

# 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 Wednesday, June 23, 2021, 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. March 31, 2021
5. New Business
  - a. Operations Manager Report
  - b. Introduction – Carson Patterson, Assistant Community Manager
  - c. Board Vacancies- Appointments
  - d. Other Business
6. Board Member Discussion
  - a. Covenant Enforcement Priorities
  - b. Community Events
  - c. Annual Member Meeting
  - d. Pool Rules & Regulations
  - e. Other
7. Action Items
  - a. Ratification of April 2021 – June 2021 Payables
8. Financial
  - a. May 31, 2021 Financial Statements
9. Adjournment

## **DISTRIBUTION**

### Board of Directors

Esgar Acosta, President	Term expires 2021
Vacant, Vice President	Term expires 2021
Vacant, Secretary	Term expires 2022
Chris Delsordo	Term expires 2022
Christina Rudow, Director	Term expires 2022

### Other

Ken Marchetti, CPA, Association Manager  
Meghan Hayes, Recording Secretary  
Craig Plizga, Community Operations Manager  
Carson Patterson, Asst. Operations Manager

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# RECORD OF PROCEEDINGS

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## MINUTES OF THE BOARD OF DIRECTORS MEETING TWO RIVERS HOMEOWNERS ASSOCIATION, INC. March 31, 2021

A meeting of the Board of Directors of the Two Rivers Homeowners Association, Inc. was duly called 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
- Chris Delsordo
- Christina Rudow

**Also in attendance were:**

- Meghan Hayes, Recording Secretary for the meeting
- 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 March 31, 2021 at 6:05 p.m., noting a quorum was present.

**Consideration of Agenda**      There were no additions to the agenda.

**Minutes**      The Board reviewed the October 5, 2020 minutes included in the packet and, upon motion duly made and seconded, it was unanimously

**RESOLVED** to approve the October 5, 2020 Minutes of the Board of Directors.

The November 10, 2020 Annual Member minutes were also included in the packet for the board to review. No action was taken and they will be submitted at the 2021 Annual Member Meeting for review and approval from the community.

**2021 Proposed Meeting Calendar**      A proposed meeting calendar was included in the board packet. After discussion and by motion duly made and seconded, it was unanimously

**RESOLVED** to accept the proposed meeting dates of June 23<sup>rd</sup>, September 22<sup>nd</sup> and December 15<sup>th</sup>.

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# RECORD OF PROCEEDINGS

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Two Rivers Homeowners Association Board of Directors Meeting March 31, 2021

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## Operation Managers Report

Craig Plizga, Operations Manager, reported that no trespassing signs have been installed by the lakes and dog waste stations have been placed throughout the community. He reported that we are working with Visionary Broadband to get service into the Community. We are anticipating opening the pool this summer but we will continue to follow county health orders. With regards to safety issues in the community, he reported that a flashing cross walk is being installed at the entrance circle to the bus stop then another potential cross walk further west on Buffalo. He is also looking into ways to get more light along Buffalo. It could be more street lights or adding bollards or even as simple as switching out the lighting fixtures. He is working with MH Lighting Design on the best solutions.

There was discussion about what steps could be taken to get the gym open. A reservation system was suggested. Mr. Plizga will be looking into how to get that set up and running.

## Weed Mitigation Proposals

Ms. Hayes prepared a summary of the proposals we received for a Weed/Fertilization program. All Turf Masters was clearly the cheaper option over Fresh Mtn Lawns. After discussion and by motion duly made and seconded, it was unanimously

**RESOLVED** to accept the All Turf Masters proposal.

## Brainstorming- How to improve The Community

Ms. Hayes and Mr. Plizga had a meeting a few weeks prior to this meeting to think of ideas that could enhance the Community. There were 6 categories: Safety, Cleanliness, Parking, Community Togetherness, Responsible Pet Ownership and Weed Mitigation. The response was very positive about all of the ideas that were included in the board packet. Ms. Hayes and Mr. Plizga will continue to work on the projects listed and will continue to inform the community of what steps are being taken. Ms. Hayes notified the community that the parking lot idea around the soccer field has been completely taken off the table and that the District is looking into putting a couple of spots on the west end of the community near the waste station. This way there is guest parking on both ends of the community then one central lot on Bass.

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# RECORD OF PROCEEDINGS

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Two Rivers Homeowners Association Board of Directors Meeting March 31, 2021

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In addition to the Community Clean Up that will be held twice this year, it was suggested a Community Wide Yard Sale be held. There was consensus on that being a great idea.

Community members brought up the idea about creating a Community Watch Program due a graffiti incident that occurred in 2020. There was some discussion about potentially hiring an off-duty police officer but that there could potentially be a cost issue. Craig said he would look into it as he had a person he thought may be interested. The Community discussed whether or not if signs being put up stating that there is a Community Watch Program would be helpful.

## Accounts Payable

The Board reviewed the October 2020 through March 2021 accounts payable lists and by motion duly made and seconded it was unanimously

**RESOLVED** to ratify the October 2020 through March 2021 accounts payable lists as presented.

## Financial Statements

The December 31, 2020 and February 28, 2021 financials were included in the Board Packet. By motion duly made and seconded it was unanimously

**RESOLVED** to accept the Association's December 2020 and February 2021 financial statements as presented.

## Adjournment

There being no further matters for discussion, the meeting was adjourned

Respectfully submitted,

Meghan Hayes  
Recording Secretary for the Meeting

## **June 2021 TRHOA Managers' Report**

- All four doggie stations are being used regularly; they are also being used as trash cans now.
- Pool opening was delayed by half a day due to boiler bleed valves. The slightest bit of rust prevented the bleed plug from threading in.
- Pool seems to be stabilizing. The new filters along with the wind and heavy usage were resulting in clogged filters by the end of each day.
- Pool numbers have been higher than previous years, partly because of the heat, the virus relief and a lot of new residents—Over 50 key cards have gone out since May 1<sup>st</sup>.
- Working with MH lighting on replacing the street lights with new fixtures as opposed to just new lightbulbs which we had been doing. It looks like we can keep the poles and the tenons which will keep cost down.
- Walking Mountain continues to use the lakes and trails on Wednesday mornings, numbers seem to get bigger as the weather gets hotter. The Food Market continues to use the community center every Thursday evening. The Mira bus currently comes every other Thursday.
- I continue to work with Alex in getting everyone's sprinkler system running at a useable level. Seems like a lot of the same issues as last year. Late getting water on, poorly designed systems and not the best communication.
- Vail Turf came and did their first application of Weed and Feed for the neighborhood and common areas. They had to come back to complete the task due to neighborhoods size.
- Second trash clean-up day is this weekend. The first went hundreds of times better than last year. The shorter time frame and the communities help in holding other accountable was really nice to see.
- Colorado Parks and Wildlife came and did an initial survey of the lakes to determine the populations. In seeing an abundance of small mouth bass (invasive species) in Kokanee Lake they thought it best to remove as many as possible before they breed for the summer.
- Post office contract holder is still trying to find a full-time mail carrier. Jennine the longtime carrier has come out of retirement to help cover the route until a permanent carrier is found.
- We hired an Assistant Manager. Carson is familiar with the area, he was a Head Lifeguard for WECMRD, Animal Control Officer for Eagle County, and a Peace Officer for the Town of Eagle.

Posted at the pool is a standard pool safety sign, that covers the **five “must rules”** of any facility followed by a short narrative. Rules are posted in both English and Spanish.

1. No lifeguard on duty.

-Swim at your own risk.

2. Watch your children closely

-Drowning happens quickly. People drowning cannot call out for help.

-Keep children within arm’s reach when in the water.

3. No Diving

-Reduce the risk of head neck and spinal injuries.

-Only enter water feet first.

4. Non-swimmers should wear life Jackets

-Reduce the risk of drowning.

5. No long underwater breath holding

-Prolonged repetitive breath holding can be deadly.

-Doing so tells your body not to ask for oxygen, which can cause you to pass out and drown.

**Then on the sign on the gate as you enter, we have Two Rivers specific community pool rules:**

No lifeguard on duty, swim at your own risk.

Persons under 15 must be accompanied by an adult.

No alcohol beverages.

No glass in the pool area.

No Pets allowed.

No running, diving or rough play.

Then on a sign next to the entrance we have the hours of the pool: 10:00 a.m. – 8:00 p.m.

My own laminated signs posted in the pool area: (only one up right now)

-No Swimming-Any sign of Lightning or Thunder go get cover (English and Spanish)

TWO RIVERS HOA  
ACCOUNTS PAYABLE - APRIL 23, 2021

<u>VENDOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>Approved By</u>
<i>American Conservation &amp; Billing</i>	<i>1,095.75</i>	<i>HOA Billing - April</i>	<i>Esgar Acosta</i>
<i>Marchetti &amp; Weaver</i>	<i>2,006.85</i>	<i>Accounting/Administration -March</i>	<i>Esgar Acosta</i>
<b><i>Payables to be Approved at Meeting:</i></b>	<b><u><u>3,102.60</u></u></b>		

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

TWO RIVERS HOA  
ACCOUNTS PAYABLE - MAY 28, 2021

<u>VENDOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>Approved By</u>
<i>American Conservation &amp; Billing</i>	<i>1,174.75</i>	<i>HOA Billing - May</i>	<i>Esgar Acosta</i>
<i>Vail Turf Masters</i>	<i>10,687.50</i>	<i>Weed/Fertilization Program</i>	<i>Esgar Acosta</i>
<b><i>Payables to be Approved at Meeting:</i></b>	<b><u><u>11,862.25</u></u></b>		

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



TWO RIVERS HOA  
 ACCOUNTS PAYABLE -JUNE 10, 2021

<u>VENDOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>Approved By</u>
<i>American Conservation &amp; Billing</i>	<i>1,085.00</i>	<i>HOA Billing -June</i>	<i>Esgar Acosta</i>
<i>Auto-Owners Insurance</i>	<i>1,297.75</i>	<i>2021-2022 General Liability Insurance</i>	<i>Esgar Acosta</i>
<i>CAIS</i>	<i>352.00</i>	<i>2021-2022 Workers Comp Insurance</i>	<i>Esgar Acosta</i>
<i>Fresh Mountain Lawns</i>	<i>26,960.00</i>	<i>Lawn Care- Irrigation Start Up/ May Lawn Care</i>	<i>Esgar Acosta</i>
<b><i>Payables to be Approved at Meeting:</i></b>	<b><u><u>29,694.75</u></u></b>		

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

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

Printed: 06/18/21

	Cal Yr 2020 Actual	Cal Yr 2021 Adopted Budget	Variance Favorable (Unfavor)	Cal Yr 2021 Forecast	5 Mo Ended 05/31/21 Actual	Remaining Forecast	Cal Yr 2022 Prelim Budget	BUDGET NOTES
Properties	249	261	-	261			261	
Assessments per Property Per Month	\$ 65.00	\$ 75.00		\$ 75.00			77.00	Monthly Assessments
		15%		0%			3%	
<b>Revenues</b>								
Total Assessments	169,467	234,900	-	234,900	97,937	136,963	241,164	
Compliance Fines	0	500	-	500	0	500	1,000	
Late Fees and Other Income	12,545	18,000	-	18,000	6,852	11,148	18,000	Est \$1,500/mo
Interest Income	27	0	25	25	7	18	25	Projected rates are less than 1%
Title Prep Fees	3,250	750	1,250	2,000	1,450	550	2,000	10 home sales
DRB Reimbursable		0		0		0	0	
<b>Total Revenues</b>	<b>185,288</b>	<b>254,150</b>	<b>1,275</b>	<b>255,425</b>	<b>106,245</b>	<b>149,180</b>	<b>262,189</b>	
<b>General and Admin Expenditures</b>								
Community Assn Mgmt/Accounting/Admin	34,076	55,080	19,080	36,000	8,412	27,588	37,080	2% increase
Covenant Enforcement	3,000	0	-	0	0	0	0	Anticipating hiring Asst Mgr (Metro District)
Legal	0	1,000	-	1,000	0	1,000	1,030	Estimate
Monthly Assessment Billings	12,275	12,852	-	12,852	5,432	7,420	13,238	3% increase
Insurance	1,509	1,539	-	1,539	0	1,539	1,585	3% increase
Bank Fees	0	0	-	0	0	0	0	
Website Maintenance	844	1,000	500	500	0	500	500	
Office Expenses and Misc.	1,372	1,000	500	500	125	375	500	
<b>Total General &amp; Admin Expenditures</b>	<b>53,076</b>	<b>72,471</b>	<b>20,080</b>	<b>52,391</b>	<b>13,969</b>	<b>38,422</b>	<b>53,933</b>	
<b>Operating Expenditures</b>								
Landscaping & Irrigation	88,223	106,048	-	106,048	26,960	79,088	109,229	3% increase
Weeding & Fertilization Program	0	20,000	-	20,000	10,688	9,313	20,600	3% increase
Repairs and Maintenance	5,825	6,000	5,000	1,000	0	1,000	1,000	Allowance for Various Repairs
Metro District Cost Reimbursement	38,969	49,692	-	49,692	0	49,692	49,461	From Metro District Financials
Other Projects			-			0	2,000	
<b>Total Operating Expenses</b>	<b>133,018</b>	<b>181,740</b>	<b>5,000</b>	<b>176,740</b>	<b>37,648</b>	<b>139,093</b>	<b>182,291</b>	
<b>Total Expenditures</b>	<b>186,094</b>	<b>254,212</b>	<b>25,080</b>	<b>229,132</b>	<b>51,617</b>	<b>177,515</b>	<b>236,224</b>	
<b>Revenue Over (Under ) Expenditures</b>	<b>(806)</b>	<b>(62)</b>	<b>26,355</b>	<b>26,293</b>	<b>54,629</b>	<b>(28,335)</b>	<b>25,965</b>	
Beginning Fund Balance	92,489	51,689	39,994	91,683	91,683	0	117,977	
<b>Ending Fund Balance</b>	<b>91,683</b>	<b>51,627</b>	<b>66,349</b>	<b>117,977</b>	<b>146,312</b>	<b>(28,335)</b>	<b>143,942</b>	

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

**TWO RIVERS HOMEOWNERS ASSOCIATION  
Balance Sheet**

ASSETS	12/31/20	5/31/21
<b>Current Assets:</b>		
Bank Account- Operating	14,373	51,357
Bank Account- Reserve	120,864	144,369
<b>Total Cash in Bank</b>	<b>135,237</b>	<b>195,727</b>
Accounts Receivable	36,819	24,690
Other Receivables	0	0
Allowance for Doubtful Accounts	(9,550)	(9,550)
<b>TOTAL ASSETS</b>	<b>162,506</b>	<b>210,867</b>
<b>LIABILITIES &amp; NET ASSETS</b>		
<b>Liabilities:</b>		
Accounts Payable	39,593	31,960
<b>Total Liabilities</b>	<b>39,593</b>	<b>31,960</b>
<b>Net Assets</b>		
Working Capital Reserve	31,230	32,595
Fund Balance	91,683	146,312
<b>Total Net Assets</b>	<b>122,913</b>	<b>178,907</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>162,506</b>	<b>210,867</b>

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