



Board of Directors Minutes

November 14, 2023 – Tri-Lakes United Methodist Church @ 6:00 PM

Members Present: Steven Shurgot (President), Greg Wolff (Secretary), Tom Anderson (Treasurer), Ken Harris (common area maintenance), Kevin Pratt (ACC), Josh Klenda (NEPCO)

Members Absent: Eric Paulik (Vice-President)

Others Present: John Highhouse (Executive Director), Sylvia Traub, Greg Collins

Call to Order – Call to Order at 6:00 PM.

I. President's Report-

- A. This being the organizational meeting of the newly elected board, the board unanimously approved the following officers and additional duties appointments:
1. President – Steve Shurgot
 2. Vice President – Eric Paulik
 3. Secretary – Greg Wolff
 4. Treasurer – Tom Anderson
 5. Common Area Maintenance – Ken Harris
 6. ACC Liaison – Kevin Pratt
 7. NEPCO rep – Josh Klenda
 8. Roads Liaison – Greg Wolff
- B. The board unanimously appointed Lorrie Kresge as non-paid consultant for the board with title of "Deputy for Water".
- C. The board unanimously appointed Jan Sievert as non-paid consultant for the board with the title of "Social Media Liaison".
- D. The board unanimously appointed Rob Schlue as ACC member with full voting rights, per ACC recommendation.
- E. The board unanimously approved to allow business to be conducted by email, as set forth under IV.6 of the Bylaws. This approval extends until the end of this term, at the conclusion of the 2024 Annual Membership Meeting. The absent member needs to agree before final approval and implementation.
- F. The board approved that their regularly scheduled meetings remain the same, held on the 3rd Tuesday of each month, 6:00 PM at Tri-Lakes United Methodist Church.
- G. The board confirmed the date for December Board meeting of December 19.
- H. The board set the following 2024 event dates:
1. Annual Lot Mowing deadline: June 30, 2024
 2. Garage Sale: August 9, 10, and 11, 2024
 3. Annual Membership Meeting: November 12, 2024 @ 7:00 PM (Nov 5 is national election day)

II. Vice President- Paulik

III. Secretary's Report- Wolff

- A. October 17, 2023 BOD Meeting minutes were approved by email on 10/25/23.
- B. The board unanimously approved the November 7, 2023 Annual Membership Meeting minutes.

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IV. Treasurer's Report- Anderson

- A. The October 2023 HOA financials were presented to the Board.
- B. The ENT one-year CD matured on 11/5/23 and the balance was temporarily rolled into the savings account. The board unanimously approved Anderson's motion to transfer the approximate \$52k balance to the Fidelity account and invest in a CD to maximize the interest income from the funds.

V. Directors' Reports

A. Architectural Control Committee- Anderson

1. There were 9 projects on which the ACC acted during the past month, including 8 approvals and 1 disapproval. Most of the applications were for new roof and other exterior work because of hail damage.
2. On 10/26/2023, at the request of the Board of Directors, the ACC conducted a site status check on a property on Royal Troon. They found the structure height to be as approved and confirmed there is no basement.
3. Having met the participation requirements, the ACC recommended to the BOD that Rob Schlue be given full ACC membership with voting rights.
4. Due to the holiday schedule, there is only one ACC meeting during the month of November and one in December.

B. Common Areas- Harris

1. Entrance Monuments – The entrance refurbishment contract is progressing on schedule. Wolff received quote to paint the deer on the monuments. The board unanimously approved spending \$6720, coming from the reserve funds, for change of scope on the project to include painting the deer silhouettes on the monuments.
2. Regular contract maintenance schedule for the common areas is ending for the season on November 30. Irrigation lines were blown out during the week of November 6. There is a lot of damage to the sprinklers at the entrances at both ends Roller Coaster. With the change in monuments, maintenance recommends abandoning the irrigated area outside of these entrance monuments and let it go to native grass. The Kershaw/County Line and Royal Troon/County Line irrigation lines are still in good shape and should be kept as irrigated, manicured grass. The board agreed with maintenance recommendation to cap the sprinklers on the entrances at both ends of Roller Coaster. New drip lines are scheduled to be installed for the new plantings at all the refurbished monument locations.
3. Harris reviewed a history of trails and pond for the new board members and highlighted the success in collaborating with a homeowner to solve brook obstructions for improving water inlet and outlet functions for the pond. This also solved a problem with constant trail flooding. Harris expressed appreciation to Mr. Highhouse for his professionalism and personalism in working together to solve this issue as much research was conducted to determine cause and remedy, and homeowner cooperation was essential.
4. Over the next few months, Harris will begin preparations for negotiations on the 2024 maintenance contract for the common areas. If we are not able to use our current contractor, then bids will be solicited from local vendors.
5. Street signs were replaced at Dorncliffe/Castlecombe and Queens Crescent/Castlecombe.
6. The culvert under the trail at King's Deer Pt and Bardsley was replaced. The original culvert was twice too large and the proper size culvert was integrated into the trail system by the maintenance crew.
7. Harris will coordinate with contractor to see if the pond equipment needs to be winterized.

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- C. NEPCO- Wolff gave an extensive and detailed review of the 11/11/2023 NEPCO meeting. County Commissioner Holly Williams and Kevin Mastin from EPC Public Works were guest speakers. Topics included road system volume and trafficability; water availability/sustainability; land development, planning, and re-zoning and the role of Commissioners.
- D. Roads- Wolff reported that construction on Royal Troon began on November 13, 2023. The crews started at County Line Rd and have removed the asphalt down past the first intersection. The road is down to one lane with heavy construction equipment in the area. Owners are advised to seek alternative routes if possible.
- E. Water- Kresge/Highhouse
 - 1. Kresge and Highhouse have been recording the water meter readings and providing confirmations showing previous year's usage figures in gallons and percent of authorized amount used. As of today, 492 out of approximately 503 readings have been received.
 - 2. Water meter reading late notices were mailed out November 7th and 8th. There were 25 notices sent to owners that have not reported their annual water meter reading. Owners were all previously mailed the initial notice with follow-up reminder emails to their email address on file.
- F. Manager's Report- Highhouse
 - 1. Scheduled office closures – November 23-24
 - 2. Covenant Enforcement Status Report was presented to the board.
 - a. House on Kershaw is complete. Owner provided Certificate of Occupancy and has moved in. The covenant violation was closed.
 - b. A complaint about dog barking on Breton Place was brought to the board's attention. No action was taken at the meeting.
 - c. Unauthorized mailbox on Trumpeters. Owners request waiver to keep secure mailbox. Maintaining consistency with similar previous requests, the board unanimously denied the request and resumed the covenant enforcement process. The board also considered that this mailbox was installed without HOA approval. Klenda will research mailboxes and present recommendations to the board for a USPS approved secure mailbox option.
 - d. There continues to be repeated reports of covenant violations on Trenholme. Highhouse requests the board to intervene and assist in determining the validity of the complaints. The board asked Highhouse to invite the owner in to speak directly to the board.
 - 3. The 2024 Annual Assessments and HOA insurance mailing will be prepared during the last week in November and scheduled to be mailed out on December 1.
 - 4. Conflict of Interest forms for Board members that have not already submitted, need to be completed and submitted to the HOA office.
 - 5. Owners request from Glenthorne Lane for the HOA to install a highway noise barrier by planting trees, shrubs and/or place a berm on the north side of Hwy 105 and the south side of the Glenthorne cul-de-sac. After discussion, the board requested that Highhouse contact the owner and recommend they contact CDOT and El Paso County for assistance. The developer granted CDOT a 30' highway right of way, so much of this area is in the ROW. Past precedence of the HOA is to allow individual owners to install plantings and/or berms for noise abatement, but the cost is the individual property owner and not a burden on the HOA.
 - 6. Update Covenant Enforcement Policy and Assessments Collection Policy. At the request of the board, Highhouse sent the proposed fine schedule to the HOA attorney for review. The attorney responded with several recommendations that all seemed reasonable to the board. The board approved for

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Highhouse to consult the HOA attorney and have them draft new policies as allowed by statute under the limited expense community status. Once approved and implemented, the changes will allow the community to process covenant enforcement and assessments collection without the need for certified return receipt letters and physical posting on doors.

VI. Other

- a. Wolff experimented with the street light globe at the corner next to his house to try to reduce the intensity of the LED bulbs. He reported some success with a tan color paint applied to the globe, which give a hue similar to the previously used metal halide bulbs. A discussion ensued with several different viewpoints offered.
- b. Wolff submitted a list of proposed goals for the 2024 board. Shurgot noted that several items on the list were already being worked. Wolff replied that the list was more a reminder of unresolved issues that had come before the board in the past year, and that possible the new board members could work on some of the items.
- c. Shurgot stated that he will talk about 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. The board asked Highhouse to check with the HOA attorney on requirements and methods that might be used for achieving a valid covenant change.

Adjournment -

The meeting was adjourned at 8:39 PM.

The next Board Meeting is scheduled to be held 6:00 PM on December 19 at the TLUMC.

Steve Shurgot, President King's Deer HOA

Greg Wolff, Secretary King's Deer HOA

Attachments:

1. October 2023 Financials
2. Covenant Enforcement Report
3. 2023 Annual Meeting Minutes