



Bent Tree Property Owners' Association, Inc.

P.O. Box 2631

Monument, Colorado 80132-2631

www.btpoa.net

2015 Budget Meeting Agenda **Thursday, March 5, 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) Review/Approve September 17, 2014 Annual Meeting Minutes**
- 4) Financial Report, Budget Discussion and Approval**
- 5) Architectural Control Committee (ACC) Report**
- 6) Covenant Compliance Committee (CCC) Report**
- 7) Water Committee Report**
- 8) Financial Report**
- 9) Meeting Schedule**
 - a) Proposed Annual Budget Meeting Date: **Thursday, Sept. 17, 2015, 6:30 p.m.** (“on or about Sept. 15th”)
 - b) Board Meetings: **Third Tuesday of each month**, 6:30 pm, Monument Sanitation District board room, 130 Second Street, Monument.
- 10) Any Other Business**
- 11) Adjourn**



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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. 18th, Dec. 16th, Jan. 20th, Feb.17th, Mar. 17th, April 21st

Minutes submitted by Deb Guillan

Date: November 18th

Minutes approved by Board of Directors with changes

Date: November 18th

BTPOA 2015 BALANCE SHEET

Assets: Balances as of 02/16/2015

CD 1 year	\$ 38,549	0.35% Matures 11/30/2015
CD 1 year	\$ 38,431	0.35% Matures 5/29/2015
CD Total	\$ 76,980	
Working	\$ 29,307	
Total	\$ 106,287	

Liabilities and Owner Equity

Plan Review	\$ 450
Owner Equity	\$ 105,837
Total	\$ 106,287

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	2/16/2015
CD #1	\$ 6,452	\$ 6,574	\$ 6,610	\$ -	\$ 80,899	\$ 38,025	\$ 38,280	\$ 38,414	\$ 38,549	\$ 38,549
CD #2	\$ 22,428	\$ 22,902	\$ 23,041	\$ -	\$ -	\$ 38,016	\$ 38,163	\$ 38,297	\$ 38,431	\$ 38,431
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	\$ 29,307
Total	\$ 85,091	\$ 83,285		\$ 90,708	\$ 91,422	\$ 82,069	\$ 82,592	\$ 78,526	\$ 90,419	\$ 106,287
Increase (Decrease)		\$ (1,806)		\$ 7,423	\$ 714	\$ (9,353)	\$ 524	\$ (4,067)	\$ 11,893	\$ 15,869
 CD interest earned		\$ 1,711		\$ 498	\$ 899	\$ 831	\$ 403	\$ 268	\$ 269	\$ 269
CD interest rate		2.12%		0.60%	1.08%	1.03%	0.53%	0.35%	0.35%	0.35%

BTPOA 2015 BUDGET VS. REVENUE AND EXPENSES

2015 budget approved Feb. 17, 2015 by the BTPOA Board of Directors

Expense Category	2014			2015			Description	% Budget
	Budget	12/31/2014	Diff	Budget	1/0/1900	Diff		
Architectural Control	\$ 300	\$ -	\$ (300)	\$ 100	\$ -	\$ (100)	ACC committee expenses	0%
Bank Charges	\$ 50	\$ 27	\$ (23)	\$ 50	\$ 3	\$ (47)	Service fees, return check charges, etc.	6%
Beautification & Trails	\$ 7,000	\$ 1,850	\$ (5,150)	\$ 6,000	\$ 963	\$ (5,037)	Maintenance of entrances, trails, roadside	16%
Dues & Subscriptions	\$ 100	\$ 38	\$ (62)	\$ 100	\$ -	\$ (100)	NEPCO, HOA Registration, CO Corp. Report	0%
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	\$ -	\$ (2,400)	Gen. liability, officers and directors liability	0%
Legal and Professional	\$ 3,000	\$ 633	\$ (2,368)	\$ 1,200	\$ -	\$ (1,200)	Attorney time, tax return preparation	0%
Meetings	\$ 1,000	\$ 586	\$ (414)	\$ 900	\$ 413	\$ (488)	Meeting room, refreshments, door prizes	46%
Plan review refunds	\$ 900	\$ 900	\$ -	\$ 450	\$ 450	\$ -	Refund of plan review fees	100%
Printing, Mailing & Supplies	\$ 500	\$ 546	\$ 46	\$ 600	\$ 49	\$ (551)	BT Log, directory, notices, office supplies	8%
Secretarial/Admin Support	\$ 6,000	\$ 2,631	\$ (3,369)	\$ 7,000	\$ 660	\$ (6,340)	Administrative assistance	9%
Taxes	\$ 100	\$ -	\$ (100)	\$ 100	\$ -	\$ (100)	Income taxes	0%
Utilities	\$ 1,000	\$ 789	\$ (211)	\$ 500	\$ 39	\$ (461)	Lights at Scottswood and Highway 105 + phone	8%
Water Augmentation	\$ 11,000	\$ 10,055	\$ (945)	\$ 9,902	\$ 9,902	\$ -	BTPOA share in Great Divide Water Company	100%
Web Site	\$ 500	\$ 157	\$ (343)	\$ 250	\$ -	\$ (250)	Web site hosting, software tools, etc.	0%
Welcoming Committee	\$ 250	\$ 177	\$ (73)	\$ 250	\$ -	\$ (250)	Printing or purchasing materials, birdhouses	0%
Total Annual Expense	\$ 36,500	\$ 21,837	\$ (14,663)	\$ 30,102	\$ 12,480	\$ (17,623)		41%
Reserve Entry Monument	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ (12,000)	Entry monument Colonial Park West	0%
Reserve Trail Improvement	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ (10,000)	Major trail improvements	0%
Total Expenses	\$ 36,500	\$ 21,837	\$ (14,663)	\$ 52,102	\$ 12,480	\$ (39,623)		
Revenue Category	Budget	12/31/2014	Diff	Budget	1/0/1900	Diff	Description	% Budget
Dues (incl late fees)	\$ 30,840	\$ 30,910	\$ 70	\$ 30,840	\$ 28,320	\$ (2,520)	257 lots x \$120 per lot + late fees	92%
HOA Statements	\$ 1,000	\$ 2,000	\$ 1,000	\$ 1,000	\$ -	\$ (1,000)	10 x \$100 statement fee for sale/refinance	0%
Plan Review Fees	\$ -	\$ 550	\$ 550	\$ -	\$ -	\$ -	Assumes no house plans reviewed	-
Interest	\$ 250	\$ 270	\$ 20	\$ 250	\$ 28	\$ (222)	Interest on CDs (0.35% on \$76,000)	11%
Fines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Fines for Covenant Violations	-
Ads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Ads in the directory	-
Total Annual Revenue	\$ 32,090	\$ 33,730	\$ 1,640	\$ 32,090	\$ 28,348	\$ (3,742)		88%
From Reserves	\$ (4,410)	\$ -	\$ 4,410	\$ (20,012)	\$ -	\$ 20,012	To/From Reserves	0%
Total Revenue	\$ 27,680	\$ 33,730	\$ 6,050	\$ 12,078	\$ 28,348	\$ 16,271		
Expectation at this point in the year								12%
Surplus (deficit) through 12/31/14		\$ 11,893		\$ 15,868	2/16/2015 Surplus (deficit)			
		\$ 0		\$ (0)	Difference from balance sheet			

