



Bent Tree Property Owners' Association, Inc.

P.O. Box 2631, Monument, Colorado 80132

www.btpoa.net

Email: board@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 15th". The BTPOA Board of Directors has scheduled the meeting as follows:

Day	Tuesday, September 26, 2023
Time	6:30 to 8:30 p.m.
Location	Woodmoor Improvement Association Barn 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 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 establish a quorum. If you cannot attend the meeting, please complete the **enclosed proxy form** and give it to someone who will be attending, mail it to the Bent Tree PO Box, or scan it in and email it to admin@btpoa.net. 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 dues and assessments levied by the Association.

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

- **Election to Fill One Position on the Architectural Control Committee.** The position is currently occupied by Linda Hoyt. To serve on the ACC, you must be a Bent Tree property owner and a Bent Tree resident. Please contact the board at board@btpoa.net if you would like to be a candidate for this position. Candidates may also be nominated at the annual meeting.
- **Election to Fill One Position on the Board of Directors.** Matt Dunston currently occupies this position; he has offered to continue in his role if reelected. To serve on the Board, you must be a Bent Tree property owner. Please contact the board at board@btpoa.net if you would like to be a candidate for these positions. Candidates may also be nominated at the annual meeting.
- **Reports** regarding the past year of the association and future plans.

Draft minutes of the 2022 Annual Meeting and the Annual Budget Meeting held February 21, 2023 will be available at the meeting.

Please attend if you are able. Contact the board at board@btpoa.net if you have questions or comments.

Bent Tree Board of Directors



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2023 Annual Meeting Agenda **Tuesday, September 26, 2023**

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) Presentation: Fire Prevention / Mitigation**
- 5) Review/Approve September 29, 2022 Annual Meeting Minutes**
- 6) Review/Approve February 21, 2023 Budget Meeting Minutes**
- 7) ACC Election to Fill One Position**
Fill one 3-year position currently occupied by Linda Hoyt.
- 8) Board of Directors Election to Fill One Position**
One 3-year position currently occupied by Matt Dunston.
- 9) ACC Report**
- 10) 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**
- 11) Financial Report**
- 12) Meeting Schedule**
 - a) Annual Budget Meeting Date to be held "on or about Feb. 15th", exact date to be determined later.**
 - b) Board Meetings: **Second Tuesday of each month**, 6:30 pm, Monument Sanitation District board room, 130 Second Street, Monument.**
- 13) Any Other Business**
- 14) Adjourn**
- 15) 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, 2023, at the Barn: 1691 Woodmoor Drive, 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 or scanned and emailed 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 BALANCE SHEET

Prior year ending date **12/31/2022**
 Current period ending date **09/03/2023**

Assets: Balances as of		9/3/2023
CD 1 year	\$ 40,190.00	0.35% Matures 11/30/2022
Working	\$ 58,411.39	
Total	\$ 98,601.39	

Liabilities and Owner Equity		
Plan Review	\$ 450.00	
Owner Equity	\$ 98,151.39	
Total	\$ 98,601.39	

Historical Perspective

Balances	12/31/2015	12/31/2016	12/31/2017	12/31/2018	12/31/2019	12/31/2020	12/31/2021	12/31/2022	09/03/2023
CD #1	\$ 38,684	\$ 38,820	\$ 38,956	\$ 39,123	\$ 39,516	\$ 39,888	\$ 40,081	\$ 40,190	\$ 40,190
CD #2	\$ 38,566	\$ 38,701	\$ 38,837	\$ 39,116	\$ 39,508	\$ 39,831		\$ -	\$ -
Working	\$ 6,873	\$ 18,794	\$ 21,807	\$ 20,841	\$ 22,911	\$ 23,748	\$ 22,601	\$ 33,683	\$ 50,343
Total	\$ 84,123	\$ 96,316	\$ 99,600	\$ 99,079	\$ 101,935	\$ 103,467	\$ 62,682	\$ 73,873	\$ 90,533
Increase (Decrease)	\$ (6,296)	\$ 12,193	\$ 3,284	\$ (521)	\$ 2,856	\$ 1,532	\$ (40,785)	\$ 11,190	\$ 16,660
CD interest earned	\$ 270	\$ 271	\$ 272	\$ 446	\$ 785	\$ 695	\$ 142	\$ 109	\$ 0
CD interest rate	0.35%	0.35%	0.35%	0.57%	1.00%	0.88%	0.18%	0.27%	0.00%

BTPOA BUDGET VS. REVENUE AND EXPENSES

Expense Category	2022			2023			Description	% Budget
	Budget	12/31/2022	Diff	Budget	9/3/2023	Diff		
Architectural Control	\$ 100		\$ (100)	\$ 100		\$ (100)	ACC committee expenses	0%
Bank Charges	\$ 50	\$ -	\$ (50)	\$ 10	\$ 51	\$ 41	Service fees, return check charges, etc.	510%
Beautification & Trails	\$ 3,500	\$ 2,274	\$ (1,226)	\$ 3,500	\$ 1,285	\$ (2,215)	Maintenance of entrances, trails, roadside	37%
Dues & Subscriptions	\$ 200	\$ 70	\$ (130)	\$ 300	\$ 80	\$ (220)	NEPCO, HOA Registration, CO Corp. Report	27%
Insurance	\$ 3,500	\$ 3,241	\$ (259)	\$ 3,500	\$ 3,221	\$ (279)	Gen. liability, officers and directors liability	92%
Legal and Professional	\$ 1,000	\$ 305	\$ (696)	\$ 1,000	\$ -	\$ (1,000)	Attorney time, tax return preparation	0%
Meetings	\$ 600	\$ 779	\$ 179	\$ 800	\$ 364	\$ (436)	Meeting room, refreshments	45%
Plan review refunds	\$ 900	\$ 450	\$ (450)	\$ 450	\$ -	\$ (450)	Refund of plan review fees	0%
Printing, Mailing & Supplies	\$ 800	\$ 1,117	\$ 317	\$ 1,150	\$ 434	\$ (716)	BT Log, directory, notices, office supplies	38%
Secretarial/Admin Support	\$ 6,600	\$ 6,108	\$ (493)	\$ 6,600	\$ 5,438	\$ (1,163)	Administrative assistance	82%
Water Reporting Administrative	\$ 3,400	\$ 2,646	\$ (754)	\$ 3,400	\$ -	\$ (3,400)	Labor costs to prepare water report	0%
Water Augmentation	\$ 5,700	\$ 5,078	\$ (622)	\$ 4,200	\$ 4,112	\$ (89)	BTPOA share in Great Divide Water Company	98%
Taxes	\$ 250	\$ 10	\$ (240)	\$ 250		\$ (250)	Income taxes	0%
Utilities	\$ 450	\$ 448	\$ (2)	\$ 480	\$ 320	\$ (160)	Lights at Scottswood and Highway 105	67%
Web Site	\$ 100	\$ 24	\$ (76)	\$ 100	\$ 24	\$ (76)	Web site hosting, software tools, etc.	24%
Welcoming Committee	\$ 250		\$ (250)	\$ 250		\$ (250)	Printing or purchasing materials, birdhouses	0%
Total Annual Expense	\$ 27,400	\$ 22,549	\$ (4,851)	\$ 26,090	\$ 15,328	\$ (10,762)		59%
Reserve Website Redevelopment	\$ 5,000		\$ (5,000)	\$ -		\$ -	Redo website allow owner directory & water entry	
Reserve Tree Inspection		\$ 1,955	\$ 1,955	\$ -		\$ -	Forestry Scheduled Inspection	
Reserve Legal Fees	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ (10,000)	Explore possibility of changing water aug plan	
Total Expenditures	\$ 32,400	\$ 24,504	\$ (7,896)	\$ 36,090	\$ 15,328	\$ (20,762)		
Revenue Category	Budget	12/31/2022	Diff	Budget	9/3/2023	Diff	Description	% Budget
Dues (incl late fees)	\$ 30,840	\$ 34,290	\$ 3,450	\$ 30,840	\$ 30,048	\$ (792)	257 lots x \$120 per lot + late fees	97%
HOA Statements	\$ 1,000	\$ 1,050	\$ 50	\$ 1,000	\$ 1,920	\$ 920	\$100 statement fee for sale/refinance	192%
Plan Review Fees	\$ 200	\$ -	\$ (200)	\$ 100		\$ (100)	Fee portion	0%
Plan Review Fees Refundable	\$ 900	\$ -	\$ (900)	\$ 450	\$ -	\$ (450)	Refundable portion	0%
Refund		\$ -	\$ -		\$ 20			
Interest	\$ 445	\$ 109	\$ (336)	\$ 100	\$ -	\$ (100)	Interest on Reserve CDs	0%
Fines			\$ -			\$ -	Fines for Covenant Violations	
Special Assessment for water rights purchase	\$ 245	\$ 245	\$ -	\$ -	\$ -	\$ -	\$175 per lot one time special assessment	
Total Annual Revenue	\$ 33,630	\$ 35,694	\$ 2,064	\$ 32,490	\$ 31,988	\$ (502)		98%
Net Change to Cash Assets	\$ 1,230	\$ 11,190	\$ 9,960	\$ (3,600)	\$ 16,660	\$ 20,260	To/From Reserves	
Surplus / deficit through	12/31/2022	\$ 11,190		\$ 16,660	9/3/2023 Surplus (deficit)			
		\$ (0)		\$ (0)	Difference from balance sheet			

Reserve Study

**Bent Tree Property Owners Association
Reserve Funding Program
Updated January 19th, 2022
Reserve Study Year
Inflation factor since 2015**

2015
1.5

Component	Cost Base Year 2015	Cost with Inflation	Total Life	Year of Last Replacement	Remaining Life	Annual Resrv Requirement	Accum Resrv Requirement
Legal expense fund - maintain balance	20000	30000					30,000.00
Redo website allow owner directory & water entry	4500	6750					6,750.00
Entrance monuments	6000	9000					9,000.00
Tree Inspection	1300	1950	2	2023	2	975.00	0.00
Office Equipment	800	1200	5	2018	1	240.00	960.00
Possible water augmentation plan change	6000	9000					9,000.00
Engineering - drainage	2500	3750					3,750.00
Total without contingency	41100	61650				1,215.00	59,460.00
Contingency – 3%						36.45	1,783.80
Total with contingency						1,251.45	61,243.80
Current Cash in reserves accounts							40,190.00
Current Reserve Surplus/(Deficit)							-21,053.80
Annual income							32,490.00
Annual operating expenses							26,090.00
Amount to take from reserves current year							6,750.00
Projected Amount to Add/(Subtract) to reserves							-350.00
Projected Annual Surplus/(Deficit) amount for reserves							(1,601.45)