FAQs for the community** – The Board will put together FAQs to address common questions and scenarios, such as:
- a. Car models that may require headlight stickers.
 - b. Purpose of car stickers vs. digital keys, and guidelines for each.
 - c. What to do if you drive a car other than your registered vehicle (e.g., using a rental).
 - d. What to do when you purchase a new vehicle.
 - e. How to provide access to service providers regularly servicing the home (e.g., cleaning service, homecare, lawncare, dog walkers).
 - f. Access for delivery drivers (e.g., FedEx, UPS, food and flower deliveries).
 - g. Access for all other visitors.
 - h. Each household will be provided with up to 4 car stickers as part of the project cost. Homeowners may purchase additional stickers (for members of their household only) at a cost of \$20-25 (to be determined, to include administrative cost).

MEETING CLOSING

The meeting was adjourned at 5:30 pm. The next board meeting date was set for May 9, 2024.

These minutes were approved by email vote of the Board of Directors on March 27, 2024.



3/27/2024