

**MINUTES OF THE
HILLCREST AT THE FARM HOMEOWNER ASSOCIATION
BOARD OF DIRECTORS MEETING-VIA ZOOM MEETING
MARCH 4, 2021**

MEETING CALLED TO ORDER

The Board of Directors for the Hillcrest at The Farm Homeowners Association, Inc., met on March 4, 2021 via Zoom teleconferencing. Present were: Brad Hughes, Brian Smith, Lindsay Radford and Mike Broker. Also present were homeowner Cameron Wilhelm; Eli Schlagel with Front Range Recreation; Jessica Moser and Mark Eames, PCAM with PCMS. Brian Smith, President, called the meeting to order at 6:12 p.m. and asked Mr. Eames to run the remainder of the meeting.

DISCLOSURE STATEMENT FILINGS

Mr. Eames noted that all general disclosure statements have been filed on behalf of the members of the Board of Directors as required by Colorado State Statute and are maintained as part of the Association's corporate files.

OFFICER REPORTS

Nomination and Election of Officers: The following Directors were nominated for the following positions as Officers of the Corporation for 2021:

Brian Smith	President
Mike Broker	Vice-President
Lindsay Radford	2 nd Vice-President
Brad Hughes	Secretary
Scott Rolsen	Treasurer

Motion was made, seconded and with no public comment, unanimously passed to approve the slate of Officers for 2021.

RECORD OF PROCEEDINGS

The next item of business was to review the August 27, 2020 record of proceedings. Motion was made, seconded and with no public comment, unanimously passed to accept the August 27, 2020 record of proceedings as presented.

FINANCIAL REVIEW

The unaudited financial and delinquency reports through December 31, 2020 and January 31, 2021 were presented and reviewed by Mark Eames. Upon a final review, a motion was made, seconded and with no public comment, unanimously passed to accept and file for audit the financial and delinquency reports for the months ending through December 31, 2020 and January 31, 2021.

LEGAL REPORTS

The Board of Directors reviewed the legal updates as provided by management in their quarterly informational packet.

The Board went on to review the 2021 Legal Services and Fee Summary provided by Altitude Community Law. Upon review, a motion was made, seconded and without public comment, unanimously passed to execute the agreement for 2021 for the Non-Retainer and Risk Sharing program with Altitude Community Law.

Mr. Eames briefly reviewed the information provided to the Board of Directors regarding a small claims action that a homeowner filed against PCMS regarding an alleged fall the owner had on a sidewalk adjacent to a common tract owner by Hillcrest at The Farm.

MANAGEMENT REPORT

Mark Eames reviewed the written management report as provided to the Board of Directors in their informational Board packet.

UNFINISHED BUSINESS

Pool Furniture Quotes and Discussion: The Board of Directors had tabled the review of the proposals submitted by Front Range Recreation for the pool furniture for the 2020 pool season at their May and August 2020 meetings due to the pandemic situation. Eli Schlager was in attendance to review the quotes that were provided last April 2020 and noted that the company was still willing to honor the same pricing structure as submitted last year. After a lengthy review, a motion was made, seconded and without public comment, passed by a vote of 3-1 to move forward with ordering the furniture outlined in Option 2 as presented by Front Range Recreation at a cost not to exceed \$14,500.00.

Mr. Schlager also brought a matter to the Board's attention regarding a shortage of the Trichlor product that is used to chlorinate the pools. After a lengthy review, the Board requested that Mr. Schlager put together more information with cost comparisons of the various options to look at for the 2021 pool season and the Board will make a final decision regarding their direction at a later date.

NEW BUSINESS

Homeowner Public Forum: The owner in attendance indicated he had recently moved to the community in December and wanted to introduce himself and hear how things were going with the Association.

ADJOURNMENT

The meeting was adjourned at 7:04 p.m.. The next regularly scheduled meeting of the Board was tentatively set for May 6, 2021 at 6:00 p.m. and will be held either at the clubhouse or via zoom, depending on the current restrictions in place.

IN WITNESS WHEREOF, the foregoing has been duly executed by the Board of Directors as of the 6th day of May, 2021.

HILLCREST AT THE FARM BOARD OF DIRECTORS

By  Secretary/Authorized Agent

**MINUTES OF THE
HILLCREST AT THE FARM HOMEOWNER ASSOCIATION
BOARD OF DIRECTORS MEETING-VIA ZOOM MEETING
MAY 6, 2021**

MEETING CALLED TO ORDER

The Board of Directors for the Hillcrest at The Farm Homeowners Association, Inc., met on May 6, 2021 via Zoom teleconferencing. Present were: Brad Hughes, Brian Smith and Mike Broker. Also present were Eli Schlagel with Front Range Recreation; Jessica Moser and Mark Eames, PCAM with PCMS. Brian Smith, President, called the meeting to order at 6:04 p.m. and asked Mr. Eames to run the remainder of the meeting.

DISCLOSURE STATEMENT FILINGS

Mr. Eames noted that all general disclosure statements have been filed on behalf of the members of the Board of Directors as required by Colorado State Statute and are maintained as part of the Association's corporate files.

OFFICER REPORTS

RECORD OF PROCEEDINGS

The next item of business was to review the March 4, 2021 record of proceedings. Motion was made, seconded and with no public comment, unanimously passed to accept the March 4, 2021 record of proceedings as presented.

FINANCIAL REVIEW

The unaudited financial and delinquency reports through March 31, 2021 were presented and reviewed by Mark Eames. Upon a final review, a motion was made, seconded and with no public comment, unanimously passed to accept and file for audit the financial and delinquency reports for the months ending through March 31, 2021.

LEGAL REPORTS

The Board of Directors reviewed the legal updates as provided by management in their quarterly informational packet.

MANAGEMENT REPORT

Mark Eames reviewed the written management report as provided to the Board of Directors in their informational Board packet.

NEW BUSINESS

2021 Pool Opening Updates: Eli Schlagel was in attendance to provide the Board of Directors with an update regarding the upcoming 2021 pool season.

Homeowner Public Forum: There were not any homeowners in attendance for the public forum portion of the meeting.

ADJOURNMENT

The meeting was adjourned at 6:16 p.m.. The next regularly scheduled meeting of the Board was tentatively set for August 11, 2021 at 6:00 p.m. and will be held either at the clubhouse or via zoom, depending on the current restrictions in place.

IN WITNESS WHEREOF, the foregoing has been duly executed by the Board of Directors as of the 11th day of August, 2021.

HILLCREST AT THE FARM BOARD OF DIRECTORS

By 
Secretary/Authorized Agent

**MINUTES OF THE
HILLCREST AT THE FARM HOMEOWNER ASSOCIATION
BOARD OF DIRECTORS MEETING-VIA ZOOM MEETING
AUGUST 12, 2021**

MEETING CALLED TO ORDER

The Board of Directors for the Hillcrest at The Farm Homeowners Association, Inc., met on August 12, 2021 via Zoom teleconferencing. Present were: Brian Smith, Lindsay Radford and Mike Broker. Also present were Jessica Moser and Mark Eames, PCAM with PCMS. Brian Smith, President, called the meeting to order at 6:08 p.m. and asked Mr. Eames to run the remainder of the meeting.

DISCLOSURE STATEMENT FILINGS

Mr. Eames noted that all general disclosure statements have been filed on behalf of the members of the Board of Directors as required by Colorado State Statute and are maintained as part of the Association's corporate files.

OFFICER REPORTS

Board Member Resignation: Mr. Eames noted that Mr. Brad Hughes had submitted his resignation from the Board of Directors effective immediately.

RECORD OF PROCEEDINGS

The next item of business was to review the May 6, 2021 record of proceedings. Motion was made, seconded and with no public comment, unanimously passed to accept the May 6, 2021 record of proceedings as presented.

FINANCIAL REVIEW

The unaudited financial and delinquency reports through June 30, 2021 were presented and reviewed by Mark Eames. Upon a final review, a motion was made, seconded and with no public comment, unanimously passed to accept and file for audit the financial and delinquency reports for the months ending through June 30, 2021.

LEGAL REPORTS

The Board of Directors reviewed the legal updates as provided by management in their quarterly informational packet.

MANAGEMENT REPORT

Mark Eames reviewed the written management report as provided to the Board of Directors in their informational Board packet.

NEW BUSINESS

2022 Proposed Budget: The Board of Directors reviewed the proposed 2022 budget draft. Upon a final review, a motion was made, seconded and with no public comment, unanimously passed to approve the proposed 2022 budget as presented which will be included in the Annual Meeting notice that will be sent to the membership (Attachment A) for ratification at the Annual Membership/Budget Ratification Meeting set for November 4, 2021.

Annual Meeting Preparation: Mr. Eames noted that the Annual Meeting was scheduled for November 4, 2021 at 6:00 p.m. and that it has not been determined if Fox Hollow Elementary will be accepting reservations for use and that the Board may want to consider holding the Annual Meeting via Zoom Meeting. Upon review, it was determined that the Annual Meeting will be held via Zoom meeting this year and the election of officers and 2022 budget ratification will be done by absentee ballot. There are three positions, both for two year terms up this year. Based on the absentee ballot process for the election of the Board members, a notification will be sent out to the community via E-news to solicit for residents interested in running for one of the three open seats on the Board of Directors and request that they provide a bio that can be included in the Annual Meeting Notice

Homeowner Public Forum: There were not any homeowners in attendance for the public forum portion of the meeting.

ADJOURNMENT

The meeting was adjourned at 6:35 p.m.. The next regularly scheduled meeting of the Board was tentatively set for February 3, 2022 at 6:00 p.m. location to be determined.

IN WITNESS WHEREOF, the foregoing has been duly executed by the Board of Directors as of the 3rd day of February, 2022.

HILLCREST AT THE FARM BOARD OF DIRECTORS

By 
Secretary/Authorized Agent

HILLCREST AT THE FARM HOMEOWNERS ASSOCIATION, INC.
2021 APPROVED BUDGET, 2021 ESTIMATED ACTUAL, 2022 PROPOSED BUDGET

CATEGORY	2021 Approved	2021 Est	2022 Proposed
Operating Income			
Homeowner Assessments	\$146,608	\$146,608	\$146,608
Late Fee Income	\$1,078	\$1,450	\$1,100
Legal Fees-Collection Income	\$0	\$500	\$0
Miscellaneous Income	\$0	\$150	\$0
Carry Forward Funds	\$4,400	\$3,640	\$6,128
Total Operating Income	\$152,086	\$152,348	\$153,836
Administrative Expenses			
Management	\$9,000	\$9,000	\$9,600
Legal-General	\$800	\$200	\$800
Legal-Collection	\$600	\$700	\$600
Insurance	\$8,200	\$7,900	\$8,400
Audit and Tax Preparation Fees	\$2,800	\$1,500	\$1,500
Administrative Expense	\$4,800	\$4,725	\$4,800
Telephone	\$2,300	\$2,270	\$2,300
Social	\$1,500	\$0	\$1,500
Bad Debt Expense	\$500	\$0	\$500
Total Administrative Expenses	\$30,500	\$26,295	\$30,000
Building Maintenance			
Building Maintenance	\$1,200	\$450	\$1,200
Total Building Maintenance	\$1,200	\$450	\$1,200
Grounds Maintenance			
Landscape Contract	\$10,400	\$9,800	\$10,400
Sprinkler Repairs	\$2,000	\$2,200	\$2,400
Plants Trees /Shrubs/Flowers	\$2,400	\$2,200	\$2,400
Holiday Lighting	\$1,250	\$1,250	\$1,300
Snow Removal	\$1,200	\$750	\$1,200
Total Grounds Maintenance	\$17,250	\$16,200	\$17,700
Recreation Facilities			
Pool Contract	\$47,000	\$47,800	\$48,000
Pool Repairs	\$0	\$0	\$0
Pool Chemicals/Repairs	\$6,200	\$7,200	\$7,000
Total Recreation Facilities	\$53,200	\$55,000	\$55,000
Utilities			
Gas & Electricity	\$6,800	\$6,400	\$6,800
Water & Sewer	\$15,500	\$13,900	\$15,500
Total Utilities	\$22,300	\$20,300	\$22,300
Reserve Additions			
Transfers to Reserves	\$27,636	\$27,636	\$27,636
Total Reserve Additions	\$27,636	\$27,636	\$27,636
Total Expenses	\$152,086	\$145,881	\$153,836
Net Operating Income (Loss)	\$0	\$6,467	\$0
Quarterly Assessment	\$120		\$120

**HILLCREST AT THE FARM OWNERS ASSOCIATION, INC.
ANNUAL MEMBERSHIP AND BUDGET RATIFICATION
MEETING MINUTES
NOVEMBER 4, 2021**

CALL TO ORDER

The meeting was called to order at 6:03 p.m. Notice was given to all members in accordance with the Bylaws of the Association. Members of the public, along with Mark L. Eames and Alisia Kear with PCMS were present.

APPROVAL OF THE 2020 ANNUAL MEETING MINUTES

Mr. Eames asked the members to review the 2020 Annual Meeting Minutes. After a brief discussion, the 2020 Annual Meeting minutes were unanimously ratified as presented.

OFFICER REPORTS

2021 FINANCIAL REPORT AND 2022 BUDGET PRESENTATION AND RATIFICATION

Mr. Eames reviewed the 2021 financial condition of the Association and presented the 2022 Budget and addressed questions from the floor. Key points discussed were as follows:

- Based upon anticipated operational expenses for 2021, the Board of Directors determined that the assessment for 2022 will remain the same as 2021 at \$120.00 per quarter.
- There were not 67% of the owners present to reject the budget and therefore the 2022 budget was ratified as written and presented.

NEW BUSINESS

Election for Three Board Seats: Mark Eames announced that two homeowners had expressed an interest in serving on the Board of Directors. Lindsey Radford and Scott Rolsen had placed their names for nomination to fill the two of the three open Board seats. Ballot write-in candidates were Daniel Secary, Kim Herzfeldt, Nathan Flynn, Randy Skizinski and Doug Cole. Based on the ballots received and tabulated, both Lindsey Radford and Scott Rolsen were re-elected and Daniel Secary was elected as a write-in candidate, to the Board of Directors, each serving two year terms.

HOMEOWNER ITEMS RELATED TO ASSOCIATION BUSINESS

The floor was opened to general questions.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:12 p.m.