## Heritage Property & HOA Management, LLC

3002 I-70 Business Loop, Suite 2 Grand Junction, CO 81504 (970) 243-3186

## **Relhaven Subdivision Owner Association**

Minutes of the 2010 Annual Meeting

August 27, 2010 \* 6:30 pm \* Church of Christ \* 2893 F Road

President Judy Duncan opened the meeting at 6:35 pm. 20 of the 57 homes at Belhaven were represented (11 in person and 9 by Proxy) so a quorum was not established. (The Bylaws require 5/7 of the membership (38 homes) to be present and it was decided the Bylaws should be reviewed to a more realistic quorum). As there were no issues up for voting, the meeting proceeded.

Judy corrected her telephone number as it was incorrect in the Agenda. Her number is 640-9934.

Molly Dalton was introduced as an At-Large Member. Pam Powers and Helen Gray-Buskirk were not in attendance. Helen has resigned. There were no volunteers or nominees to replace her. Garry and Karen Rodriguez and Ken Johnson have volunteered to head up the ACCO committee for the next year. Mollie will continue with her duties and heading up the Neighborhood Watch.

The Minutes from the 2009 Annual Meeting were not available.

Josh Thompson of Thompson's Landscape Maintenance was on hand to field questions and observations from the membership. Josh asked that pet owners make a special effort to remove pet waste on Wednesdays as they mow on Thursdays weather permitting. He will continue to clean individual irrigation filters and will winterize ALL irrigation lines this fall. 2885 Cascade was discussed with a continuing standing water complaint. Josh recommended filling with sand & lay sod over the top so the water has someplace to soak in to and then feed overfill to the street. The upkeep of the ditch behind the subdivision was discussed, and it will be researched whether that is Peppertree or Belhaven or both. Tamarasks and trees are taking it over. Several individuals had questions.

The proposed budget for 2010 was presented. The Board and several of the membership would prefer to see the budget presented for 2011 as the annual meeting falls late in the year. Heritage will prepare a proposed 2011 budget with Thompson's new contract amount and mail to the membership with the 4<sup>th</sup> quarter dues statements. The Association is very sound financially and will prepare a capital reserve schedule for the eventual repair & maintenance for the buildings.

The open forum discussion ensued. An abandoned jeep, patio covers, parking and ACCO restrictions were discussed. Members were encouraged and reminded to submit requests to Heritage for ACCO review.

There being no further business, the meeting was adjourned. Respectfully submitted in the absence of the Secretary/Treasurer,

Tracey Heritage, Agent



P.O. Box 40615, Grand Junction, CO 81504

Heritage Property Management Meeting with Belhaven TOA Board 03/10/2010 – 9:00AM Held at Heritage Office

Attendees: Tracey Heritage Judy Duncan, President Pam Powers, Vice President

Helen Gray-Buskirk, Sec/Treasurer Molly Dalton, Member at Large

1.		Introduction of board members and Heritage staff members
2.		PO Box Key
	a.	Tracey now has key
	b.	Mail will be forwarded to Heritage
	C.	Leaving Post Office Box under Belhaven name for at least 1 year
	d.	Heritage sending notice to Owners announcing mail to be addressed to:
		Belhaven TOA
		C/O Heritage Property Management
		3002 I-70 Business Loop Unit #2
		Grand Junction, CO 81504
		www.traceyheritage.com
		(970) 243-3186
3.		O'Connor group to be paid 03/10/2010 - Tracey to call them
4		Dellares Freil

4. Belhaven Email account to be checked weekly by Judy

 Tracey prefers emails to be forwarded to her to establish a paper trail if issues should arise.

Website information: Meeting notes to be revised by Judy and re-posted.

6. Checking Account: Tracey has established new account at the Alpine ,-Bank on Horizon Drive. Pam, Helen, and Tracey to meet Wed. 03/17/2010 at 10:00AM to get applicable signatures on account.

7. 2009 Receivables need to be provided at Heritage – as Tracey does not have record of amounts due prior to Jan. '10.

Tracey to start sending out statements on account

Lien Notices:

Liens filed after 3 months of delinquency

a. Statements regarding back dues will be sent

b. Possible "reward" discount given for Owners who pay on time

9.		Process for handling complaints
<b>J.</b>	<b>a.</b>	All complaints should go through Heritage, Tracey will contact board for
		decision making issues
10.		Tdeceming:
10.	a.	Theregon I and scaning needs to get us info about start and finish dates
	ъ.	We need to notify Owners as to when irrigation water will be turned on
	c.	Key's to nump house need distributed to landscaping company
11.	•	Dog/Pet Complaints need to go through the City, not 10A
11.	a.	We have no legal recourse for managing pet issues in subdivision
12.	u.	589 Belhaven Trailer Removal – Complaints filed – violation of DCCR
12.	a.	Tracey to send owner a letter regarding removal of flat bed
	b.	Indy to get a picture of trailer to Tracey
13.	J.	Trash Removal Clarifications – No change required
14.		\$25 Transfer Fee to be paid by New Owners via Title Company during
_	closing	1
15.		Home Owner / TOA Insurance Clarification:
	a.	NO EXTERIOR BUILDING INSURANCE IS COVERED BY TOA.
		OWNERS MUST INSURE THE REAL PROPERTY IN FULL.
	b.	Tracey to send a letter clarifying this information to all owners
	c.	Posting a notification on Website for Title Companies clarifying
		insurance requirements
	d.	Funds should be set aside in separate account for future roof and stucco
		replacement and maintenance
	e.	Property Owners who rent should notify tenants of renters insurance
		recommendation; advise tenants that they need their own contents insurance.
	f.	After letter is drafted Have Mark Luff (Attorney) proof
	g.	For Future Discussion - Increase dues and cover insurance for entire
	J	subdivision through the TOA?
16.		Send Notices to Owners regarding the CO Detector ordinance
17.		Heritage needs copy of TOA Letter Head – Reflecting Address Change
	a.	Tracey to research a condensed list of Rules and Regulation to be sent to
		Owners and Renters

## BELHAVEN TOWNHOME OWNERS ASSOCIATION, INC.

C/O Heritage Property Management 3002 I-70 Business Loop. Suite 2 Grand Junction, CO 81504 (970) 243-3186 www.traceyheritage.com

April 8, 2010

Important Notice Regarding Exterior Maintenance and Insurance Sent via Certified Mail to all registered Owners at Belhaven Townhome Owners

The Board of Directors has been diligently researching the matter of who is responsible for building maintenance and insurance. There has been a general "impression" that the Townhome Association was responsible for both. Enclosed are excerpts from your Bylaws and CC&R's which address the maintenance and insurance issues.

It is imperative that all Owners at Belhaven obtain full-coverage insurance on their property. The Association is unable to do so financially and is not obligated to. An inquiry as to the cost of full coverage was (conservatively) \$24,000.00 per year to insure all buildings. This would result in additional HOA assessments of \$428.57 per unit per year. Please check with your personal insurance provider; adding full coverage would be much less expensive than what the Townhome Association could obtain it for.

While some exterior maintenance and repairs have been undertaken by the Association in the past, those actions were in error and should not have been done. Belhaven TOA has the responsibility to maintain common areas, the irrigation system to each lot, drainage and to provide and maintain the landscaping for each attached housing lot.

Effective immediately: NO exterior maintenance (including stucco, trim, roofs, doors, windows, driveways or any aperture to the building) will be maintained or repaired by the Belhaven Townhome Owners Association.

The Association retains the responsibility to approve Architectural changes or additions. and also has the obligation to enforce proper maintenance and repairs of the individual units. All Belhaven townhomes must be kept in attractive and excellent condition so as to not detract from the aesthetics and value of our Association.

Thank you for your prompt action as required in this notification.

Tracev Heritage

**Property Manager**