

**Comanche Creek Ranch Planned Unit Owners Association, Inc. (CCROA)**  
**2018 Annual Meeting of the Owners Minutes**  
**January 13, 2018 (Saturday) Scheduled for 10 am – 12 pm MDT**  
**Russell Gates Mercantile Building – Elbert Colorado**

**Meeting Start Time:** 10:25 AM MDT.

**Roll Call:** Twenty (20) Owners were present including two (2) owners represented by proxy allowing for 20 total votes. Included in attendance were three Board Members (Starley, Duffy, Pardue).

**Proof of Notice:** Confirmed per the mailed and emailed notices delivered to owners on 12/10/2017.

**Quorum:** A quorum was present. 11 votes would be a majority – All owners present and/or the proxies they represented were in good standing and able to vote.

**Voting owner Members Present:            TRACT**

1. Jeff Briscoe	9
2. Cathie Collins	17
3. Archie Dreisbach	19
4. Dennis /Terri Duffy	12
5. Sally Giles	14
6. Milt/Jackie Johnson	11
7. Kuehn/Starley	16
8. Jean Pardue/Dave LaRose	21
9. Julia/Don Sinel	4
10. Lanny Smith	22
11. Lanny Smith	23
12. Phil/Eva Spence	24
13. Robert/Gaye Thomasson	10
14. Randolph Ensign	15
15. Steven Wysocki	18
16. Kim Wendel	6
17. Chris and Jamil Bailey	8

**Proxies or Power of Attorney Votes Provided: TRACT**

18. To Steven Wysocki from Tarnosky	1
19. To Julia Sinel from Akerberg	3
20. Eddy E. Sanders as POA for Edward E. Sanders	20

**Other Attendees**

Mary Briscoe  
Robert Ostrander

**Beginning Announcement:**

Kim Starley began the meeting by announcing the prior resignation of Cathie Collins as President on December 20, 2017. He noted that an announcement had been sent out to all owners during the time of Cathies resignation and this annual meeting. He noted that the remaining board members Duffy and Starley had met on December 29, 2017 to vote in a

member to replace the vacated seat as required by the Association By-Laws Article IV Sections 1 & 6. At that meeting Jean Pardue was elected to fill the vacated seat and term of Cathie Collins.

#### **President Report:**

##### **Cathie Collins spoke to the group as former President**

Cathie described her appreciation and comments of support in her role as President. Cathie described to the group how her work schedule just did not allow her to continue in her position and those responsibilities with the association. She thanked all for their support during her tenure.

##### **Jean Pardue: Spoke as the now standing President**

Jean thanked Cathie for her work and expressed her appreciation on behalf of the board and community. Jean went on to say that she was looking forward to her role. She looks forward to getting to know members personally and hopes to get a chance to meet with all tract owners one on one to get an understanding of their sense for the future of our community. Jean passed out a document that she has drafted which she calls Mission, Vision, and Values for CCROA. This document is a work in progress and she looks forward to meeting with individual owners for input in helping her draft this document which would define the vision for our community.

##### **Vice President Report: Dennis Duffy**

Vice President Duffy noted that in his position he oversees volunteer efforts in the community. Dennis mentioned that there has been a lot of money saved over the last couple of years through volunteer efforts on roads, snow removal and mowing. There are not currently any volunteer events scheduled, but he would anticipate as the summer goes on there would likely be a Mowing Day planned again this year. Dennis thanked all volunteers for their efforts.

##### **Secretary / Treasurer Report: Kim Starley**

Kim provided the following forms and went through each one in detail.

#### **1. 2017 Budget vs Actual**

- a. Donations received of \$1175.00 for road base and legal thus increasing total Revenue to \$16,175.00.
- b. Others donated road base and paid drivers directly which increased the total value although not reflected in total income.
- c. One member had not paid prior to the annual meeting but did bring the dues to the meeting. As such all dues have been received for 2017.
- d. We did not receive an invoice for the Website so this will likely carry over
- e. Higher than usual postage/mailing expenses due to more mailings and certified mail requirements
- f. Legal fees were higher than budgeted due to unusual year requiring legal assistance with numerous issues. Questions were asked from the floor about more detail on the legal expenses. Kim passed out a 2017 Legal Fee Breakdown sheet which will become an attachment to these minutes. As to the expense for dissolution of HOA, Mary Briscoe and Phil Spence inquired as to if that opinion can be shared with the general membership? The board took this as a takeaway to see if that opinion can be shared.
- g. Added category for Road Base Hauling \$4050.00 as the road base itself was free. Total roads \$7005.00 in 2017 as compared to \$7905.00 in 2016. Budgeted amount for 2017 was \$10,750.00 but there was no snow removal expense due to light snow year and volunteer efforts.
- h. Sign expense of \$616.12 was incurred to complete sign project caused by vandalism. Volunteer efforts saved a considerable amount of money on this project.
- i. Bottom line is we came in \$187.69 over budget in 2017

#### **2. 2017 Previous year comparison to 2016 Budget**

- a. Total Expense 2016 was \$10,912.89 as compared to \$16,890.44 in 2017 – main reasons are that much of the 2016 road expense was carried over from 2016 for payment in 2017 as we run our books on a cash basis. Also, legal fees were higher than budgeted in 2017 due to unusual year requiring legal assistance with numerous issues.

**3. 2017 Actual Check Register**

- a. Actual Checks written and provided for review on the spreadsheet.

**4. December 31, 2017 Balance Sheet**

- a. Checking Balance as of 12/31/2017 is \$3,425.05.
- b. Savings/Reserve Balance as of 12/31/2017 is \$7,571.24
- c. Note: One member paid second half 2017 dues at this meeting. (\$300.00 total due)
- d. Note: A transfer of \$1000.00 was made in December from Checking into Savings.

**5. 2018 Proposed Budget for approval**

- a. Total Budget is based on balanced budget of \$15,007.00
- b. One member has paid for 2018 dues in full as of the annual meeting.
- c. \$2000.00 budgeted for legal fees – Discussed anticipated use:
  1. Updating of Association Covenants
  2. Potential for additional ongoing legal assistance for certain Tract Issues.
- d. \$4,072.00 budgeted for Road Repairs
- e. \$2,500.00 budgeted for Road Grading
- f. \$3,650.00 budgeted for Snow Removal
- g. Note: Later in the annual meeting a motion was made and unanimously approved by the board to increase the annual dues by 10% or to \$660.00 per year per tract. As such the actual 2018 revenue goal will be increased to \$16,500.00. Where to expend the additional revenue will be determined by the board in 2018.

A copy of the proposed budget was provided. No further questions or discussion were asked regarding the Secretary / Treasurer's Report.

**Architectural Control Committee (ACC): Milt Johnson**

Mr. Johnson reported that he has resigned his position on the ACC effective 12/20/2017 which he has participated in for 13 years. In addition, the board received a resignation from Archie Dreisbach. Both have contributed significantly, and their service was acknowledged and appreciated. The Architectural Control Committee approved plans for the following structures / improvements during the period 19 May 2017 to 13 January 2018.

July 15, 2017 – Pardue Shed

August 7, 2017 - Kuehn/Starley Shop and Door Color

September 18, 2017 – Collins Shop Remodel

Wendel

September 10, 2017 – Paddock Fencing

September 24, 2017 – Barn Re-Roof

December 4, 2017 – Blacksmith Shop Re-Roof

Dennis Duffy commented that he has taken over Milt's responsibilities in the meantime. Both Dennis Duffy and Jean Pardue also serve on the ACC. Kristi Wysocki will continue her responsibilities on the ACC as well. Members thanked Milt and Archie for their contribution over the years.

**Road Committee: Robert Ostrander**

The committee consists of Robert Ostrander, Jeff Briscoe and Rod Hoy

Mr. Ostrander began by thanking all those who spent their own time and resources helping the Road Committee with volunteer efforts in distributing the road base that had been acquired, snow-plowing efforts and assistance with mowing.

He mentioned that road grading efforts have been temporarily halted as the ground is too dry.

Regarding snowplowing, he mentioned that they are still looking for permanent reliable contractors.

Regarding mowing, he mentioned that we will likely depend on volunteer efforts again in 2018. The committee is still looking for volunteers to assist and pointed out the efforts of Phil Spence and Robert Thomasson in 2017. In order to keep weeds down there will be an effort made to mow monthly or every two months in the summer. He suggested consideration was being given to spraying and even introduction of insects in an effort to keep weeds down.

The Road Committee would like to have an open meeting with all the owners sometime this summer to discuss the condition of the roads and what we want for the future.

The committee will also be looking for volunteers to assist with repairing some of the road culverts, as some of these are blocking runoff which in turn flows over the roads and causes additional damage. They are also looking at installing markers at each culvert.

A mention was made of the new signage and how great they look.

### **Approval of 2018 Proposed Budget**

Kim Starley presented the 2018 Proposed Budget. Discussion ensued. A motion was made by Steve Wysocki to approve the Annual Budget, the motion was seconded by Jeff Briscoe. The budget was approved unanimously.

### **Voting Issues:**

**Concerning an increase in the annual dues.** The board presented its desire and the desire of numerous owners to increase the annual dues with the intent to focus those funds on road maintenance/improvement. There were two options presented:

- 1) The board can vote to approve within its own authority to increase dues by 10% per year or,
- 2) The membership can vote to increase dues by more than 10%

There was discussion as to what the increase in dues would be spent on. There were questions as to if they could be dedicated to road improvements. Consensus seemed to be that increased dues could not be tagged or dedicated to any specific budget item. The board will be final determination of the areas the additional funds will be allocated to.

A motion was made by Robert Thomasson it was seconded by Don Sinel to increase the dues by \$300.00 per year beginning in 2018. This motion **did not** pass by a majority of voters.

A motion was made by Robert Thomasson and seconded by Sally Giles to increase the dues by \$200.00 per year beginning in 2018. This motion **did not** pass by a majority of voters.

There was a request by Jean Pardue to solicit a similar motion at \$100.00 – no motion was received from the floor thus no vote.

As such the board did vote unanimously to increase the dues by 10% per year effective 2018. The 2018 annual budget will be adjusted to account for this increase in revenue. The board will determine where the additional revenue will be spent.

The 2018 Dues Invoices will reflect \$660.00 in annual dues.

Architectural Control Committee: Sally Giles volunteered her name to be on the ACC. This was not a commitment, but she will discuss with the committee.

Road Committee: There were no additional volunteers for the Road Committee. The current Road Committee are Robert Ostrander, Jeff Briscoe, and Rod Hoy.

Board of Directors: Kim Starley's term as Secretary / Treasurers has expired. As such nominees were solicited for his seat on the Board of Directors as Secretary/Treasurer. Jeff Briscoe was nominated by Sally Giles and seconded by Milt Johnson. Eddy Sanders was asked if he wanted to run for the position and he said no. Phil Spence was asked if he wanted to run for the position and he said no. The members were asked if anyone else wanted to run for the position. No other nominations were received. Since there were no further nominees the chair asked to close the nominations, this motion was made by Phil Spence and seconded by Dennis Duffy. When only one position is open and only one nominee is presented then no vote by the owners or board is required. As such Jeff Briscoe will serve a three-year term as the CCROA Secretary/Treasurer by acclamation.

The Board of Directors of CCROA effective with the adjournment of this 2018 Annual Meeting are:

Jean Pardue – President

Dennis Duffy – Vice President

Jeff Briscoe – Secretary/Treasurer

### **Approval of 2017 Annual Meeting Minutes**

Discussion was held on the 2017 Meeting Minutes and an opportunity to make any adjustments or corrections was presented.

Steve Wysocki asked to correct the minutes to reflect that he had asked to postpone the 2017 Annual Meeting not to cancel the annual meeting. The approval of the 2017 annual meeting minutes shall reflect this correction.

Other comments received reflected an adjustment in the attendees at the 2017 annual meeting to include Rod Hoy who was in attendance but not reflected on the DRAFT 2017 meeting notes attendees list. The approval of the 2017 annual meeting minutes shall reflect this correction.

The board voted unanimously to approve the 2017 annual meeting minutes with the inclusion of the two above stated corrections.

### **New Business:**

It was again suggested that owners review the Vision statement that Jean had provided. She looks forward to meeting with individual owners for their input.

Julia Sinel asked if there were any other owners who were asked to be on the board. The board replied that a mailing had gone out in October to all members soliciting those members who might be interested in being on the board. Jean Pardue had responded to the board with her interest. It was mentioned by Mary Briscoe that Jeff Briscoe had also expressed an interest. However, members had been polled at this meeting and no other members expressed interest after being given the opportunity to run for the open Secretary /Treasurer position.

Mr. Johnson moved that the meeting be adjourned, and Mr. Duffy seconded the motion.

There being no further business the meeting was adjourned at 12:05 PM.

Submitted by  
Jeff Briscoe  
CCROA Secretary/Treasurer