

2018 ANNUAL MEETING MINUTES

Knolls Master Association & Ravenna Hills HOA, Inc.

November 29, 2018 @ 6:30 p.m. –3940 27 ½ Road (First Presbyterian Church). Meeting called to order by
Mark Shoberg, Bray HOA Management

In Attendance (Board & Management)

Susan Eggert	Mark Shoberg
Bob Bishop	Savannah Kohagen
Cindy Gaines	
Dan Perrin	
Josh Thompson	

Notice of Quorum Achieved

The Knolls Master Association:

With 12 proxies received and 13 unit owners present, it was announced that quorum had been achieved.

Ravenna Hills Homeowners Association:

With nine proxies received and 13 unit owners present, it was announced that quorum had been achieved.

Introductions

Mark Shoberg introduced himself as the HOA Manager and Savannah Kohagen as the Assistant Manager for Bray HOA Management.

Susan Eggert introduced herself as President of the Board of Directors.

Cindy Gaines introduced herself as Secretary of the Board of Directors.

Bob Bishop introduced himself as Liaison and Treasurer of the Board of Directors.

Josh Thompson introduced himself as the Landscape/Irrigation Coordinator and Member at Large of the Board of Directors.

Dan Perrin introduced himself as Fencing Coordinator/Member at Large of the Board of Directors.

Approval of the Previous Years Minutes (Old Business)

The current Board of Directors reviewed the previous years' minutes. The Board saw no changes to be made and there were no suggestions from the floor. Therefore, the December 24, 2017 Meeting Minutes were approved.

New Business

1. Pond Dredging

Pond two was dredged in February of 2018.

2. Association Sign

Some missing letters in the Association sign were missing. They have been replaced and there have been no problems since.

3. Digitalization of Records

Records dating back to the creation of the Association have been digitalized. This will aid in the day to day operations of the Association and much more!

4. Fencing Repairs

Dan Perrin has been and is continually working on fencing repairs within the Association.

5. New Management Company

Bray Property/HOA Management began managing in June of 2018.

6. Irrigation

There were a few unanticipated problem with the irrigation system/pump. To avoid these problem and limit the turn over time in the future, the Board decided to purchase two stand by pumps.

7. Landscaping

There were little funds to do any landscaping projects/replacement for the year.

8. Mailboxes

The Ravenna Hills mailboxes were repainted this year!

Treasurer's Report

Bob Bishop distributed updated copies of the HOA financials. These updated copies provided current information on the Operating and Reserve Accounts as well as the YTD numbers for income and expenses.

The updated handout included:

- 2019 Budget Sheet for The Knolls & Ravenna Hills
- Updated (Gray Column) of Yearend 2018 Projections (Through August instead of October)
- Assessment Sheet RH & KN updated to 2019 Budget

Bob explained that he has begun preparing a "Treasurer's Report" in addition to the monthly "Financial Statement". This provides a narrative version of the financials for anyone that is not familiar with reading detailed financial records. The monthly Financial Statement and Treasure's Report can be found at brayhoa.com in the Dues/Financials tab of the Knolls Master and Ravenna Hills page.

2019 Budgets Preparation

Bob Bishop presented his preparation for the 2019 Budget for The Knolls Master Association and Ravenna Hills HOA. The topics discussed are as follows:

- Percent Method vs. Zero Based Budgeting (ZBB) Method– Bob Bishop used the ZBB plus Historical Cost Approach.
- In late May, Bob inquired/solicited four landscaping companies for bid proposals (Thompsons Enterprise, Bookcliff Gardens, WD Yards, and A-Maes-Ing Landscaping).

After reviewing the bids, the Board decided to sign a two year contract with Bookcliff Gardens.

Contacted: State Farm, Grand Valley Water District, Les McPherson (Accounting), Bray HOA for 2019 costs.

Reviewed: Reserve Study Requirements for 2019 Capital Reserve Funding
Master Association Dues (28%) – to The Knolls for 2019

Established: 2019 Budget by month for all four landscape bids/companies
2019 Cash flow analysis budget for all four landscape bids/companies
2019 Cash flow analysis for cash impact of all bank accounts
Assessment sheet expansion for homeowners – Ravenna Hills
Assessment sheet for homeowners – Knolls Master Association

Finalized: 2019 Budgets to be presented to owner for approval

2019 Budgets Approval

There was a motion to pass The Knolls Master Association proposed budget, effective January of 2019.

Motion: Jeanne Reporter

Second: Ken Robar

The motion passed unanimously.

There was a motion to pass the Ravenna Hills HOA proposed budget, effective January of 2019.

Motion: Ed Krebs

Second: Dave Meyer

The motion passed unanimously.

Elections

The election will be held at the first meeting of the Board of Directors proceeding the Annual Meeting. It will be held December 12, 2018 at noon. The meeting will take place at 359 Colorado Avenue Unit 101.

The following offices on the Board are available:

Ravenna Hills "Member at Large"

Ravenna Hills "President"

Ravenna Hills "Vice President"

Ravenna Hills "Liaison" between the community and Bookcliff Gardens.

Homeowner Open Forum

1. Leaves

A homeowner was concerned with the amount of leaves still left on the ground. The Board explained that the leaves fell late this year. Bob Bishop said he would reach out to see if Bookcliff Gardens was willing to do an additional pick up.

2. Pond Dredging

A homeowner stressed the importance of dredging the ponds. If Pond 1 is not dredged, the silt will travel to Pond 2.

3. Landscaping Changes

A homeowner expressed that though a cheaper landscaping company may be appealing, someone that is knowledgeable of the system is more important than the cost. The Board explained that a two year contract with Bookcliff Gardens has been signed, so this should not be an issue.

4. Tree & Bush Maintenance (Ravenna Hills)

The Board clarified that tree removal and trimming is the responsibility of the homeowner. There is a home within Ravenna that has a dead tree that needs to be removed. Savannah with Bray HOA will continue to pursue this owner.

Adjournment

There was a round of applause for the current Board of Directors for all the hard work they have put into making the community a great place to live!

With no further business to discuss, Mark Shoberg asked for a motion to adjourn the meeting.

Motion: Ken Robar

Second: Walter Stout

The 2019 Annual Meeting was adjourned at approximately 8:15 p.m.

Signature
