

Strawberry Fields Condominium Owners Association, Inc.

www.strawberrycoa.com / Darren@zandrmgmt.com

October 5, 2017

Dear Strawberry Fields Homeowner,

Our Annual Meeting this year will be held:

**Thursday, October 26, 2017 at 6:00 p.m. at the
STRAWBERRY FIELDS CLUBHOUSE!!**

Included in the agenda will be the opportunity to vote to fill the vacating positions on the Board of Directors. To establish a quorum, we need approx. 77 units (33%) of the units represented in person or by proxy. A quorum has been difficult to achieve in the past, so please send in your proxy if you can't attend the meeting. Emailed or faxed proxies are preferred, but will be accepted via snail mail and at the door as well.

If any homeowner is interested in serving on the Board, please submit your name to Darren Burns at Darren@zandrmgmt.com so he can add your name to the ballot. The term is for 3 years. The 2018 Board Meeting schedule will be set by the Board after the annual meeting and then published. In addition to any names on the ballot, nominations will be taken from the floor the evening of the meeting.

Work on repairs from the 2016 hail storm continues and is hoped to be completed by year's end. With the roofs, carports, paint and gutters out of the way, more focus can be placed on concrete, asphalt, landscaping and other improvements.

The down side is that numerous emergencies this year, primarily involved with underground water lines, have hit the reserves significantly. This means the amount planned to be saved in 2017 will not be reached. Increases in operating expenses (insurance to name just one) will take a toll next year, so to meet those needs and hopefully fund the reserves more aggressively in 2018, an increase averaging 7.7% has been proposed by the Board.

We encourage all homeowners to join us at the Annual Meeting on October 26th.

Thank you,
The Strawberry Fields COA Board of Directors
(Ben, Scott, Justin, Autumn and William)

Professionally Managed by:



6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918
Phone (719) 594-0506 • Fax (719) 884-4496



STRAWBERRY FIELDS COA GENERAL MEMBERSHIP MEETING

October 26, 2017
6:00 p.m.
Strawberry Clubhouse

Website: www.strawberrycoa.com

Type of meeting:

GENERAL MEMBERSHIP MEETING

Agenda Topics

A. CALL TO ORDER

1. Roll Call
2. Certifying of Proxies
3. Proof or Waiver of Notice – Quorum = 33%
4. Approval of Previous Year's Minutes

B. REPORTS

1. President's Report
2. Financial Report/ 2018 Budget
3. 2016 Hail Damage Project and SLA

C. NEW BUSINESS

1. Introduction of Candidate(s)
2. Nomination(s) from Floor
3. Voting for Board Members

D. COMMUNITY FORUM

E. ADJOURNMENT

STRAWBERRY FIELDS
CONDOMINIUM OWNER'S ASSOCIATION, INC.
General Membership Meeting
October 27, 2016

President Ben Smith called the meeting to order at 6:12 p.m.

Board Members present:	Ben Smith	President
	Scott Gadd	Vice President
	Daniel Freysinger	Treasurer
	<i>Absent: William James</i>	<i>Secretary</i>
	<i>Jerry Kleinjans</i>	<i>Director at Large</i>

Management present:	Darren Burns	Property Manager
	Chris Schade	Manager's Assistant

Mr. Burns and Mr. Schade conducted roll call at the door and certification of proxies. 61 homes were represented with 47 in person and 14 by proxy. The required 33% quorum was not present as only 26% of the homes were represented. Owners present provided proof of notice of the meeting and elected to continue without the quorum. The budget is automatically ratified and the election can't be held, but ballots will be collected and counted and the Board will appoint the highest vote getters to 3 year terms.

The meeting handouts included the agenda, minutes of the 2015 general membership meeting, the September 2016 financials, the 2017 Budget, the Special Loss Assessment notices and calculations and a landscaping report update. The previous year's minutes were reviewed and unanimously approved on a motion from Gary Cooper.

Ben Smith presented the President's Report and gave a summary of work completed through the year and requested new Board Members who could bring specific expertise to the Association or help coordinate social events, etc.

Darren covered the 2017 budget and the SLA in detail, explaining the reason for the assessment, the damage from the hail, the process for payment and filing claims on individual HO-6 policies and how the Association is seeking financing to assist with the timing of the work. Darren also stated the reserves still need to be aggressively funded for all of the infrastructure items that are not covered by the hail storm.

Autumn Ascano, Jerry Kleinjans and Ben Smith were the three candidates placed on the ballot in response to the call for volunteers in the annual meeting notice. Darren opened the floor for additional nominations and Justin Teenor volunteered and was added to the ballot. Each of the candidates spoke to the Owners present about why they wished to serve and Darren and Ben gave a brief summary of Jerry Kleinjans' involvement.

Marc Stewart and Kay C. Mast collected and counted ballots with Chris and Darren. After entering the calculations into the proportionate interest spreadsheet, the announcement was made that Autumn Ascano and Ben Smith had received the most votes and would be appointed to 3 year terms.

General discussion followed on multiple topics including camera systems, unauthorized dumping, the new gate keypads, etc.

There being no further business, the meeting was adjourned at 8:20 p.m.

An organizational meeting of the Board was called to order at 8:30 p.m.

The remaining Board Members (Scott and Daniel), representing a quorum of 2 of 3 (William Absent) unanimously appointed Autumn and Ben to 3 year terms.

Officers were elected as follows:

		<u>Board Term Expiration</u>
Ben Smith	President	2019
Scott Gadd	Vice President	2017
Daniel Freysinger	Secretary	2017
Autumn Ascano	Treasurer	2019
William James	Director at Large	2018

The next Board of Directors meeting is scheduled for Thursday, January 26th, 2017 at 4:30 p.m. at the clubhouse. The bimonthly meeting schedule will be posted to the website.

There being no further business, the meeting was adjourned at 8:34 p.m.

Respectfully Submitted,

Ben Smith
President

Darren H. Burns
Property Manager

Strawberry Fields Condominium Owners Association, Inc.

Balance Sheet

08/30/2017

Assets

Owner Receivables	123,829.99
Other Receivables	8,336.54
Cash Operating - First Bank	27,890.62
Reserve Funds	
Reserve - First Bank	3,130.85
Reserve - RBC Wealth Management	225,079.76
TOTAL Reserve Funds	<u>228,210.61</u>
Due from Other Funds	20,000.00
Allowance for Bad Debt	(6,730.04)
<u>Total Assets</u>	<u>401,537.72</u>

Liabilities

Owners Receivable Over Collected	15,895.63
Accounts Payable - Net Total	29,334.35
Due to Other Funds	20,000.00
SLA Assessment	1,414,808.00
SLA Expense	(1,236,415.85)
<u>Total Liabilities</u>	<u>243,622.13</u>

Net Worth

Reserve Funds	
Reserve Interest Earned	1,234.89
Reserve-Consolidated	552,176.19
Reserve Exp-Consolidated	(128,699.62)
TOTAL Reserve Funds	<u>424,711.46</u>
Backbill Owner Expense - Water Mitigation	15,551.67
Retained Earnings	63,460.71
Net Income	(345,808.25)

Strawberry Fields Condominium Owners Association, Inc.

Balance Sheet

08/30/2017

<u>Total Net Worth</u>	<u>157,915.59</u>
<u>Total Net Worth and Liabilities</u>	<u>401,537.72</u>

Strawberry Fields Condominium Owners Association, Inc.

Income and Expense Comparative Statement

From 08/01/2017 to 08/30/2017

	<u>August 2017</u>		<u>January to August</u>			<u>Yearly Budgets</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Var. \$</u>	<u>Current</u>	<u>Last Year</u>
<u>Revenues</u>							
Monthly Dues	51,032	51,032	408,256	408,256		612,384	612,384
Garage-Dues	1,680	1,693	13,440	13,544	(104)	20,320	20,320
Entrance/Gate Income	70		380		380		
Key and Card Fees		50	505	400	105	600	600
Interest Income		1		8	(8)	10	10
Rental-Storage Unit	125	125	1,100	1,000	100	1,500	1,500
Fines			900		900		
Club House Fee	200		200		200		
Late fee-Nsf Charges	1,003	229	15,516	1,832	13,684	2,750	2,750
Returned Check Charges			100		100		
Garage Rental	115		920		920		
Total Revenues	54,225	53,130	441,317	425,040	16,277	637,564	637,564

Expenses

Operating Expenses

Accounting Fees		31	325	248	(77)	375	1,650
Administration Costs	494	579	4,714	4,632	(82)	6,950	8,000
Bad Debt		333		2,664	2,664	4,000	4,000
Cable/Satellite Dish	38	36	314	288	(26)	431	450
Carport Repair		42	2,030	336	(1,694)	500	1,000
Clubhouse Maint	99	229	1,326	1,832	506	2,750	2,250
Concrete Repair	1,740	62	2,765	496	(2,269)	750	750
Electric	1,439	1,575	10,166	12,600	2,434	18,900	18,900
Fence/Wall Repair		62	2,249	496	(1,753)	750	750
Gas	391	333	2,134	2,664	530	4,000	4,128
General Mx and Repair	921	667	4,357	5,336	979	8,000	11,500
Gutter Repair	175	125	525	1,000	475	1,500	3,000
Insurance Property/Liability	4,515	5,833	35,353	46,664	11,311	70,000	59,850
Janitorial	600	600	4,825	4,800	(25)	7,200	7,500
Landscaping	2,870	417	13,360	3,336	(10,024)	5,000	5,000
Legal Expense	235	583	15,017	4,664	(10,353)	7,000	5,000
**Legal Reimb	(1,553)	(417)	(10,025)	(3,336)	6,689	(5,000)	(3,500)
Lawn Contract	2,210	2,350	17,440	18,800	1,360	28,200	25,800

	<u>August 2017</u>		<u>January to August</u>			<u>Yearly Budgets</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Var. \$</u>	<u>Current</u>	<u>Last Year</u>
Light (Electric) Maint/Repair	788	292	4,740	2,336	(2,404)	3,500	6,000
Management Fees	3,214	3,364	26,462	26,912	450	40,368	40,368
Painting		42		336	336	500	500
Pest Control	180	150	2,303	1,200	(1,103)	1,800	1,250
Gate-Maintenance	250	458	3,854	3,664	(190)	5,500	3,000
Clubhouse Access	806	292	3,279	2,336	(943)	3,500	8,500
Pool/Jac Operations	3,098	667	3,418	5,336	1,918	8,000	8,000
Pool/Jac Repairs		83		664	664	1,000	750
Pool Keys			(125)		125		
Professional		125	4,250	1,000	(3,250)	1,500	1,500
Plumbing	460	458	4,638	3,664	(974)	5,500	3,000
Roof Repair	1,700		9,095		(9,095)		15,000
Sign Repair/Replacement	232	46	232	368	136	550	550
Siding/Stucco Rpr/Rpl		83		664	664	1,000	12,000
Snow Removal		2,083	21,770	16,664	(5,106)	25,000	18,000
Street Repair/Sweep		208	2,274	1,664	(610)	2,500	2,000
Sprinkler Repair	310	188	1,307	1,504	197	2,250	2,250
Supplies		24	136	192	56	290	300
Telephone	230	250	1,531	2,000	469	3,000	1,900
Trash	1,404	1,500	12,794	12,000	(794)	18,000	17,700
Tree Maintenance		125	630	1,000	370	1,500	1,500
Water	16,931	11,417	90,072	91,336	1,264	137,000	120,750
Wastewater Cleanout		333		2,664	2,664	4,000	4,500
TOTAL Operating Expenses	43,777	35,628	299,535	285,024	(14,511)	427,564	425,346
Reserve Funding			\$87,500		(52,500)		
Reserve Allocation Consolidated		17,500	487,500	140,000	(347,500)	210,000	210,000
TOTAL Reserve Funding	0	17,500	487,500	140,000	(347,500)	210,000	210,000
Drainage			90		(90)		
Total Expenses	43,777	53,128	787,125	425,024	(362,101)	637,564	635,346
Net Income	10,448	2	(345,808)	16	(345,824)	0	2,218

STRAWBERRY FIELDS CONDOMINIUMS OWNERS ASSOCIATION, INC.

2018 BUDGET - 7.7% Revenue Increase

Effective January 1, 2018

INCOME:	MONTHLY DUES		2016	2017	2018	Delta	Comments / Dues Increase
	2 Bedroom Small	\$214	210,144	210,144	226,350	16,206	7.7%
	2 Bedroom Large	\$242	237,600	237,600	255,369	17,769	7.5%
	3 Bedroom	\$264	164,640	164,640	177,281	12,641	7.7%
TOTAL BASE DUES:			\$612,384	\$612,384	\$659,000	\$46,616	No Increase
OTHER OPER. INCOME:	GARAGES - 106 Units	\$18	20,320	20,352	22,896	2,544	12.5%
	INTEREST INCOME		10	10	0	(10)	
	KEY/CARD FEES		600	600	600	0	
	LATE FEE-NSF		2,750	2,750	4,000	1,250	Based on Actuals
	STORAGE UNITS		1,500	1,500	1,650	150	
GARAGE/MISC INCOME:			\$25,180	\$25,212	\$29,146	\$3,934	
TOTAL INCOME:			\$637,564	\$637,596	\$688,146	\$50,550	
OPERATING EXPENSES:	Accounting Fees		1,650	375	1,350	975	Full Audit
	Administration Costs		8,000	6,950	6,950	0	More emails, etc. - DO EFT!!
	Bad Debt		4,000	4,000	4,000	0	Best Guess
	Cable		450	431	456	25	Based on Actuals
	Carport Repair		1,000	500	500	0	New Carports 2017
	Clubhouse Maint		2,250	2,750	2,750	0	
	Concrete Repair		750	750	1,500	750	Includes small step repl.
	Electric		18,900	18,900	18,000	(900)	New lights helping - LED
	Fence/Wall Repair		750	750	1,800	1,050	
	Gas		4,128	4,000	4,000	0	
	Gate Maintenance		3,000	5,500	3,750	(1,750)	Based on Actuals
	General Mx and Repair		11,500	8,000	8,000	0	New paint/stucco, etc. 2016
	Gutter Repair		3,000	1,500	1,000	(500)	New Gutters 2016
	Insurance		59,850	70,000	75,000	5,000	Definite premium increase
	Janitorial		7,500	7,200	7,200	0	Based on actuals
	Landscaping		5,000	5,000	8,500	3,500	Dog pickup, misc. projects
	Lawn Contract		25,800	28,200	28,200	0	Actuals + extras
	Legal Expense		5,000	7,000	7,000	0	Non collections
	**Legal Reimb		(3,500)	(5,000)	(5,000)	0	Collection reimbursements
	Light Maint/Repair		6,000	3,500	3,500	0	Mult New LED Fixtures
	Management Fees		40,368	40,368	40,368	0	
	Painting		500	500	0	(500)	
	Pest Control		1,250	1,800	2,200	400	Raccoons, Wasps, Velociraptors
	Plumbing		3,000	5,500	5,500	0	Pressure Regulator Valves
	Pool/Spa Operations		8,000	8,000	8,000	0	Based on actuals
	Pool/Spa Repairs		750	1,000	750	(250)	
	Professional		1,500	1,500	2,500	1,000	Engineering Inspections
	Roof Repairs		15,000	0	0	0	New roofs 2016
	Clubhse/Pool Access		8,500	3,500	6,000	2,500	Better Security Company
	Siding/Stucco Repair		12,000	1,000	1,000	0	New paint and stucco rprs 2017
	Signs Repairs/Repl		550	550	400	(150)	
	Snow Removal		18,000	25,000	27,500	2,500	Multiple trips each storm
	Sprinkler Repair		2,250	2,250	2,250	0	Based on actuals
	Street Repair/Sweep		2,000	2,500	2,500	0	1 Sweep + pot holes
	Supplies		300	290	150	(140)	Based on actuals
	Telephone		1,900	3,000	2,500	(500)	Internet and Wifi in Lodge?
	Trash		17,700	18,000	18,500	500	Contract + extra pickups
	Tree Maintenance		1,500	1,500	1,500	0	
	Waste Water Cleanout		4,500	4,000	4,000	0	1st half 2018
	Water/Sewer		120,750	137,000	150,000	13,000	Based on Actuals
TOTAL OPER. EXPENSES:			\$425,346	\$427,564	\$454,074	\$26,510	
RESERVE ALLOCATIONS:			\$210,000	\$210,000	\$230,000	\$20,000	
TOTAL BUDGET:			\$635,346	\$637,564	\$684,074	\$46,510	
Surplus (Shortage)			2,218	32	4,072		

Unit	# of Units	Owner %	Dues-2017	Dues - 2018	Delta
2 SMALL	88	0.0039	\$199	\$214	\$15
2 LRG	88	0.0044	\$225	\$242	\$17
3	56	0.0048	\$245	\$264	\$19
		100%			

STRAWBERRY FIELDS CONDOMINIUM
OWNERS ASSOCIATION

GENERAL MEMBERSHIP MEETING OFFICIAL PROXY

A. I hereby certify that I/we own, via recorded deed in my/our name only, the following described property:

(UNIT ADDRESS)

B. I hereby appoint as my official proxy (please circle one or fill in the blank below. If nothing is circled or filled in the proxy will be assigned to the Association President):

Ben Smith (President),

Autumn Ascano (Treasurer), or

_____ to exercise my vote on any and all matters and that may properly come to the attention of the membership of Strawberry Fields Condominium Owners Association at, and only at, the annual meeting of that body to be held on October 26, 2017, or at any adjournments thereof.

Name: _____
(PRINT)

Signed: _____ *(Required to be Valid)*

Date: _____

*Please do your best to return this proxy, **in advance of the meeting**, to: Darren Burns, Property Manager, Z & R Property Management, 6015 Lehman Dr. #205, Colorado Springs, CO 80918. Faxed or emailed proxies are welcome: Fax (719) 884-4496 / (719) 594-0473 or Email: Darren@zandrmgmt.com. Proxies will be accepted at the door as well.*