



## **Roosevelt Ridge Budget Discussion & Updates**

December 18th, 2018

7:30 PM (MST)

Call in and Webex provided prior to meeting



1. Key HOA Contact Details
2. New Owner Welcome
3. Board Highlights
4. Committees (current & new)
5. Financials and Budget
6. Legal & HOA Compliance/  
Documents
7. Infrastructure Committee (Ted)
8. Security Committee (Ted)
9. Design Review Committee  
(Jeff)
10. New Committees
11. Appendix
  - Previous projects
  - Estimates for improvements
  - Mail and Trash Policies
  - Supplemental Information



## HOA Board Members

- Jeff Keicher
  - Design Review Board Chair
  - [director.jeff@rooseveltridgehoa.com](mailto:director.jeff@rooseveltridgehoa.com)
  - (303) 330-9601
- Mike Wallace
  - Finance Committee
  - [director.mike@rooseveltridgehoa.com](mailto:director.mike@rooseveltridgehoa.com)
  - (291) 900-8448
- Ted Bertele
  - Infrastructure and Security Committees
  - [director.ted@rooseveltridgehoa.com](mailto:director.ted@rooseveltridgehoa.com)
  - (303) 618-8200
- HOA Board (goes to all directors)
  - [board@rooseveltridgehoa.com](mailto:board@rooseveltridgehoa.com)

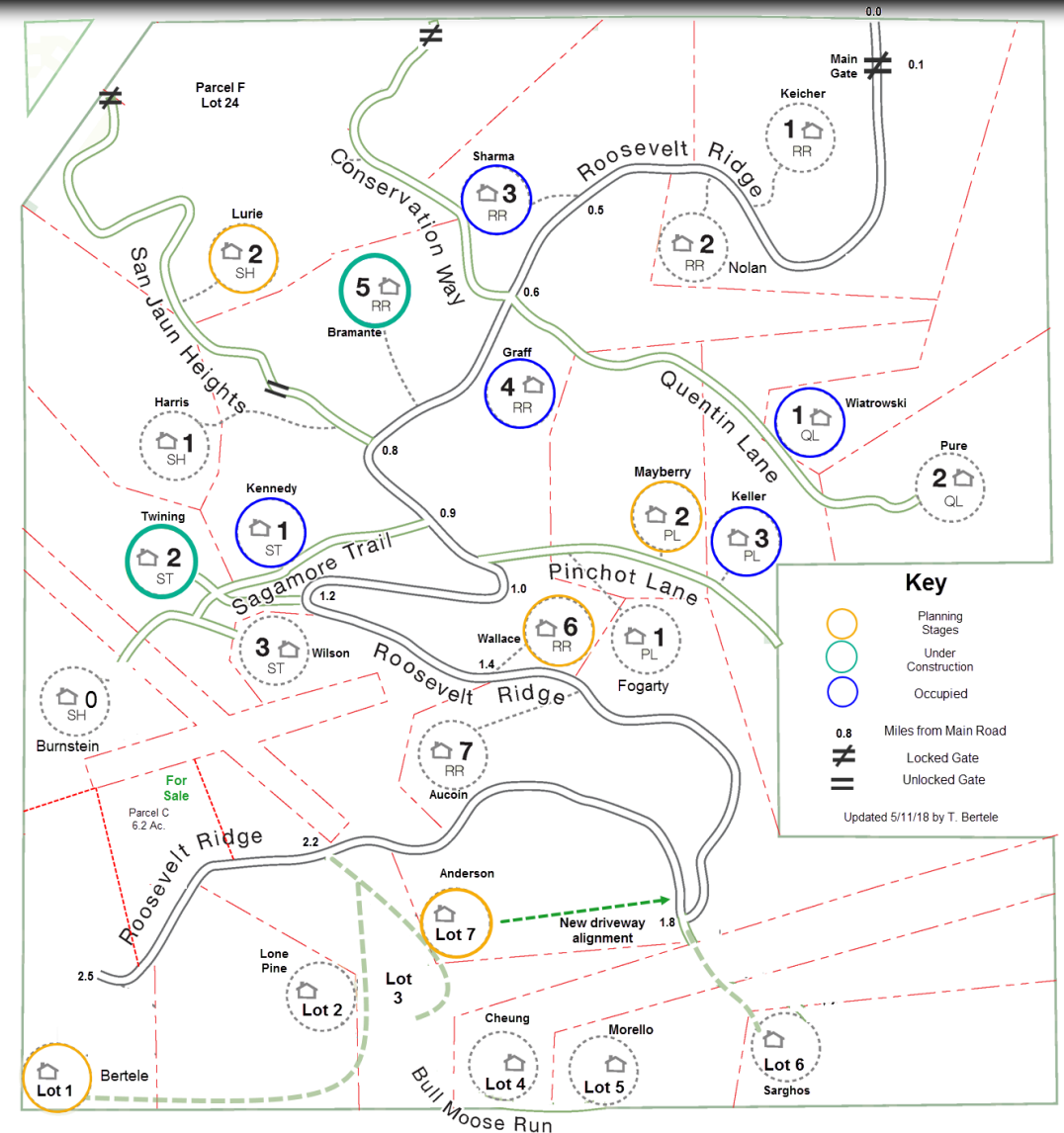
## Support Team

- HOA Legal
  - Jessica Miller
  - [jessica@jhmillerlaw.com](mailto:jessica@jhmillerlaw.com)
- HOA Bookkeeper
  - Karen Burback
  - [kabpbs@msn.com](mailto:kabpbs@msn.com)
- HOA service providers
  - Burt Dibble (Magnolia Tree)
    - (303) 447-8733
  - Black Diamond Excavating
    - (303) 601 4216
  - LCI Signs (road & driveway)
    - (303) 838-2326



# Welcome To New Owners

- Michael Burnstein (closing TBD)
  - 4 Sagamore Tr. (Parcel D)
  - Intends to build 2019+
- Kristen Fogarty & John Gearhart
  - 1 Pinchot Lane (Lot 8)
  - Intends to build 2021+
- Charles Nolan
  - 2 RR Road (Lot 15)
  - Intends to build 2019+
- Possible tax lien sale – Parcel C
- No other lots are currently for sale





- The Board initially did a review of the 2017 survey to identify the key concerns of the 19 Members who participated in the survey
  - The five top priorities were: 1) Security in development; 2) HOA rule enforcement; 3) Road improvement; 4) Lot Owner clutter and equipment; 4) Front gate security and beautification; 5) HOA management & communication
- Board created 3 HOA Committees – Security, Infrastructure, and Finance
  - Each committee has one Director with the remainder from Member volunteers
  - All recommendations and actions of the Committees must be approved by the Board
- The DRC (Design Review Committee) was restructured with a stronger focus on timely review of plan submissions and compliance standards established
- All HOA documents were reviewed for modification needs, clarity improvement, and updating with State Law changes – these include the CC&R's, Bylaws, Articles of Incorporation, Rules & Regulations, and Responsible Governance Policies.



- Infrastructure Committee (RRIC) – Ted Bertele, Andy Bramante, and Lee Mayberry
  - Roosevelt Ridge Road repairs and maintenance
  - Main entry and bypass gate – functionality and beautification
- Security Committee (RRSC) - Ted Bertele, Raj Sharma, Kathy Witczak, 2 open positions
  - Secure various entry points into development – add signage
  - Monitor activity and interface with Sheriff department on violations
- Finance Committee (FC) - Mike Wallace, Evelyn Aucoin, & Karen Burback
  - Review accounts and payables – evaluate cost saving measures
  - Prepare budget and review short and medium term financial needs for future planning
- Design Review Committee (DRC) - Jeff Keicher, David Sechler (Architect) & Bart Szucs (Engineer)
  - Review & modified Design Guidelines – responsive to submitted plans and fee collections



- Fire Mitigation Committee
  - Mike Wallace – Director
  - 2-3 open positions – If interested to join, please contact Mike
- Web Development Committee (small team)
  - Ted Bertele – Director
  - Charlie Nolan
- Trails Committee
  - Jeff Keicher - Director
  - Andy Bramante
  - Open positions - If interested to join, please contact Jeff / Andy



- Significant road improvement expense in 2017 (\$38.7K) and 2018 (\$52.8) to “catch-up” maintenance and repair (grading, ditches, culverts, road base, drainage)
  - Roosevelt Ridge Road maintenance prior to 2017/2018 was mostly grading, which was sporadic (2011-2014 – no grading; 2015 – grading once; 2016 – partial grading)
  - The entry area, gate, & camera system historically has been a high cost burden to the HOA (later RRIC slide will highlight improvement plans)
- Budget reflects a more modest road and gate spend in 2019
- Finance & Governance Changes for 2019
  - Credit card fees when paying HOA dues to be paid by HOA Member – must inform Karen prior and the dues invoice will sent reflecting those charges
  - Change to quarterly invoicing of Common Assessment fees – 15 day payment terms with \$50 late fee. Interest penalty (18%) to also be assessed after 30 days delinquency



# FY 2019 Budget Proposal

	INCOME 2017 ACTUALS	INCOME 2018 YTD - DEC 10 <sup>TH</sup>	2019 BUDGET
<b>ORDINARY INCOME/EXPENSES</b>			
<b>INCOME</b>			
DUES INCOME	\$ 28,980	\$ 26,500	\$ 37,500
SNOW PLOW 50% SHARE		\$ 1,113	\$ 2,500
OTHER INCOME (gate remotes)		\$ 1,185	
INTEREST INCOME	\$ 1	\$ 8	
<b>TOTAL INCOME</b>	<b>\$ 28,981</b>	<b>\$ 28,806</b>	<b>\$ 40,000</b>
<b>EXPENSES</b>			
COMPUTER/INTERNET IMPROVEMENTS	\$ -	\$ 95	\$ 300
ROAD WORKS	\$ 14,110	\$ 51,420	\$ 16,000
ROAD GRADING (2X)			\$ 4,000
SECURITY		\$ 458	\$ 1,000
ENTRY WAY/GATE	\$ 24,570	\$ 909	\$ 1,500
ROAD SIGNS		\$ 12	\$ 1,000
<b>TOTAL IMPROVEMENTS</b>	<b>\$ 38,679</b>	<b>\$ 52,798</b>	<b>\$ 23,500</b>
BANK SERVICE CHARGES	\$ 295	\$ 562	\$ 500
DUES & SUBSCRIPTIONS	\$ 439	\$ 452	\$ 300
POSTAGE & DELIVERY	\$ 300	\$ 500	\$ 500
<b>PROFESSIONAL FEES</b>			
ACCOUNTANT	\$ 1,676	\$ 550	\$ 600
BOOKKEEPER	\$ 788	\$ 1,035	\$ 800
INSURANCE	\$ -		\$ 2,000
PROJECT MANAGEMENT	\$ 10,165	\$ 600	\$ -
LEGAL FEES	\$ 5,105	\$ 1,716	\$ 3,000
<b>TOTAL PROFESSIONAL FEE</b>	<b>\$ 17,733</b>	<b>\$ 3,901</b>	<b>\$ 6,400</b>
SNOW PLOWING	\$ 4,613	\$ 3,938	\$ 5,000
<b>UTILITIES</b>			
PHONE/FAX/DATA	\$ 1,822	\$ 1,159	\$ 1,200
GAS & ELECTRIC	\$ 296	\$ 272	\$ 300
<b>TOTAL UTILITIES</b>	<b>\$ 2,119</b>	<b>\$ 1,431</b>	<b>\$ 1,500</b>
<b>TOTAL EXPENSES</b>	<b>\$ 64,178</b>	<b>\$ 63,676</b>	<b>\$ 38,000</b>
<b>NET ORDINARY INCOME</b>	<b>\$ (35,197)</b>	<b>\$ (34,871)</b>	<b>\$ 2,000</b>

Common Assessment calculated from total expenses / # of lots (25) = \$1500  
**(HOA needs to revert back to original fees)**

2<sup>nd</sup> ½ mile road base

Reinstate lapsed policies

CC&R document updates

Any surplus to be added to reserve account

**Future Vote**



**Roosevelt Ridge Homeowners Association**  
**Balance Sheet**  
As of December 10, 2018

	Dec 10, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1st Bank HOA Checking	4,259.42
1st Bank HOA Savings	9,535.94
Total Checking/Savings	13,795.36
Accounts Receivable	
Accounts Receivable	-165.00
Total Accounts Receivable	-165.00
Other Current Assets	
Undeposited Funds	137.50
Total Other Current Assets	137.50
Total Current Assets	13,767.86
<b>TOTAL ASSETS</b>	<b>13,767.86</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	48,639.03
Net Income	-34,871.17
Total Equity	13,767.86
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>13,767.86</b>

Reserve Account

After 2019 road work project is complete, HOA reserves need to be rebuilt using tighter spending controls



- All members are responsible for compliance
- Board is committed to simplifying and updating
  - CC&R's – exceedingly long and outdated, plan on Jessica revising early next year.
  - Design review guidelines – updated and released
  - Governance document – adopted and released Dec 2018
- Jessica Miller - Attorney
  - Represents the HOA and only responds to requests from the HOA Board.
  - The board minimizes her involvement whenever possible as these services are expensive
  - She typically will not represent Members (conflict of interest), but some matters she can comment on (liens, property law, easements and so on). Of course fees to be paid by Member



- The Rules are adopted in accordance with the requirements of and as authorized by the by Colorado Common Interest Ownership Act (the “Act”), C.R.S. 38-33.3-101
- Additional requirements levied upon HOAs
- Nine pages with a lot of content
- Was drafted by Jessica Miller
- HOA board is working towards compliance
- HOA members should read

### TABLE OF CONTENTS

1. Collection of Unpaid Assessments
2. Board Member Conflict of Interest
3. Conduct of Association and Board Meetings
4. Enforcement of Covenants and Rules
5. Inspection and Copying of Records
6. Investment of Reserve Fund
7. Adoption and Amendment of Association Rules
8. Alternative Dispute Resolution
9. Reserve Studies
10. Record Keeping Policy and Requirements and Disclosures to Owners
11. Insurance Claim Submissions
12. Architectural Review Policy and Procedures
13. Notice and Hearing Procedure
14. Miscellaneous



- The Bylaws, as currently drafted, requires a Director election every year at the Annual HOA Meeting in April
  - Therefore the Director term is one year
  - There is no limit to consecutive terms in case of re-election
  - An annual election for 3 Directors is time consuming, difficult to get the needed votes, and potentially the HOA could have zero continuity on the Board
  - FYI - the Covenants (Clause 6.4) provides a mechanism for the removal of a Director
- Recommendation to amend the Bylaws and stagger 3 year terms with one election each year — **Future Vote**
- Mike – election April 2019
- Jeff – election April 2020
- Ted – election April 2021



Committee members – Ted Bertele, Andy Bramante, Lee Mayberry

- Repairs and maintenance of Roosevelt Ridge Road – key issues
  - Blocked drainage ditches, lack of road & driveway culverts, lack of grading with crown, eroded road base, water flow issue from shared driveway
- Bypass road & gate – road condition and entrance gate improvements, barrier rocks to inhibit trespasser drive rounds, and security lock and cable
- Gate beautification in progress
- 2019 will continue this effort up RR Rd





- Black Diamond started under the direction of Lee Mayberry.
- Plant more native grasses and wildflowers
- BBB Seed in Boulder has various mixes suitable for high altitude conditions
- Remove fencing
- Mulch beds
- Weeding
- Paint the sign
- Island Repairs
- Xeriscape





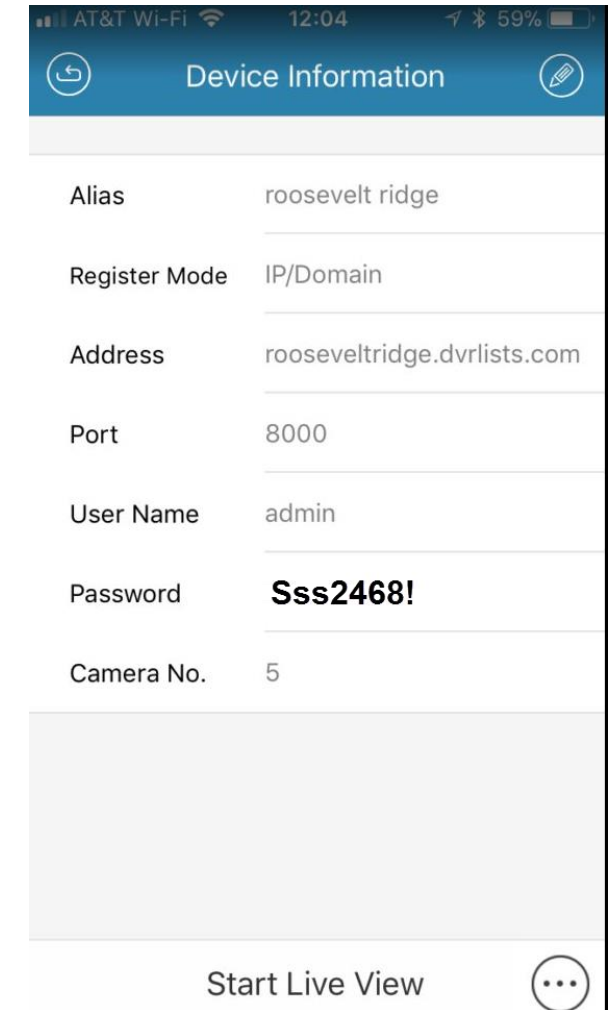
Committee members – Ted Bertele, Raj Sharma, Kathy Witczak, plus 2 open positions

- Conducted security survey and defined action items
  - Communication of committee to HOA with goals and intent
  - Close and secure front gates
  - Trespass signage posting at potential entry points
  - Purchase additional cameras for entry points around boundary
  - Engage with LE/Sheriff's department for enforcing private property laws – this includes owner consent
  - Coordinate and collect member complaints about violations
  - Develop and establish community security policy
- We have seen a significant reduction in trespassing, but more to do!





- Gate Access
  - Ted provides access codes for residents, guests and service provides. He also programs the gate controller and remotes.
  - Orders for remotes will be taken immediately following this HOA meeting, cost is \$50/each. Deadline is 1/1/2019.
  - Combination to bypass road gate is 6020, please keep it locked!
- Video System NVMS 7000 App
  - Search the app on itunes or google play (android)
  - Settings are on the right →
  - Access to live feeds and recorded video w/ Limited bandwidth, connection is slow!!!
  - Intend to reconnect last camera this spring after snowmelt
- Mailbox issues and keys are responsibility of owners to reconcile with Post Office (sorry)





Committee members – Mike Wallace, Evelyn Aucoin, & Karen Burback (HOA bookkeeper/treasurer)

- Reviewed YTD financials – income statement and balance sheet
- Develop budget and 2019 planning process
- Reviewed Common Assessments, Aged Receivables, and associated Covenant clauses
- Develop understanding all expense categories and determine where cost savings can be achieved
- Reviewed lapsed HOA insurance policies and start process to solicit quotes
- Commence a longer term planning process to ultimately develop a rolling 3 year plan in order to have reserve funds to support the requirements



- Original Intent:
  - To provide for high quality construction that benefits all owners
  - To prevent individual buildings from negatively effecting neighbors' properties
- Status
  - Updated Design Guidelines and Submittal Instructions released 2018
  - Design Review Process being enforced to include lot improvements
  - Owners who have built
    - DRC is requesting plans
    - Reviewing submittal documents
    - Understands the default approval timelines
  - HOA invoicing fees
- Architect
  - Sechler Architecture LLC
  - Reviews preliminary and final plans, makes recommendations
  - Costs HOA \$300
- Engineer
  - Bart Szucs
  - Reviews preliminary and final plans, makes recommendations
  - Costs HOA \$TBA
- DRC Members
  - Jeff, Bart, Sechler



## RR HOA Design Guidelines

- Version 2, dtd 10/24/18
- Removed a lot of extraneous language
- Replaced “shalls” with “should” to give the DRC and owners more flexibility
- Removed obsolete or incorrect requirements (sprinklers & roof height)
- If you have built or are building, you should know this document

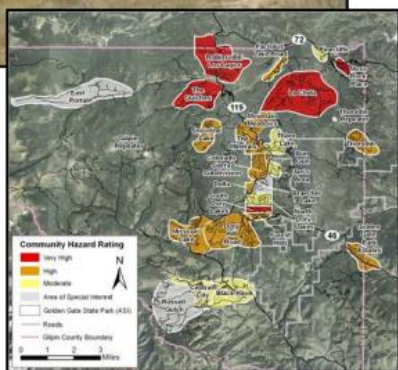
## RR Submittal Process

- Version 2, dtd 10/24/18
- Cleaned up some the requirements and language
- Lot improvements – no fee
- Unofficial review – no fee
- Preliminary submittal \$300
- Final submittal \$300
- Construction regulations – these are not being complied with and the DRC is reviewing sites.



## GILPIN COUNTY, COLORADO

### Community Wildfire Protection Plan

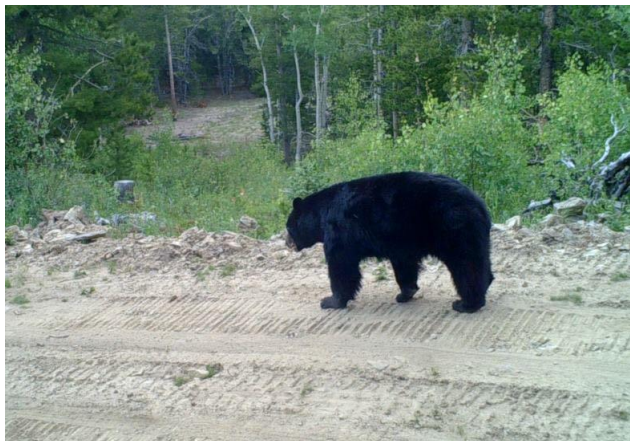


Prepared for:  
Gilpin County, Colorado

Submitted By:  
Anchor Point  
Boulder, Colorado  
May 2009

Potential focus - TBD

- Meet with Timberline Fire Dept. for ideas
- Collect available literature to review by Members
- Develop a full multi-year implementation plan for RR
- Audit individual home owner BE's for defensible zones with suggestions and recommendations
- Audit forested areas outside of the BE's with mitigation suggestions
- Consider the development boundary for creating fire break (defensible zone)



## Potential Ideas - TBD

- Review original plat showing RR trails and planned recreation areas
- Work with Fire Mitigation Committee to find synergies on trails versus fire breaks
- Develop 3 year plan for implementation and budget requirements
- Solicit all Members for possible areas of interest on their lots, that can be incorporated into a community trail system
- Plan trails system to maintain privacy near Owner's BE's and infrastructure



- Paying a minimal charge to keep the old website going, however it's not viewable (hidden)
  - As currently designed, it's a source of misinformation
  - Good depository for a newsletter, circulars, photos, and Member written articles
  - Our new owner, Charles Nolan is willing to rebuild it and maintain it
- Needs updating - perhaps make it non-public (Members only)
  - Updating cost: \$0
  - Projected annual cost: \$100
- Trademarking
  - Roosevelt Ridge ®
  - Projected annual cost
- Develop and conduct another Owner survey in early 2019 for feedback on what's important (good & bad)



- The following slides are some updates and revisits of previous HOA presentation slides
- They will not be discussed on the HOA call, but are good sources of information
- If you require any additional details or have questions, please contact either a committee member or the Board



Bypass road – east side of main gate

- HOA to keep for construction traffic to reduce wear and tear
- Added a chain locked gate
- **Combination is 6020**

Main Gate



- The repair cost for any damage to main gate or the concrete pad by Owner's contractors will be charged directly to the Owner
- Make your contractors use the bypass gate



# Individual Owners: Remote Camera Installation

- RR HOA to install remote cameras at known access / trespassing locations.
- These cameras will be serviced and images will be reviewed by the HOA and actions taken as necessary.
- Cameras will be in enclosed security boxes with locks, reasonably camouflaged, and require ladder / tree climbing skills.
- Estimated cost is \$160 / unit
- If Home Owners are interested in having their property monitored, please contact the HOA for additional details.
- Possible locations include San Juan Heights, Gate bypass, RRR cul-de-sac, Bull Moose Run.



Stealth Cam G42NG





- After an exhaustive search, the board was able to figure out who provided the signs
- LCI Sign Quote:
  - 36x12 wood sign, routed, painted (black lettering), and stained will be \$189 each. If you would like color detail in the signs, it will be an additional \$20 each.
  - Board requested a quote for the sign as installed at #3 RR Rd, waiting for feedback
  - Contact Debbie @ 303-838-2326 for more details

Board working on a policy for signage and would like comments from the community





- Mail Boxes
  - Individual home owners must contact Gilpin Post Office:
    - Address: 145 Clear Creek St, Black Hawk, CO 80422
    - Phone:(303) 582-5252
  - Owners must deal with re-keying, setting up mail, and interface with the USPS. This cannot be delegated to a 3rd party.
  - The cost per individual lock change is \$45
  - Ted has made numerous calls the Black Hawk Post Office in an attempt to get the parcel locker working. The latest update is that the Post Office submitted a work order to fix the lock and we are weeks out from getting that resolved
- Trash
  - Homeowners responsible for all trash
  - As more homes are built, a community bin may be an alternate solution



# Individual / Shared Driveway Improvement Options (from 2017)

- Quentin Lane Option
  - Cut trees down on uphill side
  - Grade road
  - Add a culvert and ditch roads
  - Add hammerhead / turn-out
  - Black Diamond: \$4,500
  - Magnolia Tree Service: \$1,040
- Sagamore Trail Option
  - Cut trees, 7 ft per side
  - Fix the Grade
  - Fix the turn to RRR and knock down the hump
  - Turnout / hammerhead at dog leg
  - Black Diamond: \$6,000
  - Magnolia Tree Service \$1,560
- Pinchot Lane Option
  - Widen section by 5 ft
  - Turnout / Hammerhead
  - Drain / ditches
  - Black Diamond \$1,500
  - Magnolia Tree Service \$1,040
- Bull Moose Run Option
  - Knock down the hump at the turn
  - Remove boulder (may be able to do it during the rock breaking day)
  - Grade to the road to the top of the first hill.
- San Juan heights
  - Widening and improvement projects are in place

*Individual /shared driveway improvements may be necessary to improve plow access. Each owner is responsible for their own estimate and work, however, the following is an estimate prepared by Black Diamond and Magnolia Tree Service*