

**DEER CREEK VILLAGES OWNERS ASSOCIATION**  
**PO BOX 1142** **855 SE Stonebridge Dr.**  
**CEDAREdge, CO 81413**

**MINUTES**  
**Regular Board of Directors Meeting**  
**November 15, 2023**

1. The meeting was called to order at 8:58 AM by Tate Locke, President. Board members in attendance were Sharon Coquillette, Marcia Martin, Coy McTernan, and Linda Scott. Tracy Brown, Association Manager was in attendance.
2. Others in attendance: DRC member Kristy Adams; Ken and Dori Richards, Stan Adams, Steve Blackburn, Linda Johnstun, Pete Doerfler, John and Judy Farrell.
3. Mr. Locke asked to change the order of business to move the voting items up as he had to leave early. All agreed.
4. Ms. Martin presented the minutes from the October 18, 2023 Board of Directors meeting. Ms. Coquillette noted a misspelling in paragraph 6.a.xv. Mr. Blackburn corrected the spelling of his wife's name. Ms. Coquillette moved to approve the minutes as corrected. Ms. McTernan seconded. The motion passed unanimously.
5. Ms. Scott presented and reviewed the financial statement for October.
  - a. Income and expenses are on track for the year. There was an expense to apply for tax-exempt status for the RV lot.
  - b. Ms. Martin moved to approve the financial statements as presented for October. Ms. Coquillette seconded. The motion passed unanimously.
6. Old Business
  - a. Adopt 2024 budget
    - i. At the October 18, 2023 meeting, the Board approved assessing a \$400 working capital reserve fee upon transfers of property, pending Ms. Brown's attending a DORA sponsored webinar of Reserve Funds. This fee is in addition to an existing \$100 title transfer fee which goes into the operating account. This additional fee will go towards building the reserve accounts.
    - ii. Ms. Brown and Ms. Martin attended a webinar on Reserve Funds. At a minimum, they suggest reserves should equal 40% of the operating budget.
    - iii. Board members discussed the Board's goal of building additional reserves for anticipated and unanticipated capital expenses such as possible legal expenses beyond average, and for possible expansion of the RV lot over the next eight years.
    - iv. Fifteen title transfers are being projected for 2024, although the income is unreliable. The total transfers for 2023 exceeded 25.
    - v. This cost may be borne by either the buyer or seller depending on the terms of the sale contract.

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- vi. The proposed budget will be included in the Annual Meeting packet which will be mailed by USPS to all members by November 20, 2023. Owners attending the annual meeting have the opportunity to approve the budget.
  - vii. Ms. Coquillette moved to approve the budget as presented including the \$400 transfer fee to go into reserves. Ms. Martin seconded. The motion passed unanimously.
  - b. Ms. Brown will present the American Family Insurance policy to Mr. Locke for his signature.
7. New Business
- a. DRC application from Judy Farrell
    - i. Ms. Farrell introduced herself. Others spoke in her support. Ms. Coquillette moved to approve Ms. Farrell as the new DRC member to replace Tara Fitzgerald upon her resignation on December 31, 2023. Ms. Scott seconded. The motion passed unanimously.
8. CAM Report: Tracy Brown
- a. Violation notices were sent to 300 SE Sandstone and 325 SE Sandstone. Owners have until December 14, 2023, to remedy.
9. Design Review Committee Report: Kristy Adams
- a. Landscaping
    - i. 305 SE Sandstone Court: Approved.
    - ii. 1395 SE Stonebridge Drive: Landscaping already completed. Approved. Reviewing variance requests for fencing and a dog run.
  - b. General
    - i. 1045 SE Fairway Drive: Hot tub approved. Lattice screen denied as not approved material.
    - ii. 1470 SE Stonebridge Drive: Garage color change. Approved.
    - iii. 1435 SE Stonebridge Drive: Trim color change. Approved.
10. Open comments and discussion from the floor
- a. Townhome owner Mr. Doefler asked a question about theft in the neighborhood and whether the Board had considered implementing something like a neighborhood watch program. Board members mentioned the security camera at the RV lot and experience with other similar programs. Ms. Brown mentioned the message board feature on PayHOA where members may post notices. Facebook also has a community message board. The area is patrolled by police. Several options were discussed including keeping an eye out for your neighbors and not doing things that invite problems.
  - b. Mr. Locke left the meeting at 9:36 AM.
  - c. Ms. Klein pointed out an error in the Design Review Guidelines which state that townhome owners do not own their lots. They do. Ms. Klein

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would like to meet with the DRC to present the evidence of such. Ms. Coquillette recommended waiting until after the incoming DRC is in place as there is a ballot issue in December to add two additional members. Ms. Brown noted that a DRC work session will be scheduled after January 1, 2024 to work through the Guidelines. Ms. Klein offered to work with them.

- d. Ms. Coquillette noted that campaign signs for the 2024 election are already posted on a couple of lots. Our guidelines limit such signage to 45 days before the election. Ms. Brown will put out a reminder of that in the newsletter.
11. Ms. Brown will mail meeting packets for the annual meeting by November 20, 2023. The meeting will be on Monday, December 11, 2023 at 5:30 PM in the HOA building. Twenty-six owners must attend for a quorum either in person or by Proxy. There will be a soup supper after the meeting. She introduced Mr. Farrell who is running for the Board, as well as Mr. Locke who will re-run for the Board.
12. Time and Date of next regular meeting: Wednesday, December 13, 2023 at 9:00 AM.
13. Ms. Martin moved to adjourn. Ms. Scott seconded. The meeting adjourned at 9:46 AM.

**Respectfully submitted,**

**Marcia Martin**