

**From:** [admin@kingsdeer.org](mailto:admin@kingsdeer.org)  
**To:** [Kings Deer HOA](#)  
**Subject:** April 15 Board of Directors Meeting Minutes  
**Date:** Monday, April 21, 2025 10:50:52 AM  
**Attachments:** [2025 April.pdf](#)  
[2025 March.pdf](#)

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The April 15, 2025 HOA Meeting Minutes (and March 2025 financials) can be found at [www.Kingsdeer.org](http://www.Kingsdeer.org) > owner log in > library. Of note in the minutes are the following actions approved by the Board:

- **May Open Forum.** Another Open Forum will be held in May to discuss a deeper dive into the HOA's Reserve study that highlights recurring maintenance expenses and their recommended annual funding contribution.
- **Discounted Trash/Recycle Provider.** The Board is researching discounted trash/recycle contracts for interested members of the community, with significant savings. Stay tuned for more information as this topic develops.

Additionally, please note the following reminders:

- **Exterior Projects.** Architectural Control Committee (ACC) approval is needed for most exterior projects. Please contact the HOA office directly with any questions. Forms and applications are available on the King's Deer public website > Library > ACC Forms.
- **Snow Fences.** Per our Snow Fence Policy, snow fences must be removed by April 30.
- **House Plans on File.** We are offering paper copies of house plans to current homeowners by appointment for 45 days. After 45 days (May 5), the remaining unclaimed plans will be recycled. Contact the HOA office by email at [admin@kingsdeer.org](mailto:admin@kingsdeer.org) to make arrangements. We do not have plans for all houses, including many older homes and some of the newest homes.
- **Social Committee Interest.** As a follow-up to requests at the open forums, an email invitation will soon be circulated seeking volunteers to form a social committee for the community.

The HOA office sends complete meeting minutes and select attachments to resident email addresses on file. To ensure email notifications, please update your directory listing on the King's Deer website or send a request to [admin@kingsdeer.org](mailto:admin@kingsdeer.org)

Apologies for missing the attachments and the duplicate email to some recipients. -jh



Board of Directors Minutes  
April 15, 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), Ken Harris (Director at Large)

Members Absent: Josh Klenda (NEPCO)

Others Present: John Highhouse (Executive Director), Carol Goode (Communications), Tim Goines

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

**Guest Presentations** – The owner requested a waiver for a freestanding fence around a raised vegetable garden.

I. Communications- Goode and Highhouse

- A. An open forum on HOA financials was held on 4/8/2025 at the golf course restaurant. Anderson presented the current financial status and goals, followed by an open discussion. An email was sent to owners with a PDF of the presentation and discussion comments.
- B. Goode presented a review of the owners' comments from the three open forums. The board assigned tasks to develop an action plan and provide follow-up.
- C. The agreement with TownSq was terminated because they could not meet many of the HOA requirements. Goode and Highhouse created an outline for a new website and made some initial contacts with app companies and website developers. Highhouse talked about meetings with EasyHOA and ManageCasa. EasyHOA appears to have the features that the HOA is looking for our community. Pricing is better than TownSq or ManageCasa. Anderson raised some points as to why a third-party company might be a better option for the HOA website and application. The board asked Highhouse to schedule a meeting with EasyHOA where they could view a demo and talk with the representative.
- D. Goode finalized a Volunteer Agreement and Waiver form using a template provided by our HOA attorney.
- E. Highhouse and Goode have updated some ACC forms on the HOA website and made them fillable forms. They plan to continue updating the rest.
- F. The board agreed to hold an open forum in May on the topic of the Reserve Study, taking a deeper dive into how the values are determined and what is included. Anderson and Sauer will host the meeting.

II. President's Report- Shurgot

III. Vice President-

- A. Pratt researched garbage collection companies to find costs for a common provider of this service to the community. This originated from a request during one of the open forum meetings. Pratt provided a cost breakdown per number of homes serviced by Infinite Disposal. Pratt shared answers to additional questions from Infinite Disposal with the board. The cost saving is significant; however, it is unclear if individual households would have accounts or if the HOA would be responsible for collection from the owners and payments to Infinite Disposal. Waste Management did not respond despite repeated attempts, and Republic Services required several more steps before they would provide pricing information. Pratt will contact Infinite Disposal to clarify the payment responsibility.
- B. Pratt raised the issue of some board members not responding to emails that require action. Pratt stressed the need for all members to participate.

IV. Secretary's Report- Sauer

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- A. The March 18 BOD Meeting minutes were approved by email on 3/21/2025.
- B. Sauer brought up a letter from an owner specifically addressing the Board of Directors regarding the maintenance and appearance of monument entrances. Shurgot will take action to respond to the owner.

### V. Treasurer's Report- Anderson

- A. Anderson gave an overview of the March 2025 HOA financials
- B. Monthly review and forecast of the reserve study and the quarterly operating budget forecast are difficult to make and can be unreliable without knowing the upcoming maintenance costs. Most other HOA operating costs are not projected to change much.

### VI. Directors' Reports

#### A. Architectural Control Committee- Sauer

1. The ACC meeting scheduled for March 27 was canceled due to no new applications. The April 10 meeting was conducted via Zoom. The following projects were approved during the past month: Two roofing projects, one replacement of windows, three fence applications, two for recreational items, one pergola, three for exterior paint, one stucco repair, two driveway/asphalt projects, one deck stair, one start deadline was extended, and two cursory reviews were discussed. One tabled fence project was referred to the board for a waiver request. The next scheduled ACC Zoom meeting is on April 24.
2. Sauer proposed initiating an ACC submittal fee and compliance fund fee for fence projects and for fixed recreational features. Owners are sometimes not responsive to completing these projects with the required landscaping to help shield these items from public view (as stated in the Design Standards). While the board understood the reasoning, they decided not to move forward at this time.
3. The board recommended that a reminder be sent to all homeowners that ACC approval is needed for most exterior projects and all exterior structural projects. Owners must contact the HOA office to submit their project or with questions about the submittal.
4. The Board of Directors heard a waiver request for a 20'x20' freestanding fence around a raised vegetable garden in the side yard. After discussion and consideration, the board unanimously denied the request. While the board is understanding of the situation, they are committed to the consistent and uniform application of the standard. The ACC recently denied requests from other owners for fence applications where the fence was not attached to the house. In each case, the homeowner resubmitted to the ACC with revised plans showing the house forming one leg of the enclosure. The board felt that they could not grant a waiver in this case.

#### B. Common Areas- Pratt

1. Sauer and Highhouse met with contractors Keesen Landscape and our current provider, Landscapes Unlimited, (golf course maintenance) for the common area maintenance contract. After Sauer presented the options, the board unanimously approved to contract with Landscapes Unlimited for the 2025 season, which runs from May through October.
2. Archer's wall repairs – Sauer is obtaining quotes for a partial takedown and repair the remaining portion of the wall. Sauer and Highhouse met with Lime Painting to discuss the scope of work for a quote.
3. An owner expressed concern about the HOA using an easement to store landscape material. The owner would like a timeline for the removal of the trail material. Pratt sent an email response to the owner.
4. Sauer received a quote of \$7 per foot to sandblast and powder coat the light poles in the community. This does not include removal, transportation to the shop, and reinstallation of the poles. The current

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- street light poles are no longer manufactured, and a replacement needs to be found. Sauer researched the cost of replacing the poles as needed or on a schedule. He shared the various quotes with the board. The consensus was that sandblasting and powder coating the existing poles would be the most cost-effective solution for the short term. As poles need replacement, the board will need to look at the other options. The board requested that Sauer use one pole as a test before proceeding.
5. Sauer checked with the county on removing the signs from the poles and transferring the installation and maintenance of the neighborhood stop and street signs to the county. The county responded that they would install the post. We will be asking for volunteers to help relocate the signage from the streetlights to the county-installed posts. Sauer and Highhouse will identify the location for the county where the new poles will be installed. The plan is to do 10-15 poles at a time.
  6. The HOA received nine volunteers to help demo and remove the gazebo. After a date is set, Highhouse will contact the members to verify and gather the Volunteer Agreement and Waiver forms.
  7. The four pond aerators were not working. Sauer got a local electrician to look at the electrical panel. The breaker was tripped, but when reset, the aerators still did not come on. Since the plug is at ground level, we likely had a problem with moisture from last month's snowstorms. The electrician recommended moving the plug to inside the electrical box or raising the electrical box off the ground. Sauer contacted Underwater Recovery, our pond contractor, to check the pump and aerators. The pump was replaced, but the aerator on the south side still does not work. Underwater Recovery estimated \$375-\$500 to dig up and replace the air line for the non-working aerator. The board agreed to replace/repair the airline and asked for Sauer to get a quote for the electrical work.
  8. Harris brought up that the bridge over the trail on Archers, closest to the school, needs repairs and fill at one end. Other board members mentioned that some other repairs need to be done to the bridges.
- C. NEPCO- Klenda. The May 19 General Meeting will now be a board-moderated "Open Forum" for our members to ask and answer questions on topics of interest. This format will provide an opportunity for the board to share information about board activities and for NEPCO members to ask/inform the Board and members about topics of interest.
- D. Manager's Report- Highhouse
1. Scheduled office closures – May 28-June 5
  2. Covenant Enforcement – Several courtesy emails were sent for various infractions, including dogs off-leash. A complaint was received about golfers entering homeowners' properties. It was explained that the golf course is not affiliated with the HOA and that the HOA cannot enforce this action on this matter. The board asked Highhouse to speak with the golf course management to see if they could take any steps about the golfers entering the owners' properties.
  3. Highhouse brought up that HOA policies should be reviewed and updated, as some contain outdated information. Highhouse volunteered to identify the policies that require updates, make recommendations, and present the list with recommendations to the board for action.

**Adjournment** – The meeting was adjourned at 8:15 PM and transitioned into an executive session to discuss personnel matters. The executive session concluded at 8:33 PM. The next board meeting is set for 6:00 PM on May 20 at the Tri-Lakes United Methodist Church, 20256 Hunting Downs Way, Rm 101, Monument, CO 80132.

### Board Handouts:

1. March 2025 Financials
2. Key Takeaways for Action Planning

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Steve Shurgot, President of King's Deer HOA

**Balance Sheet  
As of March 31, 2025**

<b>ASSETS</b>	<u>TOTAL</u>
Current Assets	
Bank Accounts	
Compliance Fee Account	15,100.00
Operating Cash & Equiv	133,408.80
Reserve Cash	<u>515,241.91</u>
Total Bank Accounts	\$ 663,750.71
Accounts Receivable	1,611.80
Other Current Assets	
Allowance for Bad Debts	- 754.00
Prepaid Expenses	
Insurance	1,742.51
Water Co-Op	2,711.62
Total Prepaid Expenses	<u>\$ 4,454.15</u>
Undeposited Funds	0.00
Total Other Current Assets	<u>\$ 3,700.15</u>
Total Current Assets	\$ 669,062.66
Fixed Assets	0.00
<b>TOTAL ASSETS</b>	<b><u>\$ 669,062.66</u></b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	-175.27
Other Current Liabilities	
Accrued Expenses	2,800.70
Compliance Fee Deposits	15,100.00
Unearned Insurance	7,224.24
Unearned Assessments	<u>119,475.00</u>
Total Other Current Liabilities	<u>\$ 144,599.94</u>
Total Current Liabilities	<u>\$ 144,424.67</u>
Total Liabilities	\$ 144,424.67
Equity	
Retained Earnings	15,160.31
Net Income	9,396.08
Reserve Fund - POPA	4,045.49
Reserve Fund - Unallocated	322,496.28
C/Y Reserve Expenditures	0.00
C/Y Reserve Fund Contrib	5,002.30
Transfer from Retained Earnings	15,160.31
Total Reserve Fund - Unallocated	<u>\$ 342,658.89</u>
Reserve Fund – Water Initiative	168,537.53
Transfer to Reserve Fund	<u>-15,600.31</u>
Total Equity	<u>\$ 524,637.99</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b><u>\$ 669,062.66</u></b>

**Profit and Loss  
January 1 – March 31, 2025**

<b>Income</b>	<b>TOTAL</b>
Annual Insurance Fee	2,408.10
Annual Membership Assessments	39,825.00
Billable Expense Reimbursement	0.00
Enforcement Trust Fund Fees	500.00
Interest Income	7,208.69
Late Fee Income	450.00
Mailbox Sales	575.00
Miscellaneous Income	0.00
ACC Submittal Fee Income	0.00
Advertising Income	0.00
Ownership Transfer Fee	1,500.00
Violations and fines	<u>0.00</u>
Total Miscellaneous Income	<u>\$ 1,500.00</u>
<b>Total Income</b>	<b>\$ 52,466.79</b>
<b>Expenses</b>	
Administrative	28,609.52
Advertising/Promotional	0.00
Bad Debts (- Recovery of Bad Debt)	0.80
Federal Income Tax	0.00
Insurance	1,883.49
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	1,350.00
Legal Counsel	750.00
Legal - Water	<u>0.00</u>
Total Legal Counsel	<u>\$ 2,100.00</u>
Other Professional Fees	<u>0.00</u>
Total Professional Fees	<u>\$ 2,100.00</u>
Utilities – Electric for Subdivision	2,393.00
Water Co-Op	<u>903.87</u>
Total Expenses	<u>\$ 36,501.42</u>
Net Operating Income	<u>\$ 15,965.37</u>
<b>Other Expenses</b>	
Reserve Allocations	
Reserves - POPA	0.00
Reserves - Unallocated	5,002.30
Reserves – Water Initiative	1,566.99
Total Reserve Allocations	<u>\$ 6,569.29</u>
Total Other Expenses	<u>\$ 6,569.29</u>
Net Other Income	<u>\$ - 6,569.29</u>
<b>Net Income</b>	<b><u>\$ 9,396.08</u></b>