

VILLA SAN MARCOS CONDOMINIUMS

NOTICE OF ANNUAL MEETING OF MEMBERS

TO THE MEMBERS OF THE VILLA SAN MARCOS CONDOMINIUMS: This shall serve as formal notice of the Annual Meeting of the Members of the VILLA SAN MARCOS CONDOMINIUMS.

To be held at 6:30 PM Mountain Time, Thursday November 12, 2020 via Tele Conference.

Villa San Marcos Condominiums Annual Meeting

<https://zoom.us/j/98377226280?pwd=aVNsn3RGWHITRFdBSnRGVHhYc2dMUT09>

Meeting ID: 983 7722 6280 Click this link if you plan on joining on your computer with video.

Here is a link with information on how to join on a computer. <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Dial by your location; Choose the number that is closest to you geographically. You will need to enter the meeting ID number listed below.

1. On your phone, dial the [teleconferencing](#) number provided in your invite.
2. Enter the meeting ID number when prompted using your Dialpad. **Note:** If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

+1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose) +1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago) +1 929 205 6099 US (New York)

Meeting ID: 983 7722 6280

Please attend in via Teleconference or send in your Proxy form so that the members of the Villa San Marcos Condominiums can properly conduct their business. Thank you!

Attached is a Directed Proxy form with space for comments if you are unable to attend either in person. There will be important budget and organizational matter deliberated at this meeting. Please attend if at all possible or send in your proxy. If you have any questions, please feel free to contact us at:
Coldwell Bank Commercial- Prime Properties

131 North 6th Street Suite 330, Grand Junction, CO. 81501 970-243-7375

Barrett Miller bmiller@cbcprimeproperties.com or hoa@cbcprimeproperties.com

DIRECTED PROXY

KNOW ALL MEN/WOMEN BY THESE PRESENTS, that the undersigned does hereby constitute and appoint _____ (the "Proxy") to act on behalf of _____ at the Annual Meeting of VILLA SAN MARCOS CONDOMINIUMS, (the "Association") to be held at 6:30 PM Mountain Time, Thursday November 12, 2020 via Teleconference.

The Proxy shall have full authority to vote upon any and all matters that may be presented at the Meeting, as fully and with the same effect as if the undersigned had been present at the Meeting, except _____ and the undersigned hereby ratifies and confirms all that the Proxy may cause to be done by virtue of this instrument.

This Directed Proxy is irrevocable except by actual revocation notice by the undersigned to the Secretary of the Association or to the officer presiding over the Meeting. Unless sooner terminated, this Directed Proxy shall terminate automatically upon the final adjournment of the Meeting.

Comments: _____

The undersigned has executed this Directed Proxy effective as of this ____ day of _____ 20__.

Printed Name

Signature

Address/Lot# _____

Authorized Representative _____

Please Return This Form By:

5:00 P.M. MT Wednesday, November 11th, 2020

Coldwell Bank Commercial- Prime Properties

131 North 6th Street Suite 330, Grand Junction, CO. 81501 970-243-7375

Barrett Miller bmiller@cbcprimeproperties.com or hoa@cbcprimeproperties.com

VILLA SAN MARCOS CONDOMINIUMS
A COLORADO NONPROFIT CORPORATION
AGENDA FOR ANNUAL MEETING OF MEMBERS

Thursday, November 12, 2020
6:30 PM Mountain Time, via Teleconference.

Order of Business:

- (a) Roll call;
- (b) Determination of quorum;
- (c) Proof of notice of meeting. No less than 10 days but no more than 50 days;
- (d) Discussion of minutes of prior Annual Meeting Minutes, 11-29-2018;
- (e) Reports of Officers;
- (f) Election of Directors;
 - a. Current President- Paul S. Darr; Current Vice President- Brian Musich
- (g) Approval of 2021 Budget and Review of 2020 Budget;
 - a. Raise dues to \$150.00?
 - b. Outstanding Dues- Collections?
- (h) Old Business;
- (i) New Business;
 - a. Management Company- New Manager Barrett Miller
 - b. Grounds Keeping
 - c. Owners' Insurance
 - d. Noise
 - e. Parking
 - f. Common Area Responsibilities
 - g. New Windows in units
 - h. Upgrade Parking Lot Asphalt
- (j) Adjournment of Meeting;

**You can find the HOA web site at <https://www.cbcprimeproperties.com/villa-san-marcos-condominums>
Here you can access all HOA governing DOCS, insurance policies, complaint forms, financials, meeting minutes, and newsletters. Please check here for updates and current information for the HOA. Please reach out to the HOA management company and update your contact information if you are not sure what they have on file for you.**

Villa San Marcos Condominium Association Annual Meeting Minutes

November 29, 2018

6:30 p.m.

Nisely Elementary School

The meeting was called to order at 6:30 p.m. by Paul and it was determined that a quorum was present. The meeting began with each owner introducing themselves. Alicia Criswell with Coldwell Banker Commercial Prime Properties (CBCPP) was also present.

Paul explained the why there was a need to change management companies and the on-going investigation into missing money from the HOA's accounts. The conversation was very brief.

Each owner read over the 2017 meeting minutes. Sheila made a motion to approve the minutes. All members seconded, and the motion passed.

Paul reviewed the 2019 proposed budget with the owners stating that the special assessment for painting the buildings has been completed and the loan paid off. Paul was successful in negotiating a new rate with Waste Management for the trash service. The new cost is approximately \$400 cheaper. The parking lot was also restriped this year.

Julie asked about the grounds maintenance and stated that she believes the current vendor is not performing their duties very well especially in between the buildings. After much discussion which included the owners stating that they would like to see more trash pick up and weed abatement; it was decided that CBCPP would obtain new proposals for grounds maintenance. Removing some of the bushes around the complex was also discussed. It was decided that the HOA would wait to remove the bushes. Sheila thought that the vendor should visit the property less frequently in the winter. Paul will compile the details and submit them to CBCPP for the estimates.

Diane commented about the large increase in the water cost. Paul will call the City of Grand Junction to see if they can help determine the reason. CBCPP will send a note with the next statement asking the owners to be cognizant of any leaking faucets or continuously running toilets.

Sheila asked that the HOA get new insurance quotes to see if that cost could be lowered. Paul and Alicia will begin contacting different insurance companies for the estimates.

Jason made a motion to approve the proposed budget. All owners were in favor. The 2019 Budget was approved.

The parking situation was discussed in length. This has been an ongoing issue for the HOA and some owners would like to know if "No Parking" signs could be installed throughout the complex. The Board will look into the cost of having the signs made and installed.

The past due balances were discussed. It was noted that CBCPP had sent "Final Notice to Cure" letters to owners that are severely delinquent. Those who do not respond to the letter and attempt to bring their account current will be sent to a collection company and have a lien placed on their unit. Two out of three owners have already complied with the letter and have made a payment arrangement with CBCPP.

New proposed projects for 2019 were discussed. The Board presented estimates for window replacement on the units and repaving of the parking lot. Estimates from three different glass companies were requested. Only one company was able to provide an estimate prior to the meeting. That estimate was from Alpine Glass and totaled \$155,683.52. The parking lot estimates were presented as well. Paul had three companies provide estimates to the HOA. Each of the estimates were also mailed to all owners with the meeting notices. The best estimate is from Lion Construction & Paving, which totaled \$58,953.00. The estimate included adding a concrete drain pan in the center of the parking lot, the curbing and repairing the broke sidewalk. It was stated that regardless of what project they decided to do, the HOA would need to do a special assessment and get a loan to cover the cost.

After much discussion, all member present decided that the parking lot needed immediate attention. The window replacement was tabled for another time. Paul will investigate the process for getting a loan. Jason motioned to approve the estimate provided by Lion Construction and Paving, Paul seconded the motion. Most owners voted to approve the estimate. Paul will contact Lion Construction and Paving.

As soon as Paul receives the information for the loan, the amount of the special assessment will then be determined, and a letter will be sent to all owners.

The owners would a reminder of the rules to be mailed to all owners. Cars parked in no parking zones will be tagged and then towed at the owner's expense.

The meeting adjourned at 8:50 p.m.

Acting Secretary
Alicia Criswell
Coldwell Banker Commercial Prime Properties

Proposed 2021 Budget

Period = Jan 2020-Oct 2020

Book = Cash ; Tree = ysi_is

Villa San Marcos Homeowners Association (villa)

		YTD Actual	2020 Approved Budget	2021 Proposed Budget	
4010-0000	INCOME				
5615-0000	Prepaid	-3,900.68	0.00	0.00	
5630-0000	HOA Dues	38,924.44	43,680.00	50,400.00	\$150 per month @28 Units
5800-0000	Late Fee	18.87	0.00	0.00	
5830-0000	Other Fees	-65.27	0.00	0.00	
5890-0000	TOTAL OTHER INCOME	-46.40	43,680.00	50,400.00	
5990-0000	TOTAL INCOME	34,977.36	43,680.00	50,400.00	
6000-0000	EXPENSES				
6100-0000	OPERATING EXPENSES				
6275-0000	Landscape Maintenance Contract	3,455.00	0.00	0.00	
6280-0000	Irrigation System Maintenance	112.34	3,500.00	4,000.00	Irrigation and grounds were never split out on your budgets
6285-0000	Grounds Maintenance	1,470.00	100.00	0.00	Backflow Testing
6290-0000	Building Maintenance & Repairs	207.50	2,000.00	2,850.00	
6320-0000	Insurance	7,825.06	11,000.00	16,212.00	
6410-0000	Electricity	117.93	250.00	250.00	
6430-0000	Water and Sewer	1,343.03	16,000.00		Water and Sewer were never split out on your past budgets
6435-0000	Water	5,905.43	0.00	11,161.00	
6440-0000	Sewer	4,096.33	0.00	5,472.00	
6450-0000	Trash Disposal	4,979.18	5,000.00	6,405.00	
6600-0300	HVAC	80.00	0.00	0.00	
6600-0900	Maintenance	89.76	0.00	0.00	
6990-0000	TOTAL OPERATING EXPENSES	29,681.56	37,850.00	46,350.00	
7000-0000	GENERAL AND ADMINISTRATIVE EXPENSE				
7600-0000	Postage and Printing	196.00	600.00	600.00	
7605-0000	Management Fees	2,702.10	3,000.00	3,000.00	
7620-0000	Taxes and Licenses	165.00	450.00	450.00	Includes Legal and Accounting, Bank Charges,
7790-0000	TOTAL GENERAL AND ADMINISTRATIVE EXPENSE	3,063.10	4,050.00	4,050.00	
8990-0000	TOTAL EXPENSES	32,744.66	41,900.00	50,400.00	
9090-0000	NET INCOME	2,232.70	1,780.00	0.00	

Balance Sheet

Period = Oct 2020

Book = Cash ; Tree = ysi_bs

Villa San Marcos Homeowners Association (villa)

Current Balance

1000-0000	ASSETS	
1110-0000	Operating Cash	13,109.94
1990-0000	TOTAL ASSETS	13,109.94
2000-0000	LIABILITIES AND CAPITAL	
3000-0000	CAPITAL	
3100-0000	Initial Capital	5,942.18
3800-0000	Retained Earnings	7,167.76
3890-0000	TOTAL CAPITAL	13,109.94
3990-0000	TOTAL LIABILITIES AND CAPITAL	13,109.94