



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	Thursday, September 22, 2016
Time	6:30 to 8:30 p.m.
Location	<u>Woodmoor Improvement Association Barn</u> 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 Two Positions on the Architectural Control Committee.** The positions up for election in 2016 are currently occupied by Brandon Ware and Matthew Dunston. Brandon Ware has resigned and his position will be up for election again in 2017. Matt Dunston's position will be up for election again in 2019. 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 Three Positions on the Board of Directors.** Brandon Ware, Greg Davis and Deb Guillan currently occupy these positions. Brandon Ware has resigned and his position will be up for election again in 2018, and Greg's and Deb's positions will be up for election again in 2019. 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 these position.
- **2016 Water Use.** The Water Augmentation Committee will report on our 2016 water use.
- **Volunteers for various committees.** We need volunteers for a number of positions including the water committee, website maintenance, communications, etc.

Draft minutes of the 2015 Annual Meeting and the Annual Budget Meeting held February 18, 2016 will be available at the meeting.

This meeting September 22th 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



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2016 Annual Meeting Agenda **Thursday, September 22, 2016**

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, 2015 Annual Meeting Minutes

5) Review/Approve February 18, 2016 Budget Meeting Minutes

6) ACC Election to Fill Two Positions

Fill one 1-year position currently occupied by Brandon Ware and one 3-year position currently occupied by Matt Dunston. The new term of Brandon's position will end at the 2017 Annual Meeting and Matt's position will end at the 2019 Annual Meeting.

7) Board of Directors Election to Fill Three Positions

Fill one 2-year position currently occupied by Brandon Ware and two 3-year positions currently occupied by Deb Guillan and Greg Davis. The new term of Brandon's position will end at the 2018 Annual Meeting and Deb's and Greg's positions will end at the 2019 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 2016 budget

11) Meeting Schedule

a) Annual Budget Meeting Date: Thursday, Feb. 16, 2017, 6:30 p.m. (“on or about Feb. 15th”)

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 22, 2016, 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
BTPOA Annual Homeowners' Meeting Minutes
DATE OF MEETING September 17, 2015
Woodmoor Improvement Association Barn
Meeting called to order by Greg 6:42 PM

Board members: Greg Davis-President, Patrick Quinlan-Vice President, Matt Dunston-Treasurer Director, Deb Guillan-Secretary, Mark Weidner Director
Other Attendees: 40 lots represented. Quorum Met

Approval of the Agenda-Approved by Homeowners unanimously.

Approval of the September 17, 2014 Annual Meeting Minutes-Approved by Homeowners unanimously.

Approval of the March 5, 2015 Budget Meeting Minutes-Approved by Homeowners Unanimously.

Election Conducted for ACC Position: Ron Restanio position was renewed with unanimous acclimation.

Election Conducted for Twos Positions: On Currently filled by Patrick Quinlan, who is retiring. One currently filled by Mark Weidner.

Mark Weidner's position was renewed with unanimous acclimation.

Brandon Ware was voted to be on the Board of Directors with unanimous acclimation.

ACC Report-Ron Restanio presented reasons for enlisting the ACC's approval. Mostly in fencing changes

And or home structural changes.

Committee Reports-

Beautification, Trails & Roads: BOD Chair, Deb Guillan presented a work day on September 17th will be conducted to repair the water damage on the lower Higby Road Trails.

Covenant Compliance: Mark Weidner spoke of 7 tours and 18 issues. Many were parking issues with cars and Recreation Vehicles. Barking and Vicious Dogs referred to Humane Society, Fire pit concerns, gunshots traced to the Brown Gun Range. One parking variance was given now no longer in effect.

Forestry: Mark Weidner presented that we could safely go without a beetle inspection in 2016 due to the recent rains causing less stress on the pine trees. Unanimous approval by show of hands to not have an inspection for beetle kill in 2016. Black Forest Slash pile is a source for trees and tree limbs /slash reduction.

Engineering & Water Augmentation: Matt Dunston presented the process of the water augmentation plan including the water usage card return. He explained new cards for 2016 will be much easier to fill out. Bent Tree has 48% controlling interest in the Great Divide Water Company.

Welcoming: Deanne McCullough presented the purpose of the Bent Tree Welcoming Committee is to Welcome new residents to the community and provide them with essential information about Bent Tree. It Consists of Chuck Loeffler & Deanne McCullough. Twelve homeowners were welcomed in the last 12 months, & three more soon will be with pending sales.

Engineering & Drainage: Greg Davis presented a slide show presentation talking about the recent clean out of many of the 15 detention ponds. The reason for these ponds is to assure Historic flow remains the same as before the development.

Financial Report: Matt Dunston presented. Matt detailed out the CD amounts, Reserves, Budget Items; Cornerstone Improvement and Bank Balance.

The 2015 Budget was voted on and received a Unanimous Acclimation.

Future Meeting Schedule: Regular Board Meetings (3rd Tuesday, 6:30 pm, Monument Sanitation District): Oct. 20th, Nov. 17th, Dec. 15th, Jan.20th, Feb. 9th, March15th.

Adjournment-A motion was made to adjourn by Steve Furmann. Seconded by Pete Hoyt Unanimous Approval

Minutes prepared by Secretary Deb Guillan Oct. 19, 2015 Approved

Minutes-February 18, 2016

Bent Tree Property Owner's Association

BTPOA MEMBERS BUDGET MEETING-2016

Motion made to excuse Mark Weidner and Brandon Ware. Unanimous Approval

Quorum Not Established with 6 Homeowners Present.

Attendees:

Board: Greg Davis, President; Matt Dunston, Director; Deb Guillan Secretary

Call to Order: Greg Davis, President, called meeting to order at 6:37 P.M.

Motion: Minutes from the Annual September BTPOA Meeting could not be approved due to lack of Quorum. Tabled minutes until Sept. Annual Meeting.

Financial Report-Greg Davis presented the 2016 Budget, the 2016 Balance Sheet and explanation of Line Item usage and The Reserve Study. Greg detailed the budget increase to include the development of a wider trail on the Roller Coaster side & the short distance to upper Colonial Park Drive. Also, the cost of improving our Community Website.

Committee Reports;

Architectural Control Committee: Matt indicated that one new home is being built and soon to be completed. One homeowner has installed Solar Panels. Matt appreciates the homeowners requesting input from his committee on home colors, improvements and tree cutting plans.

Covenant Control-No Report

Water Committee Report: Matt presented. The annual water report went to the state in a timely manner. Matt reports he would like to simplify the cards for easier homeowner response. Hopefully include this on the new website, for homeowners to log in and report their usage at their address.

Meeting Schedule: Annual Homeowners Meeting September 17, 2016., Board Meetings: Third Tuesday of each Month, 6:30 P.M., Monument Sanitation District board Room, 130 Second Street, Monument. Board Meetings: Third Tuesday of each Month, 6:30 P.M.

A Motion to adjourn was made by Al Thaut. A second made by Matt Dunston. Unanimous Approval.

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Deb Guillan, Secretary BTPOA

Property Owners Approval September 18, 2016

BTPOA 2016 BALANCE SHEET

Assets: Balances as of 08/25/2016

CD 1 year	\$ 38,718	0.35% Matures 11/30/2016
CD 1 year	\$ 38,621	0.35% Matures 5/29/2017
CD Total	\$ 77,339	
Working	\$ 28,759	
Total	\$ 106,099	

Liabilities and Owner Equity

Plan Review	\$ 1,350
Owner Equity	\$ 104,749
Total	\$ 106,099

Historical Perspective

Balances	12/31/2009	12/31/2010	12/31/2011	12/31/2012	12/31/2013	12/31/2014	12/31/2015	8/25/2016
CD #1	\$ -	\$ 80,899	\$ 38,025	\$ 38,280	\$ 38,414	\$ 38,549	\$ 38,684	\$ 38,718
CD #2	\$ -	\$ -	\$ 38,016	\$ 38,163	\$ 38,297	\$ 38,431	\$ 38,566	\$ 38,621
Working	\$ 90,708	\$ 10,523	\$ 6,028	\$ 6,149	\$ 1,814	\$ 13,438	\$ 6,873	\$ 28,759
Total	\$ 90,708	\$ 91,422	\$ 82,069	\$ 82,592	\$ 78,526	\$ 90,419	\$ 84,123	\$ 106,099
Increase (Decrease)		\$ 714	\$ (9,353)	\$ 524	\$ (4,067)	\$ 11,893	\$ (6,296)	\$ 21,976
CD interest earned	\$	899	\$ 831	\$ 403	\$ 268	\$ 269	\$ 270	\$ 89
CD interest rate			1.03%	0.53%	0.35%	0.35%	0.35%	0.12%

BTPOA 2016 BUDGET VS. REVENUE AND EXPENSES

2016 working budget for the 09/22/16 Annual Budget Meeting

Expense Category	2015			2016			Description	% Budget
	Budget	12/31/2015	Diff	Budget	8/25/2016	Diff		
Architectural Control	\$ 100	\$ -	\$ (100)	\$ 100	\$ -	\$ (100)	ACC committee expenses	0%
Bank Charges	\$ 50	\$ 51	\$ 1	\$ 50	\$ 3	\$ (47)	Service fees, return check charges, etc.	6%
Beautification & Trails	\$ 6,000	\$ 4,393	\$ (1,607)	\$ 7,000	\$ 3,400	\$ (3,600)	Maintenance of entrances, trails, roadside	49%
Dues & Subscriptions	\$ 100	\$ 171	\$ 71	\$ 100	\$ 93	\$ (7)	NEPCO, HOA Registration, CO Corp. Report	93%
Flood Control	\$ 100		\$ (100)	\$ 100		\$ (100)	Engineer's review plus maintenance work	0%
Forestry Committee	\$ 200		\$ (200)	\$ 200		\$ (200)	Beetle and mistletoe survey	0%
Insurance	\$ 2,400	\$ 2,606	\$ 206	\$ 2,700	\$ 2,625	\$ (75)	Gen. liability, officers and directors liability	97%
Legal and Professional	\$ 1,200	\$ 353	\$ (847)	\$ 1,000	\$ 270	\$ (730)	Attorney time, tax return preparation	27%
Meetings	\$ 900	\$ 806	\$ (94)	\$ 900	\$ 409	\$ (491)	Meeting room, refreshments, door prizes	45%
Plan review refunds	\$ 450	\$ 450	\$ -	\$ 450		\$ (450)	Refund of plan review fees	0%
Printing, Mailing & Supplies	\$ 600	\$ 444	\$ (156)	\$ 600	\$ 159	\$ (441)	BT Log, directory, notices, office supplies	27%
Secretarial/Admin Support	\$ 7,000	\$ 6,739	\$ (261)	\$ 7,000	\$ 4,120	\$ (2,880)	Administrative assistance	59%
Taxes	\$ 100		\$ (100)	\$ 100		\$ (100)	Income taxes	0%
Utilities	\$ 500	\$ 411	\$ (89)	\$ 500	\$ 257	\$ (243)	Lights at Scottswood and Highway 105 + phone	51%
Water Augmentation	\$ 9,902	\$ 9,902	\$ -	\$ 9,902	\$ 437	\$ (9,466)	BTPOA share in Great Divide Water Company	4%
Web Site	\$ 250		\$ (250)	\$ 250	\$ 157	\$ (93)	Web site hosting, software tools, etc.	63%
Welcoming Committee	\$ 250	\$ 100	\$ (150)	\$ 250	\$ 164	\$ (86)	Printing or purchasing materials, birdhouses	66%
Total Annual Expense	\$ 30,102	\$ 26,426	\$ (3,676)	\$ 31,202	\$ 12,093	\$ (19,109)		39%
Reserve Entry Monument	\$ 12,000	\$ 12,500	\$ 500			\$ -		
Reserve Trail Improvement	\$ 10,000	\$ -	\$ (10,000)	\$ 10,000	\$ -	\$ (10,000)	Major trail improvements	0%
Total Expenditures	\$ 52,102	\$ 38,926	\$ (13,176)	\$ 41,202	\$ 12,093	\$ (29,109)		
Revenue Category	Budget	12/31/2015	Diff	Budget	8/25/2016	Diff	Description	% Budget
Dues (incl'd late fees)	\$ 30,840	\$ 30,760	\$ (80)	\$ 30,840	\$ 31,280	\$ 440	257 lots x \$120 per lot + late fees	101%
HOA Statements	\$ 1,000	\$ 1,600	\$ 600	\$ 1,000	\$ 1,500	\$ 500	10 x \$100 statement fee for sale/refinance	150%
Plan Review Fees	\$ -		\$ -	\$ -	\$ 1,200	\$ 1,200	Assumes no house plans reviewed	-
Interest	\$ 250	\$ 270	\$ 20	\$ 250	\$ 89	\$ (161)	Interest on CDs (0.35% on \$76,000)	36%
Fines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fines for Covenant Violations	-
Ads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Ads in the directory	-
Total Annual Revenue	\$ 32,090	\$ 32,630	\$ 540	\$ 32,090	\$ 34,069	\$ 1,979		106%
Net Change to Reserves	\$ (20,012)	\$ (6,296)	\$ 13,716	\$ (9,112)	\$ 21,976	\$ 31,088	To/From Reserves	
Surplus (deficit) through 12/31/15		\$ (6,296)		\$ 21,976	8/25/2016 Surplus (deficit)			
		\$ (0)		\$ (0)	Difference from balance sheet			

