

MINUTES OF THE PILGRIM DOWNS HOMEOWNERS' ASSOCIATION ANNUAL MEETING

The Pilgrim Downs Homeowners' Association Annual Meeting was held on July 19, 2018, at 5:00PM at the residence of Mike Berman.

In attendance: Michael Berman, Patti Carlson, James Errant, Joan Francis (two votes), Don and Georgia Gogel, Adam and Amanda Quinton, Rebecca Kinney, Richard Maguire, Peter and Sarah Millet, Lesley Ann Murray, Douglas and Andrea Zinser, James and Lesa Childers - Ranch Manager, Gregory Perkins - Attorney, Joe Kerwin – Chief Deputy District Attorney, Heidi McCollum – Assistant District Attorney, and Chad Benson, CPA.

Proxies were obtained from Donald Baumgartner, David Bullock, Lisa Dorn, Carol Emich, Dawn Holmes, Lucille Lamy, Louise Nuttall, Joel Quenneville, Denise Tavani, Travis Traylor, and Rountree-Williams. A total of 12 owners were present and 11 proxies were received for a total of 23 owners represented (95.83%). It was determined that a quorum was present (50% required or 12 owners) and the meeting could proceed. Georgia Gogel called the meeting to order.

The agenda, the proposed budget, and a copy of the meeting minutes from the prior year were sent to all owners prior to the meeting and were available for owners at the meeting.

The annual meeting minutes from the previous year were reviewed. A motion was made and seconded to approve the minutes as presented. Motion was approved.

Georgia Gogel thanked Greg Perkins for his legal services during an extremely difficult year, and Chad Benson for his budget and accounting services. Georgia thanked Jim Childers for his “outstanding service” and said he has “fulfilled all expectations without delay” and Pilgrim Downs is “remarkably lucky to have him.”

Board of Managers:

Jim Errant was nominated for re-election as Vice President and Secretary for a three-year term. The motion was seconded. The nomination was approved unanimously.

Adam Quinton was nominated for election to the Board for a three-year term. The motion was seconded. The nomination was approved unanimously.

The Board of Managers is now comprised of the following owners:

Jim Errant – (term expires 2021)
Adam Quinton – (term expires 2021)
Joan Francis – (term expires 2020)
Georgia Gogel – (term expires 2020)
Michael Berman – (term expires 2019)

The budget for 2018-2019 was reviewed and discussed.

Quarterly homeowner dues will remain the same. The new budget will maintain a reserve fund balance of \$450,000. A motion to approve the budget was made and seconded and the budget was unanimously approved. Jim Childers was thanked for his diligence in watching every expense to stay under budget.

Joe Kerwin (Chief Deputy District Attorney) and Heidi McCollum (Assistant District Attorney) answered questions regarding the Kelley incident.

There was a discussion with the DA's. If any owner was not present and would like information, they should contact a Pilgrim Downs Board Member.

Other Business

It was noted that pond water is available to fight fires. Most homeowners have a right to build a pond within 6 years. This can be extended in water court; however, it is a significant expense. Homeowners were asked to consider transferring their pond rights to the HOA if they are not going to build a pond. The HOA could use the rights to build ponds for fire protection.

It was noted that that Eagle River Fire Department will do a fire risk assessment of any home for free. Contact Jim Childers and he can schedule the assessment with the fire department.

Jim Childers stated he is going to schedule a company to come remove dead tree material throughout Pilgrim Downs. The project is tentatively scheduled for September 2018. Anyone who is interested in removing dead tree material from their property should coordinate with Jim.

A question was asked about security systems. It was suggested that everyone sign up for the Eagle County Alert system app. Another suggestion was made to install exterior security cameras on homes. Jim Childers instructed everyone to stop after entering through the entrance gates, until the gates close, before driving away. Make sure unknown vehicles are not able to drive through while the gate is open. Everyone should watch what's going on around them. If something is suspicious call Jim or the sheriff's department. Homeowners should not give out the gate code to anyone they don't know. The cameras on the gates have been upgraded and are monitored by Jim. A picture is taken of every vehicle and license plate that passes through the gates. Jim also informs every contractor that they are under surveillance while in Pilgrim Downs.

It was noted that the reverse 911 alert system has been fixed. Jim has verified this with the detectives and the sheriff's office.

A suggestion was made to create a neighborhood Facebook page. It was noted that not everyone uses Facebook. Jim suggested that he could create an email notification list that would be used for emergencies. However, it was stated that this was a bad idea as it could create a false sense of security.

A suggestion was made to look at hiring a private security company. It was noted that this would be very expensive, and the response time of the first responders during the night of the incident was very quick and that Pilgrim Downs homeowners are, overall, very safe.

Mike Berman thanked Georgia Gogel for her services and the "unbelievable amount of work" she has done as President of the Board. Georgia and the Board received a round of applause.

There being no other business, motion was made to adjourn the Meeting. The motion was seconded, and the Meeting was adjourned at 6:35PM.

Chad Benson, CPA
August 30, 2018

Attachments: Agenda
Budget (2018-2019)

PILGRIM DOWNS HOMEOWNERS' ASSOCIATION ANNUAL MEETING AGENDA

Thursday, July 19, 2018

5:00PM

Berman Residence

297 Pilgrim Drive

- Call to Order
- Determination of a Quorum (Chad Benson)
- Proposed Slate for Election and Re-Election to the Board of Managers, each for a Three-Year Term
 - Jim Errant
 - Adam Quinton
- Review and Approval of 2018-2019 Proposed Budget
- Discussion regarding necessary Community-Wide Fire Mitigation Measures
- New Business
- Adjournment

**PILGRIM DOWNS HOMEOWNERS ASSOCIATION
OPERATING FUND
FYE 2018 PROJECTION AND PROPOSED BUDGET
FOR THE FISCAL YEAR ENDING 7/31/2019**

	YTD Actual	PROJECTED Next 3 Months	PROJECTED FYE 7/31/18	FYE 07/31/18 Annual Budget	Projected Variance Actual to Budget (unfavorable)	FYE 07/31/19 Annual Budget PROPOSED	Variance Budget to Budget
	8/1/17 to 4/30/18	5/1/18 to 7/31/18	8/1/17 to 7/31/18				
Revenues							
Caretaker Home Dues	35,208.18	11,736.00	46,944.18	46,944.00	0.18	46,944.00	-
Dues Income	135,504.00	45,145.50	180,649.50	180,582.00	67.50	196,712.00	16,130.00
Reserve Dues	27,072.00	9,024.00	36,096.00	36,096.00	-	20,056.00	(16,040.00)
Interest Income-Operating	-	-	-	-	-	-	-
Interest Income-Reserve	223.29	74.00	297.29	250.00	47.29	275.00	25.00
Late Fees	1,573.98	-	1,573.98	-	1,573.98	-	-
Road Paving & Barn Dues	25,092.00	8,364.00	33,456.00	33,456.00	-	33,456.00	-
Hay Sales	1,125.00	-	1,125.00	1,000.00	125.00	1,000.00	-
Snow Removal Dues	63,312.00	-	63,312.00	62,563.00	749.00	63,688.00	1,125.00
Previous Year Surplus (Operating)	17,900.00	-	17,900.00	17,900.00	-	6,300.00	(11,600.00)
Previous Year Surplus (Reserve)	-	-	-	-	-	7,500.00	7,500.00
Insurance Proceeds	617.00	-	617.00	-	617.00	-	-
Total Income	307,627.45	74,343.50	381,970.95	378,791.00	3,179.95	375,931.00	2,860.00
Expense - Operating							
Accounting	7,274.97	2,424.99	9,699.96	9,700.00	0.04	9,700.00	-
Architectural	1,050.00	-	1,050.00	10,500.00	9,450.00	3,000.00	(7,500.00)
Gate	6,730.95	1,000.00	7,730.95	4,045.00	(3,685.95)	7,000.00	2,955.00
Hay Field	-	-	-	1,000.00	1,000.00	1,000.00	-
Insurance	11,294.99	2,650.00	13,944.99	14,000.00	55.01	14,500.00	500.00
Landscape, Shrubs, Flowers	1,094.40	3,000.00	4,094.40	4,000.00	(94.40)	5,000.00	1,000.00
Legal Fees - Ops	16,727.60	-	16,727.60	10,000.00	(6,727.60)	15,000.00	5,000.00
Miscellaneous Maintenance	6,918.86	3,000.00	9,918.86	7,000.00	(2,918.86)	9,500.00	2,500.00
Office Expense	989.43	250.00	1,239.43	1,000.00	(239.43)	1,250.00	250.00
Payroll Taxes	7,681.63	2,600.00	10,281.63	10,500.00	218.37	11,000.00	500.00
Preventative Maint & Road Repairs	2,963.29	2,100.00	5,063.29	4,000.00	(1,063.29)	5,000.00	1,000.00
Ranch Manager Home Gas & Maint	3,406.19	1,000.00	4,406.19	7,000.00	2,593.81	6,000.00	(1,000.00)
Ranch Manager Home Improvements	5,365.00	-	5,365.00	8,000.00	2,635.00	9,000.00	1,000.00
Ranch Manager Home - Mortgage Payment	59,273.82	20,000.00	79,273.82	80,400.00	1,126.18	79,050.00	(1,350.00)
Ranch Manager Retirement Plan	-	-	-	-	-	-	-
Ranch Manager Salary	112,500.00	37,500.00	150,000.00	150,000.00	-	160,000.00	10,000.00
Snow Removal Cost	245.00	-	245.00	5,100.00	4,855.00	5,100.00	-
Trash Collection	3,529.12	1,400.00	4,929.12	5,000.00	70.88	5,100.00	100.00
Truck Fuel, Oil, Lic, Fees, & Maint	5,091.93	1,082.29	6,174.22	7,000.00	825.78	7,000.00	-
Purchase - Loader	4,800.00	139.20	4,939.20	-	(4,939.20)	-	-
Purchase - Defibrillator	1,794.00	-	1,794.00	1,800.00	6.00	-	(1,800.00)
HOA Meeting	2,400.00	-	2,400.00	2,400.00	-	2,400.00	-
Total Operating Expense	261,131.18	78,146.48	339,277.66	342,445.00	3,167.34	355,600.00	13,155.00
Transfer to Reserve	27,295.29	9,098.00	36,393.29	36,346.00	47.29	20,331.00	16,015.00
Net Surplus (Deficit) Cash	19,200.98	(12,900.98)	6,300.00	-	6,300.00	-	-

*HOMEOWNERS' DUES WILL REMAIN THE SAME

**PILGRIM DOWNS HOMEOWNERS ASSOCIATION
RESERVE FUND
FYE 2018 PROJECTION AND PROPOSED BUDGET
FOR THE FISCAL YEAR ENDING JULY 31, 2019**

	YTD	PROJECTED	PROJECTED	FYE 07/31/18	Projected Variance	FYE 07/31/19	Variance
	Actual 8/1/17 to 4/30/18	Next 3 Months 5/1/18 to 7/31/18	FYE 7/31/18 8/1/17 to 7/31/18	Annual Budget	Actual to Budget (unfavorable)	Annual Budget PROPOSED	Budget to Budget
Beginning Balance	441,073.85	441,073.85	441,073.85	441,073.85	-	441,073.85	
Revenues - Reserve							
Previous Year Surplus (Operating)	6,066.61	-	6,066.61	6,066.61	-	-	(6,066.61)
Previous Year Surplus (Reserve)	-	-	-	-	-	17,745.22	17,745.22
Reserve Funding	27,072.00	9,024.00	36,096.00	36,096.00	-	20,056.00	(16,040.00)
Interest Income-Reserve	223.29	74.00	297.29	250.00	47.29	275.00	25.00
Total Income	33,361.90	9,098.00	42,459.90	42,412.61	47.29	38,076.22	(4,336.39)
Expense - Reserve							
Beaver Dam Excavation	525.00	-	525.00	2,250.00	1,725.00	2,000.00	(250.00)
Dead Tree & Pin Beetle Removal	3,037.50	1,500.00	4,537.50	2,000.00	(2,537.50)	5,000.00	3,000.00
Ditch Repair	-	-	-	6,000.00	6,000.00	6,000.00	-
Environmental Preservation (Resource En	536.25	-	536.25	400.00	(136.25)	600.00	200.00
Legal Fees - Environmental	2,769.00	-	2,769.00	12,000.00	9,231.00	5,000.00	(7,000.00)
Pond Maintenance	1,150.00	-	1,150.00	2,600.00	1,450.00	2,600.00	-
Water Lease	7,696.93	-	7,696.93	7,500.00	(196.93)	8,000.00	500.00
Total Expenses	15,714.68	1,500.00	17,214.68	32,750.00	15,535.32	29,200.00	(3,550.00)
Net Surplus (Deficit)	17,647.22	7,598.00	25,245.22	9,662.61	15,582.61	8,876.22	(786.39)
Ending Reserve Fund	458,721.07	448,671.85	466,319.07	450,736.46	15,582.61	449,950.07	(786.39)

DUES PER QUARTER	2018	2019
Operating Dues	1,882.00	2,049.08
Care Taker Home Dues	558.86	558.86
Road Paving and Barn Dues	348.50	348.50
Reserve Dues	376.00	208.92
TOTAL	3,165.36	3,165.36

** SNOW REMOVAL DUES VARY FOR EACH HOMEOWNER FOR THE WINTER QUARTERS

**PILGRIM DOWNS HOMEOWNERS ASSOCIATION
2018 PROJECTED SURPLUS FUNDS
RECONCILIATION
FOR THE FISCAL YEAR ENDING 7/31/2019**

2018 Projection

Operating Fund	
Revenues	381,970.95
Expenses	375,670.95
Net Income (Surplus)	<u>6,300.00</u>

*Operating surplus goes to 2019 operating budget

Environmental Reserve Fund

Revenues	42,459.90
Expenses	17,214.68
Net Income (Surplus)	<u>25,245.22</u>

*Environ. Reserve surplus gets split.
\$7,500 goes to 2019 operating fund
\$17,745.22 remains in Reserve Fund for 2019

2019 Proposed Budget

Operating Fund	
Revenues	362,131.00
2018 Operating Surplus	6,300.00
2018 Environ. Reserve Surplus	7,500.00
Expenses	375,931.00
Net Income	<u>-</u>

Environmental Reserve Fund

Beginning Balance	441,073.85
Revenues	20,331.00
2018 Environ. Reserve Surplus	17,745.22
Expenses	29,200.00
Net Income	8,876.22
Ending Balance	<u>449,950.07</u>

*To maintain reserve balance of \$450,000

Dues Per Unit

Owner	Caretaker Home Dues	Dues Income	Reserve Dues	Road Paving & Barn Dues	Snow Removal	Snow Removal	Snow Removal Total	Quarterly Total Without Snow	Quarterly Total With Snow
	46,944.00	196,712.00	20,056.00	33,456.00					
11A - 875 Pilgrim Dr. LLC - Kocher	2,235.43	8,196.33	835.67	1,394.00	2,331.00	2,331.00	4,662.00	3,165.36	5,496.36
4 -LND Family Realty, LP	2,235.43	8,196.33	835.67	1,394.00	2,345.00	2,345.00	4,690.00	3,165.36	5,510.36
Baumgartner-9	2,235.43	8,196.33	835.67	1,394.00	1,667.50	1,667.50	3,335.00	3,165.36	4,832.86
Berman-3	2,235.43	8,196.33	835.67	1,394.00	1,012.00	1,012.00	2,024.00	3,165.36	4,177.36
Bullock-5	2,235.43	8,196.33	835.67	1,394.00	1,667.50	1,667.50	3,335.00	3,165.36	4,832.86
Carlson-17	2,235.43	8,196.33	835.67	1,394.00	1,174.00	1,174.00	2,348.00	2,606.50	3,780.50
Emich-19	2,235.43	8,196.33	835.67	1,394.00	1,302.50	1,302.50	2,605.00	3,165.36	4,467.86
Errant-6	2,235.43	8,196.33	835.67	1,394.00	1,660.00	1,660.00	3,320.00	2,606.50	4,266.50
Forenza-7 (Image Dental ..Rick Mac	2,235.43	8,196.33	835.67	1,394.00	1,632.00	1,632.00	3,264.00	3,165.36	4,797.36
Francis-Phase II - 2	2,235.43	8,196.33	835.67	1,394.00	484.50	484.50	969.00	3,165.36	3,649.86
Francis - Phase II - 1	2,235.43	8,196.33	835.67	1,394.00	923.50	923.50	1,847.00	2,606.50	3,530.00
Gogel-10	2,235.43	8,196.33	835.67	1,394.00	1,974.00	1,974.00	3,948.00	3,165.36	5,139.36
Holmes, Dawn & Frank - Lot 1	2,235.43	8,196.33	835.67	1,394.00	1,604.00	1,604.00	3,208.00	3,165.36	4,769.36
Kelley/Tavani - 14	2,235.43	8,196.33	835.67	1,394.00	1,048.00	1,048.00	2,096.00	3,165.36	4,213.36
Kinney - II-3	2,235.43	8,196.33	835.67	1,394.00	545.00	545.00	1,090.00	3,165.36	3,710.36
Millett, Dr. Peter and Sarah - 16	2,235.43	8,196.33	835.67	1,394.00	845.00	845.00	1,690.00	3,165.36	4,010.36
Nuttall-11	2,235.43	8,196.33	835.67	1,394.00	1,336.00	1,336.00	2,672.00	3,165.36	4,501.36
Quenneville-20	2,235.43	8,196.33	835.67	1,394.00	1,126.50	1,126.50	2,253.00	3,165.36	4,291.86
Quinton - 12	2,235.43	8,196.33	835.67	1,394.00	1,300.50	1,300.50	2,601.00	3,165.36	4,465.86
Tacon-13	2,235.43	8,196.33	835.67	1,394.00	1,043.50	1,043.50	2,087.00	3,165.36	4,208.86
Traylor-2	2,235.43	8,196.33	835.67	1,394.00	1,468.50	1,468.50	2,937.00	3,165.36	4,633.86
Werthen-18	2,235.43	8,196.33	835.67	1,394.00	1,624.50	1,624.50	3,249.00	3,165.36	4,789.86
Williams, Roundtree - 8	2,235.43	8,196.33	835.67	1,394.00	681.00	681.00	1,362.00	3,165.36	3,846.36
Zinser-15	2,235.43	8,196.33	835.67	1,394.00	1,048.00	1,048.00	2,096.00	3,165.36	4,213.36
	46,944.00	196,712.00	20,056.00	33,456.00	31,844.00	31,844.00	63,688.00	74,292.00	106,136.00