

From: [Kings Deer HOA](#)
To: [Kings Deer HOA](#)
Bcc: _____
Subject: March 18 Board of Directors Meeting Minutes
Date: Friday, March 28, 2025 9:07:00 AM
Attachments: [2025 February.pdf](#)
[2025 March.pdf](#)
[Pros and Cons on-site office.pdf](#)

The March 18, 2025 HOA Meeting Minutes can be found at www.Kingsdeer.org<<http://www.Kingsdeer.org>> > owner log in > library >BoD Minutes. Of note in the minutes are the following actions approved by the Board:

- For Home Sellers: Effective immediately, the imposition of a \$250 **HOA Status Letter Fee** and an increase in the **Ownership Transfer Fee** from \$300 to \$500. Both of these fees are typically paid by the seller and are collected by the title company during closing.
- For Current Homeowners: Offering paper copies of house plans to current homeowners by appointment for 45 days. After 45 days, the remaining unclaimed plans will be recycled. Contact the HOA office by email at admin@kingsdeer.org to make arrangements. We do not have plans for all houses, including many older homes and some of the newest homes.
- Gazebo Removal. Due to cost and safety concerns, the Board approved removal of the gazebo at the pond. Removal will be done by board members and other interested volunteers in the near future. If interested in volunteering, please contact the HOA office by email at admin@kingsdeer.org.

This email is sent from an unattended mailbox. Please send all HOA correspondence to admin@kingsdeer.org



**Balance Sheet
As of February 28, 2025**

ASSETS	<u>TOTAL</u>
Current Assets	
Bank Accounts	
Compliance Fee Account	15,100.00
Operating Cash & Equiv	144,135.97
Reserve Cash	<u>510,269.94</u>
Total Bank Accounts	\$ 669,505.91
Accounts Receivable	1,557.80
Other Current Assets	
Allowance for Bad Debts	- 754.00
Prepaid Expenses	
Insurance	2,358.36
Water Co-Op	<u>3,012.91</u>
Total Prepaid Expenses	\$ 5,371.27
Undeposited Funds	<u>0.00</u>
Total Other Current Assets	<u>\$ 4,617.27</u>
Total Current Assets	\$ 675,680.98
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>\$ 675,680.98</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	-175.27
Other Current Liabilities	
Accrued Expenses	4,024.82
Compliance Fee Deposits	15,100.00
Unearned Insurance	8,026.94
Unearned Assessments	<u>132,750.00</u>
Total Other Current Liabilities	<u>\$ 159,901.76</u>
Total Current Liabilities	<u>\$ 159,726.49</u>
Total Liabilities	\$ 159,726.49
Equity	
Reserve Fund - POPA	4,038.32
Reserve Fund - Unallocated	332,496.28
C/Y Reserve Expenditures	0.00
C/Y Reserve Fund Contrib	-1,510.98
Transfer from Retained Earnings	<u>15,600.31</u>
Total Reserve Fund - Unallocated	<u>\$ 339,167.57</u>
Reserve Fund – Water Initiative	167,064.05
Retained Earnings	15,160.31
Transfer to Reserve Fund	-15,600.31
Net Income	<u>5,684.55</u>
Total Equity	<u>\$ 515,954.49</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 675,680.98</u>

Profit and Loss
January 1 – February 28, 2025

Income	TOTAL
Annual Insurance Fee	1,605.40
Annual Membership Assessments	26,550.00
Billable Expense Reimbursement	0.00
Enforcement Trust Fund Fees	200.00
Interest Income	1,953.46
Late Fee Income	350.00
Mailbox Sales	575.00
Miscellaneous Income	0.00
ACC Submittal Fee Income	0.00
Advertising Income	0.00
Ownership Transfer Fee	600.00
Violations and fines	<u>0.00</u>
Total Miscellaneous Income	<u>\$ 600.00</u>
Total Income	\$ 31,833.86
Expenses	
Administrative	19,081.21
Advertising/Promotional	0.00
Bad Debts (- Recovery of Bad Debt)	0.80
Federal Income Tax	0.00
Insurance	1,255.66
Mailbox Expense	515.15
Maintenance	
Common Area Maint Contract	0.00
Entrances	0.00
Miscellaneous Maintenance	0.00
Playground / Sports field	95.59
Pond Maintenance	0.00
Trails	<u>0.00</u>
Total Maintenance	<u>\$ 95.59</u>
Professional Fees	
Accountant/Audit	900.00
Legal Counsel	500.00
Legal - Water	<u>0.00</u>
Total Legal Counsel	<u>\$ 1,400.00</u>
Other Professional Fees	<u>0.00</u>
Total Professional Fees	<u>\$ 1,400.00</u>
Utilities – Electric for Subdivision	1,601.00
Water Co-Op	<u>602.58</u>
Total Expenses	<u>\$ 12,626.60</u>
Net Operating Income	<u>\$ 7,281.87</u>
Other Expenses	
Reserve Allocations	
Reserves - POPA	0.00
Reserves - Unallocated	1,510.98
Reserves – Water Initiative	86.34
Total Reserve Allocations	<u>\$ 1,597.32</u>
Total Other Expenses	<u>\$ 1,597.32</u>
Net Other Income	<u>\$ - 1,597.32</u>
Net Income	<u>\$ 5,684.55</u>



Board of Directors Minutes
March 18, 2025 – Tri-Lakes United Methodist Church @ 6:00 PM

Members Present: Steven Shurgot (President), Kevin Pratt (VP), Tom Anderson (Treasurer), Mike Sauer (Secretary/ACC), Nathan Kettner (Trails)

Members Absent: Josh Klenda (NEPCO), Ken Harris (Director at Large)

Others Present: John Highhouse (Executive Director), Carol Goode (Communications), Matt Kunkel, Trey Mays, & Erin Mays

Call to Order - Regular session of the King's Deer Board of Directors meeting was called to order at 6:00 PM.

Guest Presentations – Matt Kunkel, extension request

- I. Communications- Goode and Highhouse
 - A. Highhouse and Goode attended a TownSq Kick-off meeting on 2/26/2025 and an initial training session on 2/28/2025. Highhouse, Goode, and Sauer attended the ACC module training on 2/6/2025.
 - B. Goode and Highhouse presented the board with a TownSq integration status update. This was followed by a recommendation to the board with options going forward.
 - C. The board unanimously voted to end the relationship with TownSq and explore options to develop a new HOA website. The board directed that quotes be obtained from both in-house and third-party providers to create a website that meets the HOA's needs. Highhouse and Goode are tasked to research and bring several alternatives to the board for decision. Goode took action to draft a termination letter for Shurgot to send to Town Sq.
 - D. An open forum for Highland's homeowners was held on 3/11/25 at the golf course restaurant. Sauer presented communication and community engagement goals, followed by an open discussion. A summary of the meeting was previously distributed to the board and Highlands homeowners.
 - E. An open forum for all King's Deer homeowners about HOA financials is scheduled for 4/8/2025 at the golf course restaurant. Goode, Sauer, and Highhouse will coordinate the community announcements. Anderson will host the meeting.
- II. President's Report- Shurgot
 - A. Shurgot requested that the board members review the pros and cons of having an on-site HOA office. The board decided by consent to make no changes right now and keep the current HOA office. At present, the benefit to the community outweighs the financial savings that would be gained. The board can revisit the issue in the future if there is a significant change to the HOA finances.
 - B. On 2/21/2025, the board approved by email the per-month cost revision for TownSq from \$260 to \$280, and then Shurgot signed the agreement to proceed with the app. (Update: see item C under Communications)
 - C. During the Highlands Open Forum, an owner requested that the board handouts be included with the distribution of meeting minutes. The board agreed that handouts without any privileged information could be distributed with the approved board minutes. Highhouse will send sanitized condensed financials and any other appropriate documents with approved minutes.
- III. Vice President- Pratt
- III. Secretary's Report- Sauer

BOD meeting minutes 3/18/2025

- A. The February 18 Board of Directors Meeting Minutes were approved by email on 2/24/2025.
- B. Sauer raised the question of HOA status letter fees. Many communities in the area charge a fee, ranging from \$150 to \$500, for providing these letters to the title companies. The board unanimously approved the imposition of a \$250 HOA Status Letter fee effective immediately.
- C. Sauer raised another question: whether the ownership transfer fees were appropriate for our community. The board approved (Three FOR and two ABSTAIN) to increase the ownership transfer fees from \$300 to \$500, effective immediately.
- D. During the Highlands Open Forum, owners requested the board examine the possibility of consolidating a common garbage collection service for the community. The board agreed to revisit the issue. Pratt will contact the local waste management companies and get a breakdown of the costs for the number of households served in the community.

IV. Treasurer's Report- Anderson

- A. Anderson presented a high-level overview of the February 2025 HOA financials.
- B. The monthly review and forecast of the reserve study and quarterly operating budget forecast are postponed until we get a better idea of projected HOA maintenance costs for this year.
- C. The draft of the manager's agreement will be discussed in an executive session at the end of the meeting.

V. Directors' Reports

A. Architectural Control Committee- Sauer

- 1. The ACC meeting scheduled for February 27 was canceled because there were no new applications. At the March 13 ACC meeting, the Committee approved one fence application, roof shingles, and a change order on a mailbox monument. One fence application was tabled, requiring revised plans showing that the house forms one leg of the fence perimeter. The next scheduled ACC teleconference meeting is on March 27.
- 2. The ACC agreed that paper copies of the individual house plans no longer need to be kept. Now that we have digital copies of these plans, the Committee recommended either offering them to the current owners or recycling the paper. The board approved the offering of the plans to current owners by appointment for 45 days. After 45 days, the remaining unclaimed plans will be recycled.
- 3. The ACC proposed to explore using Microsoft Teams instead of Zoom for meetings. Some board members commented that, in their experience, MS Teams was worse than Zoom.

B. Common Areas- Pratt

- 1. Sauer and Highhouse drove around and identified the common areas in the community to help determine what areas need to be included in the common areas contract(s). Highhouse provided some contact information for current and previous common areas contractors. Sauer has initial meetings starting this week with landscape contractors.
- 2. Archer's entrance wall repairs – Pratt checked with county/state planning departments, and there are no immediate plans for the Hwy 105 expansion in our area. Sauer presented several options, including removing the wall, replacing the wall, replacing part of the wall, and he presented additional quotes. The range was \$41k to \$45k for the removal of the stucco entrance wall and \$12k to repair the stucco wall. Another quote for extensive repair with up to 20 years of life came in at \$144k, with various options removed, lowering the cost slightly to \$134k repair. Another quote was \$120k to remove and replace the wall, and a second remove and replace quote was \$181k. A discussion ensued with no decision made.

BOD meeting minutes 3/18/2025

3. The board unanimously approved to demolish and remove the gazebo at the pond. The gazebo floor is rotting out. The structure is on the ground with no slab, so the floor is prone to rot. Other repairs are required as well. The electricity will first be removed from the gazebo. Then, the board plans to do much of the work themselves, saving costs for the community.
 4. Sauer took that action item to explore removing the signs from the poles and transferring the installation and maintenance of the neighborhood stop and street signs to the county.
 5. Pratt will follow up with Klenda on redrilling and installing new mounting bolts in the pads for the street light poles at Archers/Trumpeters and Archers/Lancers.
- C. NEPCO- Klenda (not present) The March 15 meeting, held at the Woodmoor Barn, included guest speakers Jason Lapham, the Colorado State Director for Property & Casualty Insurance, and Robb Soucek, the Regional Farmers Insurance broker and agent.
- D. Manager's Report- Highhouse
1. Scheduled office closures – March 24-28 (may be delayed until later in the spring/summer)
 2. Covenant Enforcement – Several courtesy emails were sent for trash cans left out and for RVs and trailers parked outside for extended periods. There are two owners with unpaid 2025 assessments, and they are receiving late fees and interest according to policy.
 3. 18685 Archers request a 2-month extension to clean up the log pile in the yard. The board approved a 30-day extension until April 17.
 4. A courtesy notification was sent on 2/20/2025 to the owners of properties in which directional church signs will be posted. One nearby owner called asking for more information about the signs.
 5. FinCen reporting requirements. On March 2, 2025, the US Treasury Dept announced a change to the Corporate Transparency Act (CTA), suspending enforcement of all CTA reporting requirements (For now). Compliance is currently voluntary. Two board members would need to provide their information to complete the filing.

Adjournment – The meeting was adjourned at 8:12 PM and transitioned into an executive session to discuss personnel matters. The executive session concluded at 8:40 PM. The next board meeting is set for 6:00 PM on April 15 at the Tri-Lakes United Methodist Church, 20256 Hunting Downs Way, Rm 101, Monument, CO 80132.

Steve Shurgot, President of King's Deer HOA

Board Handouts:

1. January 2025 Financials
2. Pros & Cons of HOA Office

Pros and Cons of the HOA having a physical office versus remote work

Opportunity for human connection - Some owners want the ability to walk in or schedule an appointment to pay invoices, complain about a neighbor, submit ACC projects, and discuss almost anything. The connection to homeowners is the biggest advantage of having a physical office in the community. Several of our owners have expressed the desire to keep the HOA office in the community. Face-to-face conversations are a more useful way to communicate due to the use of body language and emotional reactions. However, the physical office does result in a slight decrease in productivity due to distractions by unannounced visitors, which may be owners, potential buyers, or very often golfers opening the wrong door.

Accessibility – Having an on-site office certainly makes it easier for owners to visit the HOA office for a one-on-one talk or just to drop off paperwork. However, during the golf season, the parking lot is often filled with golfers, leaving visitors to park in the outer reaches if they can find a spot. Most of our owners visit to drop off the water meter reading or assessment payment. Also, we have only a few homeowners who come in to discuss a project or HOA topic. Many that visit talk about things unrelated to HOA business, sometimes for hours.

Cost – At \$500/mo or \$6000/yr, the cost of an on-site office is the biggest disadvantage. Even considering paying an allowance for internet and phone, this would be a substantial cost savings to the HOA.

Work/life balance, flexible work hours – reduced commute time provides the ability to start work earlier and to flex work throughout the day. Some may be concerned about isolation, home distractions, or the inability to disconnect from the workplace. Working from home requires a high level of self-motivation and discipline. I don't see this as an issue. Having previously run a home-based business for many years, I've met these challenges and proven to be productive and effective in this environment.

Noise - During the season, the office at the golf course facilities is often subject to loud conversations, music, a PA system, etc. Working remotely does not have these distractions.

Old facilities – It's cold in the winter and summer. The heat doesn't work well in the office. A portable heater helps somewhat. In the summer, the air conditioning works too well. The clubhouse often keeps the doors open, which causes the a/c to run overtime, which really cools off the closed office. The golf course facility is subject to exhaust fumes and poor ventilation. The gas-powered golf carts are stored and maintained in the basement of the building. When the winds are from the south or west, the exhaust blows through the stairwell and up into the building. Opening a window is rarely possible because of the exhaust fumes and noise.

Non-factors

Collaboration and networking would remain unchanged. ACC meetings are conducted via Zoom. The board meeting will continue in person. Communication with the board and committee members is primarily through email, phone, and text.

Technology and office equipment costs would likely remain unchanged.

Community drive-throughs for covenant violation checks would remain unchanged.

Other considerations

The primary consideration for the board is that of cost versus convenience. Is the cost of the on-site office greater than the convenience for those who use it?

An alternative solution could be to explore eliminating the off-site storage unit for a \$234/mo or \$2808 annual savings. Half of the storage contains house plans for ACC archive. Allen has photographed and digitized all of these plans, so the paper copies could be given to the current homeowners or discarded. Most of the rest of the storage contains spare street light poles and parts, HOA event signage, and HOA historical records.

Another consideration that Tom brought up would be to talk with the golf course management and try to get a rent concession. If there is enough benefit to the golf course in having the HOA office located in their facility, then perhaps they would be open to giving us a temporary concession until the HOA can get an assessment increase passed.