Spanish Trail HOA
Annual Membership Meeting Minutes
August 28, 2024, at 6:00pm
Canyon View Park, Grand Junction, CO 81505 – Tennis Court Pavilion

Meeting Called to Order at 6:10 pm

Attendance: There were 42 units represented, which satisfies quorum requirements. Sign-in sheet and proxy information on file.

Introduction of Board Members and Manager: The board members and manager introduced themselves.

Review and approval of 2023 Meeting Minutes: The members reviewed the presented 2023 meeting minutes. Mike motioned to approve the minutes as presented. Cindy seconded the motion, and the motion was approved unanimously.

Managers Report: Joy presented the Manager's Report, which included the following:
Communication:

- We have collected emails and phone numbers for cheaper, faster & more frequent communication, and have revamped our newsletter and website: https://spanishtrailhoa.com/
- In the past 8 months we have sent out 42 rule reminder notices: 8 Active – 0 Fines (our goal is compliance, not fines unless there is no other choice). We have also had 12 Architectural Control Requests. Please remember to submit any exterior changes to the ACC before beginning the project. Form can be found on our website.

Landscaping & Maintenance:

- We have collected irrigation information and created a master landscaping map to help future boards, landscapers, and property managers. We collected about 8 bids and after deep comparisons, changed landscaping companies to Lush Green. This was a big year because there was no landscape information given to us by the prior landscape company, and management was new. It hasn't been perfect, but Lush Green is learning the many details of the property as well as our expectations. They have been very willing to return to correct mistakes. We appreciate everyone's patience during this transition.
- It was brought up that some homeowners are not completely happy with the new lawn care company's service. It was noted and the board reviews landscaping service items at each monthly board meeting. Members are always welcome to bring concerns to Joy, or to the board.
- The following maintenance projects have been completed:
    - Tree trimming on G Rd. 24 ½ Rd, and Spanish Trail/Willow Cr. Park
    - Irrigation connection on G & Spanish Trail – No longer paying for domestic water
    - Revitalization of 24 ½ Rd common area landscaping
    - Gate access to pump house area
    - Clean-out of settling tank (last done 10+- years ago)

Records & Finances:

- The board had a professional reserve study completed in 2023. This is on our website for review. They utilized this to assess current financial status and create an informed budget for 2025.
- The board obtained multiple bids for the required governing document updates. They selected Altitude Community Law, and this law firm has already submitted rough/first drafts of all updated documents for review and approval. The board will review and approve the policies,

and Rules & Regulations. The homeowners will vote on all proposed covenants, bylaw and articles of incorporation changes once worked through by the board and Altitude Law.
- We have cleaned-up RV lot records and created a waiting list that will be tracked. There are currently 7 owners on the waitlist.
- We have decreased our delinquent accounts balance from $15,597 to $3,040, which is an 81% reduction in past-due assessments. We have a few homeowners on payment plans, and overall homeowners have been great about working with the HOA on getting account balances paid-down. 113 homeowners have set-up automatic payments – 67% - this also helps with minimizing delinquencies.

A Budget Vs. Actuals Report was presented in the meeting packet but was not reviewed in the meeting.

HOA Education: HOAs are required to provide owners with an opportunity for education. This year, we included an educational video on our website at: https://spanishtrailhow.com/meetings-minutes/

Governing Document Updates: Brynn explained that there have been many changes to HOA laws (CCIOA – Colorado Common Interest Ownership Act), which requires us to update all our governing documents. Our covenants haven't been updated in 19 years. The board will be meeting to review and approve new policies and R&Rs within the next few months, and will be presenting updates to the covenants, bylaws and articles of incorporation to the members for approval. We have budgeted $16,000 for these updates but believe we will come in below budget. The base cost from Altitude is about $10,000.

2025 Board Approved Budget Presentation: Brynn presented and explained the 2025 budget

- We are increasing assessments from $35/month to $45/month, due to inflation and in anticipation of future expenses. This is at the recommendation of the Reserve Study. Most of the increase will go toward reserves. We have never increased assessments before.
- We are increasing the RV rental rates from $15/month to $30/month. This is still significantly below market rates and will help ensure the RV rentals pay for RV rental lot maintenance.
- We will be adding $14,800 to reserves, for future needed improvements and expenses.

Discussion took place and the following questions/comments were presented:

- Why are our assessments increasing when the landscaping contract is less? - It was explained that although the contract is slightly less, the prior landscaping company had many additional fees. In the end our landscaping costs are relatively the same.
- What are the "extras" that the HOA is paying for, and why? – It was explained that the "extras" aren't expenses that the board picks subjectively. These are HOA common element expenses that must be addressed, such as HOA trees touching roofs, irrigation breaks, etc.
- Why are we raising assessments when the board spent money on a lawsuit against a previous property management company? – Discussion took place. It was mentioned that all homeowners can contact the HOA to review HOA finances and records. This is accessible to all homeowners, you just need to ask. Transparency is very important.
- If we disagree with board meeting minutes, how long do we have to contact the board? – It was explained that everyone is welcome to attend the board meetings. We will place the agenda on the website for review before the meeting. Meeting minutes are always posted on our website as well. Only people present at a meeting can suggest changes to the minutes, but if a

homeowner disagrees with an action item from a board meeting, or elsewhere, they are welcome to contact the board or Joy. The amount of time depends on the action item (e.g. an irrigation repair that was approved would be completed faster than governing document updates).
- Could we have the board meetings done with Zoom? – The board will investigate this, to see if it's possible at the library.

Board Positions Brynn explained that there are two board positions up for vote (hers and Stephanie's) Stephanie is not going to continue serving on the board. It was asked if we could increase the number of board members to 7, but typically we haven't had enough nominations to fill 7 board positions. It was determined we would see how many nominations we received before considering increasing the number.

- Brynn asked if anyone would like to make any nominations.
    - Brynn nominated Rachel B
    - Cathy nominated Brynn B.
    - Garth nominated John E.
- Each nominee accepted their nomination and gave a brief explanation of why they wanted to serve and how they would benefit the board.
- Members voted by secret ballot. A volunteer committee of four counted the ballots, and Brynn and Rachel won the two vacant positions. The ballots and tally sheets are on file.

Other Topics of Discussion or Concern

- A homeowner asked how many short-term and long-term rentals are in the subdivision. Joy explained that she is still working on gathering information, and just found out that some units are rentals when she sent meeting notices out and the notice was returned undeliverable. She estimated around 25-30% but wasn't confident about that figure. Another homeowner said it was closer to 60-70%. After the meeting Joy pulled a report and according to current records from homeowners, Spanish Trail has tenant information for 27.8% of the properties. There could be additional rentals that the HOA is not aware of. Discussion took place about rentals vs. homeowner occupied units.
- A homeowner expressed concern about the city's landscaping change behind Spanish Trail. Discussion took place. The members decided that it would be beneficial to go to a city council meeting to express concern, as a community. The HOA will send out information to help coordinate this for the owners.

Adjournment Cathy motioned to adjourn the meeting at 7:43pm. Mike seconded the motion and the meeting was adjourned by unanimous vote.

Written by Joy Zeller – Manager of Spanish Trail HOA

We, the undersigned, serving as the President and Secretary of Spanish Trail Homeowners Association, do hereby certify that these meeting minutes were approved at the August 26, 2025 annual membership meeting.

By: _____ By: _____

Brynn Boyd (Oct 1, 2025 11:54:52 MDT)

Rachel Bickmore (Oct 1, 2025 12:00:34 MDT)

Brynn Boyd, President

Rachel Bickmore, Secretary

2024 Spanish Trail Annual Meeting Minutes.docx

Final Audit Report 2025-10-01

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