



Board of Directors Minutes
January 16, 2024 – Tri-Lakes United Methodist Church @ 6:00 PM

Members Present: Eric Paulik (Vice-President), Greg Wolff (Secretary), Tom Anderson (Treasurer), Ken Harris (common area maintenance), Kevin Pratt (ACC)

Members Absent: Steven Shurgot (President), Josh Klenda (NEPCO)

Others Present: John Highhouse (Executive Director)

Call to Order - Regular session of the King's Deer Board of Directors meeting at 6:05 PM.

I. President's Report- Paulik

- A. Carried over from the December meeting, board plans for additional community meetings to discuss the HOA future financial needs and the board's covenant change proposal to raise the cap on annual assessments. Highhouse emailed the board with the HOA attorney response about the requirements and methods for procuring signed instruments that the HOA could use to achieve a valid covenant change. It appears that electronic voting appears to be an option. The board asked Highhouse to investigate it further and provide some costs. Tabled until next meeting.
- B. Carried over from the December meeting was a discussion on the required number of affirmative votes needed to make any covenant change. Highhouse emailed the board with the HOA attorney response regarding what is required to change the covenants' minimum number of affirmative votes needed to make covenant amendments. It was brought up that perhaps the board should focus on the change to annual assessments and hold on this topic until afterwards. Tabled until next meeting.
- C. Also carried over from the December meeting is a secure mailbox option for King's Deer Highlands. During the holiday season, King's Deer owners reported mailbox theft. Other owners that haven't experienced theft have expressed interest in a secure mailbox option. A motion was made to approve the MailBoss Mail Manager Curbside Mailbox – Black. The motion failed (2 for, 3 against), with dissenting board members wanting to see more options for a standardized secure mailbox that include a more decorative style reflecting the upscale nature of King's Deer development. Klenda to research and provide options of secure mailboxes for board members to choose from at the next meeting.

II. Vice President- no report

III. Secretary's Report- Wolff

- A. December 19, 2023 BOD Meeting minutes were approved by email on 1/6/2024.
- B. Wolff conducted an informal survey of mailboxes on Kershaw and found greater than 30% of the flags were damaged and needed replacement. Wolff contacted the manufacturer about obtaining replacement flags and was told that there is a newer, improved design. A volume discount applies on the purchase of multiple replacement flags at one time. Wolff proposed that the HOA find out how many owners would like to purchase new flags, then have the HOA purchase the flags, carry them as inventory items, and sell them to residents that request them. Tabled until next meeting and to be tied to the discussion about the secure mailbox option for Highlands.

IV. Treasurer's Report- Anderson presented an overview of the December 2023 HOA financials to the Board.

V. Directors' Reports

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- A. Architectural Control Committee- Pratt
Highhouse reported that weather and holiday season is impacting the ACC projects, resulting in little to no items for the ACC. While the ACC is scheduled to go back to twice monthly meetings in January, the January 11 meeting was cancelled due to lack of projects requiring action.
- B. Common Areas- Harris
1. Entrance Monuments – Landscape contract is complete. Wolff sent email to board members and reiterated in the meeting that there were several items that he found on the final inspection that required contractor action before closing out the project. Wolff and Harris independently conducted inspections and the project was closed out on 12/28/2023.
 2. Pond winterization. Although attempts were made to contact the pond maintenance contractor, there was no reply. Harris stated that the HOA in past years has run the aerators during the winter without incident. Item closed without action.
 3. Harris initiated a proposal to remove portable toilet from sport field. Portable toilet cost went up from \$399 to \$458.85 per quarter (\$1835.40 annually). Motion was approved (3 for, 1 against, 1 abstain) to have the unit there for only during the warm season of the year, and to try to negotiate so there is no “removal fee” each time the unit is taken away.
- C. NEPCO- Klenda no meeting in December. January meeting on the 20th.
- D. Roads- Wolff Construction on Royal Troon began on 11/13/2023. The road base was stabilized, and first layer of asphalt applied to the section of road extending between Roller Coaster and County Line. Holiday schedule and winter weather have preventing work from restarting since around December 20th. Heavy equipment is still in the area, parked along Roller Coaster and in the golf course parking lot, awaiting weather conditions to improve.
- E. Water- Highhouse reported that the POPA status report for 2023 was submitted to the water court in December, as required by the 2019 augmentation plan.
- F. Manager’s Report- Highhouse
1. Scheduled office closures – February 19 (federal holiday)
 2. Covenant Enforcement Status Report
 - a. After the 30-day pause to allow for the board to review acceptable designs for an alternate secure mailbox option, the board continues covenant enforcement action on a non-standard mailbox in Highlands that was installed without approval. The board did not grant a further extension nor a waiver.
 - b. Waiver request letter received and forward to the board, to waive fines imposed for late water meter reading and unapproved monument mailbox in Highlands. Tabled until next board meeting.
 - c. The 2024 Annual Assessments were mailed out for delivery by December 1 with due date of January 1, 2024. There were approximately 30 unpaid assessments as of 1/11/24 and delinquency notices including service charges were mailed.
 3. On 1/5/24, Highhouse forwarded an email to board members from the HOA attorney regarding Compliance with Federal Corporate Transparency Act (CTA). A new federal regulation requires board member to provide personal information to the FinCEN website. This requirement become effective January 2025. Board members should consider adopting and/or updating policies regarding the security and safekeeping of board members’ personal identifying information in conjunction with the

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CTA reporting requirements. It was also mentioned that this requirement should be mentioned to potential board candidates for new board cycle.

VI. Other (not in minutes unless action taken)

- A. Update Covenant Enforcement Policy and Assessments Collection Policy. Highhouse presented revised policies that were drafted by the HOA attorney that were requested by the board, as allowed by statute under the limited expense community status of the community. The new policies remove several onerous requirements, such as certified mailings for every covenant violation or late assessment and removal of the physical posting requirement for delinquent assessments. The board unanimously approved both policies as presented, to become immediately effective.
- B. Wolff recommends contacting the owner of golf course to repair/replace the maintenance shed. Per board request, Highhouse obtained and sent Wolff the golf course owner contact info on 12/22/2023. Tabled until Shurgot could participate in the discussion.
- C. Anderson requested that an AV projector and portable screen be present for future meetings. Highhouse to investigate.

Adjournment -

The meeting was adjourned at 7:36 PM.

The next Board Meeting is scheduled to be held 6:00 PM on February 20 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. December 2023 Financials
2. Covenant Enforcement Report
3. Draft Covenant Enforcement Policy (including Fine Schedule)
4. Draft Assessments Collection Policy