



Board of Directors Minutes
May 20, 2025 – Tri-Lakes United Methodist Church @ 6:00 PM

Members Present: Steven Shurgot (President), Kevin Pratt (VP/Common Areas), 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), Russel & Carolyn Wharton, Alex Gray

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

- I. Communications- Goode and Highhouse
 - A. An open forum was held on 5/5/2025 at the Troon Tavern restaurant. Anderson and Sauer presented a deeper dive into the HOA Reserve Study, followed by an open discussion.
 - B. Goode reviewed the progress of assigned tasks based on the questions that owners asked at the four open forum meetings. The Board is currently preparing a Frequently Asked Questions document to address many of the financially based questions.
 - C. Goode noted that homeowners have responded positively to the enhanced communication from the board to the community. Emails are sent before and after each board meeting, and interim emails with news, events, and announcements are sent to all owners for whom we have an email address. Owners are asked to contact the HOA office if they are not receiving these emails.
 - D. Goode, Highhouse, Anderson, and Sauer attended a presentation and demo of the EasyHOA application. The EasyHOA representative was very responsive to several follow-up questions and provided references and additional resources. Highhouse emailed a copy of the demo video to the board. After deliberating the pros and cons, the board unanimously approved to move forward with the EasyHOA platform.
 - E. Highhouse and Goode continued work updating the ACC forms on the HOA website. Highhouse made several website updates and streamlined pages containing the HOA governance documents and ACC forms.
 - F. Goode composed an HOA Asset Priority Survey, which was emailed to owners on 5/15/2025. We have had a good response so far, with 200+ returned. The survey closes on 5/22/2025.
- II. President's Report- Shurgot
 - A. Klenda's resignation was unanimously accepted, and he was removed from the board effective immediately. Since the term is expiring and will be coming up for election this fall, the board will not fill the position before the next election.
- III. Vice President-
 - A. On April 21, 2025, the board approved by email to move forward with the plan offering a significant discount for a single trash collection service to all King's Deer homeowners. A survey was sent to community members asking a few questions about their trash service. Pratt, Highhouse, Goode, and Sauer met with representatives from Infinite Disposal (a.k.a. Apex Waste Solutions). Goode is compiling an FAQ for communication with the community. Infinite Disposal is working through a contract and expects to have it ready in a week or two. Pratt will follow up on the contract.
- IV. Secretary's Report- Sauer
 - A. The April 15 BOD Meeting minutes were approved by email on 4/18/2025.

V. Treasurer's Report- Anderson

- A. Anderson presented a high-level overview of the April 2025 HOA financials, reviewing the balance sheet and the statement of income versus budget.
- B. Anderson then followed up with the monthly review and forecast of the reserve study, stating that several of the items will be covered under the common area presentation.
- C. Now that the maintenance contract is determined, Anderson can provide a quarterly operating budget forecast relying on historical numbers for any miscellaneous maintenance costs. To enhance financial transparency, Anderson and Highhouse plan to generate and distribute a quarterly report to homeowners.

VI. Directors' Reports

A. Architectural Control Committee- Sauer

1. The ACC meeting scheduled for April 24 was canceled. There was only one open action item, which the Committee approved by email. The May 8 meeting was conducted via Zoom. The following projects were approved during the past month: Two playsets, a deck replacement, a fence, a landscaping plan, a concrete driveway replacement, and a driveway extension. An application for replacing the house exterior was given conditional approval pending that no more than 25% of the rear elevation be a wood-based lap, board and batten, or tongue and groove siding. One project for a detached garage was reviewed, and an initial site visit was conducted. The next scheduled ACC Zoom meeting is on May 22.

B. Common Areas- Pratt / Sauer

1. The common areas maintenance contract for the 2025 season has been reviewed and signed.
2. Archer's wall repairs – Sauer again presented several quotes from companies for different options for the repair/replacement of the wall. Sauer then provided a new quote from Lime Painting for \$24k for the removal of part of the wall on both sides and the repair and painting of the remaining wall. The board decided to wait on the results of the assets survey before deciding on how to move forward.
3. An owner expressed concern about the HOA using an easement to store landscape material. The owner requested a timeline for the removal of the trail material. Pratt sent a response to the owner. Pratt arranged for the maintenance contractor to relocate the pile of trail material onto the golf course property.
4. Sauer presented the cost to sandblast, prime, and powder coat the light poles in the community. Additional cost breakdown included filling holes in the pole and a bracket to reattach the street signs to a separate post that will be county-installed. The cost does not include removal, transportation to the shop, and reinstallation of the poles. The board asked Sauer to use one light pole as a test to see an example of the quality of work. A community volunteer is filling the holes before Sauer takes the pole to be sandblasted and powder coated.
5. Sauer checked with the county about 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 posts, a few at a time, on a schedule. Sauer will provide the county with the location of signage poles that will need to be installed. We will be asking for volunteers to relocate the signage from the streetlight poles to the county-installed posts.
6. Gazebo demolition and removal. Sauer arranged for a dumpster to be placed in the area on 5/15/2025 for a week. Work was completed on 5/17/2025. Thanks to all the volunteers who helped make this happen. There is a 4"x6" footprint that needs to be filled with dirt, and then one or two picnic tables moved into the area. Assigned to Pratt and Sauer for completion.

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7. None of the pond aerators were working. Sauer investigated the problem and, after receiving board approval, arranged for the repairs. Westside Electric relocated a plug from ground level to inside the electrical panel. Underwater Recovery, our pond contractor, repaired the air supply line for the aerator on the south side, and all four aerators are now working.
 8. The pond and the surrounding area need cattails and weeds removed. Sauer proposed a method to cut the weeds and then rake them in, collect them, and dispose of the weeds in a dumpster. He proposed organizing a group of volunteers to help clean up the area. Sauer will coordinate with Highhouse and Goode on the project details.
 9. Sauer checked and verified that all the monument signs have been repainted under warranty.
 10. The board is considering restarting a Beautification Committee, a committee under the Board of Directors. Volunteers are needed for various tasks, such as replacing the dead shrubs in the monument areas, and also removing dead vegetation and cutting back shrubs along the Archers entrance walls.
 11. Repairs and staining are needed for the pedestrian trail bridges along Archers Drive. The board consensus was to replace the warped boards and re-stain the bridges. Highhouse is to contact RGPD to see if it is still under warranty and to get a quote to re-stain the bridges.
 12. Sauer asked what the discretionary spending limit was before getting board approval on maintenance repairs. Anderson replied that the limit is \$2000 for individual directors, as stated under the Contracts, Commitments and Disbursement Policy, before additional board approval is required.
- C. NEPCO- Highhouse sent the meeting information to all board members. The May 10 General Meeting was a board-moderated “Open Forum” for NEPCO members to ask and answer questions on topics of interest. This format provided an opportunity for the NEPCO board to share information about its 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. The board approved swapping the day off for the federal holiday from the 26th to the 28th.
 2. Covenant Enforcement – reminders were sent about several trailers, boats, and RVs parked outside in the neighborhood. One owner with a huge pile of pine needles was asked to remove the pile as it presents a fire hazard. Two properties still have not paid the 2025 annual assessments. The board approved (5 for, 1 abstained) to impose liens on three properties that have over a \$500 past due balance on their account. Highhouse was assigned to prepare the Statement of Lien for these properties.
 3. Attended webinar presented by DORA Division of Real Estate, HOA Forum: 2024 HOA Information and Resource Center Annual Report Discussion. Highhouse reported that it was a summary reading of the 2024 legislative updates that pertain to HOAs, and a high-level overview of HOA activity within the state. There was no new information to share from this presentation.
 4. Highhouse reported returning over 100 house plans to owners who requested them. With the deadline for claiming house plans having passed, the remaining plans will be recycled. Highhouse has also been going through the storage unit and cleaning out outdated and unneeded items that have accumulated over the years. This is in preparation for downsizing the storage unit to a smaller unit. Highhouse stated that it will take some time before we are ready to make the move.
 5. The second installment for Pinnacol insurance was paid on 5/14/2025. The HOA insurance policy with Farmers will renew in July 2025 at close to last year’s cost (\$4584 versus \$4530 for last year). The HOA umbrella insurance policy with USLI will renew in July with a 10% increase (\$3020 versus \$2755 for last year).

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Adjournment – The meeting was adjourned at 7:51 PM and transitioned into an executive session to discuss personnel matters. The executive session concluded at 8:00 PM. The next board meeting is set for 6:00 PM on June 17 at the Tri-Lakes United Methodist Church, 20256 Hunting Downs Way, Rm 101, Monument, CO 80132.

Board Handouts:

1. April 2025 Financials
2. Covenant Enforcement Report

Steve Shurgot, President of King's Deer HOA