



Board of Directors Minutes
February 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), Ken Harris

Members Absent: Josh Klenda (NEPCO)

Others Present: John Highhouse (Executive Director), Nicholas Hardman, Doug Downey, Sam Hastings

Call to Order - Regular session of the King's Deer Board of Directors meeting was called to order at 6:02 PM.

Guest Presenters: Nicholas Hardman – refund request
Sam Hastings – TLUMC signage

I. President's Report

- A. Shurgot presented proposed updates to the manager's job description and agreement, which the board discussed in an executive session and tabled for the next meeting.

II. Vice President- none

III. Secretary's Report

- A. Sauer reported that the January 21 BOD Meeting minutes were approved by email on 1/27/2025.
- B. An open forum for the Classic homeowners was held on 2/11/2025 at the golf course restaurant. Sauer presented communication and community engagement goals followed by an open discussion. An open forum for the Highlands homeowners is scheduled for 3/11/2025 at the same location.

IV. Treasurer's Report

- A. Anderson presented an overview of the January 2025 HOA financials
- B. Highhouse informed Anderson in January about rate increases for the storage unit and trash pickup for bins at the sports field. Anderson noted that these increases are relatively minor in the overall budget.
- C. The Woodmoor Water and Sanitation District invoice for the 2025 water augmentation was received and paid. There was a rate increase and an increase in the amount of water augmentation required over the 2024 invoice.
- D. The new operating money market account at Fidelity was set up and funded as approved in the January board meeting. Anderson invested some of these funds in a higher-earning certificate of deposit.
- E. Invoices for website hosting at CyberBasement were received and paid. There was an increase due to the required use of a legacy server to support our aging website.
- F. Anderson gave a PowerPoint presentation starting a monthly review and forecast for the reserve study. He identified areas on which the reserve study calls for spending this year. The board needs to decide which areas to allocate reserve fund spending in 2025.
- G. Anderson discussed the financial forecast and inputs needed from owners of those areas of responsibility. Pratt and Sauer are responsible for all common areas maintenance functions, and Anderson and Highhouse will report on revenue and all other expenses. These inputs are required by March 7 to complete the quarterly operating budget forecast.

BOD meeting minutes 2/18/2025

V. Directors' Reports

A. Architectural Control Committee- Sauer

1. The ACC meetings for January 23 and February 13 were canceled as there was no new business for the Committee to consider. One fence and one roof shingle application were approved by email. The next scheduled ACC Zoom meeting is on February 27.
2. Highhouse forwarded a January 22 email from an owner to the Board regarding the ACC holding the compliance deposit on his project. After discussing the appeal, the board approved (four approved, one disapproved, and one abstained) a motion to refund the remaining \$900 compliance deposit to the owner.

B. Common Areas- Pratt/Sauer

1. Sauer obtained another quote for repairing the stucco wall at the Archers Drive entrance. The estimated repair cost to fully repair the wall with a 15-year warranty was over \$130k. A patch could be done for \$11k to \$15k but would only last 3-5 years. The board discussed a few possible alternatives and then tabled the discussion until further information was received. Pratt will contact the county and state about any plans for the Highway 105 expansion and report back to the board.
2. Sauer is working on getting bids for mowing, weed control, and painting light poles.

C. NEPCO- Klenda. No meeting in February.

D. Manager's Report- Highhouse

1. Scheduled office closures – none scheduled
2. Covenant Enforcement – A few owners were notified of minor infractions, including trash cans and a trailer being stored outside.
3. The 2025 assessment invoices were mailed on 12/1/2024 and were due 1/1/2025. On 1/6/25, reminder notices were sent to 87 owners; on 1/13/25, late notices were sent to 41 owners. There were 25 unpaid assessments as of 1/18/25. On 1/24/2025, reminder notices were again sent to owners with unpaid assessments. Late fees were applied to seven properties on 2/1/2025, with invoices and statements mailed to the owners. As of today, four properties have unpaid assessments that will continue to incur late fees and interest, according to the King's Deer HOA Collection Policy.
4. An owner requests a waiver of the late fee. The board unanimously disapproved the waiver request.
5. The HOA website has significant problems that prevent updating to the current PHP version. Highhouse emailed the board some additional quotes and information from other providers and requested references/referrals from TownSq. Highhouse received and forwarded to the board the cost estimate from CyberBasement to keep our current site running on an old server. Highhouse and Goode point out that this is a short-term solution and that there is a need to migrate to a different platform that better suits the HOA needs. The board unanimously approved moving forward with the TownSq app at \$260 monthly.
6. Highhouse filed 1099s with the IRS and submitted them to the contractors on 1/28/2025.
7. On 1/28/2025, the board approved by email for Goode to receive the monthly board meeting agenda and post a reminder about the meetings on Facebook
8. Correction to January Board minutes. The transfer of year-end net to reserves should have been \$15,160.31 instead of the previously posted \$15,600.31 from operating cash to the reserve fund. The accounts have been adjusted to reflect this correction. The end-of-year financials are unaffected.
9. The board requested in the January meeting that Highhouse create a list of the pros and cons of having an on-site HOA office versus the savings of having no office and work done remotely. The board tabled this item until next month to allow all members to review it before discussion.

BOD meeting minutes 2/18/2025

10. Attended *Navigating Collection Issues in 2025* webinar presented by our HOA attorney. Also attended a *Back-to-Basics TownSq* webinar.
11. Sam Hastings with Tri-Lakes United Methodist Church presented the final sign design and mounting posts that will be installed in three locations. Hastings identified the locations on a map as being in the easements. The board requested that Highhouse contact the owners of these three properties and give them courtesy notification of the signs and where they will be installed.

Adjournment – The meeting was adjourned at 7:25 PM and transitioned into an executive session to discuss personnel matters. The executive session concluded at 7:45 PM. The next board meeting is set for 6:00 PM on March 18 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. Proposed TLUMC signage locations and final design
3. Pros & Cons of HOA Office