



Board of Directors Minutes
October 22, 2024 – Tri-Lakes United Methodist Church @ 6:00 PM

Members Present: Steven Shurgot (President), Eric Paulik (Vice-President), Greg Wolff (Secretary), Tom Anderson (Treasurer), Kevin Pratt (ACC)

Members Absent: Ken Harris (common area maintenance), Josh Klenda (NEPCO)

Others Present: John Highhouse (Executive Director), Mike Sauer (board candidate)

Call to Order - Regular session of the King's Deer Board of Directors meeting.

I. President's Report- Shurgot

- A. The proposed *Code of Conduct Policy for Board and Committee Members* was reviewed by our HOA attorney and a redline copy was sent to board members. The board unanimously approved the new policy effective 10/22/2024.
- B. The board discussed the feedback from owners on the current assessment ballot and the next steps that should be taken. The board unanimously approved holding a new vote, using both electronic and mail ballots, lasting 3 weeks, from 11/1/2024 to 11/22/2024. While maintaining the \$450 assessments cap plus pro rata HOA insurance premium passthrough, the ballot wording will change, removing the allowance for a CPI increase, removing verbiage that a majority is needed to override, and removing verbiage regarding special assessment. Anderson and Highhouse are tasked with preparing a cover letter and the new ballot to disseminate to the board. Highhouse will then coordinate the electronic election with Vote HOA Now and prepare and mail the paper ballots.

II. Vice President- no report

III. Secretary's Report- Wolff

- A. September 17 BOD Meeting minutes were approved by email on 9/19/2024.
- B. Preparations for the Annual Membership Meeting – November 12 – Highhouse to send out the PowerPoint slide templates to board members with areas of responsibility that will be presenting at the Annual Membership Meeting.

IV. Treasurer's Report- Anderson

- A. September 2024 HOA financials were presented to the Board.
- B. Anderson proposed an update to the *King's Deer HOA Investment Policy*. The board unanimously approved, effective 10/22/2024, the update to the investment policy, which expands the allowable investments to include Aa/AA-rated corporate and US Government agency debt.
- C. Anderson presented the updated 2025 budget to the board, with the understanding that this budget could change pending the outcome of the covenant change vote regarding assessments. The board unanimously approved the 2025 budget.
- D. Anderson calculated the pro rata insurance amount to be \$18.14 insurance for 2025. This is a reduction from the \$25.00 last year, which was accomplished by Highhouse competitively shopping the policies. The board unanimously approved the \$18.14 HOA insurance fee for 2025.

V. Directors' Reports

- A. Architectural Control Committee- Pratt

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1. The following projects were approved by the Committee during the past month: a project replacing roof shingles, two projects to repaint the house exterior, and four site final inspections. One fence application that was tabled pending further information received contingent approval. However, the owner is disputing the ACC decision that they include additional landscaping.
2. On 9/27/2024, the board, by email, accepted the ACC recommendation and appointed Joel Dixon as a full member of the Architectural Control Committee.
3. The ACC recommends to the board to include “trellis” with the description of “lattice” in the applicable section of the Design Standards (page 18) where “lattice” is located. The board unanimously approved to incorporate the changes to the Design Standards.
4. The ACC has a holiday schedule in November and December, with only one meeting per month.

B. Common Areas- Pratt/Highhouse

1. Trail structural repair by Kessler Inc. – Harris inspected the work done and closed out the trail refurbishment contracts. Some additional cleanup items were identified by Wolf. Pratt is addressing these items with Kessler Inc.
2. Street light pole repairs – Archers and Trumpeters, Archers and Lancers. Wolff had the poles repaired at Wagner Fabrication and brought one of the repaired poles to the HOA maintenance contractor for installation. Wolff rejected the second pole as needing rework. Repairs need to be completed to the base and electrical harness before the contractor can install these poles. Pratt is working with Klenda to drill new holes and install bolts in the concrete pads at Archers and Trumpeters.
3. Maintenance of monuments. Kessler Inc. sanded and repainted, under warranty, all the entrance monument signs on County Line Rd.
4. With the trail refurbishment completed, the trail system was sprayed with a broadleaf weed killer. We received some concerns from owners about what herbicide (2,4-D) is used on the trails and requesting notification, possibly with signs on the trail when spraying occurs. One owner also asked if a vinegar-based solution could be used instead of the commercial herbicide. Other owners commented that they were glad to see the trails were being sprayed. Several board members familiar with 2,4-D recommend continuing use by our contractor. This herbicide presents no hazard to pets once it dries. The crews will be spraying the sports field later this week. Notice is posted on the HOA website homepage.
5. Stucco needs repair at Archer’s east wall and also on the monument at King’s Deer Point. Pratt will contact some contractors to get quotes for the repairs.
6. Status of warranty replacement of ~100 dead plants at the entrance monuments. Due to the growing season coming to an end, the replanting won’t take place until spring 2025. Pratt will follow up with Kessler Inc.
7. Status of irrigation repairs at the entrances. Only the Roller Coaster/County Line entrance still needs repairs. This area had an issue before with no/low pressure. The lines and heads were torn up during the monument work. There is a leak near the control valve box on the west side, and the isolation valve on the east side may not be completely shutting off. The maintenance crews will be continuing to work on the irrigation issues and hopefully have them completed before the lines get blown out in the first week of November. Highhouse identified a couple of holes in the ground at the Archers/Hwy 105 west entrance that may or may not be related to irrigation. Maintenance will check it out.

C. NEPCO- The September NEPCO minutes were made available online to the board.

D. Manager’s Report- Highhouse

1. Scheduled office closures – The federal holiday on November 11 will be rescheduled to a later date to allow time to prepare for the Annual Membership Meeting on 11/12/25.
2. Covenant Enforcement – Highhouse briefed on recent covenant issues.

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3. The HOA website was updated to the new PHP version. We began experiencing several problems, and our web provider rolled the software back to the previous version. There appear to be significant problems that will need to be addressed before the end of the year. Highhouse to research alternatives, including off-the-shelf HOA community software.
4. Water meter reading notices were mailed out on 9/25/2024. The readings are being collected, and owners sent confirmation emails that include their water usage for the past year.
5. TLUMC requested to install direction signs in Kings Deer. Citing recent owner contention over signage in the community, the board denied the request (2 for, 2 against, 1 abstain). The board recommended they could use temporary A-frame signage for the days of the service or special events.
6. Highhouse confirmed the use of the Troon Tavern at the golf course clubhouse for the Annual Membership Meeting. The King's Deer Golf Club restaurant management will briefly speak to our owners at the annual meeting about the restaurant being open for the winter for our King's Deer residents to enjoy.
7. Highhouse outlines the Key Events for board members and the community coming in the next month.

VI. Action Items

- A. Tally Committee members – Shurgot and Klenda will verify that the paper ballot votes match the totals that were entered into the electronic voting tally.
- B. This is a reminder that board members must be prepared to comply with the FinCEN reporting requirements. CAI has filed suit against the US Treasury Department, but it is unlikely to be settled before the January 1 deadline for filing. BOI information page was distributed to board members, showing what information will be collected. Highhouse will begin to gather this information from members of the new board at the November board meeting.
- C. Mail out the *Official Notice of Annual Meeting* (postcard or letter) and post the notice and budget on the HOA website. Highhouse will coordinate with Anderson on the additional information the board wants to include in the notice mailing.
- D. We will need to assign the Facebook/social media to a director when the new board comes on.
- E. Review of the maintenance contracts on the December agenda.

Adjournment – The meeting was adjourned at 7:50 PM. The Annual Membership Meeting is scheduled for November 12 at the Troon Tavern in the King's Deer Golf Clubhouse. The next Board Meeting is scheduled at 6:00 PM on November 19 at the Tri-Lakes United Methodist Church, 20256 Hunting Downs Way, Rm 101, Monument, CO 80132.

Steve Shurgot, President King's Deer HOA

Greg Wolff, Secretary King's Deer HOA

Attachments:

1. September 2024 Financials
2. Covenant Enforcement Report
3. FinCEN BOI requirements