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# Orchard Valley HOA Board Meeting Agenda

Date and Time: March 23, 2023 @ 6:30pm

Location: 745 Pinyon Court, Fruita CO, 81521

1. Attendance
2. Executive Session
  - a. Past Due Accounts / Liens
  - b. Homeowner Filed Complaints
3. Old Business
  - a. Financials
  - b. Irrigation Status
    - I. Upcoming fixes needed
    - II. Ongoing problems / cost proposal
    - III. Tree update
  - c. Unapproved ACC changes

## New Business

- a. Annual Meeting – date, time, location
- b. Proposed Budget
- c. Irrigation/Pond committee

## Other Business

- a. Homeowner Communications (newsletter)

## Next Board Meeting

## Adjournment

# Orchard Valley HOA Board Meeting

Date and Time: March 23, 2023 @ 6:30pm

Location: 745 Pinyon Court, Fruita CO, 81521

- I. Attendance  
Debbie Vavak (President), Darrell Loveland (Vice President), Scott Stoltz ACC, Camille Stitt (Treasurer) via phone, Amanda Conrads (Secretary)
- II. Executive Session – *The disclosure of items would constitute an unwarranted invasion of individual privacy*
  - a. Past Due Accounts & Liens
    - i. Homeowners who have not paid for 2022 have been sent a reminder letter and email to those we had to pay their dues as of March 20 and 21, 2023. Next step will be a certified receipt mailer and posting on property for homeowners mid April.
  - b. Homeowner Filed Complaints – none officially filed
- III. Old Business
  - a. Financials
    - i. See exhibit A1 below
  - b. Irrigation Status
    - i. Upcoming Fixes – more gravel around pond would be helpful approximately an additional \$500 cost. Darrell will contact for more gravel to be spread in the spring.
    - ii. Startup – Potential startup April 1 for Elmwood Ditch. Due to all the moisture this winter we will wait a week later to run water. During this week the Precision Hydrovac will clean out the sediment from the settling pond. Approximately \$2,500 cost.
    - iii. Ongoing problems – After valve repair in early March 2023 no foreseen fixes.
    - iv. Tree Updates – no trees currently threatening homeowner property. There are still dead trees that need to be removed that will eventually fall into the pond. Future budget for \$4,000.
    - v. Camille and Darrell will meet with lawn care team to discuss options care of the park area in regards to watering, fertilizing and cutting during the summer. There are ongoing concerns with how much is being spent on park upkeep. Breakout session needed to continue to discuss options and solutions to maintain a reasonable cost.
  - c. Unapproved ACC Changes – more unapproved house color changes.

- IV. New Business
  - a. Annual Meeting
    - i. Location – agreement that Rec Center worked well last year, will check for available dates. \$230 last year
    - ii. Time – TBD
    - iii. Dates – TBD by availability of Rec Center
  - b. Proposed budgets – see exhibit A2 below
    - i. Trying to budget to keep dues at \$200. Biggest issue is overdue homeowners. If dues cannot be collected then fees may potentially increase.
  - c. Irrigation / Pond Committee – group of individuals that can help with irrigation startup/shutdown and fixes throughout the year. Darrell leading this committee.
    - i. There is a need to fill out the procedure book for start up and shut downs. This would involve taking photos and notes.
  - d. DORA / CCIOA Training
- V. Other Business
  - a. Homeowners Communications – Spring newsletter will go out with annual meeting agenda. Normal reminders for weeds, trash cans and trailers.
- VI. Next Board Meeting – Quick meeting in April to go over agenda for annual meeting.
- VII. Adjournment - Darrell moved to adjourn at 8:40pm. Debbie seconded.

Exhibit A1.  
Current  
Financials

<u>Orchard Valley HOA @ 3/21/23</u>		
Checking	\$ 4,520.45	
Pending:	\$ (300.00)	21-Mar Pat Currier
	\$ (433.00)	21-Mar Avalanche Heating/Cooling
	\$ (837.44)	1-Apr GVIC
	\$ (262.00) ?	Elmwood Lateral
	\$ (2,025.00) ?	Hydrovac Settling Pond Clean-out
	\$ (250.00) Apr	Postage
	\$ (250.00) Apr	Meeting expenses
	<u>\$ (1,300.00) May</u>	St. Farm Insurance
	\$ (1,136.99)	
Money Market	\$ 9,261.59	

Exhibit A2.  
Proposed  
Budget

<b>Orchard Valley HOA 2023 Annual Budget:</b>		
<b>Revenue:</b>		
Dues @ \$200/per 125 households	\$	25,000.00
Collections from past unpaid balances	\$	6,000.00
		<u>\$ 31,000.00</u>
<b>Expenses:</b>		
Lawn Service-Park area		
Currier Lawn Service \$300/mo 12 mo contract	\$	3,600.00
Mesa Turf Master \$223.50/treatment 6 treatments	\$	1,341.00
		<u>\$ 4,941.00</u>
Irrigation		
Xcel electricity 12 mo Scheduled Pump times	\$	5,500.00
Elmwood Lateral Ditch Company 38 share assessment	\$	262.00
Grand Valley Irrigation Company 38 share assessment	\$	837.44
Anticipated Irrigation repairs	\$	1,000.00
Anticipated Park sprinkler repairs	\$	700.00
Settling pond annual cleaning	\$	2,500.00
Pond tree, weed, clean-up	\$	2,000.00
Pumphouse ball valve replacement-March	\$	433.00
Auto-valve replacement / Transducer	\$	-
Gravel spreading	\$	-
		<u>\$ 13,232.44</u>
Office / Administrative		
Paper/envelopes/labels	\$	75.00
Printer cartridge	\$	45.00
Lien release fees - \$13/ea	\$	-
Annual Sec of State (SOS) registration-Due January	\$	20.00
Annual DORA registration	\$	38.00
Poster Board	\$	20.00
		<u>\$ 198.00</u>
Postage/P.O. Box Rental		
Annual P.O Box Rental 561, Fruita	\$	100.00
Postage	\$	450.00
		<u>\$ 550.00</u>
Meeting Expenses		
Room Rental	\$	230.00
Refreshments	\$	10.00
		<u>\$ 240.00</u>
Website		
Annual domain renewal-3	\$	469.85
		<u>\$ 469.85</u>
Insurance		
Liability and Common Property Coverage Annually	\$	1,100.00
		<u>\$ 1,100.00</u>
Accounting		
Quickbooks - \$30/mo	\$	360.00
Bookkeeper -	\$	-
		<u>\$ 360.00</u>
Reserve - Annual addition		
		<u>\$ 2,000.00</u>
Total Expenses:		<u>\$ 23,091.29</u>
Net Income:		<u>\$ 7,908.71</u>
Transfer from Reserve - Irrigation improvements 2023	\$	-
Net Expenses (after use of reserve funds):		<u>\$ 23,091.29</u>
	Projected Net Expenses / 125 homes	\$ 184.73
<b>Reserve:</b>		
Balance at 1/1/23:	\$ 9,261.59	1/1/22 balance \$9245.02
Funds used in 2022:		
Drain Valve Expense 4/11/22	\$ 885.00	
Funds used in 2021:		
Control Panel Replacement and programming	\$ 4,898.60	

Orchard Valley Home Owners Annual Meeting  
May 2<sup>nd</sup>, 2023 6-8pm Fruita Recreational Center

**Orchard Valley Home Owners Annual Meeting**  
**May 2<sup>nd</sup>, 2023 • Fruita Recreational Center • 6-8pm**

**Agenda**

Call to Order-Establish a quorum

Welcome & Introductions Approval of Previous Minutes

Year in Review 2023

Budget

Ratification

Member Comments and Suggestions

Adjourn

## **Orchard Valley Home Owners Annual Meeting**

**May 2<sup>nd</sup>, 2023 • Fruita Recreational Center • 6-8pm**

### **I. Call to order**

6:10pm Debbie calls meeting to order. Quorum established with proxy votes.

### **II. Welcome and Introductions**

Debbie Vavak (President), Darrell Loveland (Vice President), Amanda Conrads (Secretary), Camille Stitt (Treasurer), and Scott Stoltz (Director).

### **III. Approval of Previous Minutes**

a. No corrections or changes to last year's minutes.

Terry White moves to approve minutes and Vicki Skiff seconded. Minutes approved as recorded for 2022.

### **IV. Year in Review**

- a. Board assumed responsibilities in Aug 2021 and resolved to administer independently of any professional management. HOA assumed responsibility of bookkeeping as well.
- b. Still trying to obtain homeowner contact information. Email, text, mailing. Please contact HOA with the best contact info for the property.
- c. Website is one of the best forms of communication
- d. CC&R's need to update to remain CCIOA compliant, 7 new state bills were introduced in 2022 and we need to make sure we are compliant. If anyone has a legal background or someone who would be willing to help to organize CC&R's that help would be appreciated.

### **V. Irrigation Update**

- a. Lots of maintenance 2022. Tree removal, drain valve replacements, gravel maintenance, pick-up assembly cleaning, system board programming, rock around pond, hydro vac settling pond (2400 cubic feet-6 truckloads)
- b. Irrigation schedule saved \$1,100 in electricity costs in 2022. Will continue to keep with the current pump house schedule of 6a-10a, 6p-10p
- c. Board asks homeowners to continue to be cognizant of watering and water conservation.
- d. Homeowner brought up concern about irrigation heads leaking throughout the neighborhood. HOA can only do so much but please reach out with concerns and the board will try and contact homeowner.

- e. Thank you to the homeowners who volunteered time to get irrigation up and running. Darrell Loveland • Tom & Kathleen Carroll • Judd Hill • Brian Gies • George Tattershall • James & Teri Arnett
- f. Summary of the irrigation costs over the last several years. **See Figure 1 below.**

**VI. Current Financial Position**

- a. Insert financial positions. **See Figure 2 below.** (year end and through May 1)
- b. Statement of Activity. **See Figure 3 below.** (year end and through May 1)
- c. Concerns were brought up about the park expense overall. City of Fruita no longer wants that park space, no cheaper option for lawn care has been found. Board has tried to come up with solutions and there aren't many.

**VII. Ratify Budget**

- a. Concerns about needing to raise the annual fees were raised. Homeowner brought up that HOA reserves are very low. An HOA should have anywhere between 6 months to 2 years worth of operating expenses in reserves. This would only be achieved by raising fees. No specific budget was suggested during this meeting.
- b. Terry White moved to ratify budget, David Lunt seconded. Budget is ratified.

**VIII. Communication**

- a. Sign up for texting services if you are willing
- b. Please use email and website to reach out to the HOA Board

**IX. Member Comments**

- a. Members asked clarifying questions about what the HOA can control and what it cannot. Debbie reminded homeowners that there is a stair step of authority from State to City to HOA.
- b. Concern about rope swing in pond area. Board will address it and remove it. Reminder was addressed to homeowners about the pond being an authorized use area only. The HOA does not have the insurance to cover homeowners using the space as a common area.
- c. Need for more volunteers for ACC. Reminder to homeowners to please submit an ACC form if changes are needed to your home.
- d. Committees - OVHOA would love to have buy in from homeowners and participation in these committees:
  - CC&Rs and Bylaws – need volunteers to update and make bylaws more cohesive and relevant
  - Irrigation – a group of homeowners that could help with irrigation needs and repairs
  - Park – homeowners who have and interest in the use, upkeep and cost saving suggestions of the common area

- Communication – newsletter ideas, new homeowner welcome
- Activities – promote neighborhood community

**X. Member Comments and Suggestions**

- a. Concerns about trash cans and trash being blown around. Reminder issued that trash cans should be put out day of and returned to behind fence lines within 24 hrs.

**XI. Adjourn**

George made motion to adjourn 7:35, Camille seconded

Figure 1. Irrigation Costs Since 2019

**Reserve:**

Balance at 5/1/23:	\$ 9,263.77	1/1/22 balance \$9245.02
Funds used in 2022:		
Drain Valve Expense 4/11/22		\$ 885.00
Funds used in 2021:		
Control Panel Replacement and programming		\$ 4,898.60



Figure 2. Financial Position

Orchard Valley Home Owners Association

Statement of Financial Position

As of December 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Alpine Checking - Operating-05	4,452.09
Alpine Reserves - Money Market-44	9,848.46
<b>Total Bank Accounts</b>	<b>\$14,300.55</b>
Accounts Receivable	
Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Uncategorized Asset	0.00
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$14,300.55</b>
<b>TOTAL ASSETS</b>	<b>\$14,300.55</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accounts Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
Opening Balance Equity.	11,954.68
Retained Earnings	6,622.04
Net Revenue	-4,276.17
<b>Total Equity</b>	<b>\$14,300.55</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$14,300.55</b>

Figure 3. Statement of Activity

Orchard Valley Home Owners Association

Statement of Activity

January 1 - May 1, 2023

	TOTAL
Revenue	
Annual Assessments	4,800.00
Unapplied Cash Payment Revenue	-400.00
<b>Total Revenue</b>	<b>\$4,400.00</b>
<b>GROSS PROFIT</b>	<b>\$4,400.00</b>
Expenditures	
Administrative	0.00
Accounting Fees	90.00
Bank Charges	0.10
Insurance - Liability, D and O	1,326.00
Office Supplies	77.82
Web & Hosting	384.00
<b>Total Administrative</b>	<b>1,877.92</b>
Operating Expenses	0.00
Lawn Maintenance Service	1,191.00
Utilities	209.41
Water-Irrigation	1,270.44
<b>Total Operating Expenses</b>	<b>2,670.85</b>
<b>Total Expenditures</b>	<b>\$4,548.77</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -148.77</b>
Other Revenue	
Interest Earned	6.16
<b>Total Other Revenue</b>	<b>\$6.16</b>
<b>NET OTHER REVENUE</b>	<b>\$6.16</b>
<b>NET REVENUE</b>	<b>\$ -142.61</b>

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# Orchard Valley HOA Board Meeting Agenda

Date and Time: July 13th, 2023 @ 6:30pm

Location: 745 Pinyon Court, Fruita CO, 81521

1. Attendance
2. Executive Session
  - a. Past Due Accounts / Liens
  - b. Continuing Executive Board Members
  - c. Homeowner Filed Complaints
3. Old Business
  - a. Financials
4. New Business
  - a. Homeowner Help
  - b. Irrigation/Pond problems
  - c. Park maintenance
5. Other Business
  - a. Homeowner Communications (newsletter)

Next Board Meeting

Adjournment

# Orchard Valley HOA Board Meeting

Date and Time: July 13th, 2023 @ 6:30pm

Location: 745 Pinyon Court, Fruita CO, 81521

- I. Attendance  
Debbie Vavak (President), Darrell Loveland (Vice President), Amanda Conrads (Secretary)
- II. Executive Session – *The disclosure of items would constitute an unwarranted invasion of individual privacy*
  - a. Past Due Accounts & Liens
  - b. Continued Executive Board positions as they are currently.
  - c. Homeowner Filed Complaints – none officially filed
- III. Old Business
- IV. New Business
  - a. Homeowner Help: Reaching out to homeowners who have signed up on an interest sheet at the annual meeting. Darrell will be reaching out to homeowners interested in helping with irrigation.
  - b. Irrigation Status
    - i. Pond Problems summer of 2023. After modular plug repair that was ordered from overseas the water continued to not hold pressure. Multiple parts were cleaned and attempts were made to get the pump back online over the 4<sup>th</sup> of July. Filters were cleaned and the problem was solved after a few fixes.
    - ii. Ongoing problems – Impeller on pump needs to be replaced soon. To fix this the motor will need to be pulled apart so it can be replaced. 2 weeks out for getting the pump fixed. This part is on the “backup” pump. Board agrees to have the pump dropped off at Munro Pump for repairs.
    - iii. Tree Updates – Russian olive fell into the pond on June 15<sup>th</sup>. Bid was sent in for removal of the Russian olive by Right Way Property and Wildlife Management for \$700. Board gave approval to spend the \$700 to have tree removed as part of the \$4,500 approved to do tree work around park.
    - iv. Erosion on the pond edge due to dead trees falling in will become a problem. Darrell will get quote from Lower Valley Dirt Works to see what repairing the bank of pond would cost.
    - v. Pump house needs maintenance. Painting trim on the pond pump house will be addressed this fall. Weeds needs sprayed – Darrell will ask Right

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Way Property for estimate.

- c. Park
  - i. Right Way Property bid \$125 for grinding the stump at the park. Board approves.
  - ii. Edging along park sidewalk is buckling and needs to be repaired. The gravel will need to be pulled back and the edging needs reset. Will get quote from Right Way Property.
  - iii. Questions about future snow removal around park sidewalk and in front of the pumphouse. Board will look into options before winter.
- V. Other Business
  - a. Homeowners Communications – Summer newsletter: irrigation on pressure fix, thank you to all the volunteers, best practices (watering opposite of neighbors, adjust the spray of nozzles)  
Tom Carroll, Leroy Harris, George, Darrell– thank you so much for your help with the irrigation problems during June/July
- VI. Next Board Meeting – Shoot for a meeting in September
- VII. Adjournment - Darrell moved to adjourn at 7:25pm. Debbie seconded.