

2026 ANNUAL MEETING MINUTES

Swan Meadows Homeowners Association, Inc.

March 12, 2026, at the Bray Education Center 640 Belford Ave.

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

In Attendance	Proxies	Management
Jeff and Stacy Sheley Ted Juntilla Stanford Gray Lucier Thomas Forsman Deborah Egan	<u>7</u> proxies received.	Mark Shoberg HOA Manager Cayce Haren HOA Assistant Manager

With Seven proxies received and owners from five units represented; quorum was not achieved. Your HOA needs thirteen units represented to meet Quorum. Quorum was declared achieve at the meetings as eight proxies were originally received but one of them also attended the meeting making his proxy invalid. This resulted in twelve units being represented and quorums not being achieved.

Introductions

Mark Shoberg introduced himself as being with HOAServices.

Cayce Haren introduced herself as being with HOAServices.

The Board introduced themselves:

Jeff Sheley, HOA President

Ted Juntilla, HOA Treasurer

Approval of 2025 Minutes

First motion: Jeff Sheley

Second motion: Ted Juntilla

None opposed.

2025 minutes were approved.

Old or New Business

- Discussion of recurring issues with trailers, RVs, boats parked on public streets and HOA property.
 - Enforcement limitations noted: HOA cannot enforce parking on public streets; residents should contact City non-emergency parking enforcement at 970-242-6707. Recent Colorado legislation (HB 211310 referenced) has limited HOA enforcement/towing authority.
 - Board agreed that HOA will send notices to homeowners identified as violating HOA guidelines (to document that notice was given), then escalate to parking enforcement if unresolved.
- Discussion on Amendment to CCRs for vehicle screening (behind fences)
 - It was explained that amending declarations to change where trailers/RVs may be stored (e.g., behind fences) requires a formal declaration amendment (67% owner approval; estimated \$2–3k). Likelihood of passing on first ballot is historically low unless committee outreach is done.

- Discussion on Irrigation policy / emergency repairs
 - Board noted irrigation failures and the need for a formal irrigation policy requiring owners to repair irrigation breaks in their building envelope (lot) within a specified timeframe.
 - Management recommended a 24-hour owner response requirement to initiate repairs (practical resolution often ~72 hours due to contractor availability). If owner fails to respond, HOA may enter premises for emergency repair and charge owner. Legal considerations and entry/trespass discussed.
 - Residents raised concern 24 hours may be short; Management clarified 24-hour notice is to start remedy process; typical full repair timeline ~72 hours. Board and Management will facilitate emergency responses when owners notify the board or management.
- Discussion on Mailbox area / landscape repairs; fabric & rock for gap between Swan Meadows & Fenwick
 - Concern: dips/sinkhole near mailboxes and a landscaped section between Swan Meadows & Fenwick.
 - Action: Board requested Mark/HOA Services obtain map/GIS location and nearest addresses so a bid for fabric and rock landscaping (Lush recommended vendor) can be obtained. Possible limited fill prior to irrigation season.
- Discussion on Isolation valves for irrigation system
 - Discussion: installing isolation valves to reduce area shut-downs when breaks occur is desirable but expensive (approx. \$7–8k+ per valve). HOA would need several valves (4–6) to meaningfully isolate zones; cost prohibitive at present.
 - Action: Board to consider funding/reserve planning if pursuing isolation valves in the future.
- Discussion on Streetlights / Grand Valley Power
 - Issue: Streetlights operate at inconsistent times; some on during day.
 - Management requested residents send specific details/addresses of affected poles to generate a fix-it tickets with Grand Valley Power.
- Discussion on adjacent property (not part of the HOA) fire risk / dead brush
 - Resident reported large acreage with dead trees/brush behind HOA causing fire danger. Management advised that the HOA has no jurisdiction over properties outside subdivision; neighbors may contact county code enforcement repeatedly; homeowners can trim/cut trees that encroach onto their property.

Budget

HOA Services opened the 2026 draft budget for discussion. Major points:

- Landscaping/irrigation: Build Works Group (formerly Bray) handles irrigation; separate contractor(s) handle weed control and silt/weir clean-out (Precision Hydrovac). Noted some weed abatement on the west side pedestrian corridor was not performed; Management will investigate.
- Electricity spike in 2025 was attributed to pump repairs; projected 2026 electricity expense \$2,500.
- Legal/professional services: 2025 budget projection included higher legal/policy work; baseline recurring costs (DORA/Secretary of State) approx. \$53.
- Lien expense: paid initially by HOA and later reimbursed by homeowner when collection/lien services are invoked; board can request aged receivables and lien status from HOAServices/portal.
- Reserves: Current reserve balance approx. \$12,000; Management recommends target minimum approx. \$35,000 for large infrastructure repairs. Recommended reserve target equates to ~10% of gross (would require dues increase to reach).

A motion to keep the HOA dues at \$320.00 a year for 2026.

First motion: Jeff Sheley

Second motion: Ted Juntilla

None opposed

The motion passed and the budget is approved.

After consideration: Jeff Sheley moved to increase annual dues by 10% (from \$320 to \$352 annually) to strengthen reserves toward the recommended target; intent funds to go to reserves.

Second: Thomas Forsman

None opposed

Motion passes: Dues are increase to \$352 annually effective May 1, 2026

Elections

Mark S opened the floor for the 2026 elections.

Name: Jeff Sheley

First motion: Self Nomination

Second motion: Ted Juntilla

2026-2027

None opposed

Name: Ted Juntilla

First motion: Self Nomination

Second motion: Jeff Sheley

2026-2027

None opposed

It was discovered after the meeting that quorum was not met at this meeting due to one owner submitting a proxy and attending in person. In the State of Colorado, we cannot have the elections if Quorum was not met.

Since the current board of Ted Juntilla and Jeff Sheley agreed to serve another team during the election, they will serve on the board as appointed chain of command appointees for 2026-2027.

Adjournment

With no further business to discuss, Mark S asked for a motion to adjourn the meeting at 4:18 pm.

None opposed.

The meeting adjourned at 4:18 pm.

Signature

Date