

2025 ANNUAL MEETING MINUTES

Wine Valley Estates HOA

October 21st, 2025 @ Bray Educational Center @ 640 Belford Ave.

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

In Attendance

Neal Austin
Bivans Family Trust
Lori Curtis
Lewis and Laura Hutchins
Kris Martsolf
Howard Roney

Proxies

3 proxies
received.

Management

Mark Shoberg HOA
Manager
Cayce Haren HOA
Assistant Manger

ZOOM:

Kat (Katherine) Reed

With 3 proxies received and owners from 7 units represented; quorum was achieved.

Introductions

Mark Shoberg introduced himself as the HOA Manager

Rebekah Webb introduced herself as an HOA Agent

The Board introduced themselves:

Kat Reed, HOA President

Laura Hutchins, HOA Vice-President

Howard Roney, HOA Board Member

Neal Austin, HOA Board Member

Lori Curtis, Member at large

Approval of 2024 Minutes

First motion: Laura Hutchins

Second motion: Neal Austin

None opposed.

2024 minutes were approved.

Old or New Business

- Laura Hutchins requested that the vote for members be by person/position, not just a list of names. The aim is to reduce confusion about who is running for what position.
 - Discussion on pros and cons of voting by position vs. traditional method. Concerns raised about potential hurt feelings if candidates campaign against each other for specific positions.
 - Alternative suggestion to list who is up for election and their expiring positions in the packet sent to homeowners.
 - Board agreed to include names of expiring members and their positions in future packets.
 - The board decided to proceed with election based on position and name on the ballot.
 - **** at the Election portion of the meeting the election was reverted back to the traditional way by a list of names and then the board decides positions after among themselves.
- Discussion on violations and lax enforcement of some CC&R rules.
 - Mention of an owner who is always agreeable but doesn't follow the rules, and another who is disagreeable and doesn't follow them.
- Discussion on the Irrigation pump
 - A question was raised about the status of the pump, pump filter, and how they are functioning. The concern was that it might be shut off or about to be shut off.
 - It was noted that there had been no recent report
 - HOA Services to reach out to Russ to get his thoughts on the current condition of the pump
 - Pump Age and Maintenance:
 - It was mentioned that in many HOAs, pumps are typically rebuilt during the winter at years three to five of their lifespan.
 - However, this timeframe is influenced by the presence of Mussels and shells in the water system.
 - If the HOA is getting towards year seven (with clams and shells present), it could lead to catastrophic failure of the pump.
- Arrears Discussion
 - HOA Services reported that there is one homeowner with significant outstanding dues and arrears, totaling \$14,060.74.
 - It was mentioned that this homeowner had previously been contacted multiple times regarding the arrears, but payment hadn't been received.
 - The board and HOA Services discussed the process of collecting dues and legal options available to it.
 - Concerns regarding the value and condition of the property.
- Question about grandfathered properties and HOA obligations.
 - It was noted that there is one property that is grandfathered in as never being a part of the HOA
- Inquiries about insurance coverage, particularly regarding the policy review process.
 - The Policy for Wine Valley is available online.

Budget

- Presentation of the Budget:
 - The annual budget was presented to the members.

- Mark with HOA Services clarified that year-to-date figures are typically from the time the budget was built up to two months prior to the meeting date.
- Cash Assets and Reserves:
 - It was reported that as of two months prior, the operating account balance was \$16,670.56 and the reserve account was \$2,297.31, with total cash assets around \$18,000.
 - HOA Services offered to provide an updated balance to the board.
- Budget Projections and Cash Flow:
 - The projection for the end of the year showed a cash flow of around \$3,000 after paying all bills, assuming no major outliers.
 - It was acknowledged that this number could vary based on unforeseen circumstances.
- Reserve Funding Recommendations:
 - It was mentioned that the state recommends setting aside 10% of gross income for reserves. For this HOA, which would equate to roughly \$2,500 annually.
 - HOA Services recommended that an irrigation HOA should aim to have \$50,000 in reserves to cover major infrastructure repairs, such as breaks under the street.
 - It was noted that special assessments would likely be necessary to cover the cost of any major repair due to the current low level of reserves.
 - The HOA acknowledged that increasing reserves would require a significant increase in dues each year.
- Fiber Optics Impact:
 - Discussion about potential damages related to fiber optic installation.
- Management Fee Increase:
 - A board member questioned the increase in management fees by HOA services.
 - There was initial confusion on the % of the budget increase. It was corrected to show that the cost to work out came to 12.31%.
 - Discussion of HOA Services' expenses, including labor costs which have significantly increased, and the costs of externalized services.
 - A proposal was made to lock in the current rate of management fees for a period of three years, to help with budgeting stability for homeowners.
 - It was agreed to hold the \$5,000 rate for two years.
- Unfunded Reserves:
 - One board member stated the cost-wise deficit of a small reserve fund.
 - It was clarified that underfunded reserves is a common problem for many HOAs in Colorado, not just this one.
 - The need to increase dues at a minimum of 3% each year was discussed.

Motion to approve the budget for 2026 as drafted.

First: Laura Hutchins

Second: Kat (Katherine) Reed

None Opposed.

Budget is approved.

Elections

Mark S opened the 2025 Election

It was announced that there were 3 open seats on the board.

There were two nominations for Kevin McDaniel and one for Kris Martsolf. Laura Hutchins, Howard Roney, and Neal Austin wanted to serve on the board for another term.

With 5 members wanting to serve on the board a secret Ballot was cast for the 3 open positions.

Kevin McDaniel, Laura Hutchins, and Neal Austin were elected to serve a 2-year term

Adjournment

With no further business to discuss, Mark Shoberg asked for a motion to adjourn the meeting at 4:52 pm.
None opposed.

The meeting adjourned at 4:52 pm.

Signature

Date