



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 26th". The BTPOA Board of Directors has scheduled the meeting as follows:

Day	Thursday, September 26, 2019
Time	6:30 to 8:30 p.m.
Location	<u>Tri-Lakes YMCA</u> 17250 Jackson Creek Parkway, Monument CO, 80132
Directions	Higby East to Jackson Creek Parkway. North on Jackson Creek Parkway to the YMCA located on the East side of the Road. The BTPOA Annual Meeting is held in their Community Room, Located on the ground floor.

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 re-election occupied by Jimmy Meyers. 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.** Greg Davis and Paul Baker 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 these positions. Candidates may also be nominated at the annual meeting.
- **ACC Report**
- **Various Committee Reports**
- **Financial Status Report**

Draft minutes of the 2018 Annual Meeting and the Annual Budget Meeting held February 21, 2019 will be available at the meeting.

This meeting September 26th 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
gregeDavis@btpoa.net



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2019 Annual Meeting Agenda **Thursday, September 26, 2019**

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 13, 2018 Annual Meeting Minutes**
- 5) Review/Approve February 21, 2019 Budget Meeting Minutes**
- 6) ACC Election to Fill One Position**
Fill one 3-year position previously occupied by Jimmy Meyers.
- 7) Board of Directors Election to Fill Two Positions**
Two 3-year positions currently occupied by Greg Davis and Paul Baker.
- 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 2018 budget
- 11) Meeting Schedule**
 - a) Annual Budget Meeting Date: Thursday, Feb. 21, 2019, 6:30 p.m.**
 - b) Board Meetings: Second 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 homeowner's association during the **Bent Tree Property Owners' Association Annual Meeting, September 26, 2019, at the YMCA at 17250 Jackson Creek Parkway, Monument CO, 80132**

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.

BTPOA 2019 BALANCE SHEET

Assets: Balances as of 9/4/2019

CD 1 year	\$ 39,317	0.35% Matures 11/30/2019
CD 1 year	\$ 39,310	0.35% Matures 5/29/2020
CD Total	\$ 78,627	
Working	\$ 29,674	
Total	\$ 108,301	

Liabilities and Owner Equity

Plan Review	\$ 900
Owner Equity	\$ 107,401
Total	\$ 108,301

Historical Perspective

Balances	12/31/2011	12/31/2012	12/31/2013	12/31/2014	12/31/2015	12/31/2016	12/31/2017	12/31/2018	9/4/2019
CD #1	\$ 38,025	\$ 38,280	\$ 38,414	\$ 38,549	\$ 38,684	\$ 38,820	\$ 38,956	\$ 39,123	\$ 39,317
CD #2	\$ 38,016	\$ 38,163	\$ 38,297	\$ 38,431	\$ 38,566	\$ 38,701	\$ 38,837	\$ 39,116	\$ 39,310
Working	\$ 6,028	\$ 6,149	\$ 1,814	\$ 13,438	\$ 6,873	\$ 18,794	\$ 21,807	\$ 20,841	\$ 29,674
Total	\$ 82,069	\$ 82,592	\$ 78,526	\$ 90,419	\$ 84,123	\$ 96,316	\$ 99,600	\$ 99,079	\$ 108,301
Increase (Decrease)		\$ 524	\$ (4,067)	\$ 11,893	\$ (6,296)	\$ 12,193	\$ 3,284	\$ (521)	\$ 9,222
CD interest earned	\$ 43,705	\$ 403	\$ 268	\$ 269	\$ 270	\$ 271	\$ 272	\$ 446	\$ 389
CD interest rate		0.53%	0.35%	0.35%	0.35%	0.35%	0.35%	0.57%	0.50%

PROPOSED BTPOA 2019 BUDGET VS. REVENUE AND EXPENSES

Expense Category	2018			2019			Description	% Budget
	Budget	12/31/2018	Diff	Budget	9/4/2019	Diff		
Architectural Control	\$ 100		\$ (100)	\$ 100		\$ (100)	ACC committee expenses	0%
Bank Charges	\$ 50		\$ (50)	\$ 50	\$ 5	\$ (46)	Service fees, return check charges, etc.	9%
Beautification & Trails	\$ 4,500	\$ 2,358	\$ (2,142)	\$ 4,500	\$ 2,315	\$ (2,185)	Maintenance of entrances, trails, roadside	51%
Dues & Subscriptions	\$ 175	\$ 148	\$ (27)	\$ 175	\$ 336	\$ 161	NEPCO, HOA Registration, CO Corp. Report	192%
Flood Control	\$ 100		\$ (100)	\$ 100		\$ (100)	Engineer's review plus maintenance work	0%
Insurance	\$ 3,000	\$ 2,875	\$ (125)	\$ 3,000	\$ 2,887	\$ (113)	Gen. liability, officers and directors liability	96%
Legal and Professional	\$ 1,000	\$ 4,692	\$ 3,692	\$ 1,000	\$ 635	\$ (365)	Attorney time, tax return preparation	64%
Meetings	\$ 600	\$ 630	\$ 30	\$ 600	\$ 285	\$ (315)	Meeting room, refreshments, door prizes	48%
Plan review refunds	\$ 1,350	\$ 450	\$ (900)	\$ 1,350	\$ 450	\$ (900)	Refund of plan review fees	33%
Printing, Mailing & Supplies	\$ 800	\$ 574	\$ (226)	\$ 800	\$ 125	\$ (675)	BT Log, directory, notices, office supplies	16%
Secretarial/Admin Support	\$ 10,000	\$ 9,669	\$ (331)	\$ 10,000	\$ 5,019	\$ (4,981)	Administrative assistance	50%
Taxes	\$ 100		\$ (100)	\$ 100	\$ 125	\$ 25	Income taxes	125%
Utilities	\$ 450	\$ 427	\$ (23)	\$ 450	\$ 306	\$ (144)	Lights at Scottswood and Highway 105 + phone	68%
Water Augmentation	\$ 5,700	\$ 5,702	\$ 2	\$ 5,700	\$ 5,637	\$ (63)	BTPOA share in Great Divide Water Company	99%
Web Site	\$ 225	\$ 178	\$ (47)	\$ 225		\$ (225)	Web site hosting, software tools, etc.	0%
Welcoming Committee	\$ 250	\$ 80	\$ (170)	\$ 250		\$ (250)	Printing or purchasing materials, birdhouses	0%
Total Annual Expense	\$ 28,400	\$ 27,781	\$ (619)	\$ 28,400	\$ 18,124	\$ (10,276)		64%
Reserve Website Redevelopment	\$ 5,000		\$ (5,000)	\$ 5,000		\$ (5,000)	Redo website allow owner directory & water entry	0%
Reserve Trail Improvement	\$ 7,000	\$ 5,730	\$ (1,270)	\$ 2,000		\$ (2,000)	Trail improvements	0%
Reserve New Laptop Computer		\$ 825	\$ 825			\$ -	Purchase new laptop computer	#DIV/0!
Reserve Legal Fees			\$ -	\$ 12,000	\$ 5,003	\$ (6,998)	Vote on changing the Covenants	42%
Total Expenditures	\$ 40,400	\$ 34,336	\$ (6,064)	\$ 47,400	\$ 23,127	\$ (24,273)		
Revenue Category	Budget	12/31/2018	Diff	Budget	9/4/2019	Diff	Description	% Budget
Dues (incl late fees)	\$ 30,840	\$ 31,020	\$ 180	\$ 30,840	\$ 30,860	\$ 20	257 lots x \$120 per lot + late fees	100%
HOA Statements	\$ 1,000	\$ 1,800	\$ 800	\$ 1,000	\$ 650	\$ (350)	\$100 statement fee for sale/refinance	65%
Plan Review Fees	\$ 200	\$ 100	\$ (100)	\$ 200		\$ (200)	Fee portion	-
Plan Review Fees Refundable	\$ 900	\$ 450	\$ (450)	\$ 900	\$ 450	\$ (450)	Refundable portion	-
Interest	\$ 335	\$ 446	\$ 111	\$ 445	\$ 389	\$ (56)	Interest on Reserve CDs	87%
Fines			\$ -			\$ -	Fines for Covenant Violations	-
Total Annual Revenue	\$ 33,275	\$ 33,816	\$ 541	\$ 33,385	\$ 32,349	\$ (1,036)		97%
Net Change to Reserves	\$ (7,125)	\$ (521)	\$ 6,604	\$ (14,015)	\$ 9,222	\$ 23,237	To/From Reserves	
Surplus (deficit) through 12/31/18		\$ (521)			\$ 9,222	9/4/2019 Surplus (deficit)		
		\$ -			\$ -	- Difference from balance sheet		

