

## MINUTES OF THE PILGRIM DOWNS HOMEOWNERS' ASSOCIATION ANNUAL MEETING

The Pilgrim Downs Homeowners' Association Annual Meeting was held on July 22, 2019, at 5:00PM at the residence of Adam and Amanda Quinton.

In attendance: Patti Carlson, Fred and Carol Emich, James Errant, Joan Francis (two votes), Don and Georgia Gogel, Adam and Amanda Quinton, Anthony Kinney, Andrew Lacy, Richard Maguire, Peter Millet, Lesley Ann Murray, Denise Tavani, James and Lesa Childers - Ranch Manager, and Chad Benson - CPA.

Proxies were obtained from David and Jennifer Bullock, Dawn Holmes, Joel and Elizabeth Quenneville, Bill Solomon, Travis Traylor, Rountree-Williams, Douglas and Andrea Zinser. A total of 12 owners were present and 8 proxies were received for a total of 20 owners represented (83.33%). It was determined that a quorum was present (50% required or 12 owners) and the meeting could proceed. Adam Quinton 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.

Adam Quinton and the Pilgrim Downs HOA formally recognized the Traylor family and their condolences for the passing of Travis Traylor's wife. One minute of silence was observed.

Adam noted it was the first time in 15 years that Georgia Gogel was not president. A token of gratitude was presented to Georgia, and comments were made by several board members about the "spectacular job" Georgia had done. Jim Errant said it had "been a pleasure working with her and everything went smoothly thanks to Georgia." There was a round of applause for Georgia.

Board of Managers:

Mike Berman sold his home and is no longer on the board. Toby Kinney was nominated to take his place. The motion was seconded. The nomination was approved unanimously.

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

Toby Kinney – (term expires 2022)  
Jim Errant – (term expires 2021)  
Adam Quinton – (term expires 2021)  
Joan Francis – (term expires 2020)  
Georgia Gogel – (term expires 2020)

The budget for 2019-2020 was reviewed and discussed.

The roof is being replaced on the ranch manager's home. This will reduce the reserve fund by about \$75,000. A slight increase in operating dues is proposed. Any operating surplus from the current year will not be applied towards the following years' operating budget. Snow removal dues increased due to driveway square footages being updated. A motion to approve the 2019-2020 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.

## Other Business

Water rights are being monitored constantly. Adam thanked the homeowners for working with Jim Childers and the attorney. The Pilgrim Downs community has four ponds that are approved but have not been built. The board is asking for any homeowners who have the rights to a pond, but do not intend to build one, to transfer the deeded rights to the HOA. This would allow the HOA to create a community pond which would be an asset in fire mitigation. The HOA will have to go through water court again in 2021 to maintain the undeveloped rights to the ponds. This happens every six years and is a significant expense to the HOA. The board will contact those owners (with undeveloped pond rights) individually to discuss further.

The Pilgrim Downs architectural design review guidelines are being updated. Ann Gunion (architect) and Greg Perkins (lawyer) are working on updating the guidelines which will bring clarity to design requirements, review procedures, and quality of work, etc. An early review process is being adopted so homeowners do not have to submit a full set of documents initially. This will give homeowners some early direction on whether the design is "on the right track or not." It will also allow small changes to be approved by Jim or Anne without having to go to the board for approval each time. These small changes will be documented and given to the board for review. There will also be a new tiered construction deposit requirement. Small projects will require a smaller deposit than larger ones. Currently all projects require a \$50,000 deposit.

A homeowner asked about recycling. Currently homeowners have to take their recycling to Edwards. Jim is talking with Waste Management about getting a recycling dumpster in Pilgrim Downs. A notice will be sent to owners after Jim has more information.

Concern was brought up regarding the Knapp Ranch. It is trying to generate revenue by hosting large weddings and events. This brings large amounts of people and vehicles traveling in the Pilgrim Downs area. It also has shuttles transporting people to and from the ranch. It was noted that the Knapp Ranch is zoned for agricultural use and should not be hosting weddings and events. It was also noted that Pilgrim Downs HOA should express objection to the weddings and events at Knapp Ranch because, not doing so, could look like Pilgrim Downs approves of them. The Pilgrim Downs board is waiting for Knapp Ranch to present a substantial plan before they can officially object to it. Adam and Jim are going to meet with Tom (Knapp Ranch) to get more information on what they are planning to do with the ranch. This will help determine when Pilgrim Downs needs to formally take action. Adam and Jim will also inform Tom that the Pilgrim Downs homeowners are "extremely concerned" about the use of the ranch.

There being no other business, motion was made to adjourn the Meeting. The motion was seconded, and the Meeting was adjourned at 5:55PM.

Chad Benson, CPA

August 30, 2019

Attachments: Agenda

Budget (2019-2020)

# **PILGRIM DOWNS HOMEOWNERS ASSOCIATION ANNUAL MEETING AGENDA**

**Monday, July 22nd, 2019**

**5:00PM**

**Quinton Residence**

**776 Pilgrim Drive**

- Call to Order
- Determination of a Quorum (Chad Benson)
- Approval of 2017/18 meeting minutes
- Proposed Slate for Election to the Board of Managers for a Three-Year Term
  - Toby Kinney
- Review and Approval of 2019-2020 Proposed Budget
- Discussion:
  - Association water rights and potential for a new community pond
  - Review of Architectural Design Guidelines and Construction Rules & Regulations
- Any Other Business
- Adjournment

**PILGRIM DOWNS HOMEOWNERS ASSOCIATION  
OPERATING FUND  
FYE 2019 PROJECTION AND PROPOSED BUDGET  
FOR THE FISCAL YEAR ENDING JULY 31, 2020**

	YTD Actual	PROJECTED Next 2 Months	PROJECTED FYE 7/31/19	FYE 07/31/19 Annual Budget	Projected Variance Actual to Budget \$ Over Budget	FYE 07/31/20 Annual Budget PROPOSED	Variance Budget to Budget
	8/1/18 to 5/31/19	6/1/19 to 7/31/19	8/1/18 to 7/31/19				
<b>Revenues</b>							
Operating Dues	163,926.38	32,785.30	196,711.68	196,712.00	(0.32)	280,830.00	84,118.00
Caretaker Home Dues	39,120.24	7,824.00	46,944.24	46,944.00	0.24	-	(46,944.00)
Road Paving & Barn Dues	27,880.00	5,576.00	33,456.00	33,456.00	-	-	(33,456.00)
Environ Reserve Dues	16,713.58	3,342.74	20,056.32	20,056.00	0.32	28,675.00	8,619.00
Snow Removal Dues	63,688.00	-	63,688.00	63,688.00	-	70,080.00	6,392.00
Hay Sales	-	-	-	1,000.00	(1,000.00)	1,000.00	-
Interest Income-Reserve	323.46	90.00	413.46	275.00	138.46	275.00	-
Late Fees	1,201.98	-	1,201.98	-	1,201.98	-	-
Previous Year Surplus (Operating)	6,300.00	-	6,300.00	6,300.00	-	-	(6,300.00)
Previous Year Surplus (Reserve)	7,500.00	-	7,500.00	7,500.00	-	-	(7,500.00)
Insurance Proceeds	2,930.85	-	2,930.85	-	2,930.85	-	-
<b>Total Income</b>	<b>329,584.49</b>	<b>49,618.04</b>	<b>379,202.53</b>	<b>375,931.00</b>	<b>3,271.53</b>	<b>380,860.00</b>	<b>4,929.00</b>
<b>Expense - Operating</b>							
Accounting	8,083.30	1,616.66	9,699.96	9,700.00	(0.04)	9,700.00	-
Architectural	4,765.10	4,500.00	9,265.10	3,000.00	6,265.10	1,000.00	(2,000.00)
Gate	4,844.52	150.00	4,994.52	7,000.00	(2,005.48)	5,000.00	(2,000.00)
Hay Field	-	-	-	1,000.00	(1,000.00)	1,000.00	-
Insurance	11,776.06	2,300.00	14,076.06	14,500.00	(423.94)	14,500.00	-
Landscape, Shrubs, Flowers	2,326.65	1,800.00	4,126.65	5,000.00	(873.35)	6,000.00	1,000.00
Legal Fees - Ops	13,951.00	1,000.00	14,951.00	15,000.00	(49.00)	15,000.00	-
Miscellaneous Maintenance	3,823.58	2,800.00	6,623.58	9,500.00	(2,876.42)	6,700.00	(2,800.00)
Office Expense	1,601.58	100.00	1,701.58	1,250.00	451.58	1,500.00	250.00
Payroll Taxes	8,734.86	2,000.00	10,734.86	11,000.00	(265.14)	11,360.00	360.00
Preventative Maint & Road Repairs	3,693.65	700.00	4,393.65	5,000.00	(606.35)	4,500.00	(500.00)
Ranch Manager Home Gas & Maint	4,444.59	1,000.00	5,444.59	6,000.00	(555.41)	6,000.00	-
Ranch Manager Home Improvements	8,738.70	-	8,738.70	9,000.00	(261.30)	5,000.00	(4,000.00)
Ranch Manager Home - Mortgage Payment	65,859.80	13,171.96	79,031.76	79,050.00	(18.24)	79,050.00	-
Ranch Manager Compensation	133,333.40	26,667.00	160,000.40	160,000.00	0.40	170,000.00	10,000.00
Snow Removal Supplies	545.52	-	545.52	5,100.00	(4,554.48)	1,000.00	(4,100.00)
Trash Collection	4,212.51	800.00	5,012.51	5,100.00	(87.49)	5,200.00	100.00
Truck Fuel, Oil, Lic, Fees, & Maint	4,930.78	1,500.00	6,430.78	7,000.00	(569.22)	7,000.00	-
Purchase - Welder/Trailer	4,434.11	-	4,434.11	-	4,434.11	-	-
HOA Meeting	2,400.00	-	2,400.00	2,400.00	-	2,400.00	-
<b>Total Operating Expense</b>	<b>292,499.71</b>	<b>60,105.62</b>	<b>352,605.33</b>	<b>355,600.00</b>	<b>(2,994.67)</b>	<b>351,910.00</b>	<b>(3,690.00)</b>
Transfer to Reserves	17,037.04	3,432.74	20,469.78	20,331.00	138.78	28,950.00	8,619.00
<b>Net Surplus (Deficit) Cash</b>	<b>20,047.74</b>	<b>(13,920.32)</b>	<b>6,127.42</b>	<b>-</b>	<b>6,127.42</b>	<b>-</b>	<b>-</b>

**PILGRIM DOWNS HOMEOWNERS ASSOCIATION  
ENVIRONMENTAL RESERVE FUND  
FYE 2019 PROJECTION AND PROPOSED BUDGET  
FOR THE FISCAL YEAR ENDING JULY 31, 2020**

	YTD Actual 8/1/18 to 5/31/19	PROJECTED Next 2 Months 6/1/19 to 7/31/19	PROJECTED FYE 7/31/19 8/1/18 to 7/31/19	FYE 07/31/19 Annual Budget	Projected Variance Actual to Budget \$ Over Budget	FYE 07/31/20 Annual Budget PROPOSED	Variance Budget to Budget
Beginning Balance	441,073.85	441,073.85	441,073.85	441,073.85	-	368,764.46	
Revenues - Reserve							
Previous Year Surplus (Operating)	-	-	-	-	-	-	-
Previous Year Surplus (Reserve)	17,745.22	-	17,745.22	17,745.22	-	-	(17,745.22)
Reserve Funding	16,713.58	3,342.74	20,056.32	20,056.00	0.32	28,675.00	8,619.00
Interest Income-Reserve	323.46	90.00	413.46	275.00	138.46	275.00	-
<b>Total Income</b>	<b>34,782.26</b>	<b>3,432.74</b>	<b>38,215.00</b>	<b>38,076.22</b>	<b>138.78</b>	<b>28,950.00</b>	<b>(9,126.22)</b>
Expense - Reserve							
Beaver Dam Excavation	-	1,200.00	1,200.00	2,000.00	(800.00)	1,200.00	(800.00)
Dead Tree & Pin Beetle Removal	1,320.00	3,000.00	4,320.00	5,000.00	(680.00)	4,500.00	(500.00)
Ditch Repair	4,882.82	1,000.00	5,882.82	6,000.00	(117.18)	6,000.00	-
Environmental Preservation (Resource En	5,752.50	-	5,752.50	600.00	5,152.50	2,000.00	1,400.00
Legal Fees - Environmental	7,584.29	1,000.00	8,584.29	5,000.00	3,584.29	5,000.00	-
Pond Maintenance	1,205.98	650.00	1,855.98	2,600.00	(744.02)	2,000.00	(600.00)
Water Lease	7,928.80	-	7,928.80	8,000.00	(71.20)	8,250.00	250.00
Ranch Manager Roof Replacement	-	75,000.00	75,000.00	-	75,000.00	-	-
<b>Total Expenses</b>	<b>28,674.39</b>	<b>81,850.00</b>	<b>110,524.39</b>	<b>29,200.00</b>	<b>81,324.39</b>	<b>28,950.00</b>	<b>(250.00)</b>
<b>Net Surplus (Deficit)</b>	<b>6,107.87</b>	<b>(78,417.26)</b>	<b>(72,309.39)</b>	<b>8,876.22</b>	<b>(81,185.61)</b>	<b>-</b>	<b>(8,876.22)</b>
<b>Ending Reserve Fund</b>	<b>447,181.72</b>	<b>362,656.59</b>	<b>368,764.46</b>	<b>449,950.07</b>	<b>(81,185.61)</b>	<b>368,764.46</b>	<b>(81,185.61)</b>

DUES PER QUARTER	2019	2020	Variance
Operating Dues	2,049.08	2,995.17	946.09
Caretaker Home Dues	558.86	-	(558.86)
Road Paving and Barn Dues	348.50	-	(348.50)
Environ Reserve Dues	208.92	298.70	89.78
<b>TOTAL</b>	<b>3,165.36</b>	<b>3,293.87</b>	<b>128.51</b>

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

## Dues Per Unit

Owner	<i>Annual Operating Dues</i>	<i>Annual Environ Reserve Dues</i>	<i>Annual Snow Removal Dues</i>	<i>Quarterly Total Without Snow</i>	<i>Quarterly Total With Snow</i>
	280,830.00	28,675.00	70,080.00		
11A - 875 Pilgrim Dr. LLC - Lamy	11,980.68	1,194.79	5,885.14	3,293.87	6,236.44
4 -LND Family Realty, LP	11,980.68	1,194.79	4,511.49	3,293.87	5,549.61
Baumgartner-9	11,980.68	1,194.79	4,075.74	3,293.87	5,331.74
Bullock-5	11,980.68	1,194.79	1,852.17	3,293.87	4,219.95
Carlson-17*	9,745.25	1,194.79	3,029.11	2,735.01	4,249.56
Emich-19	11,980.68	1,194.79	3,664.89	3,293.87	5,126.31
Errant-6*	9,745.25	1,194.79	4,072.42	2,735.01	4,771.22
Forenza-7 ( Image Dental ..Rick Mac	11,980.68	1,194.79	4,186.13	3,293.87	5,386.93
Francis-Phase II - 2	11,980.68	1,194.79	1,141.69	3,293.87	3,864.71
Francis - Phase II - 1*	9,745.25	1,194.79	2,215.71	2,735.01	3,842.86
Gogel-10	11,980.68	1,194.79	3,025.79	3,293.87	4,806.76
Holmes, Dawn & Frank - Lot 1	11,980.68	1,194.79	3,051.52	3,293.87	4,819.63
Kelley/Tavani - 14	11,980.68	1,194.79	1,487.80	3,293.87	4,037.77
Kinney - II-3	11,980.68	1,194.79	1,234.65	3,293.87	3,911.19
Millett, Dr. Peter and Sarah - 16	11,980.68	1,194.79	2,054.69	3,293.87	4,321.21
Nuttall-11	11,980.68	1,194.79	3,558.65	3,293.87	5,073.19
Quenneville-20	11,980.68	1,194.79	2,710.39	3,293.87	4,649.06
Quinton - 12	11,980.68	1,194.79	2,543.56	3,293.87	4,565.65
Solomon-3	11,980.68	1,194.79	2,517.83	3,293.87	4,552.78
Tacon-13	11,980.68	1,194.79	2,029.79	3,293.87	4,308.76
Traylor-2	11,980.68	1,194.79	3,766.15	3,293.87	5,176.94
Werthen-18	11,980.68	1,194.79	3,512.17	3,293.87	5,049.95
Williams, Roundtree - 8	11,980.68	1,194.79	1,741.78	3,293.87	4,164.76
Zinser-15	11,980.68	1,194.79	2,210.73	3,293.87	4,399.23
	280,830.00	28,675.00	70,079.89	77,376.25	112,416.19

\* LOWER OPERATING DUES REFLECT PRIOR UP-FRONT PAYMENT TO ESTABLISH RANCH MANAGER HOME