

WOODS MANOR ASSOCIATION

Annual Meeting

July 9, 2022 1:00 pm

Location

Woods Manor Clubhouse

Notice

As per the **WOODS MANOR HOA** Governing Documents, and Colorado statute, official notice is hereby given that the Board has called the **Annual Meeting of the Membership** to be held at the time and location noted above. All members are invited to attend and speak at this meeting after being recognized by the chair.

A detailed agenda including supporting documents will be distributed at the meeting.

- Introduction Wildernd Mgt.
- Call to Order/Determination of Quorum
- Approval of the 2021 Annual Meeting Minutes
- Financials Review
 - May Financials
 - Budget Ratification
 - 10yr Capital Plan
- Election of Executive Board
- Other Items
- Adjournment

The strength of the Association is dependent on the thoughtful participation of the membership and you are strongly encouraged to attend the meeting. If you will be unable to attend, please complete and return the enclosed proxy.

Please let us know if you are interested in running for one of our five open Board positions. If you are not able to attend the meeting, it would be helpful for homeowners to know why you are interested in running for the Board, your qualifications, and any other information you would like to share. Send your written statement to the address below with your proxy. Copies of your statement will be distributed at the meeting. Homeowners that are interested in running for the Board, present at the meeting, will be given time to address the homeowners. We look forward to seeing you on July 9, 2022.

Sandra Hahn

Secretary, Woods Manor HOA

PO Box 2276

Breckenridge, CO 80424-2276

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WOODS MANOR HOMEOWNERS ANNUAL MEETING AGENDA

Woods Manor Clubhouse 1:00 pm

July 9, 2022

Welcome and Introductions

- I. Introduction Wilderwest Mgt.
- II. Maintenance Report
- III. Call to Order
- IV. Establish Quorum
- V. Approval of Agenda
- VI. Approval July 2021 Annual Meeting minutes
- VII. Financial Report
 - a. 2021 Budgets Ratification
- VII. Board of Directors Election
- VIII. Other
 - a. Asphalt
 - b. Locks Update
 - c. Elevator Update
 - d. Remodel Policy
 - e. 2023 Annual Meeting Date
- X. Adjourn

DRAFT
WOODS MANOR HOMEOWNERS ANNUAL MEETING
MINUTES

Woods Manor Clubhouse

1:00 p.m. July 10, 2021

Owners in attendance: Denise Thatcher, Ann Logan, Deb and Russ Grimm, Adam Reese, Mary Beth Reese, Rich Curry, Beth and Jesse Eisenman, Jay and Kathleen Rust, Chuck Sebald, Mark Lauriha, Jon and Cortney Spurger, Sandra Hahn, David Ryan

Welcome and Introductions: Following welcoming comments by Jay, board members and attending owners introduced themselves.

- I. Call to Order: The meeting was called to order by board president Jay Rust at 1:00 pm.
- II. Establish Quorum: 17 owners in attendance exceeded the 25% required for a quorum.
- III. Approval of Agenda: Jay asked attendees to add to the agenda under "X. Other" the following:
 - c. Game room vs exercise room
 - d. Asphalt options
 - e. Club house opening
 - f. Resident manager's house

Cortney asked that updating our bylaws Art 3, sec 3.5 and sect 4.8.

David Ryan moved to approve the agenda, Cortney seconded the motion, and all agreed to approve.

- IV. Approve July 2020 Annual Meeting Minutes: Denise moved to approve minutes, Cortney seconded the motion, and all agreed to approve.
- V. Maintenance Report: Owners were referred to the Managers Report in the annual meeting packet.
- VI. Financial Report: Treasurer Mark Lauriha reported WMI Income to date \$7964.59. Operating expenses for WMA are \$8000 short due in part to painting and water leak repairs not anticipated in the budget. Meter audits have been requested from Xcel to account for unexpected electric expense, which is puzzling since there has been no hot tub usage this year.

A question was raised regarding potential to rent the onsite manager's house, since it is currently vacant. Jay explained that our contract with Wildercrest Property Management (WPM) provides for lower compensation for use of the house by a resident manager.

Cortney moved and Ann Logan seconded to ratify the Woods Manor WMA & WMI 2021 budgets. All agreed.

- VII. 10-year Capital Plan: A minimum amount is maintained from Reserve Dues to cover unanticipated costs for which the HOA is responsible, such as extensive plumbing issues. Our dues are adjusted to maintain \$30,000 annually in Reserves. Jay explained that it has been our practice to keep dues relatively low and use special assessments for major expenses. This allows owners to invest their own money at a greater rate than the HOA could realize by investing reserve funds in conservative funds. Jay further explained that our 10-year projection is a work in progress and not written in stone.
- VIII. Conversion Plan Update: It has been 5 years since our attorneys pointed to our fiduciary responsibility to address time share deficits. Of 300 weeks owned, only 119 were current in payment, May 2016. Finding time share owners was a major challenge requiring measures such as hiring a private investigator. Len Vest, a time share owner, Jay and our attorney were administrators for the Conversion process, which included 2 lawsuits against the board and 3 lawsuits filed by the board. Kathleen testified to the endless hours of phone calls Jay spent with timeshare owners explaining and letting people vent. Plan status: recently closed 102B and 101B to whole ownership; only unit 303B remains unsold due to a single timeshare owner's reluctance to turn in legal paperwork. Ann Logan expressed gratitude to the board for Conversion efforts, and Jesse Eisenman acknowledged the patience and sticking to the vision that has been required. Jay acknowledged the support buyers of early converted units placed in the plan.
- IX. Board of Directors Election: Jay's and Sandy's positions were open. Cortney Spurger withdrew her candidacy. Jay asked three times if anyone else was interested in running. Mary Beth Reese moved that Jay and Sandy be reelected by acclamation. Beth Eisenman seconded. All were in favor.
- X. Other: Cortney expressed concern that entryway doors are not secure due to a faulty lock. She further noted the lack of security cameras in the garages. Chuck Sebald responded that the board will pursue remedies for these issues.

Game Room vs Exercise Room in Club House: Mark Lauriha and Cortney Spurger have proposed elimination of elliptical, bike and treadmill from the Club House, then keeping the table tennis equipment and adding used Foosball (~\$200), table shuffleboard (\$500-1000) and a game console (\$750-\$1000). Proposed sale of exercise equipment could be used toward financing the game equipment. Owner donations would be welcome, and other financing strategies are needed. Ann Logan expressed support for this plan. It was noted that the Rec Center is a better option for exercise than the club house.

Resident Manager's house: Noah Orth and his family vacated the house to purchase a home elsewhere. Thus, the house and the position are vacant. WPM has a candidate interested in filling the role of resident manager; she works for a maintenance and construction company owned by Heber. Jay found Ana to be a self-starter that noted maintenance needs at WM. She is excited to be of service. Heber has support employees that will assist Ana.

Asphalt: The driveway asphalt has many potholes and extensive cracking. A decision is pending whether to repair again or do a total replacement 6" thick at a cost of \$108,000. Owners are invited to observe the asphalt and provide comments to the board.

Elevators: Mary Beth Reese expressed concern about the elevators' maintenance and expense. As new elevators are more prone to problems, the plan is to rejuvenate and update with new motors and parts. Cost estimates have been at least \$95,000 for each building's elevator.

Club House reopening: Owners asked about when the clubhouse would reopen. Cortney reported that of Great Western Property Management's 40 properties, all spas and pools are open except for Woods Manor's. Recent Covid data for Summit County include 74% vaccinated rate and reopening stage green meaning little or no risk. It was acknowledged that notices would be needed to encourage masks for children and unvaccinated adults. Kathleen noted that we do not have the authority to enforce mask usage in the way that schools do. Mark noted that state and community restrictions must continue to be observed should covid risk worsen. Jesse Eisenman shared his experience from Florida where children have not been a concern, rather immunocompromised individuals are the vulnerable. Jay voiced concern over the large volume of tourists from all over bringing higher infection risk to our community. He reported that our insurance agent says we have no liability coverage for pandemics. The Spurgers said they consulted two lawyers who believed that the "hold harmless" concept applies. This means an entity cannot be held responsible when there is no ability to assign where and when an illness was contracted. A show of hands of owners favored opening the club house with appropriate cleaning, signage and compliance with CDC, state and local restrictions. Jay cautioned that opening cannot occur until a resident manager is on site and trained. However, Wildernest is responsible for providing this service and has trained personnel who would be opening/closing the club house each day, as well as have a certified individual testing the chemicals in the hot tub/spa each day and draining and refilling the hot tub/spa as needed.

Insurance: Out of concern for wildfire risk and to be sure our insurance coverage is adequate, the board is reviewing the policy and including a property appraisal and determination of coverage needed for TOB building code upgrade compliance. Our current policy includes an annual 8% increase in coverage. Mark Lauriha moved, and Jon Spurger seconded a motion to obtain a second insurance bid for the same coverage as in our Farmer's policy.

Window washing: Cortney has identified a window washing company and their prices and will share this information. Jay asked that exteriors be done in the Fall when damage to landscaping is less likely. Jay also mentioned that if an owner wants the interior done and they are not on property that an additional charge will be rendered in

order to have Wildercrest onsite to let the window washer inside and ensure unit security.

Electronic locks: Owners urged reconsideration of converting to electronic locks, considering improved technology such as key fobs. Kathleen cautioned that approximately 87 locks would be needed at prohibitive expense.

Breckenridge News: The excellent National Repertory Orchestra is giving concerts again. Jay recommends "Pink Martini", an upcoming concert. Jon recommended Summit Daily News' Twitter feed and the Breckenridge Mayor's Instagram account as valuable resources.

2022 Annual Meeting Date: Jay asked owners if they preferred avoiding July 4 weekend as we did this year. Cortney noted one owner who could not attend the weekend following the 4th. There were no other comments. It was recommended that email be an option for returning proxies for future meetings.

Adjourn: Meeting was adjourned at 3:00 p.m.

HOA Fund Balance Sheet

Properties: Woods Manor Condominium Association, Inc. - c/o Wildernd Property Mgmt PO Box 1069 Silverthorne, CO 80498

As of: 04/30/2022

Accounting Basis: Accrual

GL Account Map: Woods Manor

Level of Detail: Detail View

Account Number	Account Name	Operating	Reserve	Total
ASSETS				
Cash				
Operating Cash				
10010	Pacific Premier Bank	2,343.43		2,343.43
	Total Operating Cash	2,343.43	0.00	2,343.43
Reserve Cash				
11010	Pacific Premier Reserve		151,202.29	151,202.29
	Total Reserve Cash	0.00	151,202.29	151,202.29
	Total Cash	2,343.43	151,202.29	153,545.72
12000	Accounts Receivable	1,010.23		1,010.23
13000	Reserve Receivables		5,070.03	5,070.03
Prepaid Expenses				
15050	Prepaid Security & Monitoring	1,108.16		1,108.16
15060	Prepaid Elevator	1,743.68		1,743.68
15070	Prepaid Sewer	2,030.40		2,030.40
	Total Prepaid Expenses	4,882.24	0.00	4,882.24
17000	Due from Operating Fund		10,000.00	10,000.00
	TOTAL ASSETS	8,235.90	166,272.32	174,508.22
LIABILITIES & CAPITAL				
Liabilities				
20000	Accounts Payable	7,101.30		7,101.30
20500	Prepaid Dues & Owner Charges	3,989.21		3,989.21
Accrued Expenses				
21030	Accrued TS Final Expenses	1,935.68		1,935.68
	Total Accrued Expenses	1,935.68	0.00	1,935.68
22200	Manager Unit Security Deposit	1,000.00		1,000.00
23000	Due to Reserve Fund	10,000.00		10,000.00
	Total Liabilities	24,026.19	0.00	24,026.19
Capital				
Operating Equity				
31100	Retained Earnings-Operating	-9,020.97		-9,020.97
	Total Operating Equity	-9,020.97	0.00	-9,020.97
Reserve Equity				
32100	Retained Earnings-Reserve		8,588.96	8,588.96
	Total Reserve Equity	0.00	8,588.96	8,588.96
	Calculated Retained Earnings	-6,769.32	157,683.36	150,914.04
	Calculated Prior Years Retained Earnings	0.00	0.00	0.00
	Total Capital	-15,790.29	166,272.32	150,482.03
	TOTAL LIABILITIES & CAPITAL	8,235.90	166,272.32	174,508.22

Monthly Income Statement

Properties: Woods Manor Condominium Association, Inc. - c/o Wildernd Property Mgmt PO Box 1069 Silverthorne, CO 80498

As of: Apr 2022

Additional Account Types: None

Accounting Basis: Accrual

GL Account Map: Woods Manor

Level of Detail: Detail View

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	YTD Actual	YTD Budget	YTD \$ Var.	Annual Budget
Income								
40000	Owner Assessments							
40010	Operating Dues	15,834.32	15,834.34	-0.02	63,337.28	63,337.36	-0.08	190,012.00
40060	Storage Rental Assessments	0.00	0.00	0.00	2,540.00	800.00	1,740.00	800.00
40110	Late Fees	50.00	0.00	50.00	50.00	0.00	50.00	0.00
	Total Owner Assessments	15,884.32	15,834.34	49.98	65,927.28	64,137.36	1,789.92	190,812.00
	Total Operating Income	15,884.32	15,834.34	49.98	65,927.28	64,137.36	1,789.92	190,812.00
Expense								
50000	Administrative & Professional							
50010	Legal Expenses	0.00	0.00	0.00	0.00	0.00	0.00	450.00
50050	Community Management	2,184.89	2,184.92	0.03	8,739.56	8,739.68	0.12	26,219.00
50060	Meeting Expenses	0.00	16.67	16.67	0.00	66.68	66.68	200.00
50070	Office Expense & Supplies	0.00	4.17	4.17	0.00	16.68	16.68	50.00
50100	Miscellaneous Expense-Op	0.00	12.50	12.50	39.00	50.00	11.00	150.00
50110	Bank Fees	0.00	0.00	0.00	355.50	0.00	-355.50	0.00
	Total Administrative & Professional	2,184.89	2,218.26	33.37	9,134.06	8,873.04	-261.02	27,069.00
51000	Property Maintenance							
51010	General Building Maintenance	877.09	1,000.00	122.91	4,522.88	4,000.00	-522.88	12,000.00
51011	Manager Unit Maintenance	0.00	166.67	166.67	421.00	666.68	245.68	2,000.00
51020	Grounds and Parking Maintenance	1,848.64	250.00	-1,598.64	2,506.77	1,000.00	-1,506.77	3,000.00
51030	Supplies and Materials	256.79	41.67	-215.12	985.58	166.68	-818.90	500.00
51040	Plumbing and Heating	0.00	83.34	83.34	323.99	333.36	9.37	1,000.00
51080	Elevator	1,543.17	1,591.09	47.92	6,172.68	6,364.36	191.68	19,093.00
51090	Carpet Cleaning/Entrance Mats	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
51100	Snow Removal-Plow/Heavy Equipment	400.00	750.00	350.00	1,600.00	2,500.00	900.00	3,500.00
51120	Snow Removal-Roof	0.00	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00
	Total Property Maintenance	4,925.69	3,882.77	-1,042.92	16,532.90	16,531.08	-1.82	45,593.00

Monthly Income Statement

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	YTD Actual	YTD Budget	YTD \$ Var.	Annual Budget
52000	Insurance	2,719.74	2,733.34	13.60	10,878.96	10,933.36	54.40	32,800.00
53000	Utilities and Other Recurring Services							
53010	Water	729.25	725.00	-4.25	2,908.50	2,900.00	-8.50	8,700.00
53020	Sewer	1,015.20	1,000.00	-15.20	3,985.60	4,000.00	14.40	12,000.00
53030	Electricity	3,562.93	2,157.00	-1,405.93	14,823.65	11,339.00	-3,484.65	27,000.00
53040	Gas	170.84	248.00	77.16	741.99	1,430.00	688.01	3,000.00
53050	Cable TV/Internet	1,877.81	1,902.00	24.19	7,459.73	7,517.00	57.27	22,733.00
53070	Trash Service	52.01	463.00	410.99	1,395.98	1,852.00	456.02	5,598.00
53090	Telephone	-4.80	193.34	198.14	462.59	773.36	310.77	2,320.00
53120	Security and Monitoring	-2,581.01	250.00	2,831.01	3,599.16	1,000.00	-2,599.16	3,000.00
	Total Utilities and Other Recurring Services	4,822.23	6,938.34	2,116.11	35,377.20	30,811.36	-4,565.84	84,351.00
54000	Pool/Clubhouse Expenses							
54010	Clubhouse General Building Maintenance	527.80	83.34	-444.46	773.48	333.36	-440.12	1,000.00
	Total Pool/Clubhouse Expenses	527.80	83.34	-444.46	773.48	333.36	-440.12	1,000.00
	Total Operating Expense	15,180.35	15,856.05	675.70	72,696.60	67,482.20	-5,214.40	190,813.00
	Total Operating Income	15,884.32	15,834.34	49.98	65,927.28	64,137.36	1,789.92	190,812.00
	Total Operating Expense	15,180.35	15,856.05	675.70	72,696.60	67,482.20	-5,214.40	190,813.00
	NOI - Net Operating Income	703.97	-21.71	725.68	-6,769.32	-3,344.84	-3,424.48	-1.00
	Other Income							
45000	Owner Assessments-Reserve							
45010	Reserve Dues	3,333.32	3,333.34	-0.02	13,333.28	13,333.36	-0.08	40,000.00
45020	Reserve Special Assessments	0.00	12,500.00	-12,500.00	150,000.00	50,000.00	100,000.00	150,000.00
	Total Owner Assessments-Reserve	3,333.32	15,833.34	-12,500.02	163,333.28	63,333.36	99,999.92	190,000.00
46000	Other Reserve Income							
46010	Bank Account Interest-Rsv	0.86	0.84	0.02	1.07	3.36	-2.29	10.00
	Total Other Reserve Income	0.86	0.84	0.02	1.07	3.36	-2.29	10.00
	Total Other Income	3,334.18	15,834.18	-12,500.00	163,334.35	63,336.72	99,997.63	190,010.00
	Other Expense							
60000	Capital Reserve Component Expenses							
60011	Window Sill Renovation	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00
60030	Asphalt/Parking Lots	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00

Monthly Income Statement

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	YTD Actual	YTD Budget	YTD \$ Var.	Annual Budget
60065	Tree Removal	0.00	0.00	0.00	0.00	0.00	0.00	750.00
60095	Elevator-Rsv	0.00	0.00	0.00	0.00	55,000.00	55,000.00	55,000.00
60100	Hot Tub/Sauna/Steam Room	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
60110	Game Room	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
60200	Manager's Unit	2,923.96	125.00	-2,798.96	2,923.96	500.00	-2,423.96	1,500.00
60300	Common Limited Locks	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00
60500	Reserve Contingency	2,727.03	2,083.34	-643.69	2,727.03	8,333.36	5,606.33	25,000.00
Total Capital Reserve Component Expenses		5,650.99	2,208.34	-3,442.65	5,650.99	63,833.36	58,182.37	171,250.00
Total Other Expense		5,650.99	2,208.34	-3,442.65	5,650.99	63,833.36	58,182.37	171,250.00
Net Other Income		-2,316.81	13,625.84	-15,942.65	157,683.36	-496.64	158,180.00	18,760.00
Total Income		19,218.50	31,668.52	-12,450.02	229,261.63	127,474.08	101,787.55	380,822.00
Total Expense		20,831.34	18,064.39	-2,766.95	78,347.59	131,315.56	52,967.97	362,063.00
Net Income		-1,612.84	13,604.13	-15,216.97	150,914.04	-3,841.48	154,755.52	18,759.00

WMA 10-YEAR RESERVE NEEDS PROJECTIONS											
Project	Projected Cost	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Reserve Minimum to cover unexpected	\$ 250,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Contingency	\$ - 0										
Exterior Window Sill Renovation	\$ 30,000	\$ 30,000									
Window Replacement A & B (147 units)	\$ 690,000							\$ 690,000			
Stairways to buildings Maintenance	\$ 2,000						\$ 2,000				
Garages Painting	\$ 5,000					\$ 5,000					
Elevator Motors	\$ 120,000	\$ 55,000			\$ 65,000						
Tree removal	\$ 4,150	\$ 750		\$ 900					\$ 2,500		
Deck Surface Replacement	\$ 20,000					\$ 20,000					
Garage Doors	\$ 10,000					\$ 10,000					
Clubhouse Furniture - Restrooms	\$ 5,500			\$ 500			\$ 5,000				
Clubhouse Game Room	\$ 1,500	\$ 1,500									
Clubhouse Spa tub - Sauna - Steam Room	\$ 40,500	\$ 2,500					\$ 38,000				
Tile Replacement (Entries and clubhouse)	\$ 30,000								\$ 30,000		
Patch & Slurry asphalt	\$ 120,000	\$ 25,000						\$ 95,000			
Sidewalks	\$ 13,000		\$ 3,000			\$ 10,000					
Managers Unit	\$ 1,500	\$ 1,500									
Carpet common area	\$ 65,000									\$ 65,000	
Landscape	\$ 2,000		\$ 2,000								
Common Limited Locks	\$ 30,000	\$ 30,000									
Paint-interior common area	\$ 34,000			\$ 4,000				\$ 30,000			
Paint exterior	\$ 52,000						\$ 52,000				
Roof replacement	\$ 400,000										\$ 400,000
TOTAL	\$ 1,926,150	\$ 171,250	\$ 30,000	\$ 30,400	\$ 90,000	\$ 70,000	\$ 122,000	\$ 150,000	\$ 747,500	\$ 90,000	\$ 425,000
Beg of Yr Reserve Balance 2021		\$ (5,000)	\$ 13,750	\$ 23,750	\$ 41,350	\$ (650)	\$ 127,350	\$ 53,350	\$ (48,650)	\$ (748,150)	\$ (790,150)
Annual Reserve Dues Collection		\$ 40,000	\$ 40,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000
Special Assessment Collection		\$ 150,000				\$ 150,000					
Annual Reserve Expenditures		\$ 171,250	\$ 30,000	\$ 30,400	\$ 90,000	\$ 70,000	\$ 122,000	\$ 150,000	\$ 747,500	\$ 90,000	\$ 425,000
End of Yr Reserve Balance		\$ 13,750	\$ 23,750	\$ 41,350	\$ (650)	\$ 127,350	\$ 53,350	\$ (48,650)	\$ (748,150)	\$ (790,150)	\$ (790,150)
WMA DUES PROJECTIONS (OPERATING AND RESERVES)											
Operating Expenses (Annual % Increases)	5%	\$ 190,137	\$ 199,644	\$ 209,626	\$ 220,107	\$ 231,113	\$ 242,668	\$ 254,802	\$ 267,542	\$ 280,919	\$ 294,965
Annual Reserve Dues		\$ 40,000	\$ 40,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000
Special Assessments REQUIRED to not end year in negative		\$ 150,000		\$ -		\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Annual Collections		\$ 380,137	\$ 239,644	\$ 257,626	\$ 268,107	\$ 429,113	\$ 290,668	\$ 302,802	\$ 315,542	\$ 328,919	\$ 342,965
Per Unit Avg Revenue Collections (24 Units)		\$ 15,839	\$ 9,985	\$ 10,734	\$ 11,171	\$ 17,880	\$ 12,111	\$ 12,617	\$ 13,148	\$ 13,705	\$ 14,290
Per Unit Avg Monthly Rev Collections (24 Units)		\$ 1,320	\$ 832	\$ 895	\$ 931	\$ 1,490	\$ 1,009	\$ 1,051	\$ 1,096	\$ 1,142	\$ 1,191
Per Unit Avg Special Assess Collection (24 Units)		\$ 6,250	\$ -	\$ -	\$ -	\$ 6,250	\$ -	\$ -	\$ -	\$ -	\$ -
Average percentage increase			-36.96%	7.50%	4.07%	60.05%	-32.26%	4.17%	4.21%	4.24%	4.27%
2022 Special Assessment \$6,250(avg per unit) Dues Increase Reserve \$35 Operating \$37 (avg per mo/unit)											



Choose Schlage Locks

Owner Unit **Sense** Smart Deadbolt

**EASY TO PAIR WITH YOUR SMARTPHONE
THROUGH BLUETOOTH SMART TECHNOLOGY**

BACKUP KEY INCLUDED

**LOCK IS EASY TO UPDATE THROUGH THE
SCHLAGE SENSE APP**

HOLDS UP TO 30 ACCESS CODES

**3-YEAR ELECTRONICS WARRANTY; LIMITED
LIFETIME MECHANICAL AND FINISH WARRANTY**

**LOCK/UNLOCK FROM ANYWHERE ON IPHONE AND
ANDROID SMARTPHONE WITH SCHLAGE SENSE
WI-FI ADAPTER****



OWNER CAN PURCHASE SCHLAGE SENSE WIFI ADAPTER

The Schlage Sense Wi-Fi Adapter lets you lock and unlock your Schlage Sense Smart Deadbolt from anywhere with your Android smartphone or your iPhone®. This means any time you can't remember whether you locked the door behind you, or would like to let a friend in because you're running late on the way home, you can use the app to check the lock status and lock and unlock with just a tap.

The adapter is easy to use and takes up minimal space – if you plug it into the bottom outlet, you'll still have a plug available on top. Just plug the adapter in and use the Schlage Home app to pair it with your deadbolt and connect it to your home WiFi network for anywhere access. The adapter can support up to two Schlage Sense locks at a

time, and does not work with Apple HomeKit or Siri voice control.

In order for anywhere access to stay connected, the Schlage Sense Wi-Fi Adapter must stay plugged into power at home, connected to Wi-Fi and in Bluetooth® range (about 40 feet) from the lock.



Common Entry Locks

PROXY
WOODS MANOR ASSOCIATION

Annual Meeting
July 9, 2022

I, (print your name) _____, am a member in good standing of the **Woods Manor HOA** under the provisions of the legal instruments of that corporation.

PLEASE CHECK ONE OF THE FOLLOWING:

_____ 1. I grant my proxy to the President of **Woods Manor HOA**.

_____ 2. I grant my proxy to _____. (If you prefer, please name another individual who will vote your proxy on your behalf.)

This proxy, which is executed for the Annual Meeting scheduled for **July 9, 2022**, and all adjournments thereof, carries with it full right to the proxy holders to cast his/her vote(s) as he/she sees fit, and to represent me on any matter or resolution which may come before the meeting and take any other action which I could personally take if present at the meeting.

THIS PROXY SHALL REMAIN IN EFFECT FOR THIS MEETING UNTIL REVOKED BY ME.

DATE _____

SIGNATURE _____

UNIT NO.(S) _____ COMPLEX NAME: **Woods Manor HOA**

PRINT NAME _____

RESIDENCE ADDRESS _____

_____ PHONE(s) _____

If you are unable to attend, please complete and mail, or email to the following address in time to be received prior to the meeting date. (a picture of the completed proxy is acceptable, as are electronic signature options like Adobe Fill & Sign)

Please mail the completed proxy, even if you are absolutely certain that you will be attending the meeting, to:

Sandra Hahn
Secretary, Woods Manor HOA
PO Box 2276
Breckenridge, CO 80424-2276
hahns@aol.com

OFFICIAL BALLOT

Woods Manor Owners Association Annual Meeting of Members July 9, 2022

This Ballot is required for the purpose of voting on all measures contained herein.

ELECTION OF DIRECTORS – In accordance with the Woods Manor Bylaws the board consists of five directors with one year terms. Each owner has one vote for each open position (five open positions).

Charles Sebald ☐ YES ☐ NO

Beth Eisenman ☐ YES ☐ NO

Russle Grimm ☐ YES ☐ NO

Sandra Hahn ☐ YES ☐ NO

Stewart Van Anderson ☐ YES ☐ NO

WRITE - IN _____ ☐ YES ☐ NO

WRITE - IN _____ ☐ YES ☐ NO

WRITE - IN _____ ☐ YES ☐ NO

If you are unable to attend, please complete and mail, or email this Ballot to the following address in time to be received prior to the meeting date. (a picture of the completed Ballot is acceptable, as are electronic signature options like Adobe Fill & Sign)

Sandra Hahn
Secretary, Woods Manor HOA
PO Box 2276
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