



**Higby Estates Homeowners Association**

**P.O. Box 763**

**Monument, CO 80132**

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**HOA Information for the new Board Of Directors**  
**January 2019**

1. BOD business meetings. Notification of meeting date/location/time should be sent to homeowners at least seven days in advance of the meeting.
  - a. Template for the notice is included on the flash drive
2. Minutes of BOD meetings should be emailed to homeowners asap or within two weeks of the meeting.
  - a. Minutes should be prepared on Higby Estates letterhead.
  - b. Letterhead template provided on the flash drive
3. Annual Picnic.
  - a. Determine date/time/location by around May/June timeframe.
  - b. Verify that Feldkamps will host, or find new hosts.
  - c. Provide funds or arrange for reimbursement to host for purchasing food and other required items.
  - d. Email notice and posting of signs at neighborhood entrances should be started 4-6 weeks before the picnic.
  - e. Wes Barnett has the signs in his garage.
  - f. Send reminder email to homeowners as RSVP date nears.
4. Annual Meeting is a mandatory requirement.
  - a. By July/August select date for the meeting. Mid-November seems to work well for most folks-in any case it must be held before the end of the calendar year. The past 3 years, we have held it in early December, but November weather is more friendly.

- b. Usually three proposals are needed from different locations to get best price. However, the past 3 years the Monument Hill Country Club has been far and away the cheapest. They provide screen, podium, and private room for very reasonable cost. Cost has been roughly the same for the past 3 years so, probably no need to get additional proposals.
  - c. Approximately a month before the meeting the official notice needs to be mailed to homeowners.
    - i. In addition to announcing the meeting, the package should include an agenda for the meeting, a proxy form for those unable to attend, and a separate sheet regarding annual dues.
    - ii. Copies of all these documents are included on the flash drive under the file "Annual Meeting Documents"
5. Annual Chipping Day Event. This has been a very successful effort the past 5 years and hopefully is something the new BOD will continue.
- a. Bob Schilpp heads a very well organized Wildfire Mitigation Team (now Forestry Committee) and just needs BOD support for the effort, along with a commitment to subsidize the effort.
  - b. If the BOD is going to support the effort for 2019 and beyond, it should invite Bob/team to a BOD meeting in early spring to work out the approach/plan. Lead time is important for this effort.
6. Annual Dues Payments. Every year there are a handful of homeowners who just can't seem to get their payments in. Along with the official notice in the mailed package in November we send out a reminder email in mid-December, then again in mid-January.
- a. Once February arrives those who have not paid automatically incur a \$50 late fee (no exceptions). The bylaws/covenants also allow for charging other collection fees.
  - b. For those who have not paid by February 1 the BOD should send a letter by certified mail citing the failure to pay. Copies of late letters are on the flash drive to use as examples.
  - c. The mailing we have done the past couple of years has yielded a great compliance rate, thus reducing the number of late fees collected.
7. The Treasurer also keeps the key to the post office box and collects the mail about once a week. Once dues are taken care of there is a hiatus until chipping day, if that is held.
- a. A monthly reconciliation with the People's Bank statement should be done and entered into the spreadsheet that is provided on the flash drive.
  - b. Bills for insurance, Great Divide Water Co, and a handful of other things will show up during the year.
  - c. Higby Estates must file with the Secretary of State for CO each year to keep our non-profit status active. The filing can be completed on line.
  - d. A single page tax form is also filed each year in the first quarter of each year. Copies of prior years can be found in the file box.

- e. As new members join the Board and old members leave the Board Peoples Bank must to be informed. All current Board members should be issued Debit cards. Old members must be removed from the account using Peoples Bank forms.
8. Update of the Bylaws/Covenants. The prior BOD did an extensive draft rewrite of these documents and had the current documents reviewed by a law firm to ensure they meet minimum state requirements.
- a. The legal review stated the current documents are legally sufficient
  - b. If the new BOD desires to move forward with the next step, Tom Vorpahl and Tom Vierzba are willing to assist with the effort since we did the majority of the rewrites.
  - c. Anderson, Dude, Lebel, the law firm has stated they can review/assist with the updates for a cost probably in the \$3,000 range.
  - d. In as much as the documents have not been updated since inception we think it would be a worthwhile, and economical, project to continue.
9. The Board should appoint a representative to attend and be the point of contact for the Northern El Paso County Coalition of Homeowners Association (NEPCO). It is not required that it is always the same person but it is imperative that there is someone from Higby Estates present at the meeting on the second Saturday of the odd numbered months. The meeting is held at the Monument Town Hall beginning at 10:00. NEPCO provides valuable information relevant to running an effective HOA.
10. Water Meter Reporting. Danielle Levasseur does an incredible job each year collecting the readings and keeping Higby Estates compliant with the State Water Commissioner's office. Trust her judgement.
- a. There is the unresolved issue of what to do with those homeowners who over pump. The HOA adopted a fee schedule at the 2014 annual meeting to be effective in 2015 for over pumpers but the State Water Resources Division has indicated they would prefer having the over pumpers do mandatory monthly reporting until they are in compliance. That might work but the HOA needs to be copied/informed of each case.
  - b. The Board enacted a process by which to give exceptions to those who either
    - i. Have large families living full time in the home;
    - ii. Have a leakage or other issue beyond the homeowners control or;
    - iii. Are new residents who have not lived in the home for a full year
  - c. A copy of the exception guidelines will be provided to you.
11. HOA email address
- a. The email address is [higbyestateshoa@gmail.com](mailto:higbyestateshoa@gmail.com) . The password is NeigHborhood83
  - b. Emails sent to homeowners as a group must be sent BCC as we are not allowed to show everyone's email address.
  - c. There are 90+ email addresses since multiple homeowners want both spouses to receive correspondence.

- d. Gmail apparently won't send emails with this many addresses so whatever is sent to homeowners has to be separated into four messages with about 22-25 of the addresses on each message to be safe. A bit strange.
  - e. A complete contact list will be provided and you simply either copy and paste them from the excel sheet, or copy and paste them from previous emails.
12. Email and address list. This is an ongoing effort every year to keep emails, addresses, and names current. Fortunately, we don't have a large turnover of homeowners but folks regularly change email addresses. Most of the time when they change emails they do not inform the HOA of the change.
- a. Danielle Levasseur helps with this effort each year when she sends out notices for water meter readings.
  - b. Another issue is vacant lot owners and/or owners who rent their homes. Maintaining currency on mailing addresses/email addresses is critical for getting annual notification of dues payments for these owners.
  - c. The current list identifies renters/owners for those specific lots, as well as addresses of owners of vacant lots.
13. HOA web site. There is an HOA web site, [www.higbystates.com](http://www.higbystates.com). It was created, and is (somewhat) maintained by resident Joe Boylan. It has Firewise/fire mitigation info and governing documents available on the site. Joe is willing to expand/improve the site but needs guidance from the BOD to add anything. Joe has updated the website but not much has been done with the site over the past year but could be a valuable resource for both the HOA and residents. New Board members should contact Joe if you wish to have access to the site to add items and help guide him on what functionality you want the website to have.
14. Welcoming Committee. Sandi Foote is currently the volunteer to greet new homeowners. She provides a gift basket (~\$50/value) and some general info on the neighborhood (HOA dues, wildfire info, water allotment, etc.) and Monument area. She is also supposed to obtain family member information and email addresses so they can be added to the official list.
15. Common Lot. The common lot needs to have some annual maintenance every summer. That includes mitigation and mowing. You will need to send out an email to seek a volunteer to drive that effort. If you have no takers, Wes Barnett will volunteer to do it again for 2019. Alan Feldkamp also volunteers to mow much of the common lot.
- a. A continuing, and increasing, problem on the common lot is erosion around the retention pond. Several ideas have been proposed to resolve that issue and in the past we have put branches from mitigation efforts and spread woodchips, but nothing permanent has been thought of. This might be a worthwhile issue for the BOD to continue working toward a solution. Bob Schilpp is a good contact for this.
16. Street maintenance. The HOA has a relatively good relationship with the County. Mr. Andre Brackin, the County Engineer, has supported most of our requests for street maintenance. Currently, there is nothing urgent, other than maybe some of the side streets

or cul de sacs that need repairs. In 2016, Brackin's email address was [andrebrackin@elpasoco.com](mailto:andrebrackin@elpasoco.com), and his customer service rep was Chuck Dionne at [ChuckDionne@elpasoco.com](mailto:ChuckDionne@elpasoco.com). I'm honestly not sure if they are still in those positions.