

Strawberry Fields Condominium Owners Association, Inc.

www.strawberrycoa.com / Darren@zandrmgmt.com

2020 ANNUAL MEMBERSHIP MEETING NOTICE

October 8, 2020

Dear Strawberry Fields Owner:

Perhaps the most important aspect in any Owners' Association is participation by you. This participation encourages a sense of community and cooperation between all the Owners and keeps your Association strong. This is important for maintaining your assets and protecting the rights and property values of each homeowner in the Community.

Your best chance to participate in the Association is at the Annual Membership Meeting. Due to Covid-19 concerns, this year's meeting will be held virtually via Gotomeeting web service.

PURSUANT TO THE ASSOCIATION'S BYLAWS, NOTICE IS HEREBY GIVEN TO ALL PROPERTY OWNERS THAT THE ANNUAL MEETING IS SCHEDULED AS FOLLOWS:

DATE: Thursday, October 22, 2020
TIME: 5:30 p.m. (MDT)
LOCATION: Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/450266085>

You can also dial in using your phone. United States: +1 (571) 317-3112 / Access Code: 450-266-085

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Please help establish a quorum of voting members and participate in the democratic process by choosing which candidates are going to fill the vacating Board position. **If you desire to serve on the Board of Directors, please email me to be added to the ballot. You can also attend the meeting and be nominated from the "virtual" floor.**

Included with this packet are the meeting agenda, last year's minutes, the most recent financial reports, the 2021 draft budget and a proxy form. If you cannot attend, please fill out the proxy and mail, email, or fax it back to our office. We need at least 33% of the Owners to be represented for an official quorum. Your proxy will help the Association establish a quorum so official business can be conducted.

If you cannot vote online, you can send a directed proxy which will direct how you wish to vote for the election. If you do want to vote online, please let me know your preferred email address for verification.

At the Direction of the Board of Directors,



Darren H. Burns (Darren@zandrmgmt.com)
Property Manager

Professionally Managed by:

Z&R PROPERTY
MANAGEMENT

6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918
Phone (719) 594-0506 • Fax (719) 594-0473



STRAWBERRY FIELDS COA GENERAL MEMBERSHIP MEETING

October 22, 2020
5:30 p.m.
Gotomeeting

Type of meeting:

Annual Membership Meeting

Agenda Topics

A. Call to Order

- | | |
|------------------------------------|------------------------------|
| 1. Roll Call | Conducted Online |
| 2. Certification of Proxies | Conducted in Advance |
| 3. Establish Quorum = 33% | Quorum Established Online |
| 4. Approval of Last Year's Minutes | Part of Online Voting |

B. New Business

1. Introduction of Candidate(s)
2. Nominations From Floor
- 3. Opening of Online Voting**

C. Reports

1. President's Report
2. Financial Report (2021 Budget)

D. New Business

- 1. Closing of online voting**
2. Counting of Ballots
3. Announcement of Ballot Results

E. Open Forum

F. Adjournment

*STRAWBERRY FIELDS CONDOMINIUM
OWNER'S ASSOCIATION, INC.*

General Membership Meeting
October 24, 2019

President Ben Smith called the meeting to order at 6:10 p.m.

Board Members present:	Ben Smith	President
	Marc Stewart	Secretary
	Autumn Ascano	Treasurer
	Dean Kelsey	Director at Large

Absent: James LaLiberte Vice President

Management present:	Darren Burns	Property Manager
	Chris Schade	Property Manager

Mr. Burns and Mr. Schade conducted roll call at the door and certification of proxies. 48 homes were represented with 28 in person and 20 by proxy. The required 33% quorum was not present as only 20.97% 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 to fulfill the 3-year terms.

The meeting handouts included the agenda, minutes of the 2018 general membership meeting, the September 2019 financials and the 2020 Budget. The previous year's minutes were reviewed and unanimously approved.

Ben Smith, Marc Stewart and Dean Kelsey presented the President's Report and gave a summary of work completed through the year, the current project to update and modify the Rules, the current need to continue covenant enforcement, the procedures for replacing light fixtures, etc.

Darren covered the financial reports and the 2019 budget in detail. A dues increase of 3% per unit (on average) will go into effect on 1 Jan 2020. This will bring in just over \$20,160 of new revenue with an increase to reserves of \$20,000 to raise the total contribution for 2020 to \$250,000.

Professional expenses this year included the independent roof inspections and an elevation study on 3645. The foundation was determined to be functioning properly. DRC responded to the independent inspection positively and resolved most issues and Darren had another after the fact inspection conducted as well.

The reserves are invested in a brokerage account at RBC Wealth Management and are a combination of a money market and laddered FDIC CD's. This allows the Association to maximize interest (no principle risk) and minimize account paperwork.

Ben Smith and Autumn Ascano were introduced as the candidates placed on the ballot. There were no other volunteers in response to the call for volunteers in the annual meeting notice.

Darren opened the floor for additional nominations and Michael Witzak volunteered. Nominations were closed ballots were collected by Marc Stewart and Judah Talley for tabulation by proportionate interest and will be sent to the Board.

The open forum items were mostly covered in the President's report. There being no further business, the meeting was adjourned at 7:26 p.m.

Ben and Autumn were later unanimously appointed for three-year terms by the Board and Officers were elected as follows:

		<u>Board Term Expiration</u>
Marc Stewart	President	2021
James LaLiberte	Vice President	2020
Dean Kelsey	Secretary	2020
Autumn Ascano	Treasurer	2022
Ben Smith	Director at Large	2022

Respectfully Submitted,

Dean Kelsey
Secretary

Darren H. Burns
Property Manager

Strawberry Fields Condominium Owners Association, Inc.

Balance Sheet

08/31/2020

Assets

Owner Receivables	46,646.40
Automated Cash Handling	462.00
Cash Accounts	
Cash Operating - First Bank	1,506.41
2018 Insurance Proceeds/SLA - First Bank	1,314.87
TOTAL Cash Accounts	<u>2,821.28</u>
Reserve Accounts	
Reserve - First Bank	63,135.54
Reserve - RBC Wealth Management	102,550.09
RBC CD 2/26/21 1.6%	50,000.00
TOTAL Reserve Accounts	<u>215,685.63</u>
Allowance for Bad Debt	(6,730.04)
<u>Total Assets</u>	<u><u>258,885.27</u></u>

Liabilities

Owners Receivable Over Collected	21,136.16
Other Receivable Over Collected	264.00
Hail Claim	
Insurance Proceeds	908,093.77
Special Loss Assessment Proceeds	770,224.00
Hail Loss - Expense	(1,679,013.90)
TOTAL Hail Claim	<u>(696.13)</u>
<u>Total Liabilities</u>	<u><u>20,704.03</u></u>

Net Worth

Reserves	
Reserve Interest Earned	3,176.21
Reserve-Consolidated	451,037.97
Reserve Exp-Consolidated	(238,528.55)
TOTAL Reserves	<u>215,685.63</u>
Retained Earnings	19,492.52
Net Income	3,003.09

Strawberry Fields Condominium Owners Association, Inc.

Balance Sheet

08/31/2020

<u>Total Net Worth</u>	<u>238,181.24</u>
<u>Total Net Worth and Liabilities</u>	<u>258,885.27</u>

STATEMENT OF ACCOUNT

**STRAWBERRY FIELDS COA
C/O Z&R Property Management
6015 Lehman Dr. Ste. 205
Colorado Springs, CO 80918**

From 01/02/2020 to 08/31/2020

Account no: 302775.0

Reserve Exp-Consolidated

Trx #	Date	Description	Ch. #	Invoice	Debit	Credit	Balance
	01/02/2020	Beginning balance					0.00
36456	01/23/2020	CM Robinson - 3835/H SFG concrete step bracket replacements		17285	2,398.75		(2,398.75)
36486	01/29/2020	Olson Plumbing - 3716 SFG replace leaking valve in pit		71921	1,850.00		(4,248.75)
36487	01/29/2020	CM Robinson - 3735/E SFG concrete step bracket replacements		17276	1,436.25		(5,685.00)
36622	02/11/2020	Olson Plumbing - 3730 PP excavate 5' to repair leaking water service		72633	5,361.70		(11,046.70)
36641	02/12/2020	Olson Plumbing - 3715/D SFG pump water from meter pit, replace gasket		72456	1,614.00		(12,660.70)
36740	02/26/2020	CM Robinson - Former theater room repairs (painting)		17355	1,741.25		(14,401.95)
36983	03/28/2020	CM Robinson - 2770/H PP concrete step rusted bracket replacements		17456	2,320.00		(16,721.95)
37190	04/27/2020	Olson Plumbing - replace water main valve by back gate		75521	9,850.00		(26,571.95)
37200	04/28/2020	CM Robinson - 3750/D PP handrail fabrication and installation		17508	1,495.00		(28,066.95)
37319	05/08/2020	Dynamic Renovation Contractors - 3770/H SFG repairs due to old leak		2020-1089	1,324.68		(29,391.63)
37334	05/11/2020	United Floor Company - furnish & install carpet & cove base		20-034-1	2,376.00		(31,767.63)
37366	05/13/2020	CM Robinson - 3770/H SFG concrete step rusted bracket replacements		17539	1,165.00		(32,932.63)
37372	05/13/2020	CM Robinson - 3830/F SFG concrete step rusted bracket replacements		17538	2,295.00		(35,227.63)
37373	05/13/2020	CM Robinson - 3835/E SFG concrete step rusted bracket replacements		17529	2,361.25		(37,588.88)
37376	05/14/2020	J. Gartner Construction - provide material for 50 sealed steps		865	4,329.00		(41,917.88)
37709	06/26/2020	Greener Grass -Bid Drainage/Grade Repair @ 3890		25148	14,960.00		(56,877.88)
37909	07/16/2020	McDonald Paving & Chip Sealing - repave drive lane only		001773	160,000.00		(216,877.88)
37954	07/23/2020	Immediate Recovery Services - on property towing for asphalt work		38	1,200.00		(218,077.88)
37968	07/28/2020	American Furniture Warehouse - clubhouse furniture		AMERICAN FURNITURE JUL 20	930.64		(219,008.52)
38025	08/03/2020	Z&R Property Management - Sofa Mart Furniture for clubhouse		SOFA MART JULY 2020	5,485.03		(224,493.55)
38063	08/07/2020	CM Robinson - 3734/H SFG fiberglass step rusted bracket replacements		17739	1,890.00		(226,383.55)
38067	08/08/2020	D.C. Mechanical - replace 6 loops @ all gates, place 4 warning signs		1332 DVL	7,645.00		(234,028.55)

Strawberry Fields Condominium Owners Association, Inc.

Income and Expense Comparative Statement

From 08/01/2020 to 08/31/2020

	<u>August 2020</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	56,592	56,592	452,736	452,736		679,104	658,944
Garage-Dues	2,060	2,120	16,480	16,960	(480)	25,440	22,896
Fines			1,697		1,697		
Key and Card Fees	15	83	390	664	(274)	1,000	600
Late fee-Nsf Charges	746	333	1,615	2,664	(1,049)	4,000	4,000
Misc Income			15,000		15,000		
Rental-Storage Unit	100	83	800	664	136	1,000	1,650
Returned Check Charges			120		120		
Total Revenues	59,513	59,211	488,838	473,688	15,150	710,544	688,090

Expenses

Operating Expenses

Accounting Fees		35	325	280	(45)	425	1,500
Administration Costs	224	667	2,618	5,336	2,718	8,000	7,500
Bad Debt	231		231		(231)		
Cable/Satellite Dish	48	42	390	336	(54)	500	500
Clubhouse Maint		250	1,338	2,000	662	3,000	2,750
Clubhouse / Pool Access	116	521	928	4,168	3,240	6,250	6,000
Concrete Repair		42		336	336	500	500
Electric	1,127	1,500	8,626	12,000	3,374	18,000	18,000
Fence/Wall Repair		150	2,884	1,200	(1,684)	1,800	1,800
Gas	26	354	880	2,832	1,952	4,250	4,000
Gate-Maintenance	110	292	1,290	2,336	1,046	3,500	4,500
General Mx and Repair	2,032	667	11,539	5,336	(6,203)	8,000	8,000
Insurance Property/Liability	9,027	5,833	72,069	46,664	(25,405)	70,000	65,000
Insurance-Workmans Comp			(60)		60		
Janitorial	600	600	3,900	4,800	900	7,200	7,200
Landscaping	175	708	11,592	5,664	(5,928)	8,500	8,500
Lawn Contract		2,390	14,580	19,120	4,540	28,680	29,000
Legal Expense	2,420	792	15,545	6,336	(9,209)	9,500	8,500
**Legal Reimb	(1,979)	(417)	(8,604)	(3,336)	5,268	(5,000)	(5,000)
Light (Electric) Maint/Repair	630	250	2,520	2,000	(520)	3,000	3,000
Management Fees	3,446	3,446	27,568	27,568		41,352	38,568

	<u>August 2020</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>
Pest Control	1,980	125	2,925	1,000	(1,925)	1,500	2,600
Pool/Jac Operations		817	1,017	6,536	5,519	9,800	9,800
Pool/Jac Repairs		125		1,000	1,000	1,500	750
Professional		292	3,500	2,336	(1,164)	3,500	2,500
Plumbing			(225)		225		4,000
Roof Repair			295		(295)		
Sign Repair/Replacement		29		232	232	350	400
Siding/Stucco Rpr/Rpl		42		336	336	500	1,000
Snow Removal		2,083	28,190	16,664	(11,526)	25,000	27,500
Sprinkler Repair		217	2,228	1,736	(492)	2,600	2,600
Street Repair/Sweep		83		664	664	1,000	2,500
Supplies							250
Telephone	503	368	3,186	2,944	(242)	4,420	3,100
Trash	946	1,000	8,933	8,000	(933)	12,000	11,920
Tree Maintenance		83	150	664	514	1,000	1,500
Water	20,512	14,333	119,647	114,664	(4,983)	172,000	175,000
Wastewater Cleanout		333		2,664	2,664	4,000	4,000
TOTAL Operating Expenses	42,174	38,052	340,005	304,416	(35,589)	456,627	459,238
Reserve Funding							
Reserve Allocation Consolidated		20,833	145,831	166,664	20,833	250,000	230,000
TOTAL Reserve Funding	0	20,833	145,831	166,664	20,833	250,000	230,000
Total Expenses	42,174	58,885	485,836	471,080	(14,756)	706,627	689,238
Net Income	17,339	326	3,002	2,608	394	3,917	(1,148)

STRAWBERRY FIELDS CONDOMINIUMS OWNERS ASSOCIATION, INC.

2021 BUDGET - 5.1% Avg. Increase

Effective January 1, 2021

<u>INCOME:</u>	<u>MONTHLY DUES</u>	<u>2019</u>	<u>2020</u>	<u>2020</u>	<u>Delta</u>	<u>Comments / Dues Increase</u>	
	2 Bedroom Small	\$232	225,984	233,376	244,992	11,616	4.7%
	2 Bedroom Large	\$262	255,552	262,944	276,672	13,728	5.0%
	3 Bedroom	\$286	177,408	182,874	192,192	9,318	4.8%
<u>TOTAL BASE DUES:</u>		\$658,944	\$679,194	\$713,856		\$34,662	5.1%
<u>OTHER OPER. INCOME:</u>	GARAGES - 106 Units	\$25	22,896	25,440	31,800	6,360	\$5 Increase
	KEY/CARD FEES		600	1,000	500	(500)	
	LATE FEE-NSF		4,000	4,000	3,000	(1,000)	Based on Actuals
	STORAGE UNITS		1,650	1,000	1,000	0	
<u>GARAGE/MISC INCOME:</u>		\$29,146	\$31,440	\$36,300		\$4,860	
<u>TOTAL INCOME:</u>		\$688,090	\$710,634	\$750,156		\$39,522	
<u>OPERATING EXPENSES:</u>	Accounting Fees		1,500	425	325	(100)	Tax Return / Audit for 2021
	Administration Costs		7,500	8,000	6,000	(2,000)	Less Bank Fees, less paper
	Cable/Sat		500	500	575	75	Based on Actuals
	Carport Repair		0	0	0	0	New Carports 2021
	Clubhouse Maint		2,750	3,000	3,000	0	Dependent on Covid-19
	Clubhse/Pool Access		6,000	6,250	6,250	0	Dependent on Covid-19
	Concrete Repair		500	500	0	(500)	Large repairs from reserves
	Electric		18,000	18,000	18,000	0	Dependent on Covid-19
	Fence/Wall Repair		1,800	1,800	2,400	600	More Vandalism
	Gas		4,000	4,250	4,250	0	Dependent on Covid-19
	Gate Maintenance		4,500	3,500	3,000	(500)	Better Year in 2020
	General Mx and Repair		8,000	8,000	10,500	2,500	More Regular Issues to repair
	Gutter Repair		0	0	0	0	New Gutters 2021
	Janitorial		7,200	7,200	7,200	0	Dependent on Covid-19
	Landscaping		8,500	8,500	10,500	2,000	Dog pickup, misc. projects
	Lawn Contract		29,000	28,680	28,680	0	Contract Amount
	Legal Expense		3,500	4,500	6,000	1,500	Dog violations - FHA Claims
	Light Maint/Repair		3,000	3,000	3,000	0	Mult New LED Fixtures
	Insurance		65,000	70,000	100,000	30,000	Actuals plus 10%
	Management Fees		38,568	41,352	41,352	0	
	Pest Control		2,600	1,500	1,500	0	Swallows, Wasps, Rabbid Rabbits
	Pool/Spa Operations		9,800	9,800	9,800	0	Dependent on Covid-19
	Pool/Spa Repairs		750	1,500	1,500	0	Dependent on Covid-19
	Professional		2,500	3,500	3,500	0	Engineering Inspections
	Roof Repairs		0	0	0	0	New roofs 2021
	Sewer Cleanouts/Plumbing		4,000	4,000	5,500	1,500	Full Community Each Year
	Siding/Stucco Repair		1,000	500	500	0	New paint and stucco rprs 2017
	Signs Repairs/Repl		400	350	350	0	
	Snow Removal		27,500	25,000	25,000	0	Multiple trips each storm
	Sprinkler Repair		2,600	2,600	2,600	0	Based on Actuals
	Street Repair/Sweep		2,500	1,000	500	(500)	Asphalt Project Complete
	Supplies		250	0	0	0	Moved to Clubhouse Acct
	Telephone		3,100	4,420	4,800	380	Gate phones and clubhouse internet
	Trash		11,920	12,000	13,500	1,500	Contract plus illegal dumping
	Tree Maintenance		1,500	1,000	500	(500)	Large repairs from reserves
	Water/Sewer		175,000	172,000	177,000	5,000	Projected Actuals + 2.9% Inc.
<u>TOTAL OPER. EXPENSES:</u>		\$455,238	\$456,627	\$497,582		\$40,955	
<u>RESERVE ALLOCATIONS:</u>		\$230,000	\$250,000	\$250,000		\$0	
<u>TOTAL BUDGET:</u>		\$685,238	\$706,627	\$747,582		\$40,955	
Surplus (Shortage)		2,852	4,007	2,574			

STRAWBERRY FIELDS CONDOMINIUM
OWNERS ASSOCIATION

2020 ANNUAL MEMBERSHIP MEETING
OFFICIAL PROXY FORM

I (We) hereby certify that I (we) own, via recorded Deed, the following described property:

(ASSOCIATION UNIT ADDRESS)

PLEASE CHOOSE "OPTION 1" OR "OPTION 2" BELOW. **IF YOU CHOOSE OPTION 1, PLEASE SKIP OPTION 2 ENTIRELY.**

OPTION 1: ASSIGN SOMEONE TO VOTE ON YOUR BEHALF. (THEN SKIP TO SIGNATURES)

I (WE) hereby appoint (Fill in your proxy's name), _____
(in the absence of a written in name, my proxy will automatically be granted to the President of the Association or another officer in his/her absence), as my (our) official Proxy to exercise my (our) vote on any and all items that may come before the the Association on October 22, 2020.

OPTION 2: DIRECTED PROXY VOTE AND EMAIL, FAX, or MAIL IT IN.

I/We direct the proxy holder to vote on the following election of directors as indicated:
I (We) direct the proxy holder to vote as indicated for the **2019 Annual Meeting Minutes:**

Approve Disapprove

I/We direct the proxy holder to vote on the following election of directors as indicated:
I (We) direct the proxy holder to vote as indicated for the **2021 Annual Budget:**

Approve Disapprove

I (We) vote as indicated below for the following individuals to serve on the **Board of Directors:**

Please vote for no more than Three (3) Candidates

James LaLiberte

Dean Kelsey

_____ (write in)

_____ (write in)

Please forward this completed proxy to one of the addresses below by **October 20, 2020.**
UNSIGNED PROXIES ARE INVALID.

Via Email: Darren@zandrmgmt.com

Via Fax: (719) 594-0473

Via U.S. Mail: 6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918

(PRINTED OWNER NAME) – ONLY 1 REQUIRED

(PRINTED OWNER NAME) – 2ND OPTIONAL

(OWNER SIGNATURE) – ONLY 1 REQUIRED (DATE)

(OWNER SIGNATURE) – 2ND OPTIONAL (DATE)