

Minutes were approved at
the November 21, 2017
Annual Meeting.

Ponderosa Ranch Homeowners Association, Inc

Annual Meeting Minutes

November 16, 2016

Meeting began at 6:10 pm.

Introduction of the Board of Directors:

Vice President : Laura Arebolas
Secretary: Lori Love
Treasurer: Desarae Jones [absent]--resigning as of 11-16-16

Members present: Jeff & Carrie Bales, Jeremy Jones; 2 proxies were received.

Introduction of Heritage Property Management team:

David Caldwell & Becky Jett

2015 Minutes were approved as written. M/S/C HPM will post to website.

Presentation of 2017 proposed budget.

- Discussion ensued regarding increasing dues
 - Largest increase is the management fees. The Board hired Heritage Property Management [HPM] earlier this year to ease the burden of being self-managed.
 - HPM has 2 staff members who are licensed Community Association Managers through the state of CO.
 - HPM services include all the bookkeeping and record keeping; ensuring HOA remains in compliance with state requirements; facilitates filing tax returns; prepares and handles all mailings; and more.
 - Need to budget more for water for the park. Should be approximately the same as was budgeted for 2016.
 - Members decided that a dues increase of \$25 per year as discussed at 2015 meeting was appropriate at this time to ensure all expenses are covered.
- Motion to approve the 2017 budget as amended. M/S/C. HPM will make the two changes to the 2017 budget and will post on the website.

Old Business:

- What are the HOAs options to deal with those homeowners who are delinquent?
 - HPM is working on putting together a formal Collections policy; it should be completed by the end of the month. This is required by CO 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 Ponderosa Ranch 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:

- Enforcement for violations of CC&Rs was discussed.
 - HPM encourages neighbor-to-neighbor communication to try and resolve issues before any other action is taken.
 - HPM will take reports of violations [preferably in writing--via e-mail is best] from Board members as well as individual homeowners. The reporting party remains anonymous to the violator.
 - HPM will send letters to owners--not to renters/tenants--requesting correction and give a timeline to come into compliance. If the initial letter does not bring results, the owners may be fined and those charges added to their ledger. Owners are responsible for ensuring tenants/renters understand and comply with all CC&Rs and Rules & Regulations.

- Landscaping issues were discussed.
 - The park needs to be maintained--mowed and sprinklers taken care of.
 - The walkway/sidewalk/trail around the perimeter needs attention as it is getting overtaken by weeds and trash.
 - HPM will get bids/estimates from several local companies for these items. They will be ongoing and we would like to have an annual contract for these services. Bids will be presented to the Board for their decision.

- The possibility of getting an entrance way sign was raised. Options will be explored and further discussion will take place at a later date.

- Lori will put together a newsletter that will address hot topics. This will be sent to owners along with 2017 statements.

Nomination of Board Members:

- Desarae is resigning her position. Thank you for your efforts this past year!!
- Laura's term is up at this time, but she is willing to continue on the Board for another term; Lori still has 1 year left on her term. [these terms are per the 2015 minutes]
- No volunteers/nominations were received.
- position is open on the Board.
 - NOTE: CC&Rs state that the Board will be three members. Vacancies can be filled by Board appointment.
- Motion to accept the slate of directors as presented. M/S/C

The meeting adjourned at 7:14pm

Minutes taken by
 Becky Jett
 Heritage Property Management