

Kettle Creek Homeowners Association, Inc.

Darren@zandrmgmt.com / www.kettlecreekhoa.com

October 15, 2019

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 30, 2019
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 candidate is 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, one director position is up for election for a 3-year term.

If you cannot attend, please fill out the attached proxy form. This proxy form 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 draft meeting minutes, the 2019 September financial statements, the 2020 budget presentation 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:



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



KETTLE CREEK HOA GENERAL MEMBERSHIP MEETING

October 30, 2019
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 – 2020 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

October 29, 2018

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 6:03 p.m. Present were:

Candace Thompson	Vice President
Lindsey Carter	Secretary
Darren Burns	Property Manager

<i>Absent: Brenda Anderson</i>	<i>President</i>
<i>David Joyal</i>	<i>Treasurer</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 14 owners represented in person or by proxy for a total of 15%, so the required quorum was present to conduct business. The 2018 General Membership meeting minutes were reviewed and unanimously approved on a motion from Candace Thompson.

President's and Financial Report: Mr. Burns briefed the membership on the highlights and challenges in the past year. Through September 2019, the Association had \$26,279 in cash and \$31,584 in reserves invested in money markets and laddered CD's. Year to date, the Association is under budget \$6578 with the lion's share of that savings coming from funds not spent on landscaping improvements thus far. Reserve allocations are done at year's end after available cash is reviewed.

New Business: There were two vacating Board positions up for election to 3-year terms. David Joyal and Ann Clauda 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 David and Ann were unanimously elected to three-year terms by acclamation on a motion by Marlon Yankee.

Announcements: There was general discussion on a traffic light at Old Ranch and Chapel Ridge and discussion of a round about as well.

Adjournment: The Annual Meeting was adjourned at 7:06 p.m. An organizational Board meeting was convened at 7:10 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>
Candace Thompson	President	2020
Lindsey Carter	Vice President	2020
Brenda Anderson	Secretary	2019 * Ent Account Signer (505201)
David Joyal	Treasurer	2021 * Ent Account Signer (505201)
Ann Clauda	Director at Large	2021

The meeting was adjourned at 7:20 p.m.

Brenda Anderson
Secretary

Darren H. Burns
Property Manager

Kettle Creek Homeowners Association, Inc.

Balance Sheet

09/30/2019

Assets

Accounts Receivable	1,571.89
Cash Accounts	
Cash Operating - First Bank	27,611.40
TOTAL Cash Accounts	<u>27,611.40</u>
Reserve Accounts	
Reserve - First Bank	4,474.95
Ent Business Savings	9,390.65
Ent CD 10/8/19 1.83%	5,175.12
Ent CD 1/4/20 2.15%	9,688.46
Ent CD 6/9/20 2.280%	3,283.70
TOTAL Reserve Accounts	<u>32,012.88</u>
Total Assets	<u><u>61,196.17</u></u>

Liabilities

Prepaid Dues	2,032.81
Accounts Payable - Net Total	1,210.00
Total Liabilities	<u><u>3,242.81</u></u>

Net Worth

Reserves	
Reserve Interest Earned	309.82
Reserve-Consolidated	31,703.06
TOTAL Reserves	<u>32,012.88</u>
Working Capital	12,408.00
Retained Earnings	(1,883.79)
Net Income	15,416.27
Total Net Worth	<u><u>57,953.36</u></u>
Total Net Worth and Liabilities	<u><u>61,196.17</u></u>

Kettle Creek Homeowners Association, Inc.

Income and Expense Comparative Statement

From 09/01/2019 to 09/30/2019

	<u>September 2019</u>		<u>January to September</u>			<u>Yearly Budgets</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Var. \$</u>	<u>Current</u>	<u>Last Year</u>
<u>Revenues</u>							
Monthly Dues			44,180	44,180		44,180	43,236
Townes Master Dues			9,676	9,676		9,676	9,512
Interest Income				15	(15)	15	41
Fines			650		650		
Late fee-Nsf Charges	13		309	200	109	200	320
Misc Income		359		3,231	(3,231)	4,307	4,748
Total Revenues	13	359	54,815	57,302	(2,487)	58,378	57,857

Expenses

Operating Expenses

Accounting Fees			325	325		325	325
Administration Costs	41	104	609	936	327	1,250	1,235
Electric	38	42	411	378	(33)	510	500
General Mx and Repair		17		153	153	200	200
Insurance Property/Liability			(125)		125	1,916	1,884
Landscaping		1,000	1,773	7,000	5,227	7,000	8,000
Legal Expense	55	24	1,504	216	(1,288)	285	285
**Legal Reimb			(1,594)		1,594		
Lawn Contract	830	858	6,753	7,722	969	10,296	10,000
Light (Electric) Maint/Repair		17		153	153	200	
Management Fees	799	799	7,191	7,191		9,588	9,588
Professional (Website)			225	225		225	225
Snow Removal			2,646	400	(2,246)	750	750
Sprinkler Repair	380	250	1,529	1,250	(279)	1,500	1,500
Storm Water Fee	38	38	343	342	(1)	456	
Trash	1,196	1,006	10,465	9,054	(1,411)	12,072	11,791
Tree Maintenance		42		378	378	500	600
Water	1,642	1,191	7,189	5,143	(2,046)	7,600	7,500
Dog Stations			155		(155)		
TOTAL Operating Expenses	5,019	5,388	39,399	40,866	1,467	54,673	54,383

Reserve Funding

Reserve Allocation Consolidated		267		2,403	2,403	3,200	3,200
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	<u>September 2019</u>		<u>January to September</u>			<u>Yearly Budgets</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Var. \$</u>	<u>Current</u>	<u>Last Year</u>
TOTAL Reserve Funding	0	267	0	2,403	2,403	3,200	3,200

Total Expenses	5,019	5,655	39,399	43,269	3,870	57,873	57,583
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Net Income	(5,006)	(5,296)	15,416	14,033	1,383	505	274
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Kettle Creek HOA 2020 Operating Budget

Income	Plan 2019	ACTUALS 2019	BUDGET 2020	
Bison Ridge at Kettle Creek Annual Dues	\$ 470	\$ 470	\$ 480	↑ 2.13%
Number of lots in the HOA	94	93	94	
Total Bison Ridge at Kettle Creek Dues	\$ 44,180	\$ 43,710	\$ 45,120	
The Townes at Kettle Creek Annuals Dues	\$ 118	\$ 118	\$ 120	↑ 1.69%
Number of lots in the OA	82	82	82	
Townes at Kettle Creek Assessment	\$ 9,676	\$ 9,676	\$ 9,840	
Total Income from Dues	\$ 53,856	\$ 53,386	\$ 54,960	
Other Income				
Late Fees/Interest Penalties/Returned Check Fees	\$ 200	\$ 296	\$ 320	
Interest on operating accounts	\$ 15	\$ -	\$ -	
Total Income	\$ 54,071	\$ 53,682	\$ 55,280	
Beginning Cash Balance	\$ 4,307	\$ 4,748	\$ 1,197	
Total Available Cash	\$ 58,378	\$ 58,430	\$ 56,477	
Expenses				
Accounting Fees	\$ 325	\$ 325	\$ 325	
Administration	\$ 1,250	\$ 1,250	\$ 1,335	
Bad Debt Expense	\$ -	\$ -	\$ -	
Management Fees	\$ 9,588	\$ 9,588	\$ 9,588	
General Maintenance/Repair	\$ 200	\$ -	\$ 200	
Insurance Property/Liability	\$ 1,916	\$ 1,916	\$ 1,916	
Water	\$ 7,600	\$ 9,000	\$ 9,650	
Electric	\$ 510	\$ 550	\$ 575	
Storm Water Fee (New for August 2018)	\$ 456	\$ 456	\$ 456	
Landscaping (Materials and Installation)	\$ 7,000	\$ 1,773	\$ 1,000	
Lawn Contract (Grounds Maintenance)	\$ 10,296	\$ 10,072	\$ 10,140	
Legal Expense	\$ 285	\$ -	\$ -	
Professional Expense (Website)	\$ 225	\$ 225	\$ 225	
Snow Removal	\$ 750	\$ 3,000	\$ 1,550	
Trash	\$ 12,072	\$ 14,049	\$ 14,340	
Tree Maintenance	\$ 500	\$ -	\$ -	
Dog Stations	\$ -	\$ 300	\$ 450	
Sprinkler Maintenance	\$ 1,500	\$ 1,529	\$ 1,250	
Light/Electric/Sign Maintenance	\$ 200	\$ -	\$ 200	
Total Expenses	\$ 54,673	\$ 54,033	\$ 53,200	
Tot: Contribution to Reserves	\$ 3,200	\$ 3,200	\$ 3,200	
	\$ 57,873	\$ 57,233	\$ 56,400	
Ending Cash Balance (Operating) (net of Prepaid Dues)	\$ 505	\$ 1,197	\$ 77	

Kettle Creek HOA

2020 Operating Budget by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	October	Nov	Dec	Annual Total	Monthly Average
OPERATING INCOME														
Bison Ridge at KC Dues	45,120.00	-	-	-	-	-	-	-	-	-	-	-	45,120.00	3,760.00
The Townes at KC Dues	9,840.00	-	-	-	-	-	-	-	-	-	-	-	9,840.00	820.00
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Late Fees	-	120.00	80.00	40.00	30.00	10.00	10.00	10.00	10.00	10.00	-	-	320.00	26.67
GROSS OPERATING INCOME	54,960.00	120.00	80.00	40.00	30.00	10.00	10.00	10.00	10.00	10.00	-	-	55,280.00	4,606.67
OPERATING EXPENSE														
Accounting Fees	-	325.00	-	-	-	-	-	-	-	-	-	-	325.00	27.08
Administration Costs	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	100.00	550.00	100.00	1,335.00	111.25
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dog Stations	-	-	150.00	-	-	150.00	-	-	150.00	-	-	-	450.00	150.00
Professional Fees (Website)	-	225.00	-	-	-	-	-	-	-	-	-	-	225.00	18.75
Electric	50.00	50.00	49.00	48.00	47.00	46.00	45.00	46.00	47.00	48.00	49.00	50.00	575.00	47.92
General Mx and Repair	-	-	-	-	-	100.00	-	-	100.00	-	-	-	200.00	16.67
Insurance Property/Liability	-	-	-	-	-	-	-	-	-	-	566.00	1,350.00	1,916.00	159.67
Landscaping	-	-	-	-	-	1,000.00	-	-	-	-	-	-	1,000.00	83.33
Legal Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lawn Contract	830.00	830.00	830.00	830.00	830.00	830.00	860.00	860.00	860.00	860.00	860.00	860.00	10,140.00	845.00
Light (Electric) Maint/Repair	-	-	-	-	100.00	-	-	-	-	100.00	-	-	200.00	18.18
Management Fees	799.00	799.00	799.00	799.00	799.00	799.00	799.00	799.00	799.00	799.00	799.00	799.00	9,588.00	799.00
Snow Removal	300.00	300.00	300.00	200.00	-	-	-	-	-	-	150.00	300.00	1,550.00	129.17
Sprinkler Repair	-	-	-	-	500.00	250.00	250.00	250.00	-	-	-	-	1,250.00	104.17
Trash	1,195.00	1,195.00	1,195.00	1,195.00	1,195.00	1,195.00	1,195.00	1,195.00	1,195.00	1,195.00	1,195.00	1,195.00	14,340.00	1,195.00
Tree Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Storm Water Fee	38.00	38.00	38.00	38.00	38.00	38.00	38.00	38.00	38.00	38.00	38.00	38.00	456.00	38.00
Water	50.00	50.00	50.00	50.00	800.00	1,400.00	1,800.00	2,200.00	1,400.00	1,200.00	600.00	50.00	9,650.00	804.17
TOTAL OPERATING EXPENSES	3,327.00	3,877.00	3,476.00	3,225.00	4,374.00	5,873.00	5,052.00	5,453.00	4,654.00	4,340.00	4,807.00	4,742.00	53,200.00	4,547.35
RESERVE ALLOCATIONS														
Consolidated	-	-	-	-	-	-	-	-	-	-	-	3,200.00	3,200.00	266.67
TOTAL RESERVE ALLOCATIONS	-	-	-	-	-	-	-	-	-	-	-	3,200.00	3,200.00	266.67

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 30, 2019. 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) 594-0473.