

# Record of Proceedings

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## Minutes of the Annual Meeting of the Board of Directors of the Two Rivers Homeowners Association

August 11, 2016

The Annual Meeting of the Homeowners of the Two Rivers Homeowners Association was held at 5:00p.m., August 11, 2016, at the Two Rivers Metropolitan District Community Center at 80 Lake Shore Drive, Dotsero, Colorado, in accordance with the applicable statutes of the State of Colorado.

### Attendance

#### The Following Directors were present and acting:

- Mike Pearson – President, 25 properties – (term expires 2017)
- Luke Bray – Vice-President, 54 Brook Trout (term expires 2018)
- John Dudey – Secretary/Treasurer, 157 Brook Trout (term expires 2016)

#### Also in attendance:

- Mark Zbrzezny, NAI Mountain Commercial
- KJ McEvoy, NAI Mountain Commercial
- Rohann Million, NAI Mountain Commercial
- Chad Roberts, Fireside Properties
- 23 properties represented
- 24 people in attendance

### Current Board of Directors

- Mike Pearson – President. Term expires 2017
- Luke Bray – Vice-President. Term expires 2018
- John Dudey – Secretary/Treasurer. Term expires 2016

### Call to Order

5:51pm

### Establish Quorum

Yes, (22 +25 = 47)

### Approval of 2015 Minutes

Mike Pearson motioned to approve last year's minutes, seconded and approved unanimously.

### Financial Review

Balance Sheet:

- ~\$50,031 in the reserve, ~\$68,821 in operating

Reviewed the Board approved Budget for 2017 – 2018

Homeowners asked for clarification on the following:

- Repairs & Maintenance includes items like fencing and irrigation.
- Metro District Allocation
  - The HOA pays back the Two Rivers Metropolitan District (TRMD or Metro District) for costs associated with maintaining the Community Center and other TRMD infrastructure that is used by the Two Rivers community.
- Reserves
  - Have we reached \$50k?
    - Yes
  - What's the goal?
    - \$150,000

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- Can the Metro District request funds from the HOA and can those funds be pulled from the reserve?
  - Yes

### Manager's Report

NAI stepping down as management company;

- Put the management contract out to bid
- Board selected Fireside Properties, which is focused on community management.
  - Fireside will send a welcome email with contact information
- Chad Roberts of Fireside Properties introduced himself and provided Fireside's background
  - In business since 2005 and focuses on community association management. with managed HOA's in Vail, Avon, Beaver Creek and Dotsero.
  - Email will continue to be the main form of communication
- Why is NAI stepping down?
  - Community association management is not NAI's core competency. It was always NAI's intention to get the Community and HOA on track but not to remain the managers long-term
- Why do we need a management company?
  - The day to day tasks associated with managing an HOA are vast and time consuming.
  - The Board of Directors are not paid, so along with administrative tasks, the role of management is to bring solutions to the Board of Directors so they can make an informed decision

Expanding of Board at end of meeting. There are three open seats, if more than three (3) community members express an interest in serving, there will be a vote held and counted at the end of the meeting. From within the Board, a Design Review Board (DRB) will be created to review matters such as fencing, house painting, sheds, parking pavers and landscaping requests.

Management will update financials and meeting minutes to HOA website after the meeting.

### Old Business

Community Parking

- Parking regulations are in the governing documents and were never enforced. Management is now enforcing them
- Reasons, Rules and Regulations:
  - There is no parking on the roads
  - The roads are not only narrow, but parking is clearly limited at the current properties

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- The county requires that an ambulance and fire engine can get down the roads in case of emergencies – hence, parking on the streets is not allowed
- Vehicles of any kind may not park on vacant lots – this is private property
- ATV use on the streets is illegal and the sheriff will be contacted to address anyone breaking this law
- ATVs are not permitted on the land around the lake.
- Enforcement:
  - Enforcement is difficult due to a lack of HOA funding for a full-time, on-site manager to constantly patrol. HOA is working with another company to help with monitoring and enforcing the parking rules
  - Management encourages homeowners to report any parking violations
  - Current enforcement for any vehicles parked on the streets, private property or otherwise breaking the rules could be stickered, booted and/or towed.
- Short-term solutions:
  - For visitors and short term parking homeowners can go online to [tworivershoa.com](http://tworivershoa.com) and register so that their guests/temporarily parked vehicles are not booted/towed
- Long-term solutions/suggestions regarding parking:
  - Making the roads one-way to allow for parking on the streets
    - Has to be discussed with TRMD
  - Making one or more of the vacant lots into a parking lot
    - The HOA doesn't own those lots and they are zoned for residential use
    - The area/lot to the northwest of the roundabout is not an option. That area is owned by the Department of Transportation and the HOA most likely cannot rent that from them
  - Two (2) hour limit before penalized is difficult because those monitoring parking are volunteers and it takes a lot of time to continuously do rounds of the neighborhood to track who is violating a two-hour time limit rule.
    - This is why the website [www.tworivershoa.com](http://www.tworivershoa.com) has a short-term registration section.
    - Many communities must register their guests' vehicles.

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- Additional parking options:
  - Available near the bridge at Dotsero Self-Storage
  - Available in the North Lot across the street for a fee (a shuttle is not offered)
    - It was mentioned that vandalism has been an issue at that lot but the owner of the lot has added cameras and a coded gate.

### Dogs

- Many community members have been complaining about the dogs
- All dogs must be on leashes at all times

### Bus Service

- ECO transit is being pushed to bring bus service to Two Rivers Village/Dotsero
- Josh Farmer has sent letters to ECO transit and suggested that TRV homeowners send an email to ECO as well, expressing their interest in public transportation

### Landscaping

- New landscapers in the community have resulted in many complaints
- Property management urges homeowners for feedback so any wrongdoings can be rectified
  - The website ([www.tworivershoa.com](http://www.tworivershoa.com)) is the best place to submit maintenance request which can be sent directly to the landscapers.
- It is also urged that homeowners speak directly with the landscapers when available to resolve any issues while they are available
- Issues mentioned which will be discussed by property management with the landscapers:
  - Weeds not being addressed
  - Not picking up after themselves – leaving grass shavings, etc.
  - Request for additional gravel in alleyways

### Snowplowing

- The current landscapers will also be completing the snow plow services for the 2015 – 2016 winter
- Property management has been made aware of the inadequacies of the previous snow plowing and will be addressing those this year, including:
  - Roads not plowed well or on-time
  - Sidewalks not addressed
- Property Management urged again to use the website ([www.tworivershoa.com](http://www.tworivershoa.com)) to send any feedback about the snowplowing services at any time

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Community Center (Two Rivers Metro District owns this amenity)

- Vandalism & Trespassing:
  - Vandalism & trespassing have been an issue at the Community Center (including the pool & gym)
  - New key card locks have been added throughout the Community Center
  - Cameras with monitoring are another new feature at the Community Center to further deter vandalism and trespassers
- Renting the Community Center for events is available via the TRV HOA website: [www.tworivershoa.com](http://www.tworivershoa.com)

Pool & Fitness Center/Gym (Two Rivers Metro District owns these amenities)

- Signing up for the pool is available on the website ([www.tworivershoa.com](http://www.tworivershoa.com))
  - Signing up is necessary to receive a key card to access the pool
  - The pool heater is fixed
  - Management was asked to get a net or other kind of tool to get things out of the pool that may need to be removed
- Signing up for the fitness center/gym is available on the HOA website
  - The gym will be re-opened shortly
  - Due to vandalism, new floors, equipment and a TV have been updated in the gym
  - There is a fee associated with gym use for \$10 per month (this amount is subject to change)

Boat Usage / Boat Ramps:

- There was boat usage offered around Two Rivers Village that were available in the past but the person that was doing that is no longer offering that amenity.
- Boat ramp at the end of Rainbow Circle was used by Alpine Quest through the Metro District as this is Metro District property.
- Private kyakers or anybody else that has not been given permission to cross commercial property on the east side of the community to access the water are trespassing and that's not going to continue.

TRMD

- Two Rivers Metro District is a quasi-government (with certain restrictions) that own and maintain:
  - The streets in Two Rivers Village and Two Rivers Estates
  - The Community Center and pool

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- The way to get in touch with the Metro District for questions pertaining to Metro property is through HOA managers. The HOA website can be used for these types of questions in the same area where maintenance requests are made.
  - [www.tworivershoa.com](http://www.tworivershoa.com)
- Management was informed that mosquitos around the lake are getting bad again. More spraying will be scheduled.
  - Question presented as to whether the weeds around could be cut to prevent the bugs from coming back. This is a Metro District expense so it can be brought to the Metro District for review, but the HOA cannot provide an answer.
- Streets – improved lighting requested
  - Management will need to bring this to the Metro District and see if it can be budgeted into the Metro's budget.

### Budget & Financials

- A homeowner thought the budget should be approved by the HOA/community.
  - It was explained that the Budget is approved by the Board of Directors which represent the best interests of the community.
- \$50,000 of the HOA operating money was moved to a reserve account as reserves were not being tracked correctly in previous years. It is hoped that over the next three years, that reserve account will be increased to \$150,000.

### HOA Meetings

- It was asked when the next meeting would be. Management said the fall of 2016 maybe an option but that can't be confirmed.
- Meetings will be held at least one time per year, if not more.
- Feedback to the management team should be given as issue arise, not just at HOA meetings. Homeowners are encouraged to use the TRV HOA website to submit maintenance requests and as well as feedback.

### Available on the Two Rivers HOA website:

- [www.tworivershoa.com](http://www.tworivershoa.com)
- Maintenance requests / community feedback
- Community Center: events, pool & gym sign-up
- Guest vehicle registration
- HOA governing documents
- Billpay (coming soon!)

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## New Business

### Clarification regarding Sage Outdoor Adventures

- The land they are on is owned by 2 Rivers Realty
- They are leasing it for the summer
- No money goes to the HOA
- Clarified that 2 Rivers Realty has nothing to do with the Metro District – they are a private owner of that land.

### Clarification regarding the Two Rivers Metro District (TRMD)

- The TRMD has separate financials from the HOA. It's a separate entity.
- TRMD owns all the common areas, Community Center, pool and the associated amenities which the HOA community has access to and may use.
- The HOA sets the rules and regulations and TRMD services the infrastructure.
- TRMD owns the water treatment plant that services the Two Rivers HOA.

### Mosquito & Weed Spraying

- Mosquitos are better than the previous year but still an issue
- Noxious weeds are an issue
- Is HOA allowed to spray along river and ponds?
  - Ponds are TRMD property, river is BLM land
  - Management will have to look into expanding spraying to include along river, however that area is an environment/habitat so contacting the county and research will need to be completed.

### Landscaping - Lawn care/Irrigation

- Overwatering of lawns is a concern
  - New management company will review solutions to overwatering (ie: HOA setting schedule not the landscaper)
- Confusion about landscape crew's responsibilities
  - Management clarified that landscaping is lawn care only, such as start-up of irrigation system in spring, weed mitigation/spray, weekly mowing as needed, maintenance and repairs of irrigation system, irrigation blow out in fall.
- Other concerns with landscaping: cutting down trees and interest in changing vendors next season, confusion about contracted duties
  - New management will bid out next season and include items such as: 1x lawn feeding, aerating in spring, granular weed mitigation treatment
  - New management may post lawn care contract/summary on website next season for clarity

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- It was suggested that lawn care be taken out of budget completely and cancel the existing contract
  - Management explained that per the governing documents the HOA is responsible for basic lawn care. This ensures uniform care throughout the community.
- Zero-scaping was suggested as a homeowner option
  - This would be a consideration for the Design Review Board once in place

Request was made to add a light by the PO Boxes

- New management will research if this is a possibility

Who has been putting nets in the lake and why?

- Metro District authorized the Division of Wildlife to check the lakes and trap the Pike because Pike are an invasive species

Design and Review Board (DRB)

- The DRB will be put in place to help create and enforce the design standards and review requests by homeowners to make design changes such as paint colors and fencing. All changes will need to be approved by the DRB which will be a sub-committee of Board members.

Communication with Management, options and goals:

- Management reminded everyone of the Maintenance Request forms that are available on HOA website and email and phone calls are responded to within timely matter
- On much of the confusion that seems to exist at Two Rivers, the new management company, Fireside Properties, will help to clarify:
  - Homeowner is responsible for...
  - HOA is responsible for....
  - Metro District is responsible for....
- Improve consistency of information between management office and onsite vendors/agents

Snow Removal Contract

- Do we enter into a contract with snow and landscaping at the same time?
  - The HOA and the TRMD entered into these contracts at the same time because for the current year, a lower bid was received by having one company do all of it
  - To clarify, snow removal isn't in the HOA budget. The Metro District pays for snow removal on common roads and sidewalks
- Snow removal on driveways and private walkways are the responsibility of the homeowner



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### Construction parking concerns

- Trucks have been seen parking on the roads
- Management will continue to monitor the parking and enforce parking regulations on violators

### Trespassing concerns

- People are trespassing to access the lakes by walking through homeowner's property, parking on the streets and driving on paths around the lakes.
- Can HOA install "No Trespassing" signs to help with enforcement?
  - The land is owned by the TRMD so new managers will work with the Metro District on signage program options
- How can we mitigate trespassing?
  - Pay someone to monitor?
    - The land around the lakes is owned by the Metro District; they do not have the resources or budget to monitor at all times.
  - Sheriff Patrols
  - Call local law enforcement
  - Install gate just beyond boat landing
  - Gated community
    - The HOA does not charge enough in dues to cover the expense of most likely over \$80k to install, maintain and staff a gated community.
  - Homeowners self-police each violation
    - Management discourages this approach as this could lead to confrontation and create an unsafe situation.
  - New management will look into options with Metro District to discourage trespassing

### Pool / gym

- Questions regarding pool fees and why they are being charged
  - These fees are paid to the Metro District who owns and pays for the pool maintenance. Funds are needed to cover those costs

### Parking / Streets

- Homeowners expressed that parking on streets shouldn't be tolerated
  - Management reiterated that per the Rules and Regulations – there is no parking on the street.
  - Also mentioned was the fact that emergency vehicles need to roads to be cleared of parked cars to access homes in the community.

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- Why is parking not allowed on the empty lots or by the Community Center?
  - Empty Lots, undeveloped land and the Community Center are private property. Parking on private property is trespassing.
- Can homeowners park on their own lawns?
  - Management reminded everyone that parking rules and regulations are outlined in governing docs (found online)
  - Parking is allowed in homeowners driveways, on parking pads and other designated areas per the governing docs. Parking is not permitted on homeowners lawns.
- Management explained the 3-strike warning approach currently in place before violators are booted in an effort to educate residents about the parking rules and regulations
  - It was brought up that monitoring & enforcement is inconsistent in evenings and on weekends/holidays
  - Management explained limited resources and budget have contributed to these issues, however, it is the goal of new management to address these issues moving forward.
- Concerns about ATVs and motorbikes around the streets and through lots
  - New management will be sending out notices to the community about these and other violations
- Other possible solutions mentioned:
  - Create Neighborhood Watch
    - This will depend on safety/liability, funding, and interest from community members to serve
  - HOA buys boots and fines collected go into HOA
  - Add parking pad to individual lot for overflow
    - Requests for individual review by DRB
  - Create Community Lot
    - The empty lots are not for sale and not zoned for parking
    - 10.5 acres at east end of community (north of TRMD Community Center) is not for sale
    - The Developer has mentioned a possible green space along Buffalo Blvd with ~ 8 parking spaces

### Community Clean Up Day

- Interest was expressed in a day when residents can dump their unwanted furniture, trash, etc. on the curb for pick up
- Alternative suggestion – Community Message Board
  - Used by residents to communicate “free couch”, etc.
- New management will look into both possibilities

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### Board Election & Expansion

- The Board is expanding from 3 to 5 members. There is 1 position up for election plus 2 new positions for a total of 3 open positions for those interested in serving
- About Board Service
  - Board meetings are currently 2x per year
  - With Design Review Board (DRB), could ramp up to 4x per year, plus email approvals
- There were four interested individuals who introduced themselves to the room and gave a little background on their experience and desire to serve on the Board.
  - Amy Yandle
    - Worked in property management for 20 years
    - Owns 2 properties here at TRV
    - GM of Best Western in Eagle for 6 years
    - Property management background, design background
  - Scott Harrison
    - Lived here for 3 years
    - Works for R&H Mechanical
    - Primary purpose would be to do the best job that he can and make sure everyone is involved
    - Goal is to streamline the HOA to ensure all comments and concerns are addressed
    - Ready and willing to commit to the time it's going to take to achieve these goals
  - Josh Andersen
    - Lived here almost 3 years
    - Likes living in Two Rivers Village
    - Heard there was an opening in the Board and wanted to help out
    - Wants to keep the community nice and a great place to live
  - Matt Kreutzer
    - Born and raised in Vail Valley
    - Values community, career and family
    - Thinks he can contribute to the community

With 4 interested individuals the open positions went to a vote, each property represented voted for their top 3 choices. Votes were tallied and the new Board Members are: Amy Yandle, Scott Harrison and Josh Andersen.

### Adjournment

Motion to adjourn, seconded, it was made unanimously @ 7:48pm