

APRIL 15, 2021

**Fellow UnawEEP Heights Homeowner,**

The UnawEEP Heights HOA annual homeowner's meeting is scheduled for May 19, 2021 at the Redlands Community Center, 2463 Broadway, Grand Junction, Colorado 81507.

The Redlands Community Center is 6 miles from our UnawEEP Heights subdivision and has plenty of parking and space for our meeting.

Doors open at 6:30PM. Our HOA annual homeowner's meeting will begin at 7:00PM. Homeowners are required to sign into the meeting. We have 138 lots each with one vote per lot to coordinate.

As always, UnawEEP Heights homeowners who have paid their assessments (e.g. annual assessments, fines, liens, and/or other special assessments) and are not delinquent are eligible to attend, participate in and vote at the annual homeowners meeting.

The following May 19, 2021 meeting materials are included:

1. meeting introduction & 2020 overview (2 pages),
2. meeting agenda,
3. HOA financials,
4. changes to HOA by-laws,
5. absentee ballot form & instructions.

All UnawEEP Heights HOA homeowners are encouraged to participate in your May 19, 2021 annual meeting.

## **1. ANNUAL UNAWEEP HEIGHTS HOMEOWNERS MEETING INTRODUCTION & 2020 FISCAL YEAR OVERVIEW**

You are welcome to attend our UnawEEP Heights HOA Annual Meeting and Election of Board Members.

In accordance with Article III of the Bylaws of the UnawEEP Heights HOA and pursuant to C.R.S. 38-33.3-308, each member of the Association is duly notified of our annual meeting. Each homeowner is entitled to one (1) vote per lot, as outlined in our Covenants, Conditions, and Restrictions, Article II, Section 1.

In order to reach a quorum, a 10% representation of the Association is required either in person or by mail-in-ballot. Votes for the Board of Director elections will be tallied before the conclusion of the annual meeting. Results will be announced and posted. The Board of Directors consists of volunteer members serving two-year terms. There are seven open seats for 2021-2023 term. If you are interested in serving on the Board or have any questions, feel free to attend a Board meeting, or contact Heritage Property Management (HPM) to discuss what the position entails. The Board will also be looking for volunteers for the Architectural Control Committee and Board subcommittees.

Nominations/Volunteers may be submitted by sending an email to Barbara Butzen at [barbara@hpmgj.com](mailto:barbara@hpmgj.com) and will also be accepted at the May 19, 2021 annual homeowner meeting. An absentee mail-in-ballot can be submitted to Heritage Property Management, no later than May 17, 2021 at [barbara@hpmgj.com](mailto:barbara@hpmgj.com) or received at 2650 North Ave, #116 Grand Junction, CO 81501, should a homeowner not be able to attend the May 19, 2021 meeting.

2020 was a challenging year for our HOA. The Board was able to maintain the HOA's financials as well as address the following items:

- Large irrigation repair costs
- Resolution of income tax issues

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- Reserve study completed
- Address ACCO issues

## **1.ANNUAL UNAWEEP HEIGHTS HOMEOWNERS MEETING INTRODUCTION & 2020 FISCAL YEAR OVERVIEW (CONTINUED)....**

In 2020, the Board also elected to transfer HOA management services from Bray Property Management to Heritage Property Management due to sound fiduciary and management reasons and to represent the best interests of the homeowners. The Board had signed a 1-year contract with Bray Property Management and when commitments and expectations were not being met by Bray Property Management, the Board elected to terminate the contract.

Heritage Property Management has met the board's expectations for services rendered in year one of their 3-year contract and has been working closely with the Board to address our HOA's concerns.

Any homeowners with pressing questions pertaining to our HOA {e.g. CC&Rs, finances, etc...} are requested to submit those questions prior to the Annual Homeowners Meeting. Send questions to Barbara Butzen at [barbara@hpmgj.com](mailto:barbara@hpmgj.com).

## **2. ANNUAL UNAWEEPHEIGHTS HOMEOWNERS MEETING - MEETING AGENDA**

- Meeting Opening
  
- Introduction of current Board Members
  - President Bob Larimer
  - Secretary Michelle Jarvis
  - Treasurer Tom McKenzie
  - At Large Chris McGillivray
  - At Large Jim McKenzie
  
- Introduction of Heritage Property Management
  - David Caldwell
  - Barbara Butzen
  
- Summary of Homeowner Submitted Questions
  
- Presentation / Review of 2020, 2021 & 2022 Financials

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- Discuss / Approve Board's Proposed By Law Changes
- Nominate / Elect Board Members
- Open Forum
- Board Member Vote Tally Results Reported
- Adjournment

#### **4 ANNUAL UNAWEEP HEIGHTS HOMEOWNER'S MEETING-BY-LAW CHANGES**

In an effort to clarify and eliminate variances between the CC&Rs, Bylaws and HOA Policy & Procedures regarding delinquency of assessments, the Board proposes the following amendment to the Bylaws ARTICLE XI - ASSESSMENTS.

**Issue:**

**CC&Rs** (page 5, section 7) states assessments are considered delinquent if not paid within **(10)** days of due date.

**By-laws** (page 8, Article XI) states assessments are considered delinquent if not paid within **(30)** days after due date.

**Policy & Procedures** (page 1, subpar A) states assessments not paid within **(10) days of May 5** will be considered delinquent.

**Current By-law language (page 8, Article XI - Assessments)**

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“As more fully provided in the Declaration, each member is obligated to pay to the Association annual and special assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within **(30)** days after the due date, the Association shall assess a twenty five dollar (\$25) monthly late fee and the Association may bring an action at law against the Owner personally obligated to the same or foreclose the lien against the property, and interest, costs, and reasonable attorney’s fees of any such action shall be added to the amount of such assessment. No Owner may waive or otherwise escape liability for the assessments provided for herein by nonuse of the Common Area or abandonment of his lot.”

**Proposed By-law language (page 8, Article XI - Assessments)**

“As more fully provided in the Declaration, each member is obligated to pay to the Association annual and special assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within **(10)** days after the due date, the Association shall assess a twenty five dollar (\$25) monthly late fee and the Association may bring an action at law against the Owner personally obligated to the same or foreclose the lien against the property, and interest, costs, and reasonable attorney’s fees of any such action shall be added to the amount of such assessment. No Owner may waive or otherwise escape liability for the assessments provided for herein by nonuse of the Common Area or abandonment of his lot.

**5. ABSENTEE MAIL- IN BALLOT / PROXY FOR HERITAGE PROPERTY MGT**

I am the legal homeowner of the described Unaweeep Heights Association (UHHOA) property at:

Address

\_\_\_\_\_

Print homeowner name/date/signature

\_\_\_\_\_

I am authorizing Heritage Property Management to negotiate my ballot at the annual meeting.

**I will not be able to attend the UHHOA May 19, 2021 Annual Homeowners Meeting.**

I understand that all seven board members positions need to be filled.

**1) I nominate/cast my ballot as follows:**

Homeowner                      Vote ‘Yes’ for any current UHHOA Board

Bob Larimer                      \_\_\_\_\_

Michelle Jarvis                      \_\_\_\_\_

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Tom McKenzie \_\_\_\_\_

Chris McGillivray \_\_\_\_\_

Jim McKenzie \_\_\_\_\_

**And nominate and vote for new board members:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

2) VOTE FOR THE PROPOSED BY-LAWS CHANGES    \_\_\_\_\_ YES    \_\_\_\_\_ NO

**If you are unable to attend this meeting, please complete and return this absentee mail-in ballot no later than May 17, 2021 to: Heritage Property Management at 2650 North Ave. St 116, Grand Junction, CO 81501 or via e-mail to [Barbara@hpmgj.com](mailto:Barbara@hpmgj.com)**

5/19/21	2019 FY	2020 FY	2021 FY	2022 FY
<b>INCOME STATEMENT:</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>PROPOSAL</b>	<b>PROPOSAL</b>
<b>INCOME:</b>				
<b>ASSOCIATION DUES:</b>	<b>\$200</b>	<b>\$200</b>	<b>\$250</b>	<b>\$300</b>
4500 ASSOCIATION DUES	\$28,300	\$26,250	\$33,750	\$40,500
ASSESSMENTS & LIEN FEES REC	\$5	\$252	\$0	\$0
<b>TOTAL ASSOC INCOME</b>	<b>\$28,305</b>	<b>\$26,502</b>	<b>\$33,750</b>	<b>\$40,500</b>
<b>OTHER INCOME:</b>				
5720 INTEREST INCOME	\$83	\$44	\$50	\$55
4530 LOT SALE TRANSFER FEES	\$500	\$1,000	\$1,000	\$1,000
MISC INCOME/ LATE FEES RTN'D	\$0	\$10	\$0	\$0
INS PROCEEDS	\$0	\$3,575	\$0	\$0
5800 LATE FEE	(\$2,145)	\$2,048	\$0	\$0
<b>TOT OTHER INCOME</b>	<b>(\$1,562)</b>	<b>\$6,677</b>	<b>\$1,050</b>	<b>\$1,055</b>
<b>TOTAL INCOME</b>	<b>\$26,743</b>	<b>\$33,179</b>	<b>\$34,800</b>	<b>\$41,555</b>
<b>EXPENSES:</b>				
6528 LANDSCAPE CONTRACT	\$6,498	\$7,281	\$8,100	\$8,100
6259 LANDSCAPE OFF CONTRACT	\$1,000	\$571	\$500	\$500
6270 IRRIGATION REPAIR/REPLACE	\$4,466	\$2,590	\$2,500	\$2,500
6271 SNOW / ICE REMOVAL	\$773	\$465	\$500	\$500
6300 MANAGEMENT FEE	\$12,152	\$11,592	\$12,000	\$12,000
6320 INSURANCE	\$2,202	\$1,653	\$1,649	\$1,649
6410 ELECTRICITY	\$591	\$684	\$700	\$700
6460 BANK CHARGES	\$33	\$56	\$86	\$86
6470 POSTAGE/MAILINGS/OFFICE	\$1,161	\$1,686	\$1,000	\$1,000
6700 LEGAL/ACCOUTING SERVICES	\$348	\$1,285	\$1,250	\$1,250
6286 LIEN PROCESSING FEES	\$0	\$117	\$120	\$120
6701 INCOME TAX PREPARATION	\$250	\$125	\$150	\$150
6702 SHARES, TAXES & LICENSES	\$274	\$48	\$300	\$300
6703 UHHOA MEETING COSTS	\$339	\$150	\$200	\$200
<b>SUBTOTAL FIXED</b>	<b>\$30,087</b>	<b>\$28,303</b>	<b>\$29,055</b>	<b>\$29,055</b>
<b>OPERATIONS INCOME / (NET LOSS)</b>	<b>(\$3,344)</b>	<b>\$4,876</b>	<b>\$5,745</b>	<b>\$12,500</b>
<b>DISCRETIONARY SPEND/G/RESERVE:</b>				
6210 COMMONS REPAIR/REPLACE	\$750	\$1,808	\$0	\$0
6254 LANDSCAPE IMPROVEMENTS	\$0	\$1,186	\$0	\$0
6256 TREE & SHRUB TREATMENTS	\$770	\$4,587	\$0	\$0
6708 PROFESSIONAL STUDIES	\$2,250	\$0	\$0	\$0
TO BE DEFINED	(\$19)	\$0	\$9,000	\$9,000
<b>SUBT DISCRETIONARY (RES STUDY)</b>	<b>\$3,751</b>	<b>\$7,581</b>	<b>\$9,000</b>	<b>\$9,000</b>
<b>TOTAL FIXED &amp; DISCRETIONARY SPEND</b>	<b>\$33,838</b>	<b>\$35,884</b>	<b>\$38,055</b>	<b>\$38,055</b>
<b>OPERATIONS &amp; DISCRETIONARY</b>	<b>(\$7,095)</b>	<b>(\$2,705)</b>	<b>(\$3,255)</b>	<b>\$3,500</b>
<b>CASH AVAILABLE</b>	<b>\$41,176</b>	<b>\$38,471</b>	<b>\$35,216</b>	<b>\$38,716</b>