

# 2026 ANNUAL MEETING MINUTES

## Apple Glen West HOA

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January 22, 2026, 3:30pm – Bray Education Center 640 Belford Ave.

The meeting was called to order by Mark Shoberg from HOA Services Inc at 3:30pm.

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In Attendance	Proxies	Management
B. Philip and Preslee Perkes		Mark Shoberg HOA Manager
John Walter Hartley		Cayce Haren HOA Assistant Manager
Martin and Francesca D. Lucero Smith		
Derek Irick for Apple Glen West Development LLC (4)	___proxies received.	
Matt Lee for PRC 32 LLC (2)		
Christopher Matlock (not an owner yet but under contract)		
Gabe Teates		
Scott Neilson (not listed as an owner)		

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With one proxy received and owners from ten units represented; quorum was not achieved.

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## Introductions

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Mark Shoberg introduced himself as the HOA Manager

Cayce introduced herself as an HOA Assistant Manager

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## Approval of Previous Minutes

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No previous minutes to approve.

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## Old or New Business

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Opening Remarks / Board status

- It was explained that the prior declarant board members' terms have expired; current declarant directors (Derek, Matt, Elizabeth) are stepping down. If no owners volunteer, HOA Services will continue management but no board will be in place until owners are appointed or elected.
- Drainage / Fence / Easement issues:
  - Concern raised about possible punctured drainage pipe in the detention/retention area near fence between Blair and Martin's properties causing erosion and fence instability.
  - Derek (board/developer contact) to coordinate on-site review. Derek offered to walk to the site with Blair and Martin (first week of February) and to contact the builder/Sorter Construction as needed.

- Determination: some areas may be owner-maintained pertinent easements rather than common areas; final responsibility to be confirmed by plat / declarations. Derek to assist in field verification.
- Sewer line concern:
  - Homeowner at 817 Ambrosia reported camera evidence of pipe penetration at main sewer line in parking lot; concerned about backups and contamination.
  - Derek to coordinate Sorter Construction and other parties for an on-site sewer scope review with all parties present.
- Easement / maintenance questions:
  - Owners asked whether HOA or owners maintain various easement strips and retention areas. HOAServices explained maintenance responsibilities depend on declaration/plat; many internal easements are owner-maintained (pertinent to lot) while true common areas are HOA responsibility. Owners encouraged to submit photos and requests to HOA Services for follow-up.
- Landscaping, dead trees, retention pond pump:
  - Several dead trees reported in retention area; owners asked about plantings shown in developer promotional material.
  - HOAServices advised developer pictures often are promotional; actual plantings/long-term maintenance typically become HOA responsibility after conveyance. Owners to send photos to HOAServices for evaluation and possible removal/repair under budgeted maintenance.
  - Retention pond includes automatic pump; HOA responsible for pump maintenance if it is HOA-owned.
- Tires / illegal dumping:
  - Multiple tires reported at west end of green apple Drive. HOAServices to follow up with Derek the developer for removal; homeowner(s) to send photos if needed.
- Streets / potholes / streetlights:
  - City streets and potholes are the City's responsibility (use GJ fix-it ticket). Parking lot potholes and private parking areas are HOA responsibility — send photos to HOAServices.
- Rules / CC&R amendments:
  - Explanation that CC&R changes require 67% owner approval and are costly; HOA cannot supersede state or county mandates.

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## Budget

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- Annual dues: \$350 per unit (due date noted as January 1).
- Management fee: \$6,000 annually (HOAServices base rate for associations under fifty units; billed as \$500/month). Covers management services, bill-paying, recordkeeping, vendor coordination, and basic owner support.
- Landscaping / Maintenance: \$5,000 (estimated). Intended to cover initial common-area mowing/weed control and minor landscape tasks (e.g., retention pond mowing, dead tree removal assessments). This is a planning estimate; actual scope and contracting decisions are normally made by the board when bids/scope are available.
- Insurance: budgeted (~\$857 shown in materials) covering both General Liability (\$1,000,000 minimum required by Colorado law for common areas) and Directors & Officers (D&O) liability. D&O is recommended even if an active board is not currently seated.
- Office / administrative expenses cover mailings, statements, administrative filings, collection notices (initial costs are advanced by HOA then reimbursed if collections recover costs).

- Collections: HOAServices administers dues collection per the association's collection policy and Colorado law (late notices at 31 days, notice of intent to lien, and potential lien/foreclosure process if unresolved).
- Declared developer loan: historically, a developer loan to fund HOA startup costs (original loan amount shown in record as \$3,600 in 2024). Meeting discussion indicated partial payments were recorded (2025 actuals \$1,500) and HOA records show the loan may have been repaid in full by December; HOA Services to confirm exact status in accounting.
- Capital reserve: recommended target is ~10% of gross assessments (state guidance and lender expectations). Example: if total gross is \$12,600, recommended reserve minimum ≈ \$1,260. Reserves are intended to cover major repairs and lifecycle items.

Reserve usage, shortfalls, and special assessments.

- Operating vs. reserve: routine expenses come from operating funds (annual dues). Reserve funds are for capital/major repairs.
- If a budget line (e.g., landscaping/irrigation) is exceeded, the association uses operating funds first; if operating funds are insufficient, reserves may be used if appropriate to the expense. If both are insufficient, a special assessment or other owner-approved funding will generally be required.
- Example scenario discussed: a major underground irrigation/street repair can run \$25,000+; such an expense typically requires owner approval and likely a special assessment because typical small HOA reserves/operating budgets will not cover that magnitude.
- If a special assessment is required, HOAServices will call a meeting/ballot per the governing documents and Colorado law; without owner approval the repair may be deferred.

Practical implications while no active board is seated.

- HOAServices will continue day-to-day administration, pay recurring bills, collect dues, and enforce collections per the collection policy.
- Major discretionary spending (e.g., contracts, capital projects, special assessments) requires board approval; without a seated board HOAServices cannot approve large or discretionary capital projects beyond routine/contractual obligations.
- HOAServices will solicit owner volunteers and assist with chain-of-command appointment (outgoing declarant director can appoint a willing owner) so a board can authorize larger expenditures.

Motion to approve the budget for 2026 as drafted.

First: John Walter Hartley

Second: Martin Smith

None Opposed.

Budget is approved.

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## **Elections:**

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### **Current Board Members: All Stepping Down**

President- *Elisabeth Schleu Lee (Liz)*

VP- *Derek Irick*

Secretary and Treasurer- *Matt Lee*

- Quorum not met for an election (15 required). No owners volunteered at meeting to be appointed to the board.

- Result: No board appointed at meeting. HOAServices will continue management; HOAServices and to solicit volunteers and process chain-of-command appointments if volunteers step forward (Derek to be asked to appoint any willing owner).

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## Adjournment

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With no further business to discuss, Mark Shoberg asked for a motion to adjourn the meeting at 4:36pm.

None opposed.

The meeting adjourned at 4:36pm.

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Signature

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Date