Village at Eagle Landing Homeowners Association

EXECUTIVE BOARD MEETING MINUTES

May 13th, 2025, at 6:00 PM MDT

Call to Order & Determination of Quorum

Board members present were John Broadbooks, Jean Hadley, Delle Marie Castleberry, and Melissa Brown. Twenty-three homeowners were present in person and nine homeowners were represented via proxy. RaeAnne Hadley and Maddy Hadley from Design HOA were also present. With quorum met, John Broadbooks called the meeting to order at 6:02 PM.

Approval of Minutes from September 17th, 2024

John asked if anyone had questions regarding the previous meeting minutes. With no questions, Jan Chastain motioned to approve the meeting minutes. Daisy Shepherd seconded; the vote passed unanimously.

Financial Report

The financials were handed out prior to the meeting. John went over the Profit and Loss, the budget had an expected amount of $1,500 in the reserve account this year. However, the previous HOA management company fired the HOA in August of 2024. The Board got multiple bids from other HOA management companies and saw management prices had gone up. John explained they ended 2024 with $6,248 in the reserve accounts. RaeAnne discussed she is having to re-build the financial history into the new system. RaeAnne explained the financials have to be manually entered into the system back to November of last year. RaeAnne explained the system will match bank account financials by the end of the month.

Old Business

Old business was not discussed at this meeting.

New Business

a) PayHOA Software

RaeAnne explained the new software has been a welcome change, the software has made it easier to contact homeowners, send out group emails, manage financials, and homeowners are now able to pay their HOA dues online; online payments have a small fee of $1.99 for ACH and 2.28% for debit and credit cards. RaeAnne explained she is thankful for the community being so patient as she transitions and learns the new software.

b) New Collection Procedures

John explained Colorado has passed new laws which affect the HOA on collections and compliance. All violations and compliance issues must be sent as a certified letter along with another form of communication (letter, email, text) as a first warning. A dated picture of the violation must be included in the warning letter. After the first warning is sent a thirty-day grace period is given so homeowners have time to cure the violation. After the thirty-day warning, another dated picture is needed. If the violation has been completed then a cured letter will be sent to the homeowner, however if the violation has not been corrected a second warning letter will be sent to the homeowner along with another thirty-day grace period. If the violation is still not fixed after two consecutive thirty-day warnings, a fine of up to $500 will be sent to the owner. Once the violation has been cured, another dated picture must be taken so a cured letter may be sent to the homeowner. Collection letters must also be sent as certified mail. John explained if HOA dues are not paid in ninety days, a lien will be placed on the house until all dues have been paid.

c) Status of Conversion from LLC to 501(c)(3)

John explained the HOA is currently a Limited Liability Corporation (LLC) instead of a 501(c)(3) Nonprofit like most other HOA's, so the Board has decided to transfer over to a 501(c)(3). John explained the HOA has always been run like a 501(c)(3) with governing documents and procedures. The Board has decided to file the paperwork themselves after talking to an attorney who gave a bid of $1,200 for three hours of work. John explained the HOA

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must first fill out a few forms and register as a 501(c)(3) in the Secretary of State, then the HOA can contact the IRS and fully convert to a 501(c)(3) Nonprofit. John explained he will start the process to avoid attorney's fees.

d) Board Opening: Volunteers Needed

John is asking homeowners to consider volunteering for the Board this coming annual election, he explained this is his 9th year working for the board and he would like to step down from the positions. John explained this is Melissa had only wanted to be on the board for six months and she just passed a year and a half on the Board, Jean has been on the Board for three years, and Dell has been volunteering for six years. All of the Board members encourage homeowners to volunteer and help within the community.

Homeowner Questions

- John read a statement by Sandy Anderson; she asked to change the governing documents. Homeowners and the Board all agreed her statement was too vague to take any action at this time.
- A homeowner asked how to report a compliance violation to the HOA. John explained if there is a possible compliance issue, to take a picture of the house with the violation and email the picture to info@designhoa.com. RaeAnne will ask for the date the picture was taken and the address of the unit. RaeAnne will then prepare and send out the violation letters.
- A homeowner asked if the Board needed to be informed if a house was a rental unit and how the HOA would ensure only one family is living in the unit at a time. John explained the Board does not need to be notified if a unit is a rental, the Board only knows if a unit is a rental because of the owner's different mailing address. RaeAnne explained the HOA can no longer prevent multiple families living in one unit due to new laws in the Family Housing Act. RaeAnne explained multiple families can live in one unit as long as they are related. RaeAnne explained if the renters are violating city code then people need to reach out to the city and file the issue there.

Executive Session

The Board discussed delinquent homeowners, collections, and proxies.

Adjourn

The meeting was adjourned at 7:08 pm by John.

RESPECTFULLY SUBMITTED by Maddy Hadley, Design HOA

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