
RECORD OF PROCEEDINGS

Two Rivers Homeowners Association Board of Directors Meeting November 6, 2024

MINUTES OF THE BOARD OF DIRECTORS MEETING TWO RIVERS HOMEOWNERS ASSOCIATION, INC. NOVEMBER 6, 2024

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.

ATTENDANCE **The following directors were present and acting:**

- Nancy Andresen
- Chris Blackstock
- Glen Tripp

Absent and excused:

- Tom Behrens
- Chris Delsordo

Also in attendance were:

- Ken Marchetti, Marchetti & Weaver
- Magdalena Gembal, 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 November 6, 2024 at 6:04 p.m., noting a quorum was present.

Consideration of the Agenda None.

Minutes The Board reviewed the June 5, 2024, minutes included in the packet and inquired about the status of several action items from the previous meeting. They specifically asked Mr. Plizga for updates on items such as the tires in the lakes, permit parking, and the entrance to the eastern lake. Upon motion duly made and seconded, it was unanimously

RESOLVED to approve the June 5, 2024 Minutes of the Board of Directors as presented.

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Operations Manager Report

Craig Plizga presented his Operations Manager Report:

- This year's road sealing faced challenges due to unannounced high-speed internet installation and a seal coating machine breakdown, leading to delays and spot sealing.
- High-speed internet installation on the north side was initiated without prior notice, causing a gas leak, power outages, and damage to sprinkler systems. No further complaints from residents have been reported, indicating that issues may have been resolved.
- New bulbs and photocells were installed along Buffalo Blvd, with inspections and replacements of connections conducted by the electrician.
- An estimate for landscaping the cul-de-sac next spring/summer has been received Rocky Mountain Custom Landscapes but there is interest from Fresh Mountain Lawns in bidding. Additionally, a new bid from Fresh Mountain Lawns has been received for the installation of hedges near the Buffalo Blvd lift station.
- Room rentals remain consistent, with the gym staying busy, Mira's monthly class on Thursdays, the food bank each Thursday, and ballet classes finishing in two weeks.
- The Eagle River Coalition is assisting in securing a grant for replacing Russian Olives along the soccer field, with neighborhood volunteers expected to help with the project.
- Rocky Mountain Custom Landscapes will again provide snow plowing services this year.
- Sprinkler blowouts were completed by October 29th, with 90% finished by October 25th, using pink ribbons for identification.

Accounts Payable

The Board reviewed the June 2024 through October 2024 accounts payable lists and by motion duly made and seconded it was unanimously

RESOLVED to ratify the June 2024 through October 2024 accounts payable lists as presented.

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Approval of New Policy for Collections and for Registration of Emails and Phone Numbers

Mrs. Gembal provided an update on the proposed new collection policy pursuant to new legislation, HB24-1233, which, along with HB24-1337, amends sections of CCIOA regarding the collection and foreclosure of delinquent assessments. The Collection Policy must be updated to align with new notice and communication requirements effective August 7, 2024. Key changes include removing the requirement to post notices on the owner's door; updating delivery methods to require certified mail with return receipt to the owner's mailing address, along with two additional methods (phone call, text, or email to the owner or their designated contact); and permitting associations to charge back the actual costs of certified mail.

Mrs. Gembal also reported that associations must adopt a compliant policy before initiating any collection action. She also noted that Altitude Community Law had been contacted to draft a new Collection Policy for a fixed fee of \$235, which will include a free Registration of Email/Phone Number Policy to support compliance with the new requirements. The Board reviewed both policies and by motion duly made and seconded it was unanimously

RESOLVED to approve the new collection policy pursuant to HB24-1233 and HB24-1337 and regarding registration of phone numbers and email addresses, as presented.

Approval of 2025 Proposed Meeting Calendar

The proposed 2025 Board meeting and Annual Meeting schedule was presented and following discussion the calendar was changed to move the meetings to the first Monday of the second month of each quarter and the Annual Meeting to the first Monday of December. Upon motion duly made and seconded, it was unanimously

RESOLVED to approve the 2025 meeting calendar to hold meetings on the first Monday of the second month of each quarter and the Annual Meeting to the first Monday of December.

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Approval of Fresh Mountains Lawns 2025 Proposal

The Board reviewed the 2025 landscape maintenance contract proposal from Fresh Mountain Lawns. Mr. Plizga praised the contractor and their team for their excellent work. It was noted that the proposed contract includes a 5% increase compared to the current year. Upon motion duly made and seconded, it was unanimously

RESOLVED to approve the 2025 Fresh Mountain Lawns proposal as presented.

Annual Member Meeting

The Board was reminded of the upcoming Annual Member Meeting on December 4, 2024, and asked if there were any items to add to the agenda. They requested the addition of a discussion on security for the next 4th of July, as many residents are using fireworks despite them being prohibited. It was also noted that outreach will be conducted via mail and the newsletter to engage the community. Lastly, the Board was reminded that two seats are up for nomination: Director Andresen and Director Behrens.

Preliminary 2025 Budget & Financial Statements

Mr. Marchetti commented on the preliminary financial statements as of September 30, 2024, as well as the 2025 budget. Regarding the 2025 budget, the proposed budget lowers the monthly assessments from \$75 to \$72 due to the upcoming Confluence at Two Rivers development and restructuring the allocation from the HOA to the Two Rivers Metropolitan District (TRMD), including the infrastructure and recreation fee. The reasoning is that the Confluence at Two Rivers is not in this Association and the restructured allocation will more equitably share costs within the overall Two Rivers community. Most of the Association's expenses are expected to remain steady, with adjustments for inflation, and the budget is projected to break even.

Following the previous discussion on security for the 4th of July, the Board directed the allocation of funds for additional security on the 4th of July. Upon motion duly made and seconded, it was unanimously

RESOLVED to adopt the 2025 proposed budget as presented, including the allocation of additional funds for security on the 4th of July.

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Updated Cost Sharing Agreement with Two Rivers MD

As a result of the new Confluence development, both the HOA and TRMD are being presented with an updated cost-sharing agreement after legal review. The main change involves adjusting the allocation of related expenses from 50% to 20%. These items include Mr. Plizga's salary and benefits, utilities for the community center and pool, pool maintenance, the community park, and any other improvements related to infrastructure and the recreational fund on the TRMD side. Upon motion duly made and seconded, it was unanimously

RESOLVED to approve the updated cost sharing agreement with Two Rivers Metropolitan District as presented.

Accounts Receivable

Mrs. Gembal provided an update on accounts receivable, noting that while most payment plans are active, some have experienced delays, requiring her to frequently reach out for payments. With the adoption of the new collection policy, she believes further improvements can be made. She emphasized the significant progress already achieved, pointing out that there has been a notable reduction in outstanding receivables compared to last year, with funds successfully collected.

Adjournment

There being no further matters for discussion, the meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Magdalena Gembal
Recording Secretary for the Meeting