

# Highlands of Turkey Canon Ranch HOA

## Meeting Minutes

October 21, 2009

### **I. Call to order**

**Mark McClurg** called to order the regular meeting of the **Highlands of Turkey Canon Ranch HOA Annual Meeting** at **6:00 p.m.** on **October 21, 2009** at the home of Mark and Susan McClurg, 15795 Phantom Canyon View, Colorado Springs, CO 80926.

### **II. Roll call**

Mark McClurg conducted a roll call. The following persons were present:

Mark McClurg – President

James Wolcott- Treasurer

Marshia Hill- Secretary

Doug Weiss, Susan Wolcott, Anthony Tingle, Susan McClurg, Craig Hill

Owned lots represented in person 11

Owned lots represented by Proxy 5

### **III. Approval of minutes from last meeting**

Susan McClurg moved approval, James Wolcott seconded. The minutes were approved as read.

### **IV. Old Business**

#### A. Road/Guardrail Completion Report

Mark McClurg reported that control of the roadways was assumed by the HOA from the Developer following the HOA Special Meeting on July 30, 2009. All improvements/maintenance of the roadways going forward will be the responsibility of the HOA.

#### B. Turkey Canon Ranch HOA

Mark McClurg reported that the Highlands of Turkey Canon Ranch HOA and the Turkey Canon Ranch HOA are proceeding jointly with a Judicial Foreclosure action for collection of past dues and special assessments owed by Lot 20 in the Highlands. Costs of the action are to be split with 2/3 of the costs paid by Highlands and 1/3 of the cost provided by TCR HOA. All recoveries will be similarly split between the two HOA's.

### C. HOA Control Turnover Review

Mark McClurg reported that he met with Morley Companies and retrieved all historical records of the Highlands HOA formation and operation kept by Morley. The HOA Administrative Account will be moved to a bank more convenient for the current HOA officers to access. All HOA accounts appear to be in order.

## V. New Business

### A. HTCR 2009 Financial Report/Operating Budget

The **2009 HOA Income Statement and 2010 HOA Budget Projection** were distributed and reviewed by Mark McClurg.

Actual projected expenditures for 2009 are \$17,810 with actual HOA dues collections of \$30,000, providing a projected year-end account balance of \$30,275.

Budgeted expenditures for 2010 are \$33,600, including deposit of \$25,140 into the road repair reserve fund. Budgeted income for 2010 is \$33,600.

2009 HOA Income Statement and 2010 HOA Budget Projection: James Wolcott moved approval, Doug Weiss seconded. Approved

### B. 2010 HTCR Developed/Undeveloped Dues

2010 HOA dues were recommended to remain the same as 2009. Sue Wolcott moved approval, Sue McClurg seconded. Approved.

### C. HTCR Delinquent Dues Report

As of this meeting date, dues for 2009 are unpaid by Lot 16 (Undeveloped), Lot 20 (Undeveloped) and Lot 10 (Developed). Efforts will be made to collect these dues prior to year-end. If not paid, each lot will be assessed the approved \$500 Administrative Fee and interest at the legal rate from January 1, 2009 for amounts unpaid. If the amounts remain unpaid, legal action will be instituted to collect the unpaid amounts.

### D. Consideration/Approval of HTCR HOA Bylaw revisions.

The following nine fundamental operating policies as prepared by HOA Legal Counsel were considered and approved:

1. Policy Regarding Gate Openers and Procurement by Property Owners
2. Policy Regarding Dispute Resolution

3. Policy Regarding Inspection and Copying of HOA Records
4. Policy Regarding Conduct of Meetings
5. Policy Regarding Conflict Resolution between Board Members
6. Policy Regarding Collection of Annual Dues/Assessments
7. Policy Regarding Adoption and Amendment of Policies, Procedures and Rules
8. Policy Regarding Investment of Reserve Funds
9. Policy Regarding Enforcement of Covenants and Rules

Approval of nine fundamental HOA policies moved for approval by Susan McClurg, seconded by James Wolcott. Approved.

E. HTCR Road Maintenance Schedule

Mark McClurg presented results of conversations with asphalt contractor representatives that recommended sealcoating the roadways every three years and building a reserve fund with available funds for a possible new coat of asphalt in 15-20 years. Based upon an assumed pace of lot development within Highlands, it is anticipated that the HOA will have adequate funds to accomplish both of these maintenance objectives.

F. Expense Reimbursement Policy

Discussion regarding the development of a policy for reimbursing residents that spend money on the common areas of the HOA for maintenance resolved that each request for reimbursement will be considered on a case-by-case basis at the Annual Meeting each year.

G. 2009 Expense Reimbursement

The 2009 Expense Reimbursement request was submitted by Mark McClurg. James Wolcott moved approval, Doug Weiss seconded. Approved

H. Highway 115 Fire Department Fuel Clearance Initiative

A request to contribute \$500 in 2010 to the Highway 115 was presented. Susan McClurg moved approval, Susan Wolcott seconded. Approved.

I. 2010 HOA Workday

We will plan to have an HOA Workday in the Spring of 2010 to plant trees and landscape various common areas of the HOA. The date will be determined closer to the actual workday. Every owner is invited to attend.

**VI. Adjournment**

Mark McClurg adjourned the meeting at 7:45 p.m.