

HOA ANNUAL BOARD MEETING

DECEMBER 4, 2017

BOARD MEMBERS:

Susan Eggert - President

Bob Bishop - Treasurer

Cindy Gaines - Secretary

Dan Perrin - Member at Large

[THANK YOU](#) to Brian Hodges who has just stepped down from the HOA Board after providing many years of service to the HOA on Irrigation and Landscaping. Your expertise was greatly appreciated!!

The board members are homeowner volunteers

GOAL OF THE HOA BOARD MEMBERS: Oversee the function and financial responsibilities for the Knolls and Ravenna Hills. Responsible for maintaining home owners' compliance with the established Covenants, Conditions and Restrictions of the association. This insures that our beautiful and unique neighborhood maintains property values.

ARCHITECTURAL CONTROL COMMITTEE (ACC):

Knolls: Wayne Smith, Buck Buchanan

Ravenna Hills: Kathy Hall, Dave Meyers

MANAGEMENT COMPANY:

Debbie Campbell - ABA Management; 683-4140

HOME OWNER VOLUNTEERS:

Ken Storck (Past President) – Nature Area, Archives

Jeanne Reporter (Past President) – CCR's, Archives

Ken Robar – (Past Board Member) – Assists with irrigation information.

[THANK YOU](#) TO OUR HOME OWNER VOLUNTEERS FOR ALL THEIR TIME AND SERVICE!

Knolls and Ravenna Households present: 20

Proxy documents: 4 proxies from Knolls and 4 Ravenna Hills

*Minutes from December 2016 Annual Meeting were approved

Susan Eggert – Welcome to all homeowners and introduction of new homeowners.

Introduction of current and past HOA Board Members and the current ACC Members.

HOMEOWNER COMMUNICATION:

ABA Management Company – Debbie Campbell: 683-4140. DEBBIE@ABAMANAGEMENT.NET OR WWW.ABAMANAGEMENT.NET. Thank you ABA Management for continuing to be the Management Company for The Knolls and Ravenna Hills.

Facebook: The Knolls and Ravenna Hills HOA (22 homeowners currently)

Homeowners please call ABA Management for any questions, concerns or issues. ABA will then contact the HOA Board. The HOA Board and Debbie Campbell work together to help the homeowners address any questions, concerns, and issues.

IRRIGATION EMERGENCIES: CALL DEBBIE CAMPBELL 683-4140 AND SHE WILL CONTACT THE HOA BOARD AND OR BOOKCLIFF GARDENS.

EDUCATION SEGMENT – Bob Bishop

-Bob thanks Richard Hyland (past treasurer), Ken Storck (past president), Jeanne Reporter (past president), Gail West (past president) in assisting him with his transition to current treasurer.

-Thank you to Jeanne Reporter (past president) and currently a volunteer working with the HOA board on revision of the CCR's. Jeanne also provided Board member job descriptions.

-Financial statements are posted quarterly on the ABA Management website.

-Annual Budgets for the Knolls and Ravenna Hills, are also posted on the ABA Management website.

www.abamanagement.net/knolls or www.abamanagement.net/ravenna-hills

-CCR's (Covenants, Conditions, Restrictions) are posted on the ABA website

-ACC forms (Architectural Control Committee) can be found on the ABA website

-NEW FINANCE COMPANY (as of October 2017):

McPherson Consulting & Professional Accounting LLC.

521 Rood Avenue, Grand Junction, CO 81501.

970-644-5330.

*****All HOA dues are to be sent to this new accounting firm.**

-Strict Internal Controls continue to be maintained, which is critical to ensure that not only 1 person is in control of all the money, and prevent abuse. There are 3 individuals who maintain control, and each has a different job. Bob Bishop and Susan Eggert sign the checks.

-Balance Sheet: Transactions are recorded, that occur during any given point of time, checking and savings account, bank activities, cash flow, invoices, billings, accounts payable, current and long term liabilities, capital reserves, equity and net income transactions.

-Income Statement: This is a report of results (monthly, quarterly, annual to-date) revenues and expenses that occurred from transactions posted to the general ledger. Provides the reporting period of Net Income compared to the prior year.

-Financial statements are posted quarterly on ABA Management website. Bob presents each month's Financial Statement, and a Treasurer's Report which summarizes the monthly activities to the Board for inclusion to meeting minutes.

-The treasurer's report is posted on ABA Managements website quarterly.

-October financials Statement's results were presented and will be updated to the ABA Management's website at the conclusion of the fourth quarter 2017.

-Most of the HOA expenses are from irrigation and landscaping.

-Money is spent based on what the board decides are the needs of the HOA—based on the budget .

-The board makes sure that there are funds available and that we don't run out of money.

- Bob closely monitors income and expenditures to make sure there is cash available for the needed irrigation and landscaping, especially in the summer when most of the work is being done.

-Bob will continue to be treasurer for 2018.

TREASURER REPORT FOR 2017-Bob Bishop:

-2017 financial information on the status of affairs for both the Knolls and Ravenna Hills overview was presented to the home owners.

-Cash summary for the Knolls and Ravenna is sufficient to meet all budgeted expenses for 2017.

-A cash management program was developed for monitoring cash obligations and proposed requests for cash availability prior to approval of expenditures.

-External audits have been done in years past up to 2014. We currently do not have an auditor for completing an audit of accounting functions being done by our current CPA firm.

-There will be no increase in dues for 2018.

BUDGET 2018- Bob Bishop:

-The Knolls and Ravenna Hills 2018 Budget proposal's was presented to the homeowners in the mailing documents (Fall News Letter) prior to the annual meeting.

-A motion to accept the proposed Budget for the Knolls was made and seconded. Proposed 2018 Budget was approved by homeowners present. Motion carried.

A motion to accept the proposed Budget for Ravenna Hills was made and seconded. Proposed 2018 Budget was approved by homeowners present. Motion carried.

ACC REPORT:

-Reminder for all homeowners to please complete and submit an ACC form for approval **PRIOR** to all exterior changes to your home (front and back), and includes your yard and driveway.

-Please send the form to ABA Management.

-This form will be given to an ACC member for approval and returned to the homeowner.

-This form was provided in the annual Fall News Letter to all home owners. Or the form can be obtained from www.abamanagement.net. 683-4140.

-Thank you to all the home owners submitting the ACC forms in 2017!

-An ACC member and or the HOA Board is available to answer any questions.

-THANK YOU FOR YOUR COOPERATION!

HOA BOARD POSITIONS OPEN FOR 2018:

1. President for the HOA
2. Ravenna Hills - Bookcliff Gardens Liaison,
3. Knolls irrigation and landscaping,
4. Member at large for Knolls and Ravenna Hills.

Home owners are encouraged to PLEASE consider joining to HOA Board or volunteering your time for projects! Thank You!

PROJECTS COMPLETED IN THE KNOLLS AND RAVENNA IN 2017:

Rock projects: Rock replacement on the corner of Cortina Court and Piazza Way. Pathway by pond.

Edging: Common area edging on Piazza Way was replaced with cement edging.

TREES-Dan Perrin:

-Common area trees were treated by, T4 Trees Services-640-5284, for insects in 2017. This an expensive ongoing expense for the HOA.

-Home owners are also encouraged to continue treating their trees to deter insects.

-Tree trimming in Ravenna Hills was competed for those homes where tree limbs were "hitting" the house.

-Homeowners please notify ABA Management for any tree concerns in the Common Areas.

IRRIGATION AND LANSCAPING:

-Irrigation pump was purchased (and currently being stored) to be available as a replacement for any future irrigation pump failures.

-Three companies provided the HOA Board a proposal for 2018 landscaping and irrigation. After **extensive** discussion and budget review by the HOA Board, it has been decided that Bookcliff Gardens will continue to do the Landscaping/Irrigation for The Knolls and Ravenna Hills for 2018.

No increase in cost for the homeowners in 2018.

-Bookcliff Gardens has been working with our irrigation system for years and understands the complexity of our irrigation system.

-Ken Robar educated the homeowners on the complexity of the irrigation system.

-Common area on Woodgate Drive: had the entry area cleaned up and rock added.

-Homeowners in the Knolls **MUST** know where there shut off valve is located for their irrigation system.

-Bookcliff Gardens takes care of the shut off valves for irrigation in Ravenna Hills.

-Pond 2 Dredging will be completed in 2018.

-Ongoing need to keep leaves out of the ponds, to maintain pump and drainage efficiency.

-Enrique with Bookcliff Gardens is the current irrigation expert for our neighborhood.

-There is a maintenance Check List in the pump house for the irrigation system.

FENCES – Dan Perrin:

-Please notify ABA Management for any fences in disrepair and ABA will contact Dan Perrin . Gravel is used for securing fence posts.

-Homeowners are responsible to repair and paint their fences. Please maintain and paint your fences.

-Fences in the common areas are maintained and painted by the HOA. Fences and posts repairs/replacement is an ongoing HOA expense.

-**The only paint color to be used for painting fences is: **MONUMENT**.

RAVENNA HILLS-BOOKCLIFF GARDENS LIAISON-Bob Bishop 314-9297

-CALL BOB WITH LANDSCAPING ISSUES

-Bob is the contact person for the homeowners for any landscape issues in Ravenna Hills.

-Bookcliff Garden's policy is to answer/acknowledge all emails sent by Bob Bishop by 5pm each day during the week.

-Bob documents and schedules homeowners issues/concerns with Bookcliff Gardens. These issues are documented and tracked for completion.

-Liaison report is completed and presented by email prior to the Board Meetings. Report also presented to Bookcliff Gardens to achieve transparency and progress.

-Bob works closely with homeowners to ensure satisfaction.

- Bob will continue this job for 2018 but is asking for assistance in this roll.

-Bookcliff Gardens repeated leaf pick up in Ravenna Hills the week of December 3rd.

-Landscaping issues in Ravenna have greatly IMPROVED since Bob has taken over this process. Thanks Bob!

GOALS FOR 2018: 1. Continue review and updating of the CCR's. 2. Continue sorting, organizing and scanning the HOA Archives 3.Repairs/replacement of trees, fences, lawn edging ongoing depending on needs and budget. 4. Dredging of Pond 2 will be completed.

Homeowner Questions/Information:

1. Watering trees and bushes: Handout was provided by Colorado State University Extension. Information on Fall and Winter Watering: it has been extremely dry this fall. Please consider watering your trees and bushes to maintain the health of your trees.
 2. Basketball hoop at a rental house. ABA Management will take pictures and send another letter to the homeowners.
 3. Ken Storck: thanks for all past board members in their help with projects. The sorting of archive project is ongoing. Suspicious activity was noted in the Nature Area by Ken Storck and he called the police and they investigated. There was no one activity to suggest someone was "living" there but there was definitely vandalism noted: some of the trees were painted red. The goal for the Nature Area is to clean out the dead brush with the goal of establishing a pathway. Plan to restart work again in the spring. Dan Perrin has removed one load of the current debris pile and will resume removal of more debris after the holidays.
 4. *Homeowners please call the Police for any suspicious activity in the Knolls and Ravenna Hills. Keeping our neighborhood safe is a priority.
 5. Ken Storck encouraged Home owners to join Facebook—see above.
 6. Social interaction for the neighborhood: Ken has had a Petanque court built at his home and would like to start up a Petanque neighborhood league. This is a fun and easy game for all ages. Contact Ken Storck to sign up.
-

Meeting Adjourned at 8:05pm

NEXT MEETING: January 23, 2018—noon.

Susan's Eggert's office. 359 Colorado Avenue.

HAPPY NEW YEAR TO EVERYONE!

Submitted by Cindy Gaines - HOA Secretary

