

# ***Pritchard Mesa Estates II Homeowner's Association***

## Annual Meeting Minutes

Bray Education Center, 640 Belford Avenue, Grand Junction, CO

February 3, 2016

### **Board Members Present**

Justin Whiteford

Sheila Covello

Tina Bennan

### **Bray Property Management**

Jami McLennan

#### **1. Call to Order**

The meeting was called to order at 5:33 p.m. by Jami McLennan.

#### **2. Introductions**

Jami McLennan introduced herself as the Bray HOA manager. The board members in attendance introduced themselves, as well.

#### **3. Approval of 2015 Annual Meeting Minutes**

Jami presented the 2015 Annual Meeting minutes for approval. Jami stated the minutes had been posted online at [www.BrayRentals.com](http://www.BrayRentals.com) and were also included with the 2016 Annual Meeting notice that was mailed to members.

Resolution: No other discussion being forthcoming, to approve the 2015 Annual Meeting minutes.

Motioned: Justin Whiteford

Seconded: Bryan Sims

#### **4. President's Report**

Justin Whiteford presented the President's Report. He stated there were two matters that required the majority of the Association's attention in 2015. The first was the construction and set up of the new neighborhood signs shared with the Pritchard Mesa Estates I community. The second issue was the Association's decision to transition HOA management to Bray Property Management and facilitating the transfer of records, accounts, and member information.

Justin also informed the members that Nick Gandola had resigned from the Board of Directors prior to the end of his 2015 term. Casey Fleming was appointed in September to fill his position on the Board for the remainder of his term. (Jami asked Justin to provide a copy of the Special Meeting notes to document the change.)

## **5. Approval of the 2016 Budget**

Jami presented the 2016 Budget for approval. Jami clarified that the draft budget was initially presented with the proposed 2016 dues as a monthly amount -this was an error. The 2016 budget was corrected to state dues as an annual amount of \$301.00. The dues allow for a required 10% allocation to the new reserve account that is being set up for the Association. Jami informed members that the Colorado Common Interest Ownership Act (CCIOA), passed in 2015, requires the 10% allocation. She further explained that the reserve account will allow for future projects and repairs, such as replacing pumps, signs, etc.

Resolution: To approve the 2016 Budget as presented.

Motioned: Justin Whiteford

Seconded: Tina Brennan

The motion carried unanimously.

## **6. Election**

### **A. Ballot or Proxy**

Jami confirmed that quorum had been achieved with the members present.

### **B. Nominations**

Jami stated that a minimum of three members were needed for the Board of Directors. Justin Whiteford, Sheila Covello, David Jenkins, Tina Brennan and Casey Fleming volunteered as incumbent members. There were no other nominations from the floor and nominations were closed.

Resolution: To accept the slate as presented that Justin Whiteford, Sheila Covello, David Jenkins, Tina Brennan and Casey Fleming will serve as the Board of Directors.

Motioned: Gary Dennison

Seconded: Karen Dennison

The motion carried unanimously.

## **7. Close of the Election**

There was no further business to come before the election and the election was closed.

## **8. New Business**

A. Justin Whiteford will serve as President of the Board of Directors, Casey Fleming will serve as Vice-president, Tina Brennan will serve as Secretary/Treasurer, and both Sheila Covello and David Jenkins will serve as Members-at-Large for a one-year term.

B. A member asked for clarification with regard to covenant enforcement. In particular, the member mentioned the need to enforce the RV/trailer parking policy as there are homeowners parking travel and utility trailers in their driveway instead of behind an appropriate screen.

Member also stated the covenant regarding landscaping requires owners of new homes to submit landscaping plans to the ACCO committee for review within one year of completion.

- C. Member reported that her name has been linked to the Pritchard Mesa I HOA and she continues to receive calls from lenders and realtors regarding the community. Jami suggested she contact the Grand Junction Real Estate office for further assistance in removing her name from the directory.
- D. Member asked for clarification regarding the approval process of new home build plans, adding storage sheds and similar ACCO-related changes. Jami confirmed that all plans are to be submitted to Bray Property Management, who will forward to the ACCO committee for approval. If a member proceeds to build or make changes to the exterior of their home without ACCO approval, the Board has the authority to request the work be halted until approval is granted. If work is not suspended, legal action can be taken on behalf of the Association.
- E. Member asked Jami for guidance regarding the last few items to complete the transition of the HOA management to Bray. Tina confirmed she closed the Post Office box and did not set up forwarding. Jami explained that the Board Member with signing privileges will need to close the bank account, as Bray has set up a new operating and reserve account at Alpine Bank. It was also confirmed the previous website should be cancelled and that Bray will handle the State filing, DORA and taxes, so the attorney that previously handled these should be notified, as well.
- F. Member asked about the disappearance of the community signs. It was confirmed the signs were removed to be cleaned.
- G. Member asked for clarification of the covenant violation process. It was explained that a Courtesy Reminder letter will be sent to the homeowner for the first and second violation. The third violation will result in a fine and is to be communicated to the homeowner via letter, as well.
- H. Jami stated that Bray completes two community violation drives per month. Noted violations will be communicated by letter to the homeowner. She encouraged members to keep her informed of any noted covenant violations, as well.

## 9. Adjournment

There being no further business, the Annual Meeting for 2016 was adjourned at 6:20 p.m.

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Signature

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Date