

**Canyon View Estates Homeowner Association**

**2022 ANNUAL MEETING MINUTES**

**Thursday, January 13, 2022** beginning at **6:30 PM.**

Wingate Elementary School Cafeteria – 351 South Camp Road, Grand Junction, CO 81507

**Call to order by Jen Richardson, President, at 6:30 pm.**

**Introduction of Board Members.**

Board members Jen Richardson, Laurie Iversen, Janice Kiehl, Cindy Duta and Tracey Heritage were introduced to the membership. Kristy Oliver was absent.

**Establish a Quorum: 20% attendance by in-Person or by Proxy (25 Homes).**

34 proxy forms were returned and 7 households were represented at the Meeting. The necessary Quorum was achieved for this year’s Annual Meeting.

**Special Note:** The Board of Directors is very pleased with this return of proxies. It is the largest return ever received at Canyon View Estates.

**Present and approve the 2021 Annual Meeting Minutes.**

Janice presented the Minutes. Jim Sidwell made a motion to approve the Minutes and Chuck Steele seconded the motion. The membership then voted and the motion passed unanimously.

**Present and approve the 2022 Operating Budget.**

Laurie Iversen presented the 2022 Operating Budget. See Exhibit A at the end of these Minutes.

Expenses came in \$3000 under budget.

\$1823 was saved due to replacing the old pump.

\$4000 was transferred to the Reserve Fund.

The TLC Landscaping contract was locked in for three more years; thus, saving Canyon View a yearly rate hike.

Jim Sidwell made a motion to approve the 2022 Operating Budget and Chuck Steele seconded the motion. The membership then voted and the motion passed unanimously.

**General Topics:**

**Membership vote to approve/disapprove the continuation of 3 Board Members who have completed a three year term.**

Jen Kristy Janice

Laurie Iversen made a motion to approve the vote, all attending members seconded the motion.

The membership voted unanimously for these three officers to continue in office and the motion passed.

**Reserve Fund/Reserve Study.**

Jen presented the Reserve Study.

A summary of the new Reserve Fund Study is shown here:

Reserve Fundy Studies are presented at three levels. Level 1 is the most comprehensive and it is the foundation of a 10-year reporting period. CVE had a Level 3 Study completed in 2020. In 2021, a Level 3 Study was presented. This means that everything proceeded to plan from the baseline study and just a financial analysis was presented for the remainder of the period. During 2021, the irrigation pump and motor failed and were replaced, two years ahead of the Reserve Study plan. This represented a major change from the 2020 Level 1 baseline, so another Level 1 Study was produced for the period 2022-2031

– a new baseline. Note that a Level 2 Study is recommended if the baseline has not changed, but the major components are reviewed for replacement cost or lifetime.

The new study shows increasing health to our Reserve Fund. There is a 70% funding level recommendation by CO HOA guidelines. CVE is currently at 31%, but the plan shows the community will be at 64% by 2031 if we continue to assess \$80 per year for the Reserve Fund. Factors improving our financial position include:

- The new pump and motor do not require major overhaul every three years (\$22,438) but rather an allocation ( \$20,000 ) should repairs be required beyond normal preventative maintenance that the Irrigation Committee will handle.
- Electrical power was significantly reduced with the new pump and motor combination without any reduction of operating time compared to the year before. This reduction of expenses (\$1800) and other expenses being less than budgeted provided the board the ability to make a \$4000 contribution from the operating account to the Reserve Fund account.

#### **Architectural Control Committee (ACC) Report.**

Janice presented the 2021 ACC Report. See Exhibit B at the end of these Minutes.

Wayne Ash, a long time member of the Committee, retired his position on the ACC this evening.

Janice presented Wayne a \$100 gift card to Cabela's for his many years of service on behalf of the Canyon View Community.

#### **Irrigation Committee (IC) Report.**

Bill Richardson presented the 2021 IC Report. See Exhibit C at the end of these Minutes.

Bill stated that all IC members are greatly appreciated for their contributions in helping to run the pump on a daily basis.

#### **South Camp Road Ditch Clean-Up Volunteer Sign Up Sheet.**

Janice explained the Volunteer Opportunity of cleaning up the ditch that runs along South Camp Road.

Six people signed up out of the twelve needed.

#### **Snow Removal Requirements.**

Jen reminded the membership that snow has to be shoveled off sidewalks within 24 hours of a snowfall.

This is a City of Grand Junction Ordinance. She also took this opportunity to remind members to keep foliage trimmed from overhanging sidewalks. Lastly, she reminded members who own and walk dogs that dogs must be leashed and owners are required to pick up their dog's feces.

#### **Open Discussion from the Membership.**

A question arose as to why Canyon View Estates has an HOA Management Company.

Jen answered: The Colorado Common Interest Owners Act (CCIOA) states 9 policies that Canyon View has to follow. These policies are constantly changing. Tracey is licensed to keep up with the changes and she keeps our Board up-to-date on these changes. Canyon View has to follow the CCIOA rules and the CC&Rs or our HOA can be breached, which means possibly subjecting our HOA to lawsuits.

Two other members from the floor spoke up explaining that the CCIOA rules are very confusing and time consuming. The money Canyon View pays Tracey to monitor CCIOA is well worth it.

Tracy also added that she keeps neighbors from approaching neighbors when conflicts arise. Her handling of conflict situations keeps procedures accomplished in a professional manner.

Another question was asked about what areas in Canyon View needed to be landscaped by our Landscaping Company, TLC.

Jen answered: Landscaping in Canyon View is basically mowing and weed control. The South Camp ditch is mowed and weeds are controlled there. The overflow area on Limekiln Way is mowed with weed control along its top perimeter. Mowing and weed control take place around the irrigation pond. Weeds in the rock/gravel area around the pump house are also managed. The weeds on both sides of the old road on the northern side of the irrigation pond are trimmed. Weed control in the triangular area in the vicinity of the irrigation pond is taken care of by Jen and Bill Richardson.

**Adjournment.**

Jen asked for a motion to adjourn the Meeting.

Jim Sidwell make a motion to adjourn the Meeting and Chuck Steele seconded it.

The Meeting adjourned at 7:10 pm.

**Respectfully submitted by Janice Kiehl, Secretary, on January 20, 2022.**

**Canyon View Estates Homeowners Association  
2021 Financial Summary and Proposed 2022 Budget**

**APPROVED 1-13-2022**

**Exhibit A**

Transactions	2021			2022		Notes
	Assessments	Budget	Actuals	Proposed Assessments	Proposed Budget	
<b>Operating Account</b>						
<b>Beginning Operating Account Balance</b>		<b>5,457.66</b>	<b>5,621.04</b>		<b>4,606.89</b>	
Number of Properties Assessed	123			123		
<b>Operating Income</b>						
Operating Assessment	\$320.00	39,360.00	39,040.00	\$320.00	39,360.00	
Reserve Fund Assessment	\$80.00	9,840.00	9,760.00	\$80.00	9,840.00	
Fines and Late Fees Collected		-	100.00		-	
(A) Total Operating Income		<u>54,657.66</u>	<u>54,521.04</u>		<u>53,806.89</u>	
<b>Operating Expenses</b>						
<b>Operating Costs</b>						
Electricity - Irrigation		5,274.00	3,451.91	\$	3,630.00	(2022) Estimate based on Xcel actuals + est. rate increase
92 Water Shares - Irrigation	\$200.00	18,400.00	18,400.00	\$205.00	18,860.00	(2022) Estimate \$5/share increase
Landscape Contract/Services		6,860.00	6,860.00		7,910.00	(2022) Apr-Oct @ \$1130/mo; 3 yr contract in place
Irrigation Repair & Maintenance		500.00	438.93		500.00	(2021) Head valve @339 Sienna CT, Lime Kiln head relocate
<b>Administrative Cost</b>						
Postage/Copies/Misc		300.00	9.00		300.00	
CCIOA Compliance/Manager		5,400.00	5,400.00		5,400.00	
Safety Deposit & PO Box		25.00	25.00		25.00	
Meeting Expense		450.00	193.35		450.00	(2021) Meeting rental credited; annual mailing, room rental
Professional Fees (incl. License, Registrations)		250.00	174.00		250.00	(2021) Accounting and DORA
Legal Expense		500.00	-		500.00	(2022) \$500 retainer
Insurance		1,183.90	1,151.96		1,186.52	(2022) Estimate 3% increase in premium
(B) Total Operating Expenses		<u>39,142.90</u>	<u>36,104.15</u>		<u>39,011.52</u>	
(C) Operating Account Subtotal (A-B)		15,514.76	18,416.89		14,795.37	
(D) Transfer to Reserve Fund		9,840.00	13,840.00		9,840.00	(2021) Includes \$4K contribution to Reserve Account
<b>Ending Operating Bank Account Balance (C-D)</b>		<u><b>5,674.76</b></u>	<u><b>4,606.89</b></u>		<u><b>4,955.37</b></u>	
<b>Reserve Account</b>						
<b>Beginning Reserve Account Balance</b>		<b>35,052.07</b>	<b>35,055.10</b>		<b>22,760.03</b>	
<b>Reserve Income</b>						
Interest Earned		50.00	21.02		18.00	(2022) Interest estimate
(D) Reserve Contribution		9,840.00	13,840.00		9,840.00	
(E) Total Reserve Income		<u>44,942.07</u>	<u>48,916.12</u>		<u>32,618.03</u>	
<b>Reserve Expenses</b>						
<b>No. Reserve Component</b>						
1 Dredging of Irrigation Pond						
2 Irrigation Pond Berm Repair		-	2,131.91			(2021) unplanned berm and path repair; muskrat removal
3 Retention Pond/Run off Remediation						
4 Pump Maintenance		5,297.54	164.46		1,500.00	(2021) pump declared end of life (diagnostic fee)
5 Pump Replacement			19,957.60			(2021) pump replacement ahead of plan
6 25HP Motor Maintenance		1,365.91	-		500.00	(2021) pump motor declared end of life
7 25HP Motor Replacement			incl w/ pump			(2021) motor replacement ahead of plan
8 Motor Control System						
9 Pressure Monitoring System						
10 Globe and Butterfly Valves						
11 Drain Valves (13)		995.08	2,327.12		1,090.00	(2021) valve replacements @335 Sierra CT/2060 Redcliff CIR
12 PVC Piping						
13 Pump House Slab and Piping			1,575.00			(2021) repair of sump at pump house
14 Pump House Exterior		500.00	-			(2021) work deferred to 2023 after pump controller install
15 Monuments and Common Areas						
(F) Total Reserve Expenses		<u>8,158.53</u>	<u>26,156.09</u>		<u>3,090.00</u>	
<b>Ending Reserve Bank Account Balance (E-F)</b>		<u><b>36,783.54</b></u>	<u><b>22,760.03</b></u>		<u><b>29,528.03</b></u>	

## Exhibit B

### ARCHITECTURAL CONTROL COMMITTEE (ACC) REPORT – YEAR 2021

There were 16 requests/forms/inquiries evaluated by the ACC in 2021.

They were:

5 – Exterior house paintings

1 – Landscaping

1 – Textured patio

1 – Windows replacement

2 – Pergolas

1 – Swimming pool

1 – Front yard wall & flagstone sidewalk

1 – Backyard fence

1 – Garage and exercise building

1 – Inquiry: Removing a swamp cooler privacy wall in front yard

1 – Inquiry: Installing an emergency generator

Submitted by ACC members Wayne Ash, Janice Kiehl, Pete Morton and Kristy Oliver.

# Canyon View HOA Irrigation Committee *2021 Final Report*

## Irrigation Committee

Rick Brinkman	Rick Hensley	Gary Skaggs
Mike Duta	Paul Pitton	Mick Bunn
Larry Gilbert	Bill Richardson	Jen Richardson (communications)

Many thanks to this team for their dedication and support to our community.

## 2021 Activity Summary

### **Redlands Water & Power (RW&P) Annual Meeting**

The annual meeting was cancelled due to Covid-19. RW&P raised the water share cost by \$5 to \$200/yr. The Canyon View HOA continues to maintain its 92 water shares.

### **New Motor/Pump installation**

The old Motor/Pump assembly was removed October 30, 2020 and delivered to Munro Pump. Munro provided an assessment of the necessary refurbishment in January 2020 which exceeded the cost of a new motor/pump. Artesian Services was selected to replace the motor/pump. The new system installation was completed in April 2021 for a cost of \$20,122. The system performed very well for the irrigation season.

### **Weekly Inspection**

Each week, one member of the Irrigation team had the responsibility to inspect the pond, pump house components and ditch gate valve area. This season we continued the daily shut down and restart procedure to regulate water use and pump cycling.

### **Retention Pond Berm Repair**

In June 2021, the irrigation pond suffered a breach. Leaking water created a sinkhole on the access road north of the pond and drained onto properties in the abutting Canyon Vista subdivision. The pond was drained and the breach and sinkhole were repaired. The breach was likely caused by animal damage below the pond water line. The committee continued to survey the area for animals creating dens in the berm that surrounds the pond.

In December 2021, professional pest control completed treatment inside the pond banks. The pond area will be monitored for new activity to determine if any additional action is necessary.

### **Drain Valve Repair**

Two 2" below-ground drain valves were replaced at 335 Sienna Court and 2160 Redcliff Circle. The valves were found to be continuously leaking and required replacement.

Background: valves are closed and opened during each watering season. Every season, poorly operating valves are identified for repair. Repair/Replacement of these valves are included in the component list of the Reserve Study.

### Pump Sump Drain Replacement

May 2021: The irrigation pump pushes a small amount of water to cool and lubricate the pump's main bearing and flows to the pump house drain. The drain in the pump house had become clogged and was replaced.

### System Assessment

Late in the 2020 season, it was noticed that water pressure could not be maintained when the pump was shutdown. After gate valve and resident system problems were repaired during 2021, system pressure is much improved.

### 2022 Activities

#### RW&P Annual Meeting

Irrigation committee member(s) will attend the annual RW&P meeting when it is announced (February).

#### Pump / Motor preventative maintenance

There are some minor maintenance procedures needed for the new pump that the irrigation committee will complete.

Frequency	Maintenance Task	Action
Daily	Take a water usage meter reading	Make log entry
Weekly	Check the pump packing gland	Make log entry
	Check Head Gate at pond	Clean
Seasonally	Check pump sump drain	Clean
	Motor bearing lubrication	Lubricate motor bearings with Mobil #124050 Motor Bearing Grease
	Motor bearing maintenance	Rotate the motor shaft monthly
	Pump Packing	Repack pump with Sealwiz graphite packing

There is an unresolved issue with the motor controller that starts and stops the pump as a function of water flow and pressure. During the 2021 season the pump would continue running at zero flow rate, even though the pressure gauge indicated the proper pressure. It is planned to replace the main system controller in 2023 which should mitigate this issue.

### Watering Schedule

We expect a similar schedule for 2022 with ditch water turn-on in Mid-April and turn-off in Mid-October. We will notify the HOA members of actual dates when we receive them from RW&P.

The watering schedule:

Water on Monday, Tuesday, Thursday, Friday and Saturday ONLY

Water after 7 PM and stop by 9 AM

DO NOT water between the hours of 9 AM and 7 PM

DO NOT water on Wednesdays or Sundays