



Board of Directors Minutes
January 21, 2025 – Tri-Lakes United Methodist Church @ 6:00 PM

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

Members Absent: none

Others Present: John Highhouse (Executive Director), Carol Goode, and John Goode

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

Guest Presentation: Sam Hastings, Lynn Weber, and Cary Diaz – Tri-Lakes United Methodist Church signage

I. President's Report- Shurgot

- A. A community owner asked if the HOA would accept donations to improve its finances and help continue the smooth operation of the community. The board discussed and, by consensus, decided not to move forward with the idea at this time. The board thanked the owner for the concept and offer and asked if the owner would volunteer their time for upcoming community activities.
- B. The board approved Shurgot to be assigned as supervisor of the executive director for 2025.

II. Vice President- Pratt

- A. Pratt and Sauer solicited bids to assess outsourcing of the HOA administrative function. While the quotes provided show initial cost savings, the management companies could not fulfill many of the requirements needed by the HOA. Many of these functions would need to be outsourced to another company, individual, or community volunteer who is knowledgeable and willing to do the work. Additionally, the HOA benefits from the many intangible skills by keeping our current community manager. The consensus of the board members is that the value of keeping our current HOA manager outweighs the potential cost savings.
- B. Kettner raised the possibility of the HOA saving the cost of office rent by having the executive director work from home. After a brief discussion, the board asked Highhouse to create a list of the pros and cons of having an office in the community. This will be presented to the board for further consideration.

III. Secretary's Report- Sauer

- A. The December 17 BOD Meeting minutes were approved by email on 12/23/2024.
- B. The board directed Highhouse to post the approved Vision, Mission, and Value Statements on the HOA website.
- C. Choosing our goals for 2025- Communication, Community Engagement, and Financial goals. Sauer collected proposed goals from the board members. Pratt will summarize the proposed communication and community engagement goals. Anderson will consolidate the financial goals. The board can then prioritize and move forward with the goals.
- D. Sauer discussed using parliamentary procedures to help expedite meeting topics and prevent sidebar conversations during the board meetings. Pratt offered that it would be helpful and possibly more efficient to have agenda items that require a board decision to be clearly noted.

IV. Treasurer's Report- Anderson

- A. Anderson presented the December 2024 HOA financials to the Board

BOD meeting minutes 1/21/2025

- B. The board unanimously approved the transfer of year-end net of \$15,600.31 from operating cash to the reserve fund.
- C. Klenda raised the point of regularly reviewing the Reserve Study expenditures. This year, the major Reserve Study areas for projected spending are on the trails, light poles, gazebo flooring, IT equipment, and pond aerators. The board agreed to do a monthly review and forecast.
- D. The board agreed to complete a quarterly operating budget forecast with each area member providing input on their respective areas of responsibility.
- E. The board unanimously approved a resolution to open a new operating account at Fidelity and transfer funds from FNB to increase interest income to the HOA.
- F. Anderson presented an updated Contracts, Commitment, and Disbursement Policy, which the board unanimously approved. The update provides more detailed bid and contractor requirements. Klenda volunteered to write a template for subcontractor contracts.

V. Directors' Reports

A. Architectural Control Committee- Sauer

- 1. The ACC meeting for January 9 was canceled as there were no new applications.
- 2. Due to increased work requirements, Pratt resigned from the ACC effective immediately. The board thanked him for his time and contribution to the ACC.

B. Common Areas-

- 1. Archer's wall repairs – Sauer received some quotes for removing the wall. The board felt that the quotes received so far were too high to take this action. Pratt will check with county/state planning departments on the plans for Hwy 105 expansion in our area (which might include the removal of this wall).
- 2. Streetlight pole repairs – Klenda volunteered to redrill the pad at Archers and Trumpeters with bolts that fit the larger light poles we have in stock (weather permitting). Pratt will assist by creating a template for the new bolt pattern.
- 3. Klenda will explore removing the signs from the poles and transferring the installation and maintenance of the neighborhood stop and street signs to the county.
- 4. Pratt and Sauer will open the HOA maintenance contract to competitive bids within the next couple of months.

C. NEPCO- Klenda. The meeting was held on 1/11/2025. Guest speaker Jonathan Bradley, Monument Fire District, discussing wildfire safety hazards and hardening guidelines. This presentation was followed by Roy Martinez, Tri-Lakes Preservation, Inc., with a talk about the proposed Buc'ees mega gas station to be located on the SW corner of I-25 and County Line Rd. Klenda asked Highhouse to email the fire marshal's fire prevention recommendations to the community members.

D. Manager's Report- Highhouse

- 1. Scheduled office closures – Feb 17 (federal holiday)
- 2. Covenant Enforcement - The 2025 assessment invoices were due 1/1/2025. On 1/6/25, reminder notices were sent to 87 owners, and on 1/13/25, late notices were sent to 41 owners. As of today, 22 assessments remain unpaid.
- 3. The HOA website has significant problems that prevent it from updating to the current PHP version. Highhouse emailed the board some additional quotes and information from other providers, and TownSq provided references/referrals for their platform. Highhouse provided the board members with

BOD meeting minutes 1/21/2025

information on an upcoming educational webinar about the TownSq application. Highhouse will follow up with the current provider on the cost of maintaining our current website.

4. Highhouse informed the board about some owners who visited the HOA office with fundraising ideas so the HOA could raise funds to help with the shortfall. The board thanks the owners and will consider all community input.
5. The NEPCO contact information was updated, and the annual membership dues were paid on 1/16/25.

VI. Results of guest presentation

- A. Regarding Chris Warren's request for direction signs for TLUMC, the board agreed to a 6- to 8-month trial period. The board reviewed the graphics and accepted one design. Signs will be mounted on posts provided by TLUMC, matching the height of the stop signs. Preliminary locations were discussed, and TLUMC will provide proposed locations for two to three signs.

Adjournment – The meeting was adjourned at 8:34 PM. The next Board Meeting is scheduled to be held at 6:00 PM on February 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. December 2024 Financials
2. Vision, Mission, and Value Statements
3. Proposed Communication, Community Engagement, and Financial goals
4. Proposed updated Contracts, Commitment & Disbursement Policy
5. 2025 Board of Directors Roster