

# Ptarmigan Ridge Filing 6 Homeowners Association

Annual Meeting Minutes

November 16, 2017

Meeting began at 6:06 pm.

Introduction of Board of Directors:

Board Member: Dave Valentine  
Board Member: David Girard  
Board Member: Phil Herrera

Members present: Kitty Herrera, Dawn Girard, Beth Littleton, Carol Valentine, Tom Dykstua, Dan & Caryn Grisham, Kim & Steve Morelli, and Laurie Howell; 1 proxy was received.

- Quorum was met [2 required; 9 properties were represented in person or by proxy]

Introduction of Heritage Property Management team:

David Caldwell & Hilary Schwartz

There were no 2016 Minutes to be approved.

Old/Unfinished Business

- Discussion on if all homeowners had paid their 2017 HOA dues.
  - Clarification was provided to HPM that the 2017 Annual Dues were \$200.00 and each homeowner was assessed an additional \$50.00 due to the dredging of the pond.
    - HPM confirmed all owners had paid their 2017 annual dues; however, not all had paid for their portion for dredging the pond.
      - HPM will reach out to these homeowners to try and obtain payment.
- What are the HOA's options to deal with homeowners who are delinquent?
  - HPM is working on putting together a formal Collection Policy; it should be completed by the end of the month. This is required by Colorado before you can begin collections process. It will spell out specific steps that will be taken when accounts go delinquent. Consequences can include sending individuals to collections and/or placing liens on the property. Once the Board approves and signs this policy, it will be disseminated to all Ptarmigan Ridge Filing 6 owners and will be put into effect.
  - HPM works with a collection agency that has been very successful in getting results. They charge a set percentage and they provide full service including judgments through the courts.

New Business

- Ptarmigan Ridge Filing 6 shares an irrigation pond with the neighboring subdivision (Ptarmigan Pointe) and members reported not having adequate water in 2017.
  - It was reported Ptarmigan Pointe would like to develop an Irrigation Committee with Ptarmigan Ridge Filing 6 to help manage/resolve irrigation issues.
    - Tom Dykstua and Laurie Howell volunteered to serve on this committee and will get in contact with Kathy at Ptarmigan Pointe.
- Dave Valentine reported he maintains Ptarmigan Ridge's irrigation pump and wanted to develop a watering schedule for 2018.

- It was determined homeowners will have the opportunity to water at the following times: 5am to 10am and/or 5pm to 10 pm. The Board of Directors will adjust these times if an issue arises.
- Dave Valentine will inform HPM when the irrigation system is down and HPM will inform all owners.
- Members requested HPM send out an updated map with owners contact information. HPM will work on compiling this information and distribute it once completed.

Presentation of 2018 proposed budget.

- Discussion ensued regarding increasing dues.
  - Largest increase is the management fees. The Board hired Heritage Property Management [HPM] in August 2017 to ease the burden of being self-managed.
    - HPM has one staff members who is a licensed Community Association Manager through the state of CO.
    - HPM services include all the bookkeeping and record keeping; ensuring HOA remains in compliance with the state requirements; facilitates filing tax returns; prepares and handles all mailings; and more.
  - Members decided that a dues increase of \$150.00 was appropriate at this time to ensure all expenses are covered.
- Members requested HPM make the following changes to the proposed budget.
  - Separate line item for the 2017 Annual dues.
  - Separate line item for the 2017 dredging of the pond.
  - 2017 HOA Assessment Adjustment be changed to 2017 Management Fees
  - 2018 HOA Assessment Increase be changed to 2018 Management Fees
- Discussion ensued on when statement would be sent out to owners for 2018.
  - HPM confirmed they would mail out statements to all owners on January 1, 2018.
  - Members determined the HOA dues would need to be paid by March 15, 2018 or they would be considered late. M/S/C
- Proposed budget approved with the corrections mentioned above. M/S/C [Approved budget will be posted on website]

Nomination and election of Board Members:

- Dave Valentine, David Girard, and Phil Herrera offered to continue serving on the Board.
- Nominations from the floor were opened. None were received.
- Vote to approve the slate of candidates as presented. M/S/C

The meeting adjourned at 7:07 pm.

Minutes taken by  
 Hilary Schwartz  
 Heritage Property Management