

Kettle Creek Homeowners Association, Inc.

Darren@zandrmgmt.com / www.kettlecreekhoa.com

October 17, 2018

Dear Kettle Creek Homeowner,

Perhaps the singular most important aspect to running a homeowners association is participation by you. This participation encourages a sense of community and cooperation between all the owners and keeps your Association strong. A strong membership is the key to maintaining your Association's assets properly and protecting the rights and property values of each and every homeowner.

Your best chance to participate in the Kettle Creek Homeowners Association is at the Annual Membership meeting, which is held annually. Your Annual Membership meeting is scheduled for:

October 29, 2018
6:00 p.m.
Library 21C – The ENT Room
1175 Chapel Hills Drive, 80920

Your attendance is important for several reasons. First and foremost, you get to meet your neighbors and be informed as to how the Association is run. Second, you help create a quorum of voting members so that the decisions made at the meeting are official. Finally, you get to participate in the democratic process by choosing which candidates are going to serve on the Board of Directors. If you wish to serve on the Board, please contact me in writing so your name can be added to the ballot. This year, two director positions are up for election to 3 year terms.

If you cannot attend, please fill out the attached proxy that applies to you. This proxy will designate the person of your choice to cast your vote at the meeting. All proxies should be received by Z&R at the above addresses (email, fax or regular mail) the day prior to the meeting.

The Board is responsible for deciding all the financial and contractual matters of the Association, so your vote is very important.

Enclosed with this letter are the Agenda, last year's meeting minutes, the 2019 budget and a proxy form. If you have any questions about the meeting or other Association matters, please feel free to call our office and we'll do our best to help you out. We hope to see you at the Annual Meeting!

Sincerely,



Darren Burns
Property Manager

Professionally Managed by:

Z&R PROPERTY
MANAGEMENT

6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918
Phone (719) 594-0506 • Fax (719) 884-4496



KETTLE CREEK HOA GENERAL MEMBERSHIP MEETING

October 29, 2018
6:00 p.m.

Type of meeting:

GENERAL MEMBERSHIP MEETING

Agenda Topics

A. CALL TO ORDER

1. Roll Call
2. Certification of Proxies
3. Proof or Waiver of Notice, Quorum = 10%
4. Approval of Previous Year's Annual Minutes

B. REPORTS

1. President's Report
2. Financial Report – 2019 Budget

C. NEW BUSINESS

1. Introduction of Candidates
2. Nominations
3. Voting For Board Members

D. ANNOUNCEMENTS

E. ADJOURNMENT

Kettle Creek Homeowners Association, Inc.

General Membership Meeting Minutes

November 6, 2017

The General Membership meeting of the Kettle Creek HOA was held at Challenger Middle School. The meeting was called to order by Brenda Anderson at 6:02 p.m. Present were:

Brenda Anderson	President
Candace Thompson	Vice President
David Joyal	Treasurer
Darren Burns	Property Manager
Chris Schade	Property Manager

<i>Absent: Angela Jones</i>	<i>Secretary</i>
<i>Vacant</i>	<i>Director at Large</i>

Call to Order: Mr. Burns conducted roll call and certification of the proxies at the door. There were 16 owners represented in person or by proxy for a total of 17%, so the required quorum was present to conduct business. The 2016 General Membership meeting minutes were reviewed and unanimously approved on a motion from Candace Thompson and a second from Aaron Carter.

President's and Financial Report: Dave Joyal briefed the membership on the struggles with Colorado Springs Utilities this year after they swapped the water meter and did not calibrate it correctly. The water bills were enormous and it took the better part of the year to get them to correct it. This delayed work on the landscaping improvements planned for the year. The irrigation repairs were higher than normal with the changeover to a new landscaping contractor.

There were no major issues with the 2017 or the 2018 budget to point out and the process of replacing turf and mulch with rock will begin in 2018. There was general discussion on the pros and cons of mulch vs. rock. There was general discussion about landscaping and the new community, Bison Ridge and their landscaping. Frank Szorc made a motion to approve the 2018 budget with a 3.37% increase and the motion carried unanimously. More general discussion followed about painting the mail box units and putting up holiday lights at the signs was approved at a cost not to exceed \$150.

New Business: There were two vacating Board positions up for election to 3-year terms. Candace Thompson and Lindsey Carter were the only volunteers who responded to the Annual Meeting notice and volunteered. Mr. Burns opened the floor for additional nominations and there were none, so nominations from the floor were closed. Both Candace and Lindsey were unanimously elected to three year terms by acclamation.

Adjournment: The Annual Meeting was adjourned at 7:19 p.m. An organizational Board meeting was convened at 7:20 p.m. for the purpose of electing officers and signers. Officers were elected and Board term expirations are as follows:

		<u>Board Term Expires</u>
Brenda Anderson	President	2019 * Ent Account Signer (505201)
Candace Thompson	Vice President	2020
Lindsey Carter	Secretary	2020
David Joyal	Treasurer	2018 * Ent Account Signer (505201)
Angela Jones	Director at Large	2018

The meeting was adjourned at 7:27 p.m.



Brenda Anderson
President

David Joyal
Treasurer

Darren H. Burns
Property Manager

Kettle Creek HOA 2019 Operating Budget

Income	ACTUALS 2018	BUDGET 2019	
Bison Ridge at Kettle Creek Annual Dues	\$ 460	\$ 470	↑ 2.17%
Number of lots in the HOA	94	94	
Total Bison Ridge at Kettle Creek Dues	<u>\$ 43,240</u>	<u>\$ 44,180</u>	
The Townes at Kettle Creek Annuals Dues	\$ 116	\$ 118	↑ 1.72%
Number of lots in the OA	82	82	
Townes at Kettle Creek Assessment	<u>\$ 9,512</u>	<u>\$ 9,676</u>	
Total Income from Dues	<u><u>\$ 52,752</u></u>	<u><u>\$ 53,856</u></u>	
Other Income			
Late Fees/Interest Penalties/Returned Check Fees	\$ 110	\$ 200	
Interest on operating accounts	\$ 13	\$ 15	
Total Income	<u>\$ 52,875</u>	<u>\$ 54,071</u>	
Beginning Cash Balance	<u>\$ 4,748</u>	<u>\$ 4,307</u>	
Total Available Cash	<u><u>\$ 57,623</u></u>	<u><u>\$ 58,378</u></u>	
Expenses			
Accounting Fees	\$ 325	\$ 325	
Administration	\$ 1,235	\$ 1,250	
Bad Debt Expense	\$ -	\$ -	
Management Fees	\$ 9,588	\$ 9,588	
General Maintenance/Repair	\$ -	\$ 200	
Insurance Property/Liability	\$ 1,884	\$ 1,916	
Water	\$ 7,600	\$ 7,600	
Electric	\$ 510	\$ 510	
Storm Water Fee (New for August 2018)	\$ 190	\$ 456	
Landscaping (Materials and Installation)	\$ 4,500	\$ 7,000	
Lawn Contract (Grounds Maintenance)	\$ 10,149	\$ 10,296	
Legal Expense	\$ -	\$ 285	
Professional Expense (Website)	\$ 225	\$ 225	
Snow Removal	\$ 750	\$ 750	
Trash	\$ 11,545	\$ 12,072	
Tree Maintenance	\$ -	\$ 500	
Sprinkler Maintenance	\$ 1,615	\$ 1,500	
Tot: Light/Electric/Sign Maintenance	<u>\$ -</u>	<u>\$ 200</u>	
	<u>\$ 50,116</u>	<u>\$ 54,673</u>	
Tot: Contribution to Reserves	<u>\$ 3,200</u>	<u>\$ 3,200</u>	
	<u><u>\$ 53,316</u></u>	<u><u>\$ 57,873</u></u>	
Ending Cash Balance (Operating) (net of Prepaid Dues)	\$ 4,307	\$ 505	

KETTLE CREEK HOMEOWNERS ASSOCIATION, INC.
ANNUAL MEETING

OFFICIAL PROXY

A. I hereby certify that I own, via recorded Deed, the following described property:

(ADDRESS)

B. I hereby appoint as my official Proxy, _____ to exercise my vote on any and all matters and subjects that may come to the attention of the Membership of the Kettle Creek Homeowners Association at, and only at, the meeting of that body to be held on October 29, 2018. Blank proxies will be assigned to the Board President. Unsigned proxies are invalid.

Name: _____
(PRINT)

Signature: _____ (Required to be valid)

Date: _____

Voting Instructions (if any) for designated Proxy:

Please give this form to your designated proxy or forward to: Z&R Property Management, 6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918. Faxed and emailed proxies are also acceptable: Darren@zandrmgmt.com; Fax number (719) 594-0506.