BUDGET RATIFICATION AND ANNUAL MEMBERSHIP MEETING

**Date & Time of Meetings:** Monday, December 5, 2022 at 6 p.m.; Sign In Begins: 5:30 PM

**Location of Meeting:** Phillip S Miller Library

100 S. Wilcox Street – Castle Rock, CO 80104

Welcome and thanks for coming to the 2023 Budget Ratification Meeting and 2022 Annual Membership Meeting of the Masters Club HOA. Our HOA was established on December 10, 1985 - so we are 37 years old and going strong. The purpose of the Budget Ratification Meeting is to ratify the 2023 Budget. The purpose of the Annual Membership Meeting is to elect two Board Members each to a three-year term, adopt the 2021 Meeting Minutes, and to have a general discussion on items that are brought up at the meeting. Thank you to Robert and Tammy Glandon for our beautiful Christmas Lighting.

**Agenda**

1. **Call to Order Budget Ratification Meeting**

A quorum is not required to ratify the budget. The Budget was included with the notice mailed on October 24, 2022 –

1. **2023 Budget -**

The Masters Club Board of Directors has approved the 2023 budget. As specified in Colorado state law, the Board of Directors sets the budget each year and a copy of the budget was mailed to owners with the date of the **Budget Ratification** and **Annual Meeting** - today’s meeting. At this **“2023 Budget Ratification Meeting”** no additional homeowner approval is required. The Budget will be deemed approved by the Owners in the absence of a veto at this meeting by the majority (51%) of all owners in the Association. This meeting is required and gives homeowners the chance to review, discuss, and better understand the budget with Board.

With that clarification, we want to highlight and further explain a few line items in the 2023 budget.

* HOA dues will remain the same this year - $90, so annual dues total $1080. You can save $108 (10%) by paying in full early -- $972. You will get a letter from LCM regarding 2023 dues. Any questions contact Merle Helfman at LCM Property Management. 303 962-9388 ext.102. mhelfman@lcmpm.com
* Waste Management Contract was renewed through 2027 – no new assessments
* Landscape Contract continues to increase – offset by reductions in trees, flowers, landscape enhancements, and fences
* Administrative Expenses increase by $811 – mostly Management fee and legal

1. **Ratify Budget and Adjournment of Budget Ratification Meeting**
2. **Call to Order Annual Membership Meeting**
3. Proof of Notice of Meeting – mailed October 24, 2022
4. Verification of Quorum – 9 members and 3 proxy’s
5. Introduction of Board Members and Committee Chairs –

* Tom Holm, Jamie Hahl, Debbie Stewart, Dineen Lavelle, Robert Glandon, Wally Wenger, and Frank Zucco

1. **Board Reports/Committees** – Fence maintenance, Landscape and Architectural Controls

* **Fence Committee)**: In 2022, we continued with the Fence Policy that was established in 2020 of just concentrating efforts on repairs and replacement of sections of the HOA facing fences and eliminating the painting of the fences. The work is done on a 3-year rotating cycle of 25 homes each year. This year’s efforts were done to homes 1-25 which included Masters Drive and Masters Lane. As we did last year, we are using the same local reputable Fence Company - Front Range Fence Company based out of Parker.

Again, it is the responsibility of every homeowner to maintain the aesthetic appearance of all their fences with painting and maintaining structurally integrity, with the age of these Fences can be quite challenging.

* **Homeowners own all the fence surrounding their property**, including the HOA facing fence.
* Homeowners are responsible for the maintenance and painting of their fence.
* Effective in 2020, the MCHOA will **ONLY**aid in the repair of the perimeter fences. It is **now** the sole responsibility of the homeowner to keep up with painting.
* The paint color must be Behr–Moontan (DP543) and can be purchased at Home Depot.
* **So, if your fence needs painting and repair, the homeowner needs to take care of it.**
* **Landscape Committee:** We still have damaged trees on homeowner properties, and we hope that plans are already underway to have these trees pruned, removed and/or replaced as soon as practical in early 2023. If a tree is 65% viable, you can try to save it.
* The Landscape Committee and Architectural Control Committee (ACC)will work with owners with appropriate and required actions.
* The Landscape Committee recommends using Honeylocust, Hackberry, Greenspire Linden, Autumn Blaze Maple or Chanticleer Peat as replacement trees.  A tree with beetle kill on Masters Point has not been taken down.
* The Landscape Committee also recommends against planting Aspen trees and certain fruit trees that are susceptible to freeze and/or disease damage.

**Irrigation System – Background and Updates**

* In 2020 several of our **main sprinkler lines broke**, our **sprinkler system timer broke** **and was replaced**, and one of the sprinkler **puck batteries died.**
* Brightview Landscaping Team have repaired all known issues with the sprinklers.  This was a long process, which continued into 2022. The floor of the vault had to be repaired.
* Another issue that surfaced in 2021 and into this year (2022) was the need to replace the pump, including modification to the pump well vault. In October, the pump was replaced and the vault/drain reconfigured. Everything is now working properly, and the new pump will greatly improve our watering timings and cycles. The power to the pump and repairs were completed in mid-November and the irrigation wires were repaired 30 November. Native mowing was performed in November and fall cleanup was postponed due to snow fall. A 35’ tree on town property is to be removed by the Town of Castle Rock.
* **Architectural Control Committee**
* In 2022 we received and approved several landscape requests, driveway repair, house painting, shingle replacement, solar panels, pergola, and deck replacements.

**Reminder**

* Prior to making any changes to your yard or the outside of your home, you must first contact the Architectural Control Committee **(ACC)** and obtain approval.
* This includes, but is not limited to removing trees, planting new trees, shrubs, and flowerbeds, xeriscaping,

decks, awnings, and painting your home’s exterior.

* Lawns are to be mowed, watered, and weeded.
* Yards need to be clear of debris.
* **Contact Architectural Control Committee at:** [mastersclubacc@gmail.com](mailto:mastersclubacc@gmail.com)

1. **Treasurers Report**

**Review of Year 2022 Income and Expenses,**

**October 2022 Treasurer’s Report**  
1) Current Bank Account Balances: CITY WIDE BANK

OPERATING ACCOUNT AS OF 10/31/2022 $23,635.88  
RESERVE ACCOUNT AS OF 10/31/2022 $23,974.40  
STATUTORY RESERVE AS OF 10/31/2022 $50,000.00  
TOTAL CASH $ 97,610.28

2) Income: Month YTD  
November Revenue $ 6,687.00 $ 69,433.00  
November Expenses $ 8,844.00 $ 69,745.00  
Net Income $ (2,158.00) $ ( 312.00)

There are two delinquent accounts with a balance due of $ 250.10

\*Colorado law. C.R.S. 38-33.3-209.5(1)(b)(IX) provides that a Reserve Study Policy must be put in place by HOAs. The **MCHOA Reserve Study** determined we must keep $50,000 in savings for emergencies.

**Reserve Study Review**

* + - Updated Reserve Study for 2022 was completed and approved by the Board.

**Significant Components for Masters Club HOA – 2019 vs 2022**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Category** | **Asset #** | **Asset Name** | **2019** | **2022** |
|  | Drive Materials | 403 | Concrete - South Entrance | $14,652 | $16,996 |
|  | Prop. Identification | 801 | Rock Monuments - Rebuild/Repair | $11,918 | $13,824 |
|  |  | 801 | Wood Entrance Sign - Replace | $2,460 | $2,853 |
|  | Irrigation System | 1701 | Irrigation System - Repair/Rebuild | $10,455 | $12,128 |
|  |  | 1703 | Irrigation Timeclocks - **Repair** | $4,983 | $1,000 |
|  | Landscaping | 1804 | Tree - Major Trimming/Replace | $2,614 | $3,032 |
|  |  |  |  | **$47,082** | $49,833 |

**Summary of Masters Club HOA – Common Areas ID # - 08055**

Reported Starting Balance as of November 2022 – $50,000

Ideal Reserve Balance as of November 2022 – $49,833

Percent Funded as of November 2022 – 100%

Recommended Reserve Allocation (per month) – $0

Recommended Special Assessment - $0

In comparing the projected balance of $50,000 versus the ideal Reserve Balance of $49,833, we find the Association Reserve fund to be in a slight surplus ($49,833 vs $50,000) This indicates that a little more money has been set aside than needed. As a result, we recommend $0 be allocated per month to the Reserve. Please keep in mind that we are not recommending a decrease of the association dues given the slight surplus. By following the recommendation, the plan will be funded at an ideal position (100%) and continue to maintain the Reserve account at the fully funded level throughout the next three-year period. The next study will occur in 2025.

1. **Board Member Elections**

* The Association shall be governed by a Board of Directors composed of 5 members (must be residents) and can have as many as 9 and no less than 3, plus Committee chairs.
* This year Tom and Debbie’s terms expire. Nominations to serve on the Board can be self-nominations or by another individual, both require a second.
* **All other** Board members and Committee chairs have agreed to fulfill their remaining term.
* Nominations to serve on the Board can be self-nominations or by another individual, both require a second.
* Nominations for the Board -- Positions for the board will be voted on in the January meeting. Nominations made were for Debbie Stewart, Tom Holm, Jason Sutherland and Paul Costello

1. **Adoption of 2021 Annual Membership Meeting Minutes**

* Meeting Minutes review and discuss
* Motion to accept, second

1. **Open Forum**

Social Activities

* Summer BBQ and social was fun. Thanks to Gary Robinson and especially Jamie Hahl for being our chef du jour !
* October Fest was September 24, 4:00 – 10:00 another great event in “Masters Park”.
* Christmas Party was held 12/03/2022 4:00 – 8:00 pm at 3120 Masters Point. **Big thank you** to the Sutherland’s for hosting the Christmas Party.
* Old and New Business

Street Construction 2022: Plum Creek Area and Masters Club

* + Concrete Removal and Replacement with Asphalt: The streets in Masters Club included: Masters Club Circle (concrete area only) and Masters Point Work began in May and end in July. The Town of Castle Rock did an outstanding job maintaining resident access and post project clean-up.
* **Parking -** The Town of Castle Rock fire code does not allow on-street parking.
  + **Residents are to park all their vehicles in their driveways and/or garages**.
  + A resident is defined as anyone who has lived in a home for 30 or more days – even if he/she does not live in the home full time.
  + **Visitor parking is for use by guests and visitors** such as repair/service personnel. **It is not to be used by residents except in infrequent situations** such as a garage sale, work on your home, etc.
  + If the guest parking area is needed for more than 8 hours, please notify any MCHOA Board Member and request, in writing, an exception to the parking policy.
* **Animals**
  + Please call the Castle Rock Animal Protection Services (303-663-6100) if you observe anyone failing to properly pick-up and dispose of animal waste. If there are issues with repetitious dog barking, please contact Castle Rock Animal Protection Services (303-663-6100).

**Committee Sign-up** -

* Anyone may join the following committees: Social, Landscape, ACC. Please email any of the board members if you are interested in joining. We welcome all to participate.

1. **Adjournment of Annual Membership Meeting**