



Bent Tree Property Owners' Association, Inc.

P.O. Box 2631

Monument, Colorado 80132-2631

www.btpoa.net

2012 Annual Meeting Agenda **Thursday, September 13, 2012**

Since we have many items to cover, with the exception of those giving reports, all other speakers will be limited to two (2) minutes each. No one will be allowed to speak a second time on a topic until all who want to speak on the topic have had a chance to speak.

- 1) Determination of Quorum**
- 2) Call to Order, Introductions, Conduct of the Meeting**
- 3) Approval the agenda and acceptance of the election officials and volunteer notetaker**
- 4) Review/Approve September 15, 2011 Annual Meeting Minutes and Notes from the February 16, 2012 Budget non-meeting**
- 5) ACC Report – *Bob Brown, ACC Chair***
- 6) ACC Election**
Fill one 3-year position currently occupied by Ron Restanio. The new term ends at the 2015 Annual Meeting. Confirm appointment of Bob Brown to fill vacancy created by Pedro Canellas' resignation. The term for this position ends at the 2013 Annual Meeting
- 7) Board of Directors Election to Fill Vacancies**
Fill two 3-year positions currently occupied by John Heiser and Jane King. The terms of these positions end at the 2015 Annual Meeting.
- 8) Change of administrator from Emily Vanelli to Mandi Roehrich**
- 9) Committee Reports**
 - a) Beautification and Trails – *Leslie Velez, Committee Chair***
 - b) Forest management – *John Anderson, Committee Chair***
 - c) Water Augmentation – *Bob Hostetler, Committee Chair***
- 10) Financial Report – *John Heiser***
- 11) Neighborhood Watch/Crime Prevention Presentation – *Herb Wetzel***
- 12) Wildfire Mitigation – *Capt. John Vincent, Fire Marshal, Tri-Lakes Monument FPD***
- 13) Meeting Schedule**
 - a) Annual Budget Meeting Date: **Thursday, Feb. 14, 2013, 6:30 p.m.** (“on or about Feb. 15th”)**
 - b) Board Meetings: Second Wednesday of each month, 6 pm, Monument Sanitation District board room, 130 Second Street, Monument.**
- 14) Any Other Business**
- 15) Adjourn**
- 16) A brief board meeting will held following the annual meeting**
- 17) Education about Bent Tree for those interested – *John Heiser***

Rules of Order for BTPOA Meetings

General

- Meetings will be conducted in accordance with *Robert's Rules of Order*. The chair rules on procedural questions. A majority vote is needed to override the chair's ruling.
- Please remain quiet and respectful while others are speaking. There must be no outbursts including applause, cheering, booing, heckling, etc. Avoid private conversations as they make it difficult for others to hear the proceedings.
- Display of signs and placards is distracting and is to be avoided.

Agenda

- Once the agenda is approved, a majority vote is needed to make changes.
- Motions not in keeping with the approved agenda will be ruled out of order.

Speaking

- Raise your hand and wait for the chair to call on you before speaking. This is called "obtaining the floor."
- State your first and last name and your home address slowly and clearly.
- Address your remarks to the chair, not to one another, or the group.
- During debate on a motion, it is best to start by saying something like "I support the motion because..." or "I oppose the motion because..."
- Be sure your remarks are germane to the current motion or topic. If the chair judges that your remarks are not germane, you will be ruled out of order.
- Each person will be limited to two minutes each time they are recognized.
- No person may speak a second time on a topic until all who want to speak on the topic have been heard. No person may speak more than twice on a topic.

Motions

- A member qualified to vote obtains the floor and states, "I move that ..." and then sits down. A second member qualified to vote seconds the motion.
- Once a motion has been moved and seconded, those wishing to speak on the motion or offer amendments may seek to obtain the floor.
- If an amendment to the motion is moved and seconded, debate and voting on the amendment must be completed before continuing debate and voting on the main motion.

Debate is closed:

- When it is evident to the chair that all who wish to speak have spoken, or
- When a motion to close debate is passed, or
- When the time allotted for debate on the topic expires and is not extended.

Voting

- To be allowed to vote, you must be a Bent Tree property owner of record and current in payment of the annual assessment.
- Voting in the ACC election is restricted to property owners who live in Bent Tree (“owner-occupants”).
- Voting will typically be handled in one of four ways:
 - **Unanimous consent:** The chair will ask if there are any objections. If none are voiced, the motion passes. If there is objection, the chair will typically then use one of the other methods of voting.
 - **Voice vote:** The chair will ask for all in favor and then all opposed and determine the outcome based on the responses. If the outcome is in question, the chair will typically then use a show of hands or balloting.
 - **Show of hands:** The chair will ask for all in favor and then all opposed and count hands raised in each instance. If the outcome is in question, the chair will typically ballot the issue.
 - **Balloting:** For each item voted on, each person will receive one ballot for each lot they own. One vote per lot. Ballot results will be read aloud.
- Most motions such as main motions and amendments require a majority vote, that is, “more than half of the votes cast” (i.e., a majority of 19 votes cast is 10, a majority of 20 or 21 votes is 11). Some motions such as to close debate or close nominations require a vote of at least two-thirds of the votes cast (i.e., two-thirds of 30 votes is 20, two-thirds of 31 votes is 21, two-thirds of 32 or 33 votes is 22). Abstentions, including the return of blank ballots, are not counted as votes cast.
- The chair votes only when balloting is being used or when the chair’s vote would change the outcome.

Elections

- At the chair’s discretion, elections may be conducted by unanimous consent or balloting.
- Each candidate must receive a majority of the votes cast in order to be elected.
- If not enough candidates to fill all the open positions receive a majority of votes, the results will be announced and another vote will be conducted for the remaining positions.

Recess and Adjournment

- A motion for recess is in order except when another person has the floor or a motion to adjourn is pending. A motion for recess must specify the time for resumption of the meeting.
- A motion to adjourn is in order except when another person has the floor.



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2011 Annual Meeting Minutes (DRAFT) **Thursday, September 15, 2011, 6:30 p.m.**

Since we have many items to cover, with the exception of those giving reports, all other speakers will be limited to two (2) minutes each. No one will be allowed to speak a second time on a topic until all who want to speak on the topic have had a chance to speak.

- 1) **Determination of Quorum** – determination of quorum made by Steve Fuhrmann. Sixty-three lots were represented in person or by proxy at the meeting.
- 2) **Call to Order, Introductions, Conduct of the Meeting** – *John Heiser* – called meeting to order at 6:39 pm.
- 3) **Motions to approve the agenda and accept the election officials** – *John Heiser*- motion made to approve agenda by Duane Fitch, seconded by Wayne Claybaugh, all in favor. Motion made to accept election officials who were Jim Maser and Steve Fuhrman, made by Wayne Claybaugh, seconded by Duane Fitch, all in favor.
- 4) **Review/Approve Minutes from the February 17, 2011 Budget Meeting** – *John Heiser* –motion made by Duane Fitch to approve minutes from 2/17/11, seconded by Debbi Maser, all in favor.
- 5) **ACC Report** – *Mark Wester*- let homeowners know that he has boxes of plans for homes that were submitted to the ACC and on Sunday September 18, 2011 Mark wanted homeowners to come by and go through the boxes and take the plans for their home. Any plans not picked up are going to be thrown out. Mark let everyone know the ACC meets the first Wednesday of every month at 7 pm at Village Inn. The ACC is a resource for homeowners. The ACC is working on an online application that would be mainly web based.
- 6) **ACC Election** – *John Heiser*
 Fill one 3-year position currently occupied by ACC Chair Mark Wester. The new term ends at the 2014 Annual Meeting. – Mark Wester was the only homeowner up for election to this position and a motion was made by Duane Fitch to elect Mark to another term, seconded by Matt Dunston, all in favor.
- 7) **Board of Directors Election** – *John Heiser*
 Fill one 3-year position currently occupied by Mike Mastrodonato. The new term ends at the 2014 Annual Meeting. – Mike Mastrodonato announced he would not be willing to run for another term after all. Only one homeowner volunteered to fill the position and that was Matt Dunston. Motion made by Wayne Claybaugh to elect Matt opposition, seconded by David Hollenbach, all in favor.
- 8) **Discussion of Vehicle Parking Vote** – *John Heiser*- John gave an overview on the parking vote results. The results are posted on the BTPOA website.
- 9) **Committee Reports**
 - a) **Beautification and Trails** – *Mike Mastrodonato and Leslie Velez*- Mike introduced Leslie Velez, the new chair of the Beautification and Trails committee. Leslie encouraged those interested in helping with Beautification and Trails to sign up for the committee.
 - b) **Covenant Compliance** – *John Heiser and Jane King* – John and Jane reviewed CCC and where it stands and suggestions for how the CCC can work with homeowners who need to implement

appropriate vehicle screening. John cited improvements in the tone of the letters being sent and the development of a CCC procedures manual. Jane noted the importance of coordination of CCC and ACC activities. Property owners were encouraged to join the CCC

- c) **Directory and Website** – *Wayne Claybaugh* – Wayne indicated that the directory is updated now and will be updated at least one time a year. Steve Fuhrman provided directory access information.
- d) **Water Augmentation** – *John Heiser for Bob Hostetler*- Has discussion on surface water and water augmentation program and annual reporting by homeowners on water usage. Bob Hostetler, as Chair of committee, could use help with this committee.
- e) **Forest Management** – *John Anderson*- discussed seriousness of beetle kill and the fact that the HOA pays for forest inspections to be conducted by the Colorado State Forest Service. Homeowners were mailed cards which needed to be signed and returned giving the HOA and forest inspection staff permission to inspect properties. Out of 257 lots, 56 did not respond and several people did follow up calls. Eight owners said they had inspected their property and did not need an inspection. After that, there were still 48 lots that did not respond. A suggestion was made that future permission forms allow property owners to grant permission for as long as they own their properties. It was also suggested that firefighters might be willing to remove trees as part of their wildland firefighting training.

10) Financial Report – *John Heiser*- reviewed financial information with homeowners present. The vehicle parking covenant change cost \$6,246 in legal fees with \$1,833 of that spent in 2010 and the remainder spent in 2011. The total of the CD and the working account stands at \$84,480. The net deficit (income minus expenses) so far in 2011 is \$6,942.

11) Discussion of Proposed Changes to the BTPOA Rules and Regulations – *John Heiser*- discussed proposed changes to Rules and Regulations. Residents were encouraged to provide comments or attend the October board meeting where this will be discussed further.

- a) It was suggested that for those property owners who have no changes in irrigated area and anticipate no changes in irrigated area should not have to send in the yellow card each year.
- b) It was suggested that the sentence in 4.6.2.6 offering lot-specific variances for overnight visitors staying more than two weeks should remain for situations such as caregivers and hospice workers and college students home for the summer.
- c) It was suggested that, as is done in nearby subdivisions, vehicle parking should be handled based on complaints rather than using tours.

12) Meeting Schedule – *John Heiser*

- a) Annual Budget Meeting Date: **Thur., Feb. 16, 2012, 6:30 p.m.** (“on or about Feb. 15th”)
- b) Board Meetings: Second Tuesday of each month, 6 pm, Monument Sanitation District board room, 130 Second Street, Monument.

13) Any Other Business

14) Adjourn – Motion made to adjourn by Duane Fitch, seconded by Mark Wester, all in favor.

15) A brief board meeting will held following the annual meeting – Board met briefly and tabled any discussions until next Board meeting on October 11, 2011.

16) Education about Bent Tree for those interested – *John Heiser*

Minutes approved 10/11/11 by Board for presentation to the membership



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2012 Budget Meeting Notes (DRAFT) Thursday, February 16, 2012

- 1) **Determination of Quorum** – The quorum was not met (37 lots represented) as we did not have enough lots present and/or represented. Because we did not reach a quorum, everything contained in these minutes are to be identified as notes and none of the motions passed are official, but rather they are in the nature of a straw poll or "the sense of the group" that attended.
- 2) **Call to Order, Introductions** – *John Heiser* – meeting called to order at 6:37 pm and homeowners introduced themselves.
- 3) **Approval of Meeting Agenda** – *John Heiser* – motion made by Steve Fuhrmann to change agenda to include Neighborhood Watch discussion as item #10. Seconded by Jim Maser and all were in favor.
- 4) **Conduct of the Meeting** – *John Heiser* – Reviewed pages 2-3 of the handout on the conduct of the meeting.
- 5) **Review/Approval of September 15, 2011 Annual Meeting Minutes** – *John Heiser* – Motion made by Mike Young and seconded by Bob Simpson to approve minutes from September 15, 2011 Annual meeting. All present were in favor.
- 6) **Financial Report, Budget Discussion and Approval** – *John Heiser* - reviewed financial information in detail. Motion was made by Steve Fuhrmann to approve financial and budget information, seconded by Jim Maser. All present were in favor.
- 7) **ACC Report** – *Mark Wester* - informed residents of ACC log on submitted items. There is 30 days for the ACC to respond to an application. On major projects the approval is usually done during the walk through. Clarified that old plans that the ACC had been holding on to for years were discarded. Any homeowner who wants to get the plans for their home can contact the Regional Building Department.
- 8) **Water Committee Report** – *Bob Hostetler* - Informed homeowners that we use water that we do not own so we have to keep strict records and replace the water we are using. BTPOA Water Committee needs to have maps of all irrigation on all lots. The cards that the committee sends out to homeowners needs to be completed and returned so BTPOA can prove to the regulators that we are meeting the requirements. There were homes with leaks that were causing high water usage and the homes all had the leakage in their irrigation systems.
- 9) **Forestry Committee Report** – *John Anderson* - once again BTPOA will be paying for the Forest Service to come inspect all BTPOA lots and this will be at no cost to the homeowners. The proposed timeframe for the Forest Service inspection is last week of April, 2012. Beetles fly late in May to June and any trees marked for removal need to be taken down and cleared by June 1, 2012. Last time the Forestry Committee

conducted the process a large number of homeowners did not respond. Owners will receive a mailing from the Committee and they will need to mark their choice for tree inspection on the card and return it to the Committee. Results of inspection will be communicated to homeowners.

- 10) Neighborhood Watch** – *John Heiser* – A suggestion was made to form this Committee again and Herb Wetzel agreed to Chair the Committee. Volunteers were encouraged to sign up for this and other committees on the signup sheets passed around during the meeting.
- 11) BTPOA Rules and Regulations Version 9** – *John Heiser*- Rules & Regulations Version 9 were adopted by the Board and information was included in the meeting handouts. John pointed out information on Page 12 of 21 and Page 15 of 21.
- 12) Trash Service** – *Duane Fitch*-wants to revisit the idea from the past of all homeowners using one vendor for trash service. The proposed vendor is Tri Lakes Disposal and they have added a more extensive recycle option for homeowners. A suggestion was made to have BTPOA include trash service as part of the annual fees. Duane will do more research and present another proposal.
- 13) Meeting Schedule**
- a) Proposed Annual Meeting Date: **Thursday, Sept. 13, 6:30 p.m.** (“on or about Sept. 15th”) – John Heiser reminded homeowners of the annual meeting date.
 - b) Board Meetings: Second **Wednesday** of each month, 6 pm, Monument Sanitation District board room, 130 2nd Street, Monument. John Heiser reminded homeowners of the meeting change for Board meetings.
 - c) Other Events – July 4th Potluck? – Idea was thrown out to see about getting something together this year for the July 4th holiday.
- 14) Any Other Business** – It was suggested that we have trash cleaned up on the areas along the main roads and it was suggested that maybe kids from the schools could participate.
- 15) Adjourn** – motion made by Bob Hostetler to adjourn at 8:40 pm, seconded by Eddie Velez. All in favor.

Submitted by Jane King, Secretary

March 12, 2012

Approved by Board

March 14, 2012

Approved by Membership

BTPOA 2012 BALANCE SHEET

Assets: Account balances as of 9/13/2012

CD 1 year	\$ 38,158	0.70% Matures 11/28/2012
CD 1 year	\$ 38,096	0.35% Matures 5/28/2013
Working	\$ 8,317	
Total	\$ 84,570	

Liabilities and Owner Equity

Plan Review Fees	\$ 2,250
Owner Equity	\$ 82,320
Total	\$ 84,570

Historical Perspective

Account Balances	12/31/2004	12/31/2005	12/31/2006	12/31/2007	12/31/2008	12/31/2009	12/31/2010	12/31/2011	9/13/2012
CD #1	\$ 3,702	\$ 3,957	\$ 6,175	\$ 6,452	\$ 6,574	\$ -	\$ 80,899	\$ 38,025	\$ 38,158
CD #2	\$ 20,475	\$ 20,794	\$ 21,529	\$ 22,428	\$ 22,902	\$ -	\$ -	\$ 38,016	\$ 38,096
CD #3	\$ 30,735	\$ 31,228	\$ 37,516	\$ 39,397	\$ 40,242	\$ -	\$ -	\$ -	\$ -
CD #4	\$ -	\$ -	\$ 12,000	\$ 12,548	\$ 12,818	\$ -	\$ -	\$ -	\$ -
Working	\$ 24,115	\$ 26,144	\$ 9,654	\$ 4,266	\$ 749	\$ 90,708	\$ 10,523	\$ 6,028	\$ 8,317
Total	\$ 79,027	\$ 82,123	\$ 86,874	\$ 85,091	\$ 83,285	\$ 90,708	\$ 91,422	\$ 82,069	\$ 84,570
Increase (Decrease)		\$ 3,096	\$ 4,751	\$ (1,783)	\$ (1,806)	\$ 7,423	\$ 714	\$ (9,353)	\$ 2,502
 CD interest earned				\$ 3,605	\$ 1,711	\$ 498	\$ 899	\$ 831	\$ 213
CD interest rate				4.67%	2.12%	0.60%	1.21%	1.07%	0.53%

BTPOA 2012 BUDGET VS. REVENUE AND EXPENSES

2012 budget approved January 10, 2012 by the BTPOA Board of Directors

Approved (by default) at the budget non-meeting February 16, 2012.

Expense Category	2011			2012			Description	% Budget
	Budget	12/31/2011	Diff	Budget	9/13/2012	Diff		
Architectural Control	\$ 300	\$ -	\$ (300)	\$ 300	\$ -	\$ (300)	Review of plans	0%
Bank Charges	\$ -	\$ 31	\$ 31	\$ 50	\$ 23	\$ (27)	Service fees, return check charges, etc.	46%
Beautification & Trails	\$ 1,000	\$ 444	\$ (556)	\$ 2,000	\$ 3,133	\$ 1,133	Maintenance of entrances, trails, roadside	157%
Dues & Subscriptions	\$ 100	\$ 64	\$ (36)	\$ 100	\$ -	\$ (100)	Membership in NEPCO, HOA Registration	0%
Flood Control	\$ 200	\$ 500	\$ 300	\$ 200	\$ -	\$ (200)	Engineer's review plus maintenance work	0%
Forestry Committee	\$ 1,000	\$ 1,442	\$ 442	\$ 1,500	\$ 1,692	\$ 192	Beetle and mistletoe survey	113%
Insurance	\$ 2,500	\$ 2,489	\$ (11)	\$ 2,500	\$ 2,550	\$ 50	Gen. liability, officers and directors liability	102%
Legal and Professional	\$ 6,000	\$ 10,882	\$ 4,882	\$ 6,000	\$ 568	\$ (5,433)	Attorney time, tax return preparation**	9%
Meetings	\$ 1,000	\$ 666	\$ (334)	\$ 1,000	\$ 541	\$ (459)	Meeting room, refreshments, door prizes	54%
Plan review refunds	\$ -	\$ 900	\$ 900	\$ 900	\$ -	\$ (900)	Refund of plan review fees	-
Printing, Mailing & Supplies	\$ 1,000	\$ 1,133	\$ 133	\$ 1,200	\$ 83	\$ (1,117)	BT Log, directory, notices, office supplies	7%
Secretarial/Admin Support	\$ 7,000	\$ 6,685	\$ (315)	\$ 7,000	\$ 3,452	\$ (3,548)	Administrative assistance*	49%
Taxes	\$ 500	\$ 171	\$ (329)	\$ 200	\$ 214	\$ 14	Income taxes, corporate report, HOA registration	107%
Utilities	\$ 350	\$ 338	\$ (12)	\$ 350	\$ 224	\$ (126)	Lights at Scottswood and Highway 105	64%
Water Augmentation	\$ 18,000	\$ 17,466	\$ (535)	\$ 18,000	\$ 17,342	\$ (659)	BTPOA share in Great Divide Water Company	96%
Web Site	\$ 500	\$ 639	\$ 139	\$ 1,000	\$ 46	\$ (954)	Web site hosting, software tools, etc.	5%
Welcoming Committee	\$ 500	\$ 148	\$ (352)	\$ 250	\$ -	\$ (250)	Printing or purchasing materials, birdhouses	0%
Total Expenses	\$ 39,950	\$ 43,998	\$ 4,048	\$ 42,550	\$ 29,867	\$ (12,683)	* At the discretion of the CCC	70%
Revenue Category	Budget	12/31/2011	Diff	Budget	9/13/2012	Diff	Description	% Budget
Dues (incl late fees)	\$ 30,840	\$ 32,260	\$ 1,420	\$ 30,840	\$ 31,595	\$ 755	257 lots x \$120 per lot	102%
HOA Statements	\$ 200	\$ 700	\$ 500	\$ 200	\$ 550	\$ 350	4 x \$50 statement fee for sale/refinance	275%
Plan Review Fees	\$ -	\$ 550	\$ 550	\$ -	\$ -	\$ -	Assumes no house plans reviewed	-
Interest	\$ 800	\$ 835	\$ 35	\$ 400	\$ 214	\$ (186)	Interest on CDs (0.53% on \$76,000)	54%
Fines	\$ -	\$ 300	\$ 300	\$ -	\$ 10	\$ 10	Fines for Covenant Violations	-
Ads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Ads in the directory	-
From Reserves	\$ 8,110	\$ 9,353	\$ 1,243	\$ 11,110	\$ -	\$ (11,110)	To cover deficit	0%
Total Revenue	\$ 39,950	\$ 43,998	\$ 4,048	\$ 42,550	\$ 32,369	\$ (10,181)		76%
Expectation at this point in the year								78%
Surplus (deficit) through 12/31/11				\$ (9,353)	\$ 2,502		9/13/2012 Surplus (deficit)	
				\$	0 Difference from balance sheet			
	2010	2011	Total					
**Covenant vote legal fees	\$ 1,833	\$ 4,413	\$ 6,246					