



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 14, 2017
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 One Position on the Architectural Control Committee.** The position up for election in 2017 is the position that was occupied by Brandon Ware who resigned. 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. Candidates may also be nominated at the annual meeting.
- **Election to Fill Two Positions on the Board of Directors.** Matt Dunston and Chris Mettes currently occupy these positions. Chris Mettes' position will be up for election again in 2018, and Matt's position will be up for election again in 2020. 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 positions. Candidates may also be nominated at the annual meeting.
- **2017 Water Use.** The Water Augmentation Committee will report on our 2017 water use.
- **2017 Forest/Fire.** The Forest Committee will report on the April 2017 tree inspection.

- **Volunteers for welcoming committee.** After a number of years doing the job, Chuck Loeffler has decided he wants to retire from the position effective at the annual meeting, so we could really use someone to step up and help out on this task.
- **Volunteers for covenant compliance committee.** We could really use a couple of volunteers to help out with this vital task. We're down to two people, two busy people, and it's just not reasonable to foist the entire load on them. A couple more people helping out is necessary if you want to see good, quality enforcement of the covenants, bylaws, and rules.

Draft minutes of the 2016 Annual Meeting and the Annual Budget Meeting held February 23, 2017 will be available at the meeting.

This meeting September 14th 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
gregeadavis@btpoa.net



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2017 Annual Meeting Agenda **Thursday, September 14, 2017**

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 22, 2016 Annual Meeting Minutes**
- 5) Review/Approve February 23, 2017 Budget Meeting Minutes**
- 6) ACC Election to Fill One Position**
Fill one 3-year position previously occupied by Brandon Ware.
- 7) Board of Directors Election to Fill Two Positions**
One 3-year position currently occupied by Matt Dunston, and one 1-year position is open that is currently held by Chris Mettes who is resigning due to moving.
- 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 2017 budget
- 11) Meeting Schedule**
 - a) Annual Budget Meeting Date: Thursday, Feb. 15, 2018, 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 14, 2017, 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 Meeting
September 22, 2016
Woodmoor Improvement Association Barn

The meeting was called to order by Board President, Greg Davis, at 6:40 PM.

Board Members present: Greg Davis, Matt Dunston, Deb Guillan. Mark Weidner was Absent

26 Lots were Represented. No Quorum met

Approval of the Agenda: Steve Fuhrmann made a motion to approve the agenda. Seconded by Patrick Quinlan, unanimously approved by homeowners.

Approval of the Annual Meeting Minutes of Sept. 17, 2015: Matt Dunston made a motion to approve. Jimmy Meyers seconded the motion. Unanimous Approval.

Approval of the Annual Budget Meeting Minutes of February 18, 2016: Paul Baker made a motion to approve. Bill Nichols Seconded the motion. Unanimous Approval.

ACC Election to fill Two Positions: Ron Restanio indicated that he would step down from the ACC committee and help liaison with the new ACC members during the transition. Jimmy Meyers and Jim Rios were supported by a show of hands from the homeowners. The two were elected to the ACC with Matt Dunston's support.

Board Of Directors Election to Fill Three Positions: Greg Davis agreed to serve for a 2nd term, Chris Mettes and Paul Baker agreed to serve on the Board of Directors. By a show of homeowner hand, the three will be on the BTPOA Board of Directors along with Matt Dunston and Mark Weidner.

ACC Report: Matt Presented the ACC report and gave an update on what would need ACC approval. It was indicated that ACC approval requests take the time needed for the ACC committee to meet at their monthly meeting. But, accommodations for quicker responses can be accomplished if those needs arise.

Committee Reports:

Beautification, Trails & Roads: Deb Guillan reported that Dole completed his fourth cornerstone mow, weed spraying, home frontage mowing & lower trail mowing where able. She also gave an update of upper trail improvement needing further study with a hope to begin in 2017.

Covenant Compliance: Matt reported for Mark Weidner. Matt indicated there have been a number of reoccurring issues, all being addressed. Homeowners expressed some things that they are seeing. Matt indicated that parking, RV's Boats and Property Upkeep are the biggest issues.

Forest Management: Matt Reported for Mark Weidner. He indicated a tree inspection will be conducted in the springtime. Steve indicated the Colorado State Conservation will meet with homeowners as to tree reduction inspections. Clean up pine needles and slash to reduce fuel sources in the event of a fire.

Neighborhood Watch: Matt Reported for the Watch Chair, Herb Wetzel.

Water Augmentation: Matt reported on the water augmentation plan and explained it pertaining to our community wells. He indicated the homeowner wells are from the Dawson Aquifer. The community wells draw from the Denver Aquifer and trickle down to the Dawson Aquifer as was the design required for the Community Augmentation Plan. Questions about the quality of water in the Dawson were answered as a homeowner's responsibility. Testing of individual wells can be accomplished through the El Paso County Health Department.

Engineering and Drainage: Matt reported the detention sources have been walked and cleared as of 2015.

Financial Report: Greg Davis presented the 2016 Budget. He presented the Reserved Study and The Balance Sheet. Questions about each of these items were answered. No Quorum to vote on the Budget for 2016.

Future Meeting Schedule: Regular Board Meetings (3rd Tuesday, 6:30 P.M., Monument Sanitation District): October 18th, Nov. 15, 2016, Dec. 20, 2016, Jan.17, 2017, Feb. 21, 2017, March 21, 2017 Annual Budget Meeting February 16, 2017, Homeowners Meeting-September 28, 2017.

The meeting was adjourned. At 8:52 P.M.

Minutes prepared by Secretary Deb Guillan, September 22, 2016

Minutes Approved by the Board October 18, 2016



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2017 Budget Meeting Minutes **Thursday, February 23rd, 2017**

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

There was no quorum. Only 3 homeowners, Greg Davis, Paul Baker, and Matt Dunston made it to the meeting due to a snow storm and very icy roads.

2) Call to Order, Introductions, Conduct of the Meeting

Meeting called to order 6:30pm.

3) Review/Approve September 22, 2016 Annual Meeting Minutes

There was no quorum so minutes could not be approved.

4) Financial Report, Budget Discussion and Approval

All 3 members present voted to approve the proposed budget.

5) Architectural Control Committee (ACC) Report

Skipped since all members present were board members who had been updated just a couple of days previously.

6) Covenant Compliance Committee (CCC) Report

Skipped since all members present were board members who had been updated just a couple of days previously.

7) Water Committee Report

Skipped since all members present were board members who had been updated just a couple of days previously.

8) Financial Report

Skipped since all members present were board members who had been updated just a couple of days previously.

9) Meeting Schedule

- a) Proposed Annual Meeting Date: **Thursday, Sept. 14, 2017, 6:30 p.m.** Board Meetings:
Third Tuesday of each month, 6:30 pm, Monument Sanitation District board room, 130 Second Street, Monument.

10) Any Other Business

None.

11) Adjourn

Meeting adjourned 6:35pm.

BTPOA 2017 BALANCE SHEET

Assets: Balances as of 08/24/2017

CD 1 year	\$ 38,888	0.35% Matures 11/30/2017
CD 1 year	\$ 38,757	0.35% Matures 5/29/2017
CD Total	\$ 77,644	
Working	\$ 31,513	
Total	\$ 109,157	

Liabilities and Owner Equity

Plan Review	\$ 900
Owner Equity	\$ 108,257
Total	\$ 109,157

Historical Perspective

Balances	12/31/2010	12/31/2011	12/31/2012	12/31/2013	12/31/2014	12/31/2015	12/31/2016	8/24/2017
CD #1	\$ 80,899	\$ 38,025	\$ 38,280	\$ 38,414	\$ 38,549	\$ 38,684	\$ 38,820	\$ 38,888
CD #2	\$ -	\$ 38,016	\$ 38,163	\$ 38,297	\$ 38,431	\$ 38,566	\$ 38,701	\$ 38,757
Working	\$ 10,523	\$ 6,028	\$ 6,149	\$ 1,814	\$ 13,438	\$ 6,873	\$ 18,794	\$ 31,513
Total	\$ 91,422	\$ 82,069	\$ 82,592	\$ 78,526	\$ 90,419	\$ 84,123	\$ 96,316	\$ 109,157
Increase (Decrease)		\$ (9,353)	\$ 524	\$ (4,067)	\$ 11,893	\$ (6,296)	\$ 12,193	\$ 12,842
CD interest earned	\$ 899	\$ 831	\$ 403	\$ 268	\$ 269	\$ 270	\$ 271	\$ 123
CD interest rate		1.03%	0.53%	0.35%	0.35%	0.35%	0.35%	0.16%

BTPOA 2017 BUDGET VS. REVENUE AND EXPENSES

Expense Category	2016			2017			Description	% Budget
	Budget	12/31/2016	Diff	Budget	8/24/2017	Diff		
Architectural Control	\$ 100		\$ (100)	\$ 100		\$ (100)	ACC committee expenses	0%
Bank Charges	\$ 50	\$ 4	\$ (46)	\$ 50	\$ 41	\$ (9)	Service fees, return check charges, etc.	82%
Beautification & Trails	\$ 7,000	\$ 4,758	\$ (2,242)	\$ 6,000	\$ 2,150	\$ (3,850)	Maintenance of entrances, trails, roadside	36%
Dues & Subscriptions	\$ 100	\$ 163	\$ 63	\$ 175	\$ 54	\$ (121)	NEPCO, HOA Registration, CO Corp. Report	31%
Flood Control	\$ 100		\$ (100)	\$ 100		\$ (100)	Engineer's review plus maintenance work	0%
Forestry Committee	\$ 200		\$ (200)	\$ 2,000	\$ 1,248	\$ (752)	Beetle and mistletoe survey	62%
Insurance	\$ 2,700	\$ 2,627	\$ (73)	\$ 2,700	\$ 2,835	\$ 135	Gen. liability, officers and directors liability	105%
Legal and Professional	\$ 1,000	\$ 270	\$ (730)	\$ 1,000	\$ 425	\$ (575)	Attorney time, tax return preparation	43%
Meetings	\$ 900	\$ 459	\$ (441)	\$ 600	\$ 270	\$ (330)	Meeting room, refreshments, door prizes	45%
Plan review refunds	\$ 450	\$ 900	\$ 450	\$ 900		\$ (900)	Refund of plan review fees	0%
Printing, Mailing & Supplies	\$ 600	\$ 757	\$ 157	\$ 800	\$ 204	\$ (596)	BT Log, directory, notices, office supplies	25%
Secretarial/Admin Support	\$ 7,000	\$ 6,485	\$ (515)	\$ 9,000	\$ 5,405	\$ (3,595)	Administrative assistance	60%
Taxes	\$ 100		\$ (100)	\$ 100		\$ (100)	Income taxes	0%
Utilities	\$ 500	\$ 410	\$ (90)	\$ 450	\$ 245	\$ (205)	Lights at Scottswood and Highway 105 + phone	54%
Water Augmentation	\$ 9,902	\$ 5,514	\$ (4,388)	\$ 5,100	\$ 5,683	\$ 583	BTPOA share in Great Divide Water Company	111%
Web Site	\$ 250	\$ 313	\$ 63	\$ 200	\$ 53	\$ (147)	Web site hosting, software tools, etc.	26%
Welcoming Committee	\$ 250	\$ 248	\$ (2)	\$ 250	\$ 119	\$ (131)	Printing or purchasing materials, birdhouses	47%
Total Annual Expense	\$ 31,202	\$ 22,908	\$ (8,294)	\$ 29,525	\$ 18,731	\$ (10,794)		63%
Reserve Website Redevelopment		\$ -	\$ -	\$ 5,000		\$ -	Redo website allow owner directory & water entry	0%
Reserve Trail Improvement	\$ 10,000	\$ -	\$ (10,000)	\$ 10,000	\$ -	\$ (10,000)	Major trail improvements	0%
Reserve - Redo Scottswood entry landscaping		\$ -	\$ -	\$ 2,000	\$ 1,850	\$ (150)	Redo Scottswood entry monument landscaping	93%
Reserve - Donation to Black Forest		\$ -	\$ -	\$ 2,000	\$ -	\$ (2,000)	Donation to Friends of the Black Forest	0%
Total Expenditures	\$ 41,202	\$ 22,908	\$ (18,294)	\$ 48,525	\$ 20,581	\$ (27,944)		
Revenue Category	Budget	12/31/2016	Diff	Budget	8/24/2017	Diff	Description	% Budget
Dues (incl'd late fees)	\$ 30,840	\$ 31,280	\$ 440	\$ 30,840	\$ 31,150	\$ 310	257 lots x \$120 per lot + late fees	101%
HOA Statements	\$ 1,000	\$ 1,900	\$ 900	\$ 1,000	\$ 1,600	\$ 600	\$100 statement fee for sale/refinance	160%
Plan Review Fees	\$ -	\$ 1,650	\$ 1,650	\$ -	\$ 550	\$ 550	Assumes no house plans reviewed	-
Interest	\$ 250	\$ 271	\$ 21	\$ 275	\$ 123	\$ (152)	Interest on CDs (0.35% on \$76,000)	45%
Fines	\$ -		\$ -	\$ -		\$ -	Fines for Covenant Violations	-
Ads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Ads in the directory	-
Total Annual Revenue	\$ 32,090	\$ 35,101	\$ 3,011	\$ 32,115	\$ 33,423	\$ 1,308		104%
Net Change to Reserves	\$ (9,112)	\$ 12,193	\$ 21,305	\$ (16,410)	\$ 12,842	\$ 29,252	To/From Reserves	
Surplus (deficit) through 12/31/16		\$ 12,193			\$ 12,842	8/24/2017 Surplus (deficit)		
		\$ -			\$ -	Difference from balance sheet		

