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## **Canyon View Estates Homeowner Association**

### **ANNUAL MEETING MINUTES of Thursday, January 10, 2019**

**Board Members in attendance:** J. Douglas Grodt, Jen Richardson, Sue Lucks, Janice Kiehl, Cindy Duta and Tracey Heritage.

**The meeting was called to order** by J. Douglas Grodt, President, at 6:34 PM.

**Douglas Grodt introduced all Board Members to the membership.**

**A Quorum** was established with 30 properties represented. 17 owners were present and 13 represented by Proxy.

**The 2018 Annual Meeting Minutes** had an incorrect name for seconding the motion to approve the 2018 Proposed Budget. Larry Gilbert, not Jim Sidwell, seconded the motion. Tracey Heritage provided updated 2018 HOA Meeting Minutes to the membership. The updated Minutes were then approved as presented after a motion by Jerry Firpo, seconded by Wayne Ash and the membership agreed by a unanimous vote.

**The Revised 2019 Proposed Budget** was presented by Sue Lucks, Treasurer. The 2019 Proposed Budget is based on keeping HOA fees at \$300 due to no major projects, such as irrigation projects, being planned for 2019. \$1500 was added to the budget for Contingency Studies. This leaves \$2500 at the end of 2019 in the bank account. Douglas Grodt stated that the fiduciary responsibility of The Board of Directors (BOD) is to make sure the BOD does everything possible to prevent monetary surprises to the Community; however, Canyon View needs more funds in the future so the BOD will work on developing strategies to raise the funds. Example: HOA fees may have to be increased.

Reserve Study/Reserve Fund:

Jen Richardson informed the membership that there are state laws for governance of HOAs in Colorado.

The accepted guideline for Reserve Funds is to have 70% of expected capital expense escrowed (beyond normal operating expenses).

The Board conducted a preliminary Reserve Study for Canyon View to assess our compliance for our expenses expected over the next 10 year period. Currently, our Reserve Fund does not meet the minimum standard. Future assessments will get us to the proper levels. We are taking a balanced approach - smaller assessments over ten years, rather than periodic large assessments - to make it easier on everyone's household budgets.

Following is the precise wording from the Colorado Revised Statutes (C.R.S.) for governance on HOAs to add as a reference:

Reference/Background: *Under the Colorado Common Interest Ownership Act (CCIOA), an association is not required to undertake a reserve study; however, it must have a policy in place to address: When the association has a reserve study prepared for the portions of the community maintained, repaired, replaced, and improved by the association; whether there is a funding plan for any work recommended by*

*the reserve study and, if so, the projected sources of funding for the work; and whether the reserve study is based on a physical analysis and financial analysis. An internally conducted reserve study shall be sufficient.*

A motion to approve the proposed budget was made by Gary Skaggs, seconded by Ed Kiehl and the membership agreed by a unanimous vote.

**Entryway spruce up and signs painted.** J. Douglas Grodt explained to the membership how the entryway monuments were worked on to make them more attractive. Plantings were cut back and trimmed by Douglas, Janice Kiehl and the TLC Lawn Care Company. The monuments were painted and the bars holding the “Canyon View” lettering were painted the same color as the stucco on the monuments, thus making the lettering pop out and easier to read. Some members voiced how much better the monuments look. Sue Lucks commented that first impressions, which is what the entryways are, are important.

**New Owner Welcoming Committee.** Janice Kiehl presented the Welcome Package that she and Jen Richardson designed to give to new community members. She briefly described the 8 pages included in the package.

**Directories.** Janice Kiehl informed the membership that it is time to update the 2017 Directory. The Board would like to go to an electronic version. Janice Kiehl and Cindy Duta will be working on this project.

**Snow Removal Requirements.** Douglas Grodt reminded the membership that snow has to be removed from sidewalks within 24 hours of a snowfall. If community members are out of town they need to secure the services of someone to remove the snow for them. Some members shared how some thoughtful community members came out with their own snow removal equipment and cleared their sidewalks on their streets. A question came up about who should remove the snow from around the mailbox stations. Douglas proposed that members of the community should do this.

**RV Parking restrictions.** Covenant 4.6(C). Parking/Recreational vehicles.

Douglas Grodt stated that if a community member owns an RV then it needs to be parked correctly, i.e. behind a fence so it is out of sight. Tracey Heritage said she usually only receives 6-8 complaints a year from Canyon View and they are mostly about RVs. The issue of too many trucks parked in one community member’s driveway and on the street in front of the house was brought up by the membership. Tracy read Covenant 4.6(A) concerning parking of automobiles. It was determined that the Covenant does not cover street parking so the BOD cannot pursue action regarding this matter.

**Exterior Lighting.** Covenant 4.10. Douglas Grodt reminded the membership that our lighting requirement of not leaving lights on throughout the night is to protect the darkness of the night sky for the Colorado National Monument. Janice Kiehl reviewed the requirements for Exterior Lights. She also explained the benefits of having lighting shielded from above so it shines only directly downward, thus preventing shadows where criminals can actually hide. She also explained how blue lighting, such as found in LED lights, destroys the night sky. If residents would shield their lighting from above and reduce blue light emissions the night sky would be protected. Janice also provided an educational handout about the proper installation of appropriate lighting to the membership.

**Watering Schedule.** Douglas Grodt pointed out that we are not out of the woods yet concerning the drought. Jerry Firpo notified the membership that the watering schedule for 2019 will be the same as for 2018: water in the canal on April 8; the pump started on April 9 or 10; and water off by October 21. Bill Richardson reported that we have new watering schedule signs for the entryways and mailbox stations. Jerry Firpo reminded the membership that there is no watering between 9 AM – 7 PM because of water wastage due to evaporation. Some members spoke up about residents watering during wrong hours of the day. The question of what to do about watering schedule infractions came up. It was decided to call and report infractions to Tracey Heritage who will then send out a reminder letter to community members who are not compliant with the watering schedule. Douglas Grodt spoke of being wise water stewards and told the membership that if anyone does not know how to set up their irrigation system to call a members of the Irrigation Committee for help.

**Jerry Firpo & Don Schneider are stepping down from the Architectural Control Committee (ACC) and the Irrigation Committees** after fourteen years of service for Jerry and 11 years of service for Don! Douglas Grodt presented to Jerry a \$100 Cabela's Gift Card for his outstanding service to Canyon View Estates. Don was not present at the meeting so Douglas will give him his \$100 Cabela's Gift Card at a later time. Several warm rounds of applause followed the presentation of the Gift Cards. Sue Lucks commented on how much she appreciated Jerry put together irrigation budgets so accurately.

**Architectural Control Committee Report by Jerry Firpo.** There were 10 proposals in 2018. See Exhibit A on page 5 for the list of Requests. All were approved. Doug Lucks and Janice Kiehl are already on the ACC Committee. Douglas Grodt appealed to the membership for another volunteer for this committee. Wayne Ash volunteered. Jerry has two 3-ringed notebooks with all approvals/disapprovals and the email correspondence concerning requests. Jerry asked who would like to now keep the notebooks for reference. Tracey Heritage agreed to take and store the notebooks.

**Irrigation Committee Report by Jerry Firpo.** In 2018 Canyon View used 53 million gallons of water which is close to normal usage. Jerry presented a list of irrigation equipment/components that our system has with their life expectancy and estimated replacement costs. See Exhibit B on page 6.

**Ditch Clean-Up Volunteers.**

Janice Kiehl provided a Sign-Up sheet at the welcome/sign in table before the start of the meeting. Douglas retrieved the Sign-Up sheet and walked around the cafeteria to make sure everyone had seen it and had had the opportunity to sign up. 8 months were signed up for with 4 remaining months still needing volunteers.

**Open Discussion for Membership.**

Terry Ahern reminded the membership that we had not yet approved the Proposed Budget. Douglas Grodt called for a motion, made by Gary Skaggs, a seconded, made by Ed Kiehl, and the membership agreed unanimously.

Wayne Ash brought up the issue of residents leaving out their trash cans in plain sight. Other members confirmed this problem. Tracey Heritage needs an address of the homes that are not compliant about keeping their trash cans out of sight so she can send a reminder letter with the notice of a possible fine for non-compliance.

Doug Lucks expressed concern that there is no incentive for residents to come into compliance regarding the Covenants unless there is a possible fine. Douglas Grodt said the BOD has the ability to impose fines. In the past neighborhood pressure was tried but does not seem effective regarding the trash can issue. Doug Lucks stated how he would like a motion to be presented: "I move that the board determine a policy and procedure of fines for Covenant infractions." Douglas made the motion and Jen Richardson seconded the motion. The BOD will look into setting up a fine schedule.

The motion to adjourn the meeting was made by Doug Lucks, seconded by Jen Richardson. The meeting was then adjourned at 7:29 PM.

**Respectfully submitted by Janice Kiehl, BOD Secretary, January 13, 2019.**

**ARCHITECTURAL CONTROL COMMITTEE (ACC) REPORT – YEAR 2018**

There were 10 proposals evaluated by the ACC in 2018. They were comprised of the following:

- One re-roof
- One extensive landscaping
- One for fencing
- One to repair and repaint house exterior
- One to remove and replace a large tree
- One for a garage bay addition
- One to add a pergola over patio
- One to add a pergola over deck
- One to install a playset and batting cage in backyard
- One to add a storage shed

There were two changes made at 2161 S. Canyon View Dr. – new shingles (same as existing) and a new deck to replace a rotting one. Both were discussed with the contractors while discovered in progress by a member of the ACC. Both Ok'd since neither really required a formal submittal.

Don Schneider and Jerry Firpo are both resigning from the ACC effective immediately!! Both of us effectively served 13 years --- e years each on the Board and 10 y ears each on the ACC ---that's more than enough!!

Submitted by the ACC

**IRRIGATION COMMITTEE (IC) REPORT FOR YEAR 2018**

Another good irrigation season with minimal problems. No big leaks, just some minor leaks, e.g., homeowner riser valves, etc. A few minor problems at start-up including drain valve not fully closed and open filter housings.

We used approximately 53 million gallons of water in 2018, about normal.

The schedule of fines and the 3.5 hour maximum usage limit per day for watering still apply. (The fines are \$50 after the first official warning and \$100 for subsequent violations.)

We spent \$5490 in 2018, mostly on the routine maintenance of our 25 HP pump/motor.

Our budget request for 2019 is \$1815. Most of the money is to replace a drain valve at 2137 Redcliff Circle and to re-pack the pump in place. The balance is for contingency and to winterize the Lime Kiln sprinkler lines.

For your information the estimated remaining life and cost of replacement on date noted for the following components is:

PVC Piping--- 156 irrigation seasons----“Six Figures”

Pump--- 10 – 20 irrigation seasons--- \$9200 on 12/17/17 plus cost to revamp piping in pump house

25 HP motor--- 15 – 20 irrigation seasons--- \$3600 on 12/17/17

Munro Control system--- 5 to 8 irrigation seasons--- \$11000 on 12/7/17 plus installation costs (\$2000 - \$2500)

Various Valves--- several years--- Example: Globe Check Valve in pump house replaced in 2013 at \$2139

Note: Jerry Firpo resigning after 14 years on IC --- way tooooo long!!! Please don't call me for irrigation problems unless it's a dire emergency!!! The IC consists of Bill Richardson, Larry Gilbert, Mike Duta, Rick Hensley and Paul Pitton --- a highly qualified and excellent group of people!!

Respectfully submitted by the IC