

# **Kokopelli Professional Plaza**

## **2026 Annual Meeting**

**Thursday December 11, 2025**

**5:30 PM**

**Lybrook Dental (Unit A) 551 Kokopelli Blvd. Fruita, CO & via Zoom (Details Below)**

### **Agenda**

1. Introduction of the Board of Directors
  - President – Scott Lybrook
  - Secretary / Treasurer – Angie Gao
2. Introduction of Heritage Property Management Team
  - Bricana Molinari & Ranese Rash
3. Roll Call and Determination of Quorum
4. Approve 2025 Annual Meeting Minutes (copy included)
5. Unfinished Business
6. Treasurer's Report
  - Transfer to Savings
7. New Business
8. Presentation & Ratification of 2026 Proposed Budget [copy on back]
9. Nomination and Election of Board Members
  - Interested members must be in good standing with the HOA.
10. Adjournment

### **Zoom Info**

Topic: KPPOA Annual Meeting

Time: Dec 11, 2025 05:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84716573477?pwd=PX7fu6K9cExRyICCwKIT8SLOrDykN0.1>

Meeting ID: 847 1657 3477

Passcode: 405038

**Questions requiring research [e.g. CC&Rs, finances, etc] need to be submitted prior to the meeting. Send questions to [info@hpmgj.com](mailto:info@hpmgj.com)**

**IMPORTANT NOTICE: If you are unable to attend this meeting, please complete and return the enclosed proxy to: Heritage Property Management at 2650 North Ave St 116, Grand Junction, CO 81501 or via e-mail to [info@hpmgj.com](mailto:info@hpmgj.com)**

# Kokopelli Professional Plaza

## 2026 Proposed Budget

		2025 Actual	2025	
Income		2025 Approved	*YTD	Projected 2026 Proposed
4528	Common Area Maintenance	57,013.82	44,358.95	55,000.00 57,013.82
4529	Commercial Improvement Fund	15,017.30	11,625.16	14,000.00 15,017.30
5720	Interest on Bank Accounts	0.00	21.94	23.00 0.00
5800	Late Fees	0.00	0.00	0.00 0.00
<b>Total Income</b>		<b>72,031.12</b>	<b>56,006.05</b>	<b>69,023.00 72,031.12</b>

		2025 Actual	2025	
Expenses		2025 Approved	*YTD	Projected 2026 Proposed
6269	Roof/Gutter Maintenance	2,500.00	0.00	0.00 2,500.00
6217	Road/Parking Lot Repair	2,500.00	0.00	0.00 2,500.00
6210	Repair & Maintenance	4,000.00	0.00	0.00 4,000.00
6258	Landscape Maint- On Contract	7,950.00	2,996.74	3,396.74 4,000.00
6277	Sign / Lighting Repair	100.00	0.00	0.00 100.00
6260	Grounds Maintenance	2,500.00	1,152.25	1,372.25 2,000.00
6261	Snow & Ice Removal	1,500.00	0.00	0.00 1,500.00
6270	Irrigation System Expense	300.00	275.00	275.00 400.00
6268	Pest Control	200.00	0.00	0.00 200.00
6300	Management	4,200.00	3,000.00	3,600.00 3,960.00
6311	Security Service	2,255.00	2,011.00	2,511.00 2,550.00
6320	Insurance	8,800.00	4,705.89	8,361.87 9,000.00
6410	Electricity	2,000.00	1,029.22	1,329.22 1,600.00
6411	Fire Alarm Inspection	1,200.00	200.00	200.00 1,000.00
6430	Water	5,200.00	3,133.00	3,993.00 4,500.00
6440	Sewer	6,300.00	4,011.01	5,811.01 6,100.00
6450	Trash Disposal	8,000.00	7,572.26	9,500.00 8,000.00
6470	Postage / Mailing	425.00	256.50	330.00 375.00
6700	Legal & Accounting	140.00	140.00	140.00 150.00
6702	Taxes & License	70.00	69.00	69.00 100.00
	Transfer to Reserve	5,000.00	5,000.00	25,000.00 15,000.00
<b>Total Expenses</b>			<b>35,551.87</b>	<b>65,889.09 69,535.00</b>

<b>Net Income</b>	<b>20,454.18</b>	<b>3,133.91</b>	<b>2,496.12</b>
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Operating Account as of 10/13/25	30,215.58
Savings as of 10/13/25	8,158.47
<b>Total Cash as of 10/13/25</b>	<b>38,374.05</b>

# Kokopelli Professional Plaza Owners Association

## Annual Meeting Minutes

January 7, 2025

Meeting began at 6:00 PM.

Introduction of the Board of Directors:

President: Scott Lybrook

Secretary/Treasurer: Angie Gao

Members present: Angie Gao & Michael Kuzminski, Scott Lybrook, Juan Venegas & Marion Audino (JAWS LLC), Jason Davis (Family Health West), and Yvonne Peterson. [10 properties were represented]  
Quorum was achieved.

Introduction of Heritage Property Management Team:

Briana Molinari & Jade Buehrer-Locke

2024 Annual Meeting Minutes were approved as written. M/S/C 0 opposed. HPM will post approved minutes on the webpage.

Unfinished Business:

- HVAC Update
  - The Association did not have any issues in 2024 with Owners requesting repairs or maintenance for their individual HVAC systems.
  - There was one invoice paid in the beginning of 2024 however it was most likely from the end of 2023 before the determination of responsibility was made.
  - The CC&R's state that each unit owner has a responsibility to maintain and repair their HVAC system.

Treasurer's Report:

- Transfer to Reserves
  - Funds were transferred from the Reserve Account to the Operating Account cover a budget deficit in 2023. Those funds were used to cover day to day expenses.
  - \$5000 was budgeted to be transferred back into the Reserve Account at the end of 2024 however this was not possible due to Association not being able to collect about \$9,000 in Dues.
  - These Dues are still owed, so when they are finally collected the Association will make the transfer of \$5000 back into the Reserve Account.
  - Heritage will continue to pursue the collection of these back Dues.

New Business:

- Roof Repair
  - The insurance company brought a required roof repair the Association's attention.
  - The repair has been completed and the insurance company has been notified.
- Annual Meeting Dates
  - It would be beneficial for the Annual Meeting to be moved to August or September to align with Family Health West's budget planning.

# Kokopelli Professional Plaza Owners Association

## Annual Meeting Minutes

January 7, 2025

### Proposed 2025 Budget:

- A small increase in Dues is included to ensure the Association can cover day to day expenses as well as continue building its Reserve Fund in 2025.
- Dues are calculated by square feet per unit.
- Heritage will send out a Dues Increase Notice with the next set of statements that will give the exact monthly Dues amount for each unit.

### Nomination and Election of Board Members:

- Floor was opened for nominations. No new nominations were received.
- Angie and Scott are willing to serve on the Board again for 2025.
- Motion to accept current slate. M/S/C 0 opposed.

The meeting adjourned at 6:50 PM

Minutes taken by:

Heritage Property Management

**KOKOPELLI PROFESSIONAL PLAZA OWNERS ASSOCIATION**  
**2026 ANNUAL DISCLOSURE**

Colorado Law (CCIOA) requires that the following disclosures be made annually:

1. The legal name of the association is: Kokopelli Professional Plaza Owners Association
2. HOA Disclosure Documents, Declaration, Articles of Incorporation, Bylaws, Rules and Regulations, Responsible Governance Policies, Meeting Minutes, Certificate of Insurance, Current Annual Budget, Current Financials, Reserve Study (if available) and other miscellaneous documents and information can be located on the HOA website that is maintained by Heritage Property Management at [www.hpmgj.com](http://www.hpmgj.com) or obtained at no charge by emailing [info@hpmgj.com](mailto:info@hpmgj.com) or calling 970-243-3186.
3. Board Meetings are held: as needed.
4. The registered agent for the association is: Heritage Property Management, 2650 North Ave, #116, Grand Junction, CO 81501. 970-243-3186 [info@hpmgj.com](mailto:info@hpmgj.com)
5. The initial date of the recording of the Declaration is: March 27, 2006
6. The reception or book and page number for the recording in the Mesa County Public Records is: Book 4120, Page 598, Reception # 2308457
7. The association's fiscal year is: January to December
8. The per unit assessments are: based on square footage, paid monthly. There are currently no special assessments.
9. A transfer fee of \$150 will be due at closing, made payable to Heritage Property Management, 2650 North Ave, #116, Grand Junction, CO 81501.

**Kokopelli Professional Plaza  
ANNUAL MEETING 2026**

<b>PROXY</b>
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**I am an Owner in the Kokopelli Professional Plaza.**

**I will be unable to attend the Annual Meeting on *Thursday, December 11, 2025*, and I am designating my Proxy:**

**Name of Designee:** \_\_\_\_\_

*(The Board President will be assigned your Proxy vote if no one is designated)*

**to act on my behalf at the Meeting. My Proxy will vote for me in any and all matters that are presented at the Annual Meeting.**

**Address:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

Please return signed Proxy Form to Heritage Property Management 2650 North Ave, Ste 116, GJ 81501 or email to [info@hpmgj.com](mailto:info@hpmgj.com)