



# Bent Tree Property Owners' Association, Inc.

Greg Davis, President

P.O. Box 2631, Monument, Colorado 80132

www.btpoa.net

## BTPOA Annual Meeting

Dear Bent Tree Property Owner,

Colorado law and the Bylaws of the BTPOA require the association to hold an Annual Meeting. Our Bylaws specify it must be held "on or about September 15." The BTPOA Board of Directors has scheduled the meeting as follows:

Day	<b>Thursday, September 17, 2015</b>
Time	<b>6:30 to 8:30 p.m.</b>
Location	<b><u>Woodmoor Improvement Association Barn</u></b> 1691 Woodmoor Drive
Directions	105 to Woodmoor Drive, go north about .7 mile, turn right into the WIA barn parking.

**Please mark your calendar.** It is very important for all Bent Tree property owners to attend this meeting. The Bylaws we adopted at our Annual Meeting November 13, 2008 require that a minimum of 39 lots must be represented in person or by proxy at the meeting. To help us meet the quorum requirement, if you cannot attend the meeting, please complete the **enclosed proxy form** and give it to someone who will be attending. Note that no person can represent more than two proxies in addition to their own vote(s). The covenants specify there is one vote per lot. To vote on matters that come before the meeting, you must be current on payment of the annual assessment of \$120 per lot. If you have not yet sent in your payment, please do so now.

We have some very important matters to discuss. Agenda items include:

- **Election to Fill One Position on the Architectural Control Committee.** The position up for election in 2015 is currently occupied by Ron Restaino. This position will be up for election again in 2018. To serve on the ACC, you must be a Bent Tree property owner and a Bent Tree resident. Please contact me if you would be willing to be a candidate for this position.
- **Election to Fill Two Positions on the Board of Directors.** Patrick Quinlan and Mark Weidner currently occupy these positions. To serve on the Board, you must be a Bent Tree property owner. Please contact me if you would be willing to be a candidate for this position.
- **2015 Water Use.** The Water Augmentation Committee will report on our 2015 water use.
- **The Higby West Entry Monument.** The monument has been repaired and enhanced to more closely resemble the other entry monuments.
- **Volunteers for various committees.** We need volunteers for a number of positions including the water committee, website maintenance, communications, etc.

Draft minutes of the 2014 Annual Meeting and the Annual Budget Meeting held March 5, 2015 will be available at the meeting.

This meeting September 17th will be an excellent opportunity to make important decisions regarding the future of Bent Tree, meet your neighbors, catch up on what has been happening in Bent Tree and the surrounding area, and discuss any concerns you have.

I hope to see you all there. Please contact me if you have questions or comments.

Sincerely,  
Greg Davis  
President  
Bent Tree Property Owners Association  
gregeidavis@btpoa.net



# **Bent Tree Property Owners' Association, Inc.**

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## ***2015 Annual Meeting Agenda*** **Thursday, September 17, 2015**

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 of the Agenda and Acceptance of the Election Officials**
- 4) Review/Approve September 17, 2014 Annual Meeting Minutes**
- 5) Review/Approve March 5, 2015 Budget Meeting Minutes**
- 6) ACC Election to Fill One Position**  
Fill one 3-year position currently occupied by Ron Restanio. The new term of this position will end at the 2018 Annual Meeting.
- 7) Board of Directors Election to Fill One Position**  
Fill two 3-year positions currently occupied by Patrick Quinlan and Mark Weidner. The new term of this position will end at the 2018 Annual Meeting.
- 8) ACC Report**
- 9) Committee Reports**
  - a) Beautification and Trails**
  - b) Covenant Compliance**
  - c) Forest Management/Wildfire Mitigation**
  - d) Neighborhood Watch/Crime Prevention**
  - e) Water Augmentation**
  - f) Engineering & Drainage**
- 10) Financial Report – Review and approve 2015 budget**
- 11) Meeting Schedule**
  - a) Annual Budget Meeting Date: Thursday, Feb. 18, 2016, 6:30 p.m.** (“on or about Feb. 15<sup>th</sup>”)
  - b) Board Meetings: Third Tuesday of each month, 6:30 pm, Monument Sanitation District board room, 130 Second Street, Monument.**
- 12) Any Other Business**
- 13) Adjourn**
- 14) A brief board meeting will be held following the annual meeting**

**BENT TREE PROPERTY OWNERS' ASSOCIATION**

**VOTING PROXY FORM**

Property Owner Name(s): \_\_\_\_\_

Lot Number(s): \_\_\_\_\_

I give \_\_\_\_\_ authorization to vote on my behalf on all issues put to a vote by the homeowners association during the **Bent Tree Property Owners' Association Annual Meeting, September 17, 2015, at the Woodmoor Improvement Association Barn, 1691 Woodmoor Drive.**

Please check one:  I am a Bent Tree resident

I am not a Bent Tree resident

Property Owner(s) Signature: \_\_\_\_\_

Printed Name of Property Owner(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Notes to Proxy Holder**

- **You are limited to two (2) votes in addition to your own.**
- **To be valid, proxies (whether using this form or a written statement):**
  - **Must identify the person authorized to vote.**
  - **Must be signed and dated.**
  - **Must identify the meeting for which the proxy is valid.**
  - **Must be mailed to the BTPOA Secretary sufficiently in advance of the meeting or must be presented at the meeting.**
- **Proxy forms are non-transferrable; that is, only the person named in the proxy form may cast ballots based on the proxy form.**



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## 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.

**Bent Tree Property Owners' Association  
Annual Homeowner's Meeting**

**Draft adopted by Board of Directors 11/18/14 for submission to BTPOA membership for approval.**

**DATE OF MEETING September 17, 2014**  
**Woodmoor Improvement Association Barn- 1691 Woodmoor Drive**  
*Meeting called to order by Greg Davis at 6:35 pm*

**Board members: Greg Davis, President; Patrick Quinlan, Vice President; Matt Dunston, Director; Chuck Loeffler, Director; Deb Guillan, Secretary**  
**ACC Ron Restanio**  
**Other attendees: 71 Lots –Quorum met**

**Approval of the agenda** change to bring forward the election, made by Matt Dunston, Seconded by Patrick Quinlan. Unanimous Approval.

**Approval of the election officials.** Marsha Sherry, Doug Kich. Motion made by Matt, Seconded by Patrick Quinlan. Unanimous Approval.

**Review & approve Annual Budget Meeting Minutes Feb. 12, 2014.** Motion made by Matt Dunston. Seconded by Bill Dunston. Unanimous approval.

**ACC Report-**Ron Restanio presented Mark Wester's report. Mark Wester's resignation is noted as he is moving to Denver.

**ACC Election-One position Open.** Candidates Rich Munsell and Brandon Ware each spoke of their desire to serve on the Architectural Control Committee.

Brandon Ware elected to the ACC.

**Board of Directors Election-One Directors term is Open.** Matt Dunston was re-elected to serve on the Board of Directors by voice with a clear majority.

Greg spoke of the need for more volunteers to fill the open committee positions. The community members could serve well in these positions are welcomed to help the Bent Tree community stay strong. Without help the future could hold higher yearly fees & the need to hire out some of these duties. Open Committee Positions; Beautification, Trails & Roads Chair, Communications, Directory & Web Site Chair, Engineering & Water Augmentation & Record Keeping Chair.

**Committee Reports-**

**Beautification, Trails & Roads:** Deb Guillan- liaison, spoke of an upcoming work day on the trails. The Davey Company has mowed and maintained the cornerstones from May on. The weed spraying to begin in March in 2015. Bill Dunston indicated he would like to see a more defined trail around the South-east and Eastern walking trails. This to be explored with cost concerns.

**Communications, Directory & Web Site:** Greg indicates a need for help on this committee.

**Covenant Compliance:** Bill Smith spoke on behalf of Mark Weidner, Chair. Nine tours have been conducted. The covenant violations were noted each tour. Repetitive violations were addressed with a call or a visit to the home. Some violations were noted as rental properties & addressed with both renters & home owners. A solution was the goal of each visit. 90% of the violations are resolved. Two variances have been applied for in the past year. One approved & one pending in wait for a hearing with the board of directors.

**Forest Management/Wildfire Mitigation:** Chuck Loeffler, spoke of the recent successful beetle inspection, completed in April. The one tree found to have beetles was removed. Mitigation has gone well and voluntarily by homeowners. Some insurance companies have required more aggressive with

mitigation from their policy holders. Tree inspections will be scheduled in two years by the State Forest Service Recommendation.

**Neighborhood Watch:** Patrick Quinlan, Liaison– spoke of instances of vandalism. Keep vigilant in watching what is going on in Bent Tree.

**Engineering & Water Augmentation:** Chuck Loeffler, Liaison presented the water report which is due in October. We will need a new Chairperson for this committee. He appreciates the work that Bob Hostetler has done during his term. Doug Barber, President of the Great Divide Water Company, is liquidating the final water rights. Doesn't affect Bent Tree's water. The Great Divide Water Company reduced Bent Tree's Water fees in 2014.

**Welcoming:** BOD Liaison Chuck Loeffler, conducted many welcoming visits this year. He mailed packets to homeowners & renters.

**Record Keeping Study Group:** BOD Liaison Deb Guillan, indicates we need a chair for this committee.

#### **Treasurer's Report**

**2014 Financial Report -** Matt Dunston, Treasurer made a motion to accept the Balance Sheet to date. Seconded by Marty Kruse. Unanimous approval. Greg discussed the need for a Capital Reserve Study. Matt indicated the cornerstone improvement will be a budgeted item.

Matt Dunston made a motion to adjourn the meeting. Seconded by Bill Dunston. Unanimous Approval.

#### **Future Meeting Schedule: BTPOA MEMBERS Budget Meeting-February 18th**

**Regular board meetings (3rd TUESDAY, 6:30 pm, Monument Sanitation District):** Nov. 18<sup>th</sup>, Dec. 16<sup>th</sup>, Jan. 20<sup>th</sup>, Feb.17<sup>th</sup>, Mar. 17<sup>th</sup>, April 21st

Minutes submitted by Deb Guillan

Date: November 18th

Minutes approved by Board of Directors with changes

Date: November 18th



**Minutes (Draft) - March 5, 2015**

**Bent Tree Property Owner's Association**

**BTPOA MEMBERS BUDGET MEETING-2015**

Quorum Not Established with 11 Homeowners Present.

Called to Order 6:40 PM

**Attendees:**

Board: Greg Davis, President; Matt Dunston, Director; Chuck Loeffler, Director ; Deb Guillan, Secretary; Patrick Quinlan; V. President; Mark Weidner; CCC Committee & Forestry Committee Chair;

**Minutes from the Annual Homeowners Meeting-Unapproved as no Quorum Established.**

**Financial Report: The BTPOA 2015 Budget-Balance Sheet, BTPOA 2015 Budget Vs. Revenue & Expenses Sheet & The Reserve Study** were presented by Matt Dunston and Greg Davis.

Reserve Study expenses include Trail Improvements and Cornerstone Improvements. A discussion ensued with questions and thoughts on needed updates & maintenance of cornerstones. Matt Dunston presented a map of the Bent Tree Subdivision with a projected walking trail around the perimeter. Homeowners Chris Mettes, Stephen Fuhrmann & David Whitman responded with questions and ideas.

**Committee Reports;**

**Beautification & Trails Committee:** Deb Guillan detailed the Trail work day of last October.

**ACC Committee:** Matt Dunston presented recent activity. Approved changes for a variety of homeowners and for new fences, CCC requirements & home improvements.

**CCC Committee:** Recent tours have been conducted and the results have been favorable. Some continuing issues are being addressed.

**Water Committee:** Chuck present that the water usage cards will be going out as usual. Renee Pollock will continue to keep the records and produce the spreadsheet needed for State Water Usage Purposes. He explained the post card color differences; metered homes, homes with over the 2,000 sq. foot limit in irrigation & the yellow cards for non-metered homes.

**A motion to adjourn was made by Matt Dunston. A Second by Patrick Quinlan. Unanimous Approval.**

**Deb Guillan, Secretary BTPOA**

## BTPOA 2015 BALANCE SHEET

### Assets: Balances as of 08/25/2015

CD 1 year	\$ 38,616	0.35% Matures 11/30/2015
CD 1 year	\$ 38,498	0.35% Matures 5/29/2016
CD Total	\$ 77,114	
Working	\$ 18,102	
<b>Total</b>	<b>\$ 95,216</b>	

### Liabilities and Owner Equity

Plan Review	\$ 450
Owner Equity	\$ 94,766
<b>Total</b>	<b>\$ 95,216</b>

### Historical Perspective

Balances	12/31/2007	12/31/2008	CDs closed	12/31/2009	12/31/2010	12/31/2011	12/31/2012	12/31/2013	12/31/2014	8/25/2015
CD #1	\$ 6,452	\$ 6,574	\$ 6,610	\$ -	\$ 80,899	\$ 38,025	\$ 38,280	\$ 38,414	\$ 38,549	\$ 38,616
CD #2	\$ 22,428	\$ 22,902	\$ 23,041	\$ -	\$ -	\$ 38,016	\$ 38,163	\$ 38,297	\$ 38,431	\$ 38,498
CD #3	\$ 39,397	\$ 40,242	\$ 40,486	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CD #4	\$ 12,548	\$ 12,818	\$ 12,896	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Working	\$ 4,266	\$ 749		\$ 90,708	\$ 10,523	\$ 6,028	\$ 6,149	\$ 1,814	\$ 13,438	\$ 18,102
<b>Total</b>	<b>\$ 85,091</b>	<b>\$ 83,285</b>		<b>\$ 90,708</b>	<b>\$ 91,422</b>	<b>\$ 82,069</b>	<b>\$ 82,592</b>	<b>\$ 78,526</b>	<b>\$ 90,419</b>	<b>\$ 95,216</b>
<b>Increase (Decrease)</b>		<b>\$ (1,806)</b>		<b>\$ 7,423</b>	<b>\$ 714</b>	<b>\$ (9,353)</b>	<b>\$ 524</b>	<b>\$ (4,067)</b>	<b>\$ 11,893</b>	<b>\$ 4,797</b>
<b>CD interest earned</b>		<b>\$ 1,711</b>		<b>\$ 498</b>	<b>\$ 899</b>	<b>\$ 831</b>	<b>\$ 403</b>	<b>\$ 268</b>	<b>\$ 269</b>	<b>\$ 134</b>
<b>CD interest rate</b>		<b>2.12%</b>		<b>0.60%</b>	<b>1.08%</b>	<b>1.03%</b>	<b>0.53%</b>	<b>0.35%</b>	<b>0.35%</b>	<b>0.17%</b>

# BTPOA 2015 BUDGET VS. REVENUE AND EXPENSES

2015 working budget for the 9/17/15 Annual Meeting

Expense Category	2014			2015			Description	% Budget
	Budget	12/31/2014	Diff	Budget	8/25/2015	Diff		
Architectural Control	\$ 300	\$ -	\$ (300)	\$ 100	\$ -	\$ (100)	ACC committee expenses	0%
Bank Charges	\$ 50	\$ 27	\$ (23)	\$ 50	\$ 41	\$ (9)	Service fees, return check charges, etc.	83%
Beautification & Trails	\$ 7,000	\$ 1,850	\$ (5,150)	\$ 6,000	\$ 3,174	\$ (2,826)	Maintenance of entrances, trails, roadside	53%
Dues & Subscriptions	\$ 100	\$ 38	\$ (62)	\$ 100	\$ 44	\$ (56)	NEPCO, HOA Registration, CO Corp. Report	44%
Flood Control	\$ 200	\$ -	\$ (200)	\$ 100	\$ -	\$ (100)	Engineer's review plus maintenance work	0%
Forestry Committee	\$ 2,000	\$ 1,216	\$ (784)	\$ 200	\$ -	\$ (200)	Beetle and mistletoe survey	0%
Insurance	\$ 2,600	\$ 2,232	\$ (368)	\$ 2,400	\$ 2,606	\$ 206	Gen. liability, officers and directors liability	109%
Legal and Professional	\$ 3,000	\$ 633	\$ (2,368)	\$ 1,200	\$ 255	\$ (945)	Attorney time, tax return preparation	21%
Meetings	\$ 1,000	\$ 586	\$ (414)	\$ 900	\$ 337	\$ (563)	Meeting room, refreshments, door prizes	37%
Plan review refunds	\$ 900	\$ 900	\$ -	\$ 450	\$ 450	\$ -	Refund of plan review fees	100%
Printing, Mailing & Supplies	\$ 500	\$ 546	\$ 46	\$ 600	\$ 301	\$ (299)	BT Log, directory, notices, office supplies	50%
Secretarial/Admin Support	\$ 6,000	\$ 2,631	\$ (3,369)	\$ 7,000	\$ 3,750	\$ (3,250)	Administrative assistance	54%
Taxes	\$ 100	\$ -	\$ (100)	\$ 100	\$ -	\$ (100)	Income taxes	0%
Utilities	\$ 1,000	\$ 789	\$ (211)	\$ 500	\$ 245	\$ (255)	Lights at Scottswood and Highway 105 + phone	49%
Water Augmentation	\$ 11,000	\$ 10,055	\$ (945)	\$ 9,902	\$ 10,377	\$ 474	BTPOA share in Great Divide Water Company	105%
Web Site	\$ 500	\$ 157	\$ (343)	\$ 250	\$ -	\$ (250)	Web site hosting, software tools, etc.	0%
Welcoming Committee	\$ 250	\$ 177	\$ (73)	\$ 250	\$ 78	\$ (172)	Printing or purchasing materials, birdhouses	31%
<b>Total Annual Expense</b>	<b>\$ 36,500</b>	<b>\$ 21,837</b>	<b>\$ (14,663)</b>	<b>\$ 30,102</b>	<b>\$ 21,657</b>	<b>\$ (8,445)</b>		<b>72%</b>
Reserve Entry Monument	\$ -	\$ -	\$ -	\$ 12,000	\$ 5,000	\$ (7,000)	Entry monument Colonial Park West	42%
Reserve Trail Improvement	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ (10,000)	Major trail improvements	0%
<b>Total Expenditures</b>	<b>\$ 36,500</b>	<b>\$ 21,837</b>	<b>\$ (14,663)</b>	<b>\$ 52,102</b>	<b>\$ 26,657</b>	<b>\$ (25,445)</b>		
Revenue Category	Budget	12/31/2014	Diff	Budget	8/25/2015	Diff	Description	% Budget
Dues (incld late fees)	\$ 30,840	\$ 30,910	\$ 70	\$ 30,840	\$ 30,620	\$ (220)	257 lots x \$120 per lot + late fees	99%
HOA Statements	\$ 1,000	\$ 2,000	\$ 1,000	\$ 1,000	\$ 700	\$ (300)	10 x \$100 statement fee for sale/refinance	70%
Plan Review Fees	\$ -	\$ 550	\$ 550	\$ -	\$ -	\$ -	Assumes no house plans reviewed	-
Interest	\$ 250	\$ 270	\$ 20	\$ 250	\$ 134	\$ (116)	Interest on CDs (0.35% on \$76,000)	54%
Fines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fines for Covenant Violations	-
Ads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Ads in the directory	-
<b>Total Annual Revenue</b>	<b>\$ 32,090</b>	<b>\$ 33,730</b>	<b>\$ 1,640</b>	<b>\$ 32,090</b>	<b>\$ 31,454</b>	<b>\$ (636)</b>		<b>98%</b>
To Reserves from budget				\$ 1,988				
Reserve items funded				\$ 22,000	\$ 5,000			
<b>Net Change to Reserves</b>	<b>\$ (4,410)</b>	<b>\$ -</b>	<b>\$ 4,410</b>	<b>\$ (20,012)</b>	<b>\$ -</b>	<b>\$ 20,012</b>	<b>To/From Reserves</b>	
<b>Surplus (deficit) through 12/31/14</b>		<b>\$ 11,893</b>			<b>\$ 4,797</b>	<b>8/25/2015 Surplus (deficit)</b>		
		<b>\$ 0</b>			<b>\$ (0)</b>	<b>Difference from balance sheet</b>		

