



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

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- 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.

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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