

# Two Rivers Homeowners Association

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**NOTICE IS HEREBY GIVEN** that a meeting of the Directors of the Executive Board of Two Rivers Homeowners Association will be held at the Two Rivers Community Center, Dotsero Colorado on Thursday, March 9, 2023, beginning at approximately 6:00 P.M.

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## **AGENDA**

1. Call to Order
2. Declaration of Quorum
3. Consideration of Agenda
4. Consideration of Minutes
  - a. June 9, 2022 Board Meeting
5. New Business
  - a. Operations Manager Report
  - b. Resident interest in Board seats
  - c. Other Business
6. Board Member Discussion
  - a. Pathfinder Broadband written permission for antenna placement
  - b. Other
7. Action Items
  - a. Ratification of October 2022 – February 2023 Payables
  - b. TRMD 2022 Reimbursement
8. Financial Matters
  - a. January 31, 2023 Financial Statements
9. Adjournment

## **DISTRIBUTION**

### Board of Directors

Esgar Acosta, President	Term expires 2024
Chris Delsordo, Director	Term expires 2023
Vacant	Term expires 2023
Vacant	Term expires 2025
Vacant	Term expires 2025

### Other

Ken Marchetti, CPA, Association Manager
Craig Plizga, Community Operations Manager
Kendra Nicholson, Account Manager

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# RECORD OF PROCEEDINGS

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## MINUTES OF THE BOARD OF DIRECTORS MEETING TWO RIVERS HOMEOWNERS ASSOCIATION, INC. JUNE 29, 2022

A meeting of the Board of Directors of the Two Rivers Homeowners Association, Inc. was duly called and noticed at the Two Rivers Community Center, 80 Lake Shore Dr., Gypsum, CO 81637, as well as via virtual Zoom meeting, in accordance with the applicable statutes of the State of Colorado.

### ATTENDANCE

#### The following directors were present and acting:

- Esgar Acosta
- Alexa Hill
- Misty Lawrence
- Chris Delsordo

#### Absent and excused:

- Karen Funnelle

#### Also in attendance were:

- Kendra Nicholson, Recording Secretary for the meeting
- Ken Marchetti, Marchetti & Weaver
- Craig Plizga, Community Operations Manager

### Call to Order

The meeting of the Executive Board of the Two Rivers Homeowners Association was called to order on June 29, 2022 at 6:01 p.m., noting a quorum was present.

### Addition To the Agenda

Director Hill asked to add the late summer picnic to the agenda, which was agreed.

### Minutes

The Board reviewed the March 23, 2022 minutes included in the packet and, upon motion duly made and seconded, it was unanimously

**RESOLVED** to approve the March 23, 2022 Minutes of the Board of Directors.

### Operations Manager Report

Craig Plizga, Operations Manager Report:  
Room Rentals  
Gym Equipment  
Pool Shade  
Entrance Trees  
Mailbox Structure Repairs

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# RECORD OF PROCEEDINGS

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Two Rivers Homeowners Association Board of Directors Meeting June 29, 2022

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MIRA Bus

**Free Comm Ctr Events:**

Dance Classes

Food Bank

Tuesday Activities

Free events haven't been cleaning up after themselves like they should. Going forward, Mr. Plizga will create a list for cleaning for the free activities, like currently happens with paid rentals

**Parks and Wildlife Lakes:**

Kokanee – Needs a burn to keep from connecting to the river, Wildlife is taking fish out of the lake each year

Trout – Large number of perch, pike is eating the perch which is good, the lake has a balance

Bass – Healthy lake

**Other  
Business**

Director Hill mentioned the Late Summer Picnic – Discussion about funding for the picnic and what to do about food.

Director Hill will research food trucks. Director Delsorto said he will donate his roasted corn food truck for the event.

Fines/Liens/Issues – Director Acosta asked when houses come up for sale, what to do about violations? Director Acosta stated fines can be given out and collected in the case of a sale, or as a lien. What happens when you can't contact the homeowner? Can the HOA reach out to the realtor and let them know the violations need to be taken care of when there's a sale? Mr. Marchetti stated maybe we could charge a deposit in the title request process to be refunded when the issue is taken care of. For the title request, get a list from the HOA of DRB violations with standard amounts to be agreed on for each type of violation, TBD.

Street landscaping – Mr. Acosta said the trees that came down left stumps behind. They do still need to be removed, Mr. Plizga will find someone to do the removal. More trees may come down in the future, need to figure out which ones and what can be done?

Weed control – Can be Metro or HOA depending where it is. Mulch vs. gravel. Will discuss on the Metro side.

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# RECORD OF PROCEEDINGS

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Two Rivers Homeowners Association Board of Directors Meeting June 29, 2022

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Discussion about past due HOA dues. There is a payment plan policy in place that is being followed. Ms. Nicholson will provide the list for the board members.

Short term rentals were discussed. Director Acosta stated that the rules for Two Rivers state that under 3 months is considered a STR.

## **Accounts Payable**

The Board reviewed the April through June 2022 accounts payable lists and by motion duly made and seconded it was unanimously

**RESOLVED** to ratify the April 2022 through June 2022 accounts payable lists as presented.

## **Financial Statements**

The May 31, 2022 financials were presented by Ken Marchetti. Mr. Marchetti stated the “**water tax**” (other projects on financials) collected through the property taxes, the HOA Board may want to remove this tax in 2024 when property taxes will increase based on current property values. The HOA Board will need to decide on this at some point.

After discussion and by motion duly made and seconded, it was unanimously

**RESOLVED** to accept the Association’s May 31, 2022 financial statements as presented.

## **Adjournment**

There being no further matters for discussion, the meeting was adjourned by Director Acosta at 7:54 p.m..

Respectfully submitted,

Kendra Nicholson  
Recording Secretary for the Meeting

## March 2023 Operations Report - Two Rivers Board

- Paper work was submitted to Garfield County about reimbursed for the damages caused by the high speed chase that ended here in Two Rivers. Total damages were \$1194.39 This included replacing the trail gate, and a corner fence post for the Fortius lot.
- Rocky Mountain Landscape is our current plow company. The first snow was a day time snow and they were at Two Rivers by 2:00pm plowed in the afternoon before the evening traffic. They also can come and salt or gravel the roads when they turn to ice sheets.
- Prima paint finished painting the downstairs room and hallway of the facility. They have provided estimates to repaint the locker rooms and upstairs.
- The locker room floor are going to be replace by Good Shepard Flooring out of Glenwood springs. They will be installing a glue down vinyl plank that will look like stone tile.
- Walking Mountain has just begun a new class here at Two Rivers, Chicos Curiosus, a Spanish version of their Earth Keepers class. The class is from 10am to 11am on Mondays
- Food Market continues to come every Thursday evening, MIRA one Thursday a month and the dance class is starting up again on Wednesday mornings at 11:00am.
- We now have two food trucks that come here on Fridays. The Churro truck continues to come every other Friday while the new truck with actual food has been coming every Friday evening.
- Eagle County, CO State Troopers, etc.... seems to have figured out the detour situation finally. They have again realized traffic in Gypsum makes more sense than Dotsero. Placing a cop at the westbound Dotsero offramp to divert the traffic back to Gypsum instead of even allowing it into Dotsero has worked well the last two closures.
- The current strategy for Code Enforcement this summer is pick one issue and talk to all residents that are neglecting this issue. The first issue I plan on tackling is mud bogs for a front yard.  
What should be the second issue I look into?
- Summer clean up. I have been requested to have 4 dumpsters this year. Last year we had 3 dropped off Thursday and picked up Monday all three were over full. Trinity Recycle?
- Anyone know of a carpenter that would/could extend the roof of the mail box structure?

**TWO RIVERS HOMEOWNERS ASSOCIATION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGED IN FUND BALANCE  
BUDGET, ACTUAL AND FORECAST FOR THE PERIODS INDICATED**

Printed: 03/06/23

	Cal Yr 12/31/2022 Actual	Cal Yr 2023 Adopted Budget	Variance Favorable (Unfavor)	Cal Yr 2023 Forecast	1 MO Ended 01/31/23 Actual	Remaining Forecast	Cal Yr 2024 Prelim Budget
Properties	261	261	-	261			261
Assessments per Property Per Month	\$ 75.00	\$ 75.00		\$ 75.00			80.00
				0%			7%
<b>Revenues</b>							
Total Assessments	234,685	234,900	-	234,900	19,575	215,325	250,560
Compliance Fines	0	1,000	-	1,000	0	1,000	1,000
Late Fees and Other Income	14,386	12,000	-	12,000	1,465	10,535	12,000
Interest Income	84	25	-	25	48	(23)	25
Title Prep Fees	1,900	3,000	-	3,000	100	2,900	3,000
DRB Reimbursable		0		0		0	0
<b>Total Revenues</b>	<b>251,055</b>	<b>250,925</b>	<b>0</b>	<b>250,925</b>	<b>21,188</b>	<b>229,737</b>	<b>266,585</b>
<b>General and Admin Expenditures</b>							1
Community Assn Mgmt/Accounting/Admin	17,840	26,574	-	26,574	1,400	25,175	27,372
Covenant Enforcement	0	0	-	0	0	0	0
Legal	0	1,000	-	1,000	0	1,000	1,000
Monthly Assessment Billings	13,356	13,635	-	13,635	1,018	12,617	14,044
Insurance	1,975	1,472	-	1,472	0	1,472	1,619
Bank Fees	0	0	-	0	0	0	0
Website Maintenance	75	500	-	500	0	500	500
Office Expenses and Misc.	1,533	1,000	-	1,000	217	783	1,000
Contingency		5,000	-	5,000		5,000	5,000
<b>Total General &amp; Admin Expenditures</b>	<b>34,779</b>	<b>49,182</b>	<b>0</b>	<b>49,182</b>	<b>2,635</b>	<b>46,547</b>	<b>50,535</b>
<b>Operating Expenditures</b>							
Landscaping & Irrigation	98,282	117,967	-	117,967	0	117,967	121,506
Weeding & Fertilization Program	7,875	11,890	-	11,890	0	11,890	12,246
Repairs and Maintenance	0	5,000	-	5,000	0	5,000	
Community Picnic/Events	1,498	2,000	-	2,000	0	2,000	2,000
Metro District Cost Reimbursement	73,729	80,911	-	80,911	0	80,911	83,338
Other Projects (Mail Boxes '23, Park '24)	18,646	27,500	-	27,500	0	27,500	50,000
<b>Total Operating Expenses</b>	<b>200,030</b>	<b>245,268</b>	<b>0</b>	<b>245,268</b>	<b>0</b>	<b>245,268</b>	<b>269,091</b>
<b>Total Expenditures</b>	<b>234,808</b>	<b>294,449</b>	<b>0</b>	<b>294,449</b>	<b>2,635</b>	<b>291,814</b>	<b>319,626</b>
<b>Revenue Over (Under ) Expenditures</b>	<b>16,247</b>	<b>(43,524)</b>	<b>0</b>	<b>(43,524)</b>	<b>18,553</b>	<b>(62,077)</b>	<b>(53,041)</b>
Beginning Fund Balance	153,764	130,094	39,917	170,011	170,011	0	126,487
<b>Ending Fund Balance</b>	<b>170,011</b>	<b>86,570</b>	<b>39,917</b>	<b>126,487</b>	<b>188,563</b>	<b>(62,077)</b>	<b>73,446</b>

No assurance is provided on these financial statements;  
substantially all disclosures required by GAAP omitted.

**TWO RIVERS HOMEOWNERS ASSOCIATION  
Balance Sheet**

ASSETS	12/31/22	1/31/23
<b>Current Assets:</b>		
Bank Account- Operating	124,441	144,272
Bank Account- Reserve	147,446	147,477
<b>Total Cash in Bank</b>	<b>271,887</b>	<b>291,750</b>
Accounts Receivable	35,061	33,507
Other Receivables	0	0
Allowance for Doubtful Accounts	(9,206)	(9,206)
<b>TOTAL ASSETS</b>	<b>297,742</b>	<b>316,050</b>
<b>LIABILITIES &amp; NET ASSETS</b>		
<b>Liabilities:</b>		
Accounts Payable	94,161	93,917
<b>Total Liabilities</b>	<b>94,161</b>	<b>93,917</b>
<b>Net Assets</b>		
Working Capital Reserve	33,570	33,570
Fund Balance	170,011	188,563
<b>Total Net Assets</b>	<b>203,581</b>	<b>222,133</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>297,742</b>	<b>316,050</b>

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Two Rivers Metro District and HOA  
 Cost Sharing Agreement Dated January 1, 2020  
 Exhibit A  
 Scope of Services and Functions

<b>Operations and Overhead</b>	<b>2021</b>	<b>2022 Budget</b>	<b>2022 Actual</b>	<b>2023 Budget</b>
Office Expense	\$ 3,294	2,958	1,838	\$ 3,194
Salaries and Wages-Operations Manager	62,382	71,103	68,493	76,791
Covenant Enforcement Independent Contractor	13,219	0	0	9,600
Payroll Taxes & Expenses	1,465	1,335	1,279	1,389
Employer Health Insurance	6,560	7,288	7,626	7,689
Employer 401A Match	4,898	4,408	4,566	5,356
Employer 457 Match	0	2,844	3,297	3,072
Auto Mileage Reimbursable Expense	801	1,200	1,284	1,296
Telephone	2,137	1,999	2,139	2,159
Utilities-Community Center Trash	588	800	832	864
Utilities-Gas-Pool	1,712	2,500	2,974	2,700
Utilities-Community Center	8,153	8,712	11,051	9,409
Community Center Supplies	1,396	2,400	2,426	2,592
Cleaning of site and facility	3,982	4,800	5,070	5,184
Community Center Maint & Repair	5,869	8,800	8,258	9,504
Fire Alarm Monitoring	549	636	549	687
Mosquito Abatement	425	900	900	972
Pool Ops, Maint & Supplies	3,498	6,000	6,035	6,480
Community Grounds R&M	9,166	5,200	12,229	5,616
Community Park Lease (Purch (\$95k) or Extend in 2024	7,448	6,611	6,611	7,267
<b>Total</b>	<b>\$ 137,541</b>	<b>\$ 140,495</b>	<b>\$ 147,457</b>	<b>\$ 161,821</b>
 TRHOA 50% Share Per Agreement		<b>\$ 68,770</b>	<b>\$ 70,247</b>	<b>\$ 80,911</b>
 <b>Additional Items</b>				
Community Center Improvements		5,000	10,594	5,000
Community Center Painting		10,000	0	
Community Center Carpet		8,000	0	
Locker Room Floor		12,500	0	
Entrance/Buffalo Blvd Trees		25,000	17,600	
Pool Improvements (Pool Shade 2021 & 2022)		10,000	9,098	
				50,000
<b>Total</b>		<b>\$ 70,500</b>	<b>\$ 37,292</b>	<b>\$ 55,000</b>
 TRHOA 50% Share		<b>\$ 35,250</b>	<b>\$ 18,646</b>	<b>\$ 27,500</b>
 TRHOA 50% Share Total			<b>\$ 92,375</b>	

Two Rivers HOA  
Accounts Payable - October 2022

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
<i>American Conservation &amp; Billing</i>	<i>1,013.75</i>	<i>HOA Billing - October</i>
<i>Colorado Booting</i>	<i>280.00</i>	<i>Covering Booting of Vehicles per Craig</i>
<i>Fresh Mountain Lawns</i>	<i>27,896.00</i>	<i>Lawn Care General Maintain - Sept &amp; Irrigation Blow-out</i>
<i>Marchetti &amp; Weaver</i>	<i>1,763.25</i>	<i>Accounting/Administration - Aug</i>
<i>Rutsu</i>	<i>3,937.50</i>	<i>Lawn Fertilization - Weed Control</i>
<b>Payables to be Approved at Meeting:</b>	<b><u>34,890.50</u></b>	

Additional payments are in bold print  
Payments to be ratified are in italic print



Two Rivers HOA  
Accounts Payable - November 2022

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
<i>American Conservation &amp; Billing</i>	<i>1,042.50</i>	<i>HOA Billing - November</i>
<i>Marchetti &amp; Weaver</i>	<i>1,922.33</i>	<i>Accounting/Administration - Sept</i>
<b>Payables to be Approved at Meeting:</b>	<b><u>2,964.83</u></b>	

Additional payments are in bold print  
Payments to be ratified are in italic print

Two Rivers HOA  
Accounts Payable - December 2022

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
<i>American Conservation &amp; Billing</i>	922.75	<i>HOA Billing - December</i>
<i>Avid Design</i>	75.00	<i>Website Maintenance</i>
<i>Marchetti &amp; Weaver</i>	4,724.70	<i>Accounting/Administration - Oct &amp; Nov</i>
<b>Payables to be Approved at Meeting:</b>	<u><u>5,722.45</u></u>	

Additional payments are in bold print  
Payments to be ratified are in italic print

Two Rivers HOA  
 Accounts Payable - January 2023

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
<i>American Conservation &amp; Billing</i>	<i>1,018.25</i>	<i>HOA Billing - January</i>
<i>Marchetti &amp; Weaver</i>	<i>1,785.85</i>	<i>Accounting/Administration - Dec</i>
<b><i>Payables to be Approved at Meeting:</i></b>	<b><i>2,804.10</i></b>	

Additional payments are in bold print  
 Payments to be ratified are in italic print

Two Rivers HOA  
Accounts Payable - February 2023

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
<i>American Conservation &amp; Billing</i>	<i>963.75</i>	<i>HOA Billing - February</i>
<i>Marchetti &amp; Weaver</i>	<i>1,541.88</i>	<i>Accounting/Administration - Jan</i>
<i>Two Rivers Metro District</i>	<i>92,375.00</i>	<i>2022 Cost Sharing Reimbursement</i>
<b><i>Payables to be Approved at Meeting:</i></b>	<b><u><u>94,880.63</u></u></b>	

Additional payments are in bold print  
Payments to be ratified are in italic print