
Orchard Valley HOA Board Meeting Agenda

Date and Time: March 3rd, 2024 @ 6:30pm

Location: 745 Pinyon Court Fruita, CO 81521

1. Attendance
2. Executive Session
 - a. Past Due Accounts / Liens
 - b. Continuing Executive Board Members
 - c. Homeowner Filed Complaints
3. Old Business
 - a. Financial Standing
4. New Business
 - a. 2024 Budget
 - Rate Increases
 - Annual billing mailing
 - b. Irrigation/Pond problems
 - Estimated irrigation startup date
 - c. Park maintenance
5. Other Business
 - a. Homeowner Communications (newsletter)
 - b. Annual Meeting Dates
6. Next Board Meeting
7. Adjournment

Orchard Valley HOA Board Meeting

Date and Time: March 12th, 2024 @ 6:30pm

Location: 745 Pinyon Court, Fruita CO, 81521

- I. Attendance
Debbie Vavak (President), Darrell Loveland (Vice President), Camille Stitt (Treasurer),
Amanda Conrads (Secretary), Scott Stoltz (Architectural Board)
-Darrell move to start at 6:34pm
- II. Executive Session – *The disclosure of items would constitute an unwarranted invasion of individual privacy*
 - a. Past Due Accounts & Liens
 - b. CC&Rs
 - c. Board Reelections
 - d. Homeowner Filed Complaints – none officially filed.
- III. Old Business
 - a. Financial Standing Operating account at \$6,218.87. Reserve account at \$10,884.96 (this includes \$1,600 moved over from 2023). \$5,000 past due from 25 homeowners.
- IV. New Business
 - a. 2024 Budget (see attached below)
 - i. Rate Increases
 - ii. Annual billing mailing
 - b. Irrigation/Pond Update
 - i. Estimated start day Saturday April 15th. Hopefully water will be on by April 13th to test any potential problems caused by the fiber optic network issues. Darrell has direct contact with Clearworx and will work with them as problems arise.
 - ii. More tree work needs to be taken care of around the pond. Several dead trees are still standing. Darrell can get quotes on how much this work will cost from Right Way Property.
 - iii. Idea brought up to communicate with homeowners that own property around the pond to help come up with a plan to maintain the area around the pond and to remind homeowners it is strictly prohibited for recreational use.

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- c. Park – board has agreed to continue with Currier Lawn Services and Mesa Turf Master for maintenance of the park area.
 - V. Other Business
 - a. Homeowners Communications
 - Spring Newsletter to be mailed with annual meeting info. Include reminders about trash cans, animals, Clearworx contact for irrigation issues
 - b. Annual Meeting Planning – look at the first week of May for availability. Debbie will contact the Rec Center. Amanda will reach out to homeowner who offered their church for use at last annual meeting.
 - VI. Next Board Meeting March 19th – further discussion to be had at meeting for annual meeting plans.
 - VII. Adjournment - Darrell moved to adjourn at 8:05pm. Debbie seconded.

Orchard Valley HOA 2024 Annual Budget:

Revenue:

Dues @ \$210/per 125 households	\$ 26,250.00	
Collections from past unpaid balances	\$ 6,000.00	
		\$ 32,250.00

Expenses:

Lawn Service-Park area		
Currier Lawn Service \$300/mo 12 mo contract & Winterization	\$ 3,990.00	
Mesa Turf Master \$258.50/treatment 4 treatments	\$ 1,034.00	
		\$ 5,024.00

Irrigation

Xcel electricity 12 mo Scheduled Pump times	\$ 5,500.00	
Elmwood Lateral Ditch Company 38 share assessment Apr/May	\$ 262.00	
Grand Valley Irrigation Company 38 share assessment Feb	\$ 921.33	
Anticipated Irrigation repairs	\$ 1,000.00	
Anticipated Park sprinkler repairs	\$ 700.00	
Settling pond annual hydro cleaning spring	\$ 3,000.00	
Pond tree, weed, clean-up	\$ 300.00	
Pumphouse repairs	\$ -	
Gravel-Apr	\$ -	
		\$ 11,683.33

Office / Administrative

Paper/envelopes/labels	\$ 100.00	
Printer cartridge	\$ 45.00	
Lien release fees - \$13/ea	\$ 13.00	
Annual Sec of State (SOS) registration-Due January	\$ 60.00	
Annual DORA registration	\$ 38.00	
Microsoft 365 subscription-Mar	\$ 69.99	
Text service	\$ 30.00	
Poster Board	\$ 20.00	
		\$ 375.99

Postage/P.O. Box Rental

Annual P.O Box Rental 561, Fruita-Aug	\$ 120.00	
Postage	\$ 300.00	
		\$ 420.00

Meeting Expenses

Room Rental	\$ 230.00	
Refreshments	\$ 10.00	
		\$ 240.00

Website

Annual domain renewal-3/hosting (WIX), Norton 2025	\$ 471.25	
		\$ 471.25

Insurance

Liability and Common Property Coverage Annually-May	\$ 1,100.00	
		\$ 1,100.00

Accounting

Quickbooks - \$30/mo	\$ 360.00	
		\$ 360.00

Reserve - Annual addition

\$ 2,000.00

Total Expenses:

\$ 21,674.57

Net Income:

\$ 10,575.43

Transfer from Reserve - Irrigation improvements 2024

\$ -

Net Expenses (after use of reserve funds):

\$ 21,674.57

Projected Net Expenses / 125 homes \$ 173.40

Reserve:

Balance at 3/1/24: \$ 10,884.96 1/1/22 balance \$9,245.02

Funds used in 2023: \$ -

Funds used in 2022: Drain Valve Expense 4/11/22 \$ 885.00

Funds used in 2021: Control Panel Replacement and programming \$ 4,898.60

Orchard Valley HOA Board Meeting Agenda

Date and Time: March 26th, 2024 @ 6:00pm

Location: 745 Pinyon Court Fruita, CO 81521

1. Attendance
2. Executive Session
3. New Business
 - a. Annual Meeting Plan
 - Rate Increases / Budget
 - Annual billing mailing – plan date and time for envelope stuffing
 - Location solidification
4. Other Business
 - a. Homeowner Communications (newsletter)
 - b. Committees
 - c. Pond Use Policy
7. Next Board Meeting
8. Adjournment

Orchard Valley HOA Board Meeting

Date and Time: March 26th, 2024 @ 6:00pm

Location: 745 Pinyon Court, Fruita CO, 81521

- I. Attendance
Debbie Vavak (President), Darrell Loveland (Vice President), Camille Stitt (Treasurer),
Amanda Conrads (Secretary)
-Amanda move to start at 6:07pm
- II. Executive Session – *The disclosure of items would constitute an unwarranted invasion of individual privacy*
 - a. Past Due Accounts & Liens
 - b. Homeowner Filed Complaints – none officially filed.
- III. New Business
 - a. Annual Meeting Plan
 - i. Budget Approval
 - 1. Review potential irrigation fixes and upcoming needs.
 - 2. Review tree removal needed around pond. No urgent trees need to be removed. Potential trees that would cause issues would fall into the pond. Darrell is going to pursue a quote for the remainder of the tree.
 - 3. Need to paint pump house. This will require specific paint for aluminum. Darrell can look into cost.
 - 4. Recommendation about adding a line item in the budget to start saving for future cost of filing updated CC&Rs and Bylaws.
 - 5. Darrell moves to raise the annual fee per household to \$225 as a result of 2024 approved budget. Camille seconds. Board approves.
 - ii. Annual billing mailing – plan to have mailings out by April 23rd. This gives 2 weeks for homeowners to receive and read the material before meeting. Amanda is pursuing options for printing and folding materials.
 - iii. Location solidification – Amanda will clarify some needs for a church location before a commitment is made to have the meeting at the Rec Center as a cost saving measure. If this doesn't work out, then Debbie will book room at the Fruita Rec Center for May 8th.
- IV. Other Business
 - a. Homeowners Communications
 - i. Newsletter was proofed and will be added to mailing with annual meeting info.

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- b. Pond Startup
 - i. Estimated day to run through start up procedure is April 13th. Amanda will plan on being present to video and take photos to update directions in case of Darrell being absent during an irrigation issue.
 - ii. Plan will be to make rounds of the neighborhood during water startup to help homeowners who may have leaks. If leaks seem directly caused by fiber optic instillation Darrell has contact for ClearWorx contact.
 - c. Committees – continue to pursue CC&R committee to move forward with bringing documents up to date.
 - d. Pond Use Policy
 - i. Camille working on pond use policy and a waiver to have volunteers sign. This will continue to move forward as a priority. This pond use policy will carry over for next meeting. Darrell is also asking other HOA's with ponds how they handle use around the pond area.
 - V. Next Board Meeting – Aim for meeting on April 23rd to stuff envelopes. Collection policy will be emailed to the whole board for approval prior to mailing statements.
 - VI. Adjournment - Darrell moved to adjourn at 8:05pm. Amanda seconded.

ORCHARD VALLEY HOMEOWNERS ASSOCIATION

2024 Annual Member Meeting

Tuesday, May 7, 2024 – 6:00pm-8:00pm

Monument View Bible Church 1173 17 ½ Rd. Fruita, CO 81521

AGENDA

Call to Order-Establish a quorum

Welcome & Introductions

Approval of Previous Minutes

Year in Review 2024

Budget Ratification

Vote for Board Members

Member Comments and Suggestions

Adjourn

Orchard Valley Home Owners Annual Meeting

May 7th, 2024 • Monument View Bible Church • 6-8pm

I. Call to order

- a. Debbie calls meeting to order 6:04pm. Quorum established with attendance and proxy votes.

II. Welcome and Introductions

- a. Debbie Vavak (President), Darrell Loveland (Vice President), Amanda Conrads (Secretary), and Scott Stoltz (Director). 3 board members are up for renewal this year. Camille and Amanda due to be reelected next year.

III. Approval of Previous Minutes

- a. No corrections or changes to last year's minutes. Terry White moves to approve minutes and motion seconded. Minutes approved as recorded for 2023.

IV. Year in Review

- a. Board assumed responsibilities in Aug 2021 and resolved to administer independently of any professional management. HOA assumed responsibility of bookkeeping as well. This decision was largely based on the cost of having a professional company take over. We operate as a full volunteer board.
- b. Still trying to obtain homeowner contact information. This was all lost during the change over. Email, text and best mailing address is needed for homeowners. Please contact HOA with the best contact info for your property.
- c. Website is one of the best forms of communication and email is monitored daily unless board members are out of the office.
- d. QuickBooks is our main form of bookkeeping for the HOA.
- e. CC&R's need to update to remain CCIOA compliant. If anyone has a legal background or someone who would be willing to help to organize CC&R's that help would be appreciated.

A committee has been formed to start working through this process. More volunteers are always appreciated.

- f. Over the last year we have had 22% turnover rate in homeownership. Please be helpful to your new neighbors as new owners move into town.

V. Irrigation Update

- a. Lots of maintenance 2023. Tree removal, drain valve replacements, gravel maintenance, pick-up assembly cleaning, system board programming, rock around pond, hydro vac settling pond (2000 cubic ft of sediment this year).
- b. Will continue to keep with the current pump house schedule of 6a-10a, 6p-10p. This saves significant money for electricity to run the pump.
- c. Board asks homeowners to continue to be cognizant of watering and water conservation. Deep water less days a week rather than short watering times every day. Homeowner brought up concern about people watering too much. This is up to individual homeowner to be responsible for how much water is wasted. We currently do not have restrictions in place but that is a possibility as drought years happen.
- d. Board asks homeowners to inspect their shut off valves. If repairs need to be made please be proactive so that the whole neighborhood doesn't get shut down.
- e. Thank you to the homeowners who volunteered time to get irrigation up and running. Darrell Loveland • Tom & Kathleen Carroll • Judd Hill • Brian Gies • George Tattershall • Leroy Harris • Treece Clarkson • Gary Bruin
- f. Summary of the irrigation costs over the last several years. See Figure 1 below.
- g. Question raised about what it will cost to replace a pump. HOA does have a backup pump and motor that are currently in good working shape. The motor will be what ends up costing the HOA in the future. Money will keep being set aside for future fixes.

VI. Current Financial Position

- a. Insert financial positions. See Figure 2 below. (Statement of Activity 22/23 comparative)
 - a. \$25,000 based on all 125 homeowners paying \$200. Accounts receivables is higher than wanted. HOA is taking steps to collect on these accounts. 29 households total.
- b. Balance sheet. See Figure 3 below.

- a. Annual dues were raised to \$225. This new budget will give a new annual budget of \$28,125. With new dues and if accounts receivable can be collected then this will bring our budget to \$34,000.

VII. Ratify Budget

- a. Debbie explained some main areas that money is going to keep operational. Irrigation holds the largest share of the HOA's funds. Operation expenses such as office programs and mailings are also one of the higher expenses.
- b. Question was raised why the annual fee wasn't raised more. The decision was made to only raise \$25 to hopefully ease the push back from homeowners. This will need to be raised in the future but for now the extra \$3,000 will be helpful.
- c. Debbie moved to ratify budget, motion seconded. Unanimous vote to ratify. Budget is ratified for 2024.

VIII. Communication

- a. Email is the board's best form of communication. If you did not receive an email yesterday about today's meeting then we do not have a current email for you. Sign up for texting services if you are willing.
- b. Please use email and website to reach out to the HOA Board. The email is monitored almost daily and homeowners will receive responses faster by using this form communication.
- c. Committees - OVHOA would love to have buy in from homeowners and participation in these committees:

CC&Rs and Bylaws

Irrigation

Park

Communication – newsletter ideas, new homeowner welcome

Activities – promote neighborhood community

IX. Board Member Voting

- a. Quorum was met with attendance and proxy votes.
- b. Term renewals for Debbie Vavak, Darrell Loveland and Scott Stoltz were all approved.

X. Member Comments and Suggestions

- a. No official complaints were filed in 2023.
- b. Any recommendations are welcome for newsletters.
- c. Reminder to submit ACC forms for roofs, building and painting. These are saved for a year and please submit them well in advance to allow for time for volunteers to approve of requests.
- d. Request was made via email for playground equipment to the common area. This was addressed and our budget would not allow for new park equipment or insurance.
- e. Question was raised about AirBnBs. Member was advised that the State of CO has passed a bill that prohibits the discrimination against short term rentals. Homeowners need to go through the City of Fruita to register their address as a short term rentals.
- f. Concern raised about speed of traffic in neighborhood. Board is seeking help from the police department to see what processes can be taken to try and sort this out. Request made for more signage on the streets and possible speed bumps.
- g. Complaint brought forward about people owning more than 2 dogs and dogs causing problems. Board reminds owners to go through the City of Fruita to file complaints about animals as the City has its own animal control.
- h. Concern raised about the pond usage. Reminder to owners that the pond access is restricted. Gate remains locked. The HOA does not hold coverage for the pond as recreational use. Many of the homeowners that live on the pond help with maintenance. Board can look into more possible signage to post just as an extra way to communicate the restriction.
- i. Question asked about the City's plans to replace the bridge on Maple. No plans are known as of now. As this comes up in the future we will approach the city to find out their plan about traffic detours and how it will affect our neighborhood.
- j. If someone wanted to host a party in the common area please send an email to the HOA and we can try and help promote that community building.
- k. Concerns brought up about neighbor's weeds. HOA can send letters but please also offer to help neighbors if able.

XI. Adjourn

- a. Terry White makes motion to adjourn 7:18, Tom seconded. Motion carried

Figure 1. Irrigation Costs

<u>2019</u>				
19-Jun	Park irrigation repairs zone 3-Currier Lawn	\$	235.00	
19-Jul	Park irrigation repairs zone 6-Currier Lawn	\$	550.00	
19-Aug	Backhoe work to expose irrigation pipe-Heldman Farms	\$	100.00	
1-Aug	Scope and drain repair-Pro Rooter	\$	135.00	
19-Oct	Excavate irrig pipe around pond-JR Landscape Spec. LLC	\$	1,362.00	reserve
19-Nov	Pond conversion design/survey-Austin Civil Group	\$	955.00	reserve
		\$	3,337.00	
<u>2020</u>				
20-Oct	Fabricate chain link to go over holding pond-GC Inspection LLC	\$	1,800.00	
20-Oct	Pump repair-Stout's Elect Motor/WD	\$	1,254.61	
20-Sep	Dredge Pond-WD Yards	\$	630.00	
20-Sep	Pond drain repair-WD Yards	\$	8,617.50	
20-Sep	Clean sewer drain-WD Yards	\$	760.00	
20-Sep	ACS camera-WD Yards	\$	585.00	
20-Sep	Emergency shut off-WD Yards	\$	65.00	
20-Sep	Pump seal repair-WD Yards	\$	650.00	
20-Jul	Park irrigation repairs zone 4/5-Currier Lawn	\$	250.00	
20-Jun	Jet 10" irrig line-Pro Rooter	\$	175.00	
20-Jun	Parts for irrig repairs-Jim Ostrander	\$	418.44	
20-Jun	Park irrigation repair heads-Currier Lawn	\$	140.00	
20-May	Park irrigation repair zone 4/1-Currier Lawn	\$	285.00	
20-Mar	Pond conversion-WD Yards	\$	18,752.00	reserve
20-Mar	Drain repairs-WD Yards	\$	2,300.00	reserve
20-Mar	Pond dredge-WD Yards	\$	11,970.00	reserve
20-Feb	Pond conversion bid-Austin Civil Group	\$	1,397.50	reserve
20-Jan	Pond conversion reserve for project bid-Austin Civil Group	\$	2,650.00	
		\$	52,700.05	
<u>2021</u>				
17-Nov	Rock delivery-Whitewater Building	\$	309.97	
22-Nov	Settling pond clean out-Precision Hydrovac	\$	2,025.00	
18-Aug	Pump rebuild - Munro Pump	\$	498.80	
9-Aug	Grand Valle Irrigation	\$	772.78	
6-Aug	WD Yards	\$	75.00	
5-Aug	Control panel replacement and programming VFD- Buzz Electrical	\$	4,898.60	tsf from reserve
15-Jul	Park irrigation repairs to 7 heads and valve flush-Currier Lawn	\$	760.00	
22-Jun	Testing of pond water for algae issues	\$	-	
28-Jun	Grand Valley Tree Service	\$	1,675.00	
22-Feb	Park irrigation repairs to zone 6 valve- Currier Lawn	\$	210.00	
		\$	11,225.15	
<u>2022</u>				
12/1/2022	Munro Supply-3 connectors	\$	96.63	
12/1/2022	Rightway-Tree removal around pond	\$	3,500.00	
10/3/2023	Browns Hill Engineering-board programming	\$	155.60	
10/3/2022	Rock spread-Lower Valley Dirt Work	\$	100.00	
8/31/2022	Rock for pond area-Whitewater	\$	341.36	
8/31/2022	Darrell-Coop parts	\$	36.97	
8/25/2022	Darrell-PVC suction hose	\$	128.75	
7/12/2022	Browns Hill Engineering-board programming	\$	415.60	
5/19/2022	Amazon-pond muck remover pellets	\$	400.59	
4/29/2022	Darrell- Coop parts	\$	372.28	
4/20/2022	Auto Valve - Transducer/pressure sending unit replacement-Darrell	\$	372.28	
4/11/2022	Drain valve replacement- 17 1/2 Rd-Lower Valley Dirt Work	\$	885.00	tsf from reserve
4/7/2022	Locates for drain valve work, cleaned nozzles on pick-up assembly, burn cat-tails	\$	-	
		\$	1,257.28	
<u>2023</u>				
3/29/2023	Avalanche-Replace 3" brass ball by-pass valve at pump house	\$	433.00	
4/11/2023	Pick-up assembly cleaning, burning weeds	\$	-	
4/11/2023	Rock around pond area-Whitewater	\$	352.75	
6/23/2023	Darrel-parts	\$	92.17	
7/26/2023	Park irrigation repairs-Currier Lawn	\$	555.00	
9/7/2023	Rightway-tree removal around pond	\$	950.00	
		\$	2,382.92	
<u>2024</u>				
2/14/2024	Rightway-tree removal around pond	\$	300.00	
May-24	Rightway-tree removal around pond	\$	1,800.00	tsf from reserve
		\$	2,100.00	

Figure 2. Statement of Activity 22/23 comparative

	2023	Budget	2022
Revenue			
Annual Assessments	25,000.00	31,000.00	24,867.09
Total Revenue	\$ 25,000.00	\$31,000.00	\$24,867.09
Gross Profit	\$ 25,000.00	\$31,000.00	\$24,867.09
Expenditures			
Administrative			
Accounting Fees	360.00	360.00	945.12
Bank Charges	0.10	0.00	13.09
Insurance - Liability, D and O	1,326.00	1,100.00	1,258.00
Office Supplies	84.31	165.00	388.61
Office/General Administrative Expenditures	180.00	380.99	311.04
Postage, Mailing Service	217.08	400.00	379.00
Web & Hosting	441.25	469.85	359.75
Total Administrative	\$ 2,608.74	\$ 2,875.84	\$ 3,654.61
Operating Expenses			
Irrigation System Maint. Serv.	3,757.92	7,785.75	2,932.78
Lawn Maintenance Service	5,712.00	4,584.00	5,819.00
Repair & Maintenance	950.00	1,700.00	3,500.00
Utilities	5,201.14	5,500.00	5,303.30
Water-Irrigation	1,099.44	1,099.44	1,111.66
Total Operating Expenses	\$ 16,720.50	\$20,669.19	\$18,666.74
Addition to Reserve		\$ 1,600.00	
Total Expenditures	\$ 19,329.24	\$25,145.03	\$22,321.35
Net Operating Revenue	\$ 5,670.76	\$ 5,854.97	\$ 2,545.74
Other Revenue			
Interest Earned	7.94	0.00	3.93
Total Other Revenue	\$ 7.94	\$ 0.00	\$ 3.93
Net Other Revenue	\$ 7.94	\$ 0.00	-\$ 235.15
Net Revenue	\$ 5,678.70	\$ 5,854.97	\$ 2,310.59

Figure 3. Balance Sheet

Orchard Valley HOA 2024 Annual Budget:			
Revenue:			
	Dues @ \$225/per 125 households	\$ 28,125.00	
	Collections from past unpaid balances	\$ 6,000.00	
			\$ 34,125.00
Expenses:			
	Lawn Service-Park area		
	Currier Lawn Service \$300/mo 12 mo contract & Winterization	\$ 3,990.00	
	Mesa Turf Master \$258.50/treatment 4 treatments	\$ 1,034.00	
			\$ 5,024.00
	Irrigation		
	Xcel electricity 12 mo Scheduled Pump times	\$ 5,500.00	
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	Grand Valley Irrigation Company 38 share assessment Feb	\$ 921.33	
	Anticipated Irrigation repairs	\$ 1,000.00	
	Anticipated Park sprinkler repairs	\$ 700.00	
	Settling pond annual hydro cleaning spring	\$ 3,000.00	
	Pond tree, weed, clean-up	\$ 2,300.00	\$3500 from 2023 list
	Pumphouse repairs	\$ 1,000.00	
		\$ -	
			\$ 14,683.33
	Office / Administrative		
	Paper/envelopes/labels	\$ 100.00	
	Printer cartridge	\$ 45.00	
	Lien release fees - \$13/ea	\$ 13.00	
	Annual Sec of State (SOS) registration-Due January	\$ 60.00	
	Annual DORA registration	\$ 38.00	
	Microsoft 365 subscription-Mar	\$ 69.99	
	Text service	\$ 30.00	
	Poster Board	\$ 20.00	
			\$ 375.99
	Postage/P.O. Box Rental		
	Annual P.O Box Rental 561, Fruita-Aug	\$ 120.00	
	Postage	\$ 300.00	
			\$ 420.00

