

**Desert Ridge HOA**  
**2026 Annual Meeting**  
**Mesa County Library (Downtown 6<sup>th</sup> and Grand)**  
**March 11, 2026 @ 6pm (Monument Room)**

Agenda

1. Introduction of the Board of Directors
  - Board Member      Alex Girvin
  - Board Member      Randy Perry
  - Board Member      Brian Garcia
  - Board Member      Drew Moore
  - Board Member      Josie Rosa
  
2. Introduction of Heritage Property Management
  - Jade Buehrer-Locke & Raye Rash
  
3. Review of 2025 Annual Meeting Minutes
  
4. Old Business
  - 2025 project review
    - Pool liner update for warranty
  - Covenant education and compliance
  
5. New Business
  - Capital Improvement projects
    - Boilers
  
6. Presentation of 2026 Proposed Budget [copy on back]
  
7. Nomination & Election of Board Members
  - Members must be in good standing of covenant requirements
  
8. Adjournment

**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).**

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). Thank you.

Desert Ridge HOA is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/83379727020?pwd=bAuia3i70xnznv7baFiaBVAihmSycW.1>

Meeting ID: 833 7972 7020

Passcode: 995144

**Desert Ridge HOA  
2026 Approved Budget**

				\$400.00/Mo
<b>Income</b>	<b>Budget '25</b>	<b>Actual '25</b>	<b>Proposed 2026</b>	
4500 HOA Dues		\$ 149,896.00	\$ 186,000.00	3 months @
4520 Pet Fee		\$ 200.00	\$ -	9 months @
4530 Ownership Transfer Fees		\$ 450.00	\$ -	
4810 Plus: Prepaid Fees		\$ 11,750.00	\$ -	
5720 Interest on Bank Accounts		\$ 205.08	\$ -	
5800 Late Fee		\$ 110.00	\$ -	
<b>Total Income</b>	<b>\$ -</b>	<b>\$ 162,611.08</b>	<b>\$ 186,000.00</b>	
<b>Expenses</b>	<b>Budget '25</b>	<b>Actual '25</b>	<b>Proposed 2026</b>	
6205 Pool Supplies		\$ 655.84	\$ 1,000.00	
6206 Pool Repair		\$ 8,336.31	\$ 3,000.00	
6207 Pool Maintenance		\$ 6,700.00	\$ 7,200.00	
6210 Repairs & Maintenance		\$ 31,752.32	\$ 29,000.00	
6215 Fence Repair / Maintenance			\$ 1,000.00	
6220 Janitorial		\$ 4,425.00	\$ 4,800.00	
6240 HVAC (Heat, Ventilation, Air)		\$ 6,907.50	\$ 7,000.00	
6251 Weed Control/Spraying		\$ 3,800.00	\$ 4,000.00	
6256 Tree/Shrub Maintenance		\$ 2,335.00	\$ 2,500.00	
6258 Landscape Maint-On Contract		\$ 3,720.00	\$ 4,000.00	
6259 Landscape Maint-Off Contract			\$ 500.00	
6261 Snow and Ice Removal		\$ 467.50	\$ 500.00	
6266 Lien/Filing & Processing Fees				
6268 Pest Control		\$ 915.00	\$ 1,000.00	
6270 Irrigation System Expense		\$ 3,310.00	\$ 3,500.00	
6275 Irrigation Water Shares		\$ 8,313.37	\$ 8,400.00	
6300 Management		\$ 8,729.36	\$ 4,200.00	
6301 One Time Setup			\$ 175.00	
6320 Insurance		\$ 18,086.00	\$ 20,800.00	
6410 Electricity		\$ 4,438.63	\$ 4,800.00	
6420 Gas		\$ 13,934.71	\$ 15,000.00	
6425 Utility Averaging Expense		\$ 815.43	\$ 900.00	
6430 Water		\$ 14,615.11	\$ 15,500.00	
6440 Sewer		\$ 13,241.24	\$ 14,000.00	
6450 Trash Disposal		\$ 4,816.79	\$ 5,200.00	
6470 Postage & Mailing			\$ 450.00	
6700 Legal & Accounting			\$ 1,200.00	
6702 Taxes & Licenses			\$ 70.00	
6703 Misc. Expense / Meeting Expense		\$ 45.00	\$ -	
6705 Misc. Expense		\$ 385.00	\$ -	
6459 Reserve Fund (Boilers)			\$ 26,000.00	
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 160,745.11</b>	<b>\$ 185,695.00</b>	
<b>Net Income</b>	<b>\$ -</b>	<b>\$ 1,865.97</b>	<b>\$ 305.00</b>	
Operating Cash 1	\$ 7,407.89			
Operating Cash 2	\$ 44.42			
Money Market Reserve	\$ 41,451.37			
<b>Total Cash as of 12/31/25</b>	<b>\$ 48,903.68</b>			

# DESERT RIDGE HOA ANNUAL MEETING MINUTES

January 29, 2025

Board members in attendance: Alex Girvin (President), Brian Garcia (Treasurer), Drew Moore (Vice President), Randy Perry (board alternate)

Other Attendees: Brent Britton (Accountant), Mark Heberle (Diversity Mechanical-maintenance coordinator), Dale Nilsson (307), Ed Britton (212), Karen Swigart (114)

Call meeting to order and declare a quorum – Called to order at 6:08PM.

Brian moved to approve the November 2024 meeting minutes. Drew seconded, passed unanimously.

## 2024 Financial Review

- Cash on hand in operating account as of 12/31/2024 is 8643 vs 2253 in 2023
- Reserves are as of 12/31/2024 is 38277 vs 14268 in 2023. 30000 in reserve contributions
- Unpaid assessments: only \$623
- Prepaid 9k
- Collected \$164250 vs \$168000 target, difference due to owners paying in advance in 2023
- Water loss below budget
- Spent \$144000 in expenses, total income was \$136000
- Never had to take anything out of reserves to pay for operating

## 2025 Budget

- Budgeted for insurance going up 16.8% but when shopping around, we've been told to expect a 30-35% increase
- Pool labor & Maintenance: Includes replacement on pool liner

## 2024 Maintenance Overview

- Last year, quote was \$96000 to replace both boilers in both buildings
- Replaced pool pump and repair cover
- Replaced mother boards in a couple of the units and performed total cleaning of one of the boilers
- Dryer vents were cleaned for all units
- French drain, extending drain spouts away from building (esp at east end of Bldg A)
- Continuing to maintain the sewer manhole
- Roof looks good
- Swamp coolers and pads look good
- Dead tree removal
- Fixed some issues with the alcove lights as well as parking area lights and outlets

## 2025 Projects

- Pool liner replacement
- Xeriscaping of island in parking lot by mailboxes where irrigation has been shutoff
- Carpet needs to be replaced in several entryways.
- Replace or re-enforce supports for some of entryway stairs

- Painting entryways that were not painted in 2022
- Shrub/landscaping upkeep

### **Board of Member Elections**

Randy Perry and Drew Moore were elected back to their board seats unanimously.

### **Short-term Rental Ballot Results**

Forbid them: 8 in favor to get rid of and 6 opposed

### **Pool Reservations Ballot Results**

Continue allowing: 8 in favor and 5 opposed

### **Management Contract**

Drew motion to approve TopLine as management company, per the contract. Brian seconded, all were in favor.

### **Homeowner Questions**

Karen: Might need to send out rules to all owners

### **Board Officer Elections**

- President:
- Vice President:
- Treasurer:
- Secretary:

Randy motioned to adjourn the meeting at, Drew second, unanimous

**DESERT RIDGE CONDOMINIUM ASSOCIATION**  
**2026 ANNUAL DISCLOSURE**

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

1. The legal name of the association is: Desert Ridge Condominium Association, Inc.
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: April 28, 1981.
6. The reception or book and page number for the recording in the Mesa County Public Records is: Book 1309 Page 753 (Reception # 1255055).
7. The association's fiscal year is: January to December.
8. The per unit assessments are: \$400.00 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.

# Desert Ridge HOA

C/O Heritage Property Management  
2650 North Ave Suite 116 Grand Junction CO 81501  
970-243-3186

February 19, 2026

Dear Homeowner,

The Desert Ridge HOA is responsible for maintaining the standards of appearance, safety and value for the property owners who own property within the HOA. In the performance of these obligations over the past few years, the HOA has seen increasing costs and dwindling funds in the HOA's accounts. Every attempt has been made to keep HOA dues as low as possible as to not become an unnecessary burden on owners, however at this time it has become necessary to increase the HOA dues in order to maintain the HOA's responsibilities. **The dues will increase to \$400.00 per Month and will be effective as of April 1, 2026.**

**Please make checks payable to: Desert Ridge HOA.**

Online payments can be made at [hpmgj.com](http://hpmgj.com). On your HOA profile page.

If you have any questions or concerns, please contact Heritage Property Management at 970-243-3186 or [info@hpmgj.com](mailto:info@hpmgj.com).

Sincerely,  
Jade Buehrer-Locke  
Community Association Manager  
Heritage Property Management for the Board of Directors



## Welcome to Desert Ridge HOA!

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Congratulations on your new home! As you are settling in, here is some helpful information.

Desert Ridge HOA is managed by Heritage Property Management (HPM). All correspondence including dues payments\* (*made payable to Desert Ridge HOA*) should be mailed to:

2650 North Avenue, Suite #116  
Grand Junction, CO 81501

\*payments can also be made online at [www.hpmgj.com](http://www.hpmgj.com) (please see CondoCafé insert for more information).

If you have any questions contact HPM at 970-243-3186 or [info@hpmgj.com](mailto:info@hpmgj.com).

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[www.hpmgj.com](http://www.hpmgj.com) (click the menu option on the right hand side for HOA's then, select the listing for Desert Ridge HOA)

CC&R's, Bylaws, Rules & Regulations, Policies, Meeting Minutes and Important Announcements can all be found on the Desert Ridge page of HPM's website.

Please use the webpage as a quick reference guide to get familiar with some of our key HOA requirements and resources.

## DESERT RIDGE HOA

### CONTACT INFORMATION VERIFICATION FORM

It is important we have your contact information on file in case of emergencies and/or other community matters. In addition, an accurate directory is crucial to ensuring fluid communications between residents and management. If you lease your property, please send this information whenever there is a new tenant or lease renewal.

*Please return this information using a method listed below:*

1. **Email:** info@hpmgj.com
2. **Mail to:** Heritage Property Management 2650 North Ave STE 116 Grand Junction, CO 81501

Owner Contact Information	
Association Name:	Property Address:
Owner Name (1):	Property Unit #:
Owner Name (2):	Mailing Address:
Home Phone:	Mailing City/State/Zip:
Mobile/Cell:	E-mail Address:
Owner Vehicle Information	
Make/Model of vehicle(s):	License Plate # (s):
If you lease your property, please complete the following	
Property Management Company:	Property Manager Phone:
Lease Expiration Date:	Property Manager Email:
Tenant #1 Name:	Tenant #2 Name:
Tenant #1 Email:	Tenant #2 Email:
Tenant #1 Make/Model of vehicle:	Tenant #2 Make/Model of vehicle:
Tenant #1 License Plate #:	Tenant #2 License Plate #:
Pets Allowed? YES ( ) NO ( )	Tenant Pets:
Thank you for verifying your contact information. If you have community questions, please do not hesitate to contact us at your convenience.	

**Print:**

**Sign:**

**Date:**

\_\_\_\_\_  
Desert Ridge HOA  
C/O Heritage Property Management

# How to Register for Condo Café

Hello and welcome to Condo Café with Heritage Property Management! We are glad to have you here. With this owner portal you will be able to gain access to 24/7 self-service account management, checking your balance and making payments, scheduling recurring auto-payments for fees and submitting maintenance requests!

Please note that you must have an email address and phone number on file with Heritage Property Management in order to be able to register. If you do not have these on file, you will receive an error message. Please call us at 970.243.3186 to assist you in adding these to your file.

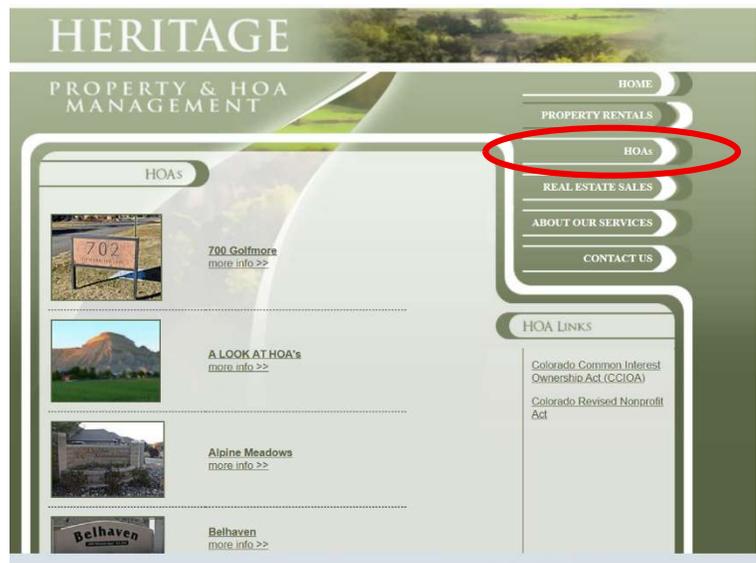
Also please note, that only the primary owner may make automatic payments. However, any owner can make one-time payments. The bill is sent to the primary owner.

If you own multiple properties, please email [alysa@hpmgj.com](mailto:alysa@hpmgj.com) for assistance.

Grab your most recent statement from your HOA dues and a web browser and follow along!

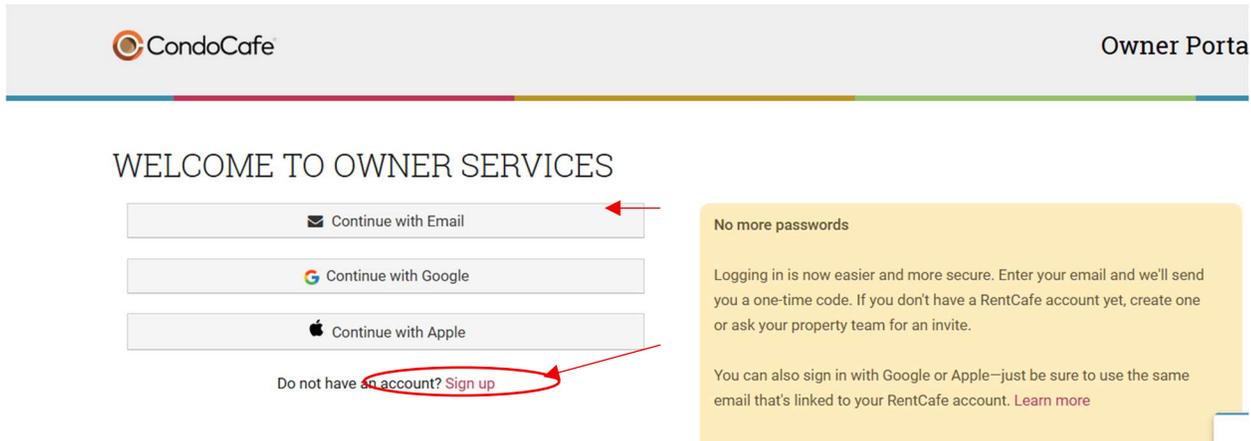
## Step A: Finding your Condo Café website.

1. Go to [www.hpmgj.com](http://www.hpmgj.com)
2. Select HOAs on the top right.
3. All HOAs managed by Heritage Property Management are listed alphabetically. Please select yours.
4. In the center of the page, there are notices about the dues that are owed for the year. Approximately 5 lines down it says "Or to pay online click here". Please click on this link.



## Step B: Registering for Condo Café

1. You should be taken to a white screen that says “Welcome to Resident Services”. Please bookmark this website for future use.
2. Under the email boxes, please select “Sign Up.”



3. This will bring up the registration page. Enter the information required.

If it asks for a registration ID or phone number, please use the phone number on file. If this gives you an error message, please contact HPM for a registration ID.

**PERSONAL DETAILS**

First Name\*

Last Name\*

**ACCOUNT INFORMATION**

Email\*

Security Question\*

Security Answer\*

**USER VERIFICATION**

This site is protected by reCAPTCHA and the Google [Privacy Policy](#)

I have read and accept the [Terms and Conditions](#)

First name must be exactly what is shown on your bill. If a company owns your property, this field may be anything.

Last name must be exactly what is shown on your bill. If a company owns your property, this field is the company name.

The email must be the one we have on file for you.

Answer a security question.

Select “Terms and Conditions” and select “Agree”

Select “Register”

## Step C: Login using MFA password

1. Select Continue with Email from the login screen and enter the email we have for you.
2. Open your email and check for an email with a one-time password from Heritage Property Management or no-reply@rentcafe.com. (Note that Condo Café is powered by Rent Café, so some things show Rent Café on them.) Subject should say "OTP for login".
3. Enter the password from the email and select login.

## Welcome to Condo Café!!

*If you had any problems during the registration process, please give us a call at 970.243.3186 and we would be happy to assist you in the registration.*

The screenshot shows the CondoCafe Owner Portal interface. At the top, there is a navigation bar with the CondoCafe logo on the left and "Owner Portal" on the right. Below the navigation bar, there are tabs for "PAYMENTS" and "MAINTENANCE". The "PAYMENTS" tab is active. In the top right corner, there is a user profile section showing "Logged in as: Alyssa Smith - Alpine Meadows HOA Unit: TEST" with icons for a mail envelope, a user profile, and a refresh button. Below this, there are five red hexagonal callouts with numbers 1 through 5. Callout 1 points to the "CURRENT BALANCE: \$0.00" text. Callout 2 points to the "Recent Activity" link. Callout 3 points to the "Payment Accounts" link. Callout 4 points to the mail icon in the user profile section. Callout 5 points to the user profile icon in the user profile section. Below the balance and links, there is a table with columns "Charge", "Amount", and "Charged on". To the right of the table, there is a green button labeled "Add a Debit Card" and a link "or use other form of payment". At the bottom left, there is a "HAVE QUESTIONS?" link with a question mark icon.

1. This shows your current balance due.
2. Clicking here will take you to your current ledger to see all charges and payments received.
3. Clicking here will show you the payment methods you have on file. You must add a payment method before making a payment. Bank accounts link using Fincity, which is a third party verifier. You may also call in with routing and account number if you do not want to use Fincity. Credit and Debit cards are allowed for payments. Please note the following fees apply:
  - Credit Card - 2.95% fee
  - Debit Card \$0.00-\$999.99 - \$3.95 fee
  - Debit Card \$1000.00-\$1999.99 - \$4.95 fee
  - Debit Card \$2000.00+ - \$9.95 fee
4. Clicking here shows documents saved to your HOA by Heritage Property Management
5. Clicking here shows your profile including email and password changes for logging in.

## Setting up a Payment

When setting up a payment, you have three options:

- One-Time Payment
- Recurring Fixed Payment
- Recurring “Pay My Balance in Full” Payment

### *One Time Payments*

Every user is able to do a one-time payment. If you are doing a one-time payment and you are getting a message about making an extra payment, this means you are pre-paying your dues. This means that Heritage Property Management has not yet charged dues to your account.

### *Recurring Fixed Payment*

With a recurring fixed payment, you will be charged the same amount **monthly**. This payment will go through even if there is nothing due on your account. Please note, for quarterly and annual payments, you must select the months you want this payment to be deducted in. You may leave the end date blank and payments will go into perpetuity.

### *Recurring “Pay My Balance in Full” Payments*

With a recurring “Pay My Balance in Full”, also called a “Pay What I Owe” payment, you get to set a maximum amount and then the system will pay **monthly** whatever is due on your account that month up to the maximum amount authorized. When selecting this option the maximum amount authorized goes in the “current assessment amount” field. If dues fluctuate and change this means the payment will change with the dues, up to that maximum amount.

You may leave the end date blank and payments will go into perpetuity.

For quarterly and annual payments, please put the months that you would like the payments deducted in.

Please note that if your dues fluctuate above the amount selected as the maximum, only the maximum will be deducted from your account. You will need to adjust this payment to reflect the higher dues.

In addition, any fines/violations on your account will be automatically paid with this option if it falls within the maximum amount.

Please Call 970.243.3186 with any questions!