



Board of Directors Minutes  
October 17, 2023 – Tri-Lakes United Methodist Church @ 6:00 PM

Members Present: Steven Shurgot (President), Eric Paulik (Vice-President), Greg Wolff (Secretary, NEPCO), Tom Anderson (Treasurer & ACC), Todd Brummond, Jan Sievert (social media), Ken Harris (common area maintenance)

Members Absent: none

Others Present: John Highhouse (Executive Director)

**Call to Order** – Call to Order at 5:59 PM.

I. President's Report- Shurgot

- A. Review annual meeting plans. Highhouse sent last year's PowerPoint sections as a template to this year's presenters. Presenters/committees are to provide updated slides to Highhouse and Wolff by 10/31.
- B. Shurgot requested feedback on a draft letter that he proposes to be emailed to HOA owners. The letter addresses the financials of the community and the need to increase annual assessment.
- C. Update Covenant Enforcement Policy and Assessments Collection Policy. Wolff, Anderson, and Highhouse met on 10/13/2023 to review a proposed fine schedule. Wolff presented the fine schedule to the board. The board requested review by the HOA attorney before proceeding.

II. Vice President- Paulik

III. Secretary's Report- Wolff

- A. September 19, 2023 BOD Meeting minutes were approved by email on 9/26/23.

IV. Treasurer's Report- Anderson

- A. September 2023 HOA financials were presented to the Board.
- B. Anderson raised the question whether the board wanted to create a signature and spending authority matrix or other financial policy document regarding signing non-recurring contracts and other expenditures. The board agreed and asked Anderson to draft a policy for the board to review.

V. Directors' Reports

A. Architectural Control Committee- Anderson

- a. There were 15 projects on which the ACC acted during the past month. These included 3 roof shingle replacements, 1 deck renovation, 3 repair/repaint stucco, 1 driveway replacement, 1 landscaping, and 2 change orders. There were 4 construction/landscape final inspections completed.
- b. The HOA office has received several comments/complaints about an ACC approved project on Royal Troon. The original proposed project exceeded the maximum square footage specification for ancillary buildings and was disapproved by the ACC and the BOD. A revised project that meets the maximum square footage and all other structural design specifications was approved by the ACC. The board requests that the ACC measure the structure height to verify it is as approved.
- c. The construction on Kershaw is no longer an ACC matter. With the compliance fund having been exhausted, the ACC referred the incomplete project to the BOD. At the September meeting, the board decided that proper course of action was to start covenant enforcement proceedings according to current policy. In a memo to the BOD, the HOA attorney confirmed this is their recommended approach

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in this matter. Highhouse spoke with the owners, and the owners plan to take occupancy around the beginning of November. The owners have until the end of the next growing season to restore the native grasses in the disturbed areas.

- d. One of the ACC candidates dropped out, leaving one that still needs to attend the minimum number of meetings before being recommended as a full member.
- e. Due to lack of regular attendance and participation the Committee recommends to the Board of Directors that Ed Topps be removed from the ACC. The Committee appreciates Topps service to the community and extends a welcome back on the ACC when he has more time to commit to the requirements of the Committee. The board unanimously approved to honor the request of the ACC and vacate the Committee position held by Topps.
- f. An owner petitions board for review of ACC decision to consider the trees planted as not meeting requirements. The board unanimously finds that the trees planted are in compliance and the board reverses the ACC withhold. The board expressed concern that some of the variety of trees selected do not have a good survival rate in Kings Deer. The owners were reminded that according to Kings Deer Highlands Covenants, they must maintain 10 evergreen trees, no less than 4 feet in height when planted.

### B. Common Areas- Harris

- a. Entrance Monuments – HOA attorney completed the contract and the parties signed. Work began on October 16, 2023, and is estimated to take 7 weeks to complete.
- b. The maintenance contractor was scheduled to replace the missing brackets and signs on the streetlights at the corner of Castlecombe/ Dorncliffe and Castlecombe/ Queens Crescent.
- c. Harris and Highhouse met with the HOA maintenance contractor and discussed maintenance priorities for the remaining of the season. Trails were listed as a top priority with mowing near trails, spraying herbicide on trails, and installing signs (above) as other items of importance.

### C. NEPCO- Wolff meeting is next month.

- D. Roads- Wolff reports that test boring of Royal Troon is under contract, but any results or further contracts to repave the road are unknown at this time. Multiple attempts to get updates from El Paso County Public Works have not obtained any new information. There is concern that the end of the paving season may be getting too close for Royal Troon to be done this year.

- E. Social media- Sievert relayed some social media communication to the board. Although her term ends next month, Sievert volunteered to continue doing the social media updates if the board desires.

### F. Manager's Report- Highhouse

- a. Scheduled office closures – November 10
- b. Covenant Enforcement Status Report (attached).
  - 1. The number of resident complaints is increasing. Common complaints are about short-term rentals being used as party houses, new (ACC approved) structures, uncompleted projects, trailers, trash bins, slash piles, and other unsightly items being left out. The Executive Director attempts to verify and address each complaint in the course of other HOA business and duties.
- c. Notices were mailed on 10/5/2023 to King's Deer owners, whose properties were identified in the Colorado State Forestry Service, forest health inspection. for Mountain Pine beetles was found on one property, IPS beetles on one property, mistletoe and other disease and damaged trees in the area between Roller Coaster and Archers, south of Trumpeters.

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- d. Balloting period ended on 10/16/2023 with 186 ballots received, out of 521 that were mailed. The Tally Committee, composed of Brummond, Sievert, Alchian, and Highhouse completed the ballot count and presented the results to the board. New board members, Klenda, Pratt, and Shurgot officially assume their board duties at the end of the Annual Membership Meeting.
- e. Annual membership meeting will be held at the restaurant in the golf course clubhouse on 11/7/2023, 7:00PM. Notices were mailed to all owners and posted to the web site homepage in the first week of October.

### **Adjournment -**

The meeting was adjourned at 7:49 PM.

Annual Membership Meeting is Tuesday, November 7 at the Kings Deer Golf Clubhouse.

The first board meeting for the new board is scheduled to be held 6:00 PM on November 21 at the TLUMC. Officer elections and director assignments to take place at this meeting.

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Steve Shurgot, President King's Deer HOA

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Greg Wolff, Secretary King's Deer HOA

### Attachments:

1. September 2023 Financials
2. Covenant Enforcement Report
3. President's Letter draft
4. Draft fine schedule