

**Orchard Valley Home Owners Annual Meeting**  
**May 5<sup>th</sup>, 2022 • Fruita Recreational Center • 6-8pm**

- I. Call to order at 6:04pm Debbie. Quorum established with proxy votes.
- II. Welcome and Introductions
  - a) Debbie Vavak (President), Darrell Loveland (Vice President), Amanda Conrads (Secretary), Camille Stitt (Treasurer), and Scott Stoltz (Director). Establish resigned members April and Kari. 2022 fill positions left vacant by April and Kari, Amanda and Camille are temporarily holding these positions to help. Remaining board members are elected in staggered 3 year terms.
- III. Approval of Previous Minutes
  - a) No corrections or changes to last year's minutes. Camille moves to approve minutes and Scott seconded. Minutes approved as recorded for 2021.
- IV. Year in Review
  - a) CIC management company is no longer serving OVHOA. The board has taken over all aspects of managing the board. Hiring other companies was not cost effective. Accounting of the last 2 years has been done. New PO box, website, address with vendors and communication lists with homeowners. Quickbooks was purchased and a bookkeeper helped with initial setup for invoicing and owner database. New pump for irrigation. New texting service purchased, laptop and programs to run irrigation.
  - b) Communication is key and required by CIOA. Email, website, mailings and texting. New OVHOA email address but existing will still be checked. New website is a resource for many packets and documents you may need as a homeowner. Texting is a great way to receive instant communication, please fill out a consent form. New PO box 561 Fruita. Please let the board know if there are neighbors who are having a hard time communicating with the board.
  - c) Questions from homeowners
    - c.1. Why did water take so long to turn on for 2022?

New controller installation from prior year had problems and was not winterized correctly. A new part had to be ordered and took longer than expected. When part was fixed and water turned on there were a few homeowner breaks that stalled water turn on. Darrell helped explain updates and daily irrigation happenings. Watering schedule is 6-10am/pm.

If your system needs to be repaired, please contact Darrell to turn on/off whole system.

- c.2. What can be done about water conservation and can the schedule be changed to earlier hours of the day?

Schedule can be changed as the year goes on if necessary and drought conditions permit.

V. Communication –

- a. OVHOA wants to improve communication. Text, Email, Mailing, Street Signs, Website

Homeowners are asked to sign up for smoother information dissemination

VI. 2022 Budget Ratification

- a. Board did approve the budget. Kept annual assessment at \$200 per home. \$25,000 revenue, 2022 revenue will be \$27,000. Budget discussed with homeowners.

- b. Question about irrigation costs

b.1. Darrell explained about settling pond cleaning that is now required because mud and settling along with ongoing care and repairs.

- c. Lindsay Holmes move to ratify and Camille seconded.

VII. Election

- a. Nominations and Election – votes collected and counted to keep Amanda and Camille on the board

a.1. Unanimous consent to keep Amanda and Camille on the board for a 3 year term

VIII. 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

IX. Member Comments and Suggestions

- a. Question presented about renter communications.

- b. Kudos given to board members that helped get the ball rolling again to make sure the HOA is running, thanks to all the homeowners who have helped pitch in.

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- c. Suggestion for a committee to help with neighbors who may need an extra hand.
- X. Adjourn Darrell made motion to adjourn 7:26, George seconded

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# Orchard Valley HOA Board Meeting Agenda

Date and Time: January 12, 2022 @ 6:15pm

Location: 745 Pinyon Court, Fruita, CO, 81521

- I. Attendance
- II. Executive Session
  - a. Past Due Accounts
  - b. Homeowner issues
- III. Old Business
  - a. Communication
    - i. Website
    - ii. Newsletter
    - iii. Renter Communication
  - b. Financial
    - i. Reserve update
    - ii. Irrigation projects
- IV. New Business
  - a. Financials
    - i. Budget
      - 1. Timeline for next year
    - ii. Changing signatories at Alpine Bank
  - b. Annual meeting
- V. Other Business
  - a. Irrigation
  - b. Park
- VI. Next Board Meeting
- VII. Adjournment

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# Orchard Valley HOA Board Meeting Minutes

Date and Time: January 12, 2022 @ 6:15pm

Location: 745 Pinyon Court, Fruita, CO, 81521

- I. Attendance: Debbie Vavak (President), Karolyn Dyson (Secretary/Treasurer), Darrell Loveland (Vice President)
- II. Executive Session
  - a. Past Due Accounts
  - b. Homeowner Issues
- III. Old Business
  - a. Communication
    - i. Website: Debbie has been talking with a neighbor about creating a website. Debbie moved to appoint her to set up a website on our behalf. Kari seconded and it was approved unanimously. Debbie moved to set up a new email address for the HOA: [orchardvalleyhoafruita@gmail.com](mailto:orchardvalleyhoafruita@gmail.com). It was approved unanimously. Darrell moved to ask Amanda to be the secretary. Debbie seconded and it was approved unanimously.
    - ii. Welcome packet: we need to work on creating a packet with neighborhood info.
    - iii. Newsletter: Remind homeowners of the city ordinance regarding shoveling sidewalks—weeds and snow.
    - iv. Renter Communication send out in February/March?
  - b. Financial:
    - i. Reserve update: we need to communicate with the HOA about how we have spent reserve funds this year.
    - ii. Irrigation projects: The history and problem in Sherry's system needs to be researched.
- IV. New Business
  - a. Financials
    - i. Budget
      - 1. Timeline for next year: Debbie will look at the Bylaws and the CCRs to see when we need to have a meeting and send out invoices.

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- ii. Changing signatories at Alpine Bank: Debbie will type up the signing page and Darrell, Kari and Debbie need to meet at the bank to change signatories.
      - iii. Debbie and Kari will meet with Arlene about setting up the books on February 4. Debbie moved to approve up to \$1000 initial set-up fee. Kari seconded it and it was voted unanimously to approve this.
    - b. By-laws: need updated bc they have our old PO Box, our Articles of Incorporation need to be updated with the State of Colorado.
  - V. Other Business
    - a. Irrigation:
      - i. We need to get the valve on Maple fixed before water is turned on in April. There is a possibility that the valve could be rebuilt. We will know more when it is removed.
      - ii. There are some trees that fell around the pond.
      - iii. The gravel needs spread by the settling pond.
    - b. Park:
      - i. Debbie will call Mesa Turf to find out what exactly they do under the Lawn Care. She will also call Pat and see what is included in what he does.
      - ii. We need to hire someone to shovel the sidewalks in the snow. We should make a list of 3 people to be able to call for snow removal.
  - VI. Next Board meeting: February 17, 6:00pm at Darrell's house
  - VII. Adjournment: Debbie moved to adjourn the meeting at 8:48pm

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# Orchard Valley HOA Board Meeting Agenda

Date and Time: March 10, 2022 @ 6:15pm

Location: 760 Ponderosa Dr., Fruita, CO, 81521

- I. Attendance
- II. Executive Session
  - a. Past Due Accounts
  - b. Homeowner issues
- III. Old Business
  - a. Communication
    - i. Website
    - ii. Newsletter
  - b. Financial
    - i. Taxes
    - ii. Invoices
- IV. New Business
  - a. Financials
    - i. Budget
      - 1. Proposed budget
  - b. Irrigation
    - i. Approved projects
- V. Other Business
  - a. Annual Meeting
  - b. Homeowners Communications
- VI. Next Board Meeting
- VII. Adjournment

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# Orchard Valley HOA Board Meeting Minutes

Date and Time: March 10, 2022 @ 6:15pm

Location: 760 Ponderosa Dr., Fruita, CO, 81521

- I. Attendance: Debbie Vavak (President), Karolyn Dyson (Treasurer), Amanda Conrads (Secretary), Darrell Loveland (Vice President) via phone, Scott Stolz (Director)
- II. Executive Session
  - a. Past Due Accounts
  - b. Homeowner Complaints
- III. Old Business
  - a. Communication
    - i. Website: Amanda gave update on website which is near completion. Several documents need digitized and added. Working on setting up PayPal account for online annual fee payments.
    - ii. Welcome packet: we need to work on creating a packet with neighborhood info.
  - b. Financial:
    - i. Taxes due
    - ii. Need 1099 from all businesses we used in 2021. Moving forward we will request forms from businesses to build catalog.
    - iii. Invoices to be sent in April when Arlene has QuickBooks set up. Payment for fees to be sent to PO box only or paid online.
- IV. New Business
  - a. Financials
    - i. Budget
      - 1. Budget created from what we have of 2020/2021
    - ii. Arlene working on creating QuickBooks budget
    - iii. Goal is to not increase fees
    - iv. Foreseeable increases in irrigation system maintenance and utilities (due to running the pump 24/7 in the summer and increased energy costs). Known decrease in management service fees.
  - b. Irrigation
    - i. Gravel around pond needs to be spread before ground totally thaws.



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Debbie approved spending \$500 on gravel and labor to have it spread.  
Darrell will move forward with this project.

ii. Drain also needs fixed preferably before spring irrigation starts. Darrell will reach out to get some more quotes for approval.

iii. Pond clean up needs to be complete before irrigation startup.

V. Other Business

a. Annual Meeting

i. Tentative date for annual meeting set sometime in early May

ii. Debbie reaching out to City Hall to see availability for meeting room.

iii. The gravel needs spread by the settling pond.

b. Homeowner Communication:

i. Newsletter needs to be sent out to all homeowners. Amanda will work on draft and send to Debbie within the week.

ii. Newsletter to include irrigation update, proposed watering schedule, website announcement, annual meeting heads up (encouragement to send in questions/comments before meeting)

iii. Annual meeting packet to go out minimum 10 days before meeting.

VI. Next Board meeting: April 7th, 6:00pm at Darrell's house

VII. Adjournment: Debbie moved to adjourn the meeting at 7:41pm, Darrell seconded

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# Orchard Valley HOA Board Meeting Agenda

Date and Time: April 27, 2022 @ 6:00pm

Location: 745 Pinyon Court, Fruita CO, 81521

- I. Attendance
- II. Executive Session
  - a. Past Due Accounts / Liens
  - b. Homeowner issues
- III. Old Business
  - a. Financials
    - i. Invoice Update
    - ii. Budget
  - b. Irrigation Status
    - i. Projects
    - ii. Invoice statuses
- IV. New Business
  - a. Annual Meeting Prep
    - i. Last Year's Minutes
    - ii. Year in Review
    - iii. 2022 Budget
    - iv. Elections
    - v. Member Comments
- V. Other Business
  - a. Homeowners Communications
- VI. Next Board Meeting
- VII. Adjournment

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# Orchard Valley HOA Board Meeting Minutes

Date and Time: April 27, 2022 @ 6:00pm

Location: 745 Pinyon Court, Fruita, CO 81521

- I. Attendance: Debbie Vavak (President), Darrell Loveland (Vice President), Camille Stitt (Treasurer), Amanda Conrads (Secretary), Karolyn Dyson
- II. Executive Session
  - a. Past Due Accounts / Liens
  - b. Homeowner Complaints
- III. Old Business
  - a. Financials
    - i. Invoice Update – all invoices mailed out to homeowners and due by May 15<sup>th</sup>.
    - ii. Budget
  - b. Irrigation Status
    - i. Projects – Painting the pumphouse trim needs to be done. Tree removal needs to be budgeted. Several dead trees in the pond area need to be cut down. Darrell and Debbie will start seeking out quotes. The float in the pond needs reinforced somehow. Pressure at 231 Ponderosa seem to have settled down with new pressure valve installed.  
Set schedule for the pump to run 6am-10am and 6pm-10pm. As a whole we need to be conserving water as much as possible knowing this summer will probably be a drought time again.
    - ii. Invoice Status – money transferred from reserve to finish paying bills for pond projects. No outstanding invoices.
  - c. Reevaluation of the park in regards to watering and weed application needs to happen in order to maintain a manageable cost and respect drought conditions.
  - d. Appointing New Board Members – new members to appoint Amanda and Camille to secretary and treasurer respectively. Darrell moves to appoint board members and Scott seconded. New members Amanda Conrads and Camille Stitt approved.
- IV. New Business
  - a. Annual Meeting Prep

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- i. Last Year's Minutes
  - ii. Year In Review – new board members, irrigation projects, updates with property management company
  - iii. 2022 Budget
  - iv. Elections
  - v. Members Comments – will have hard copies of forms at meeting for members that need to file complaints or sign waivers and don't have access to a computer
- V. Other Business
- a. Homeowner Communications – continue to update website when necessary. Amanda needs to add texting consent to the website for homeowners that want to receive texts.
- VI. Next Board meeting – meet Sunday evening before annual meeting on 5/1
- VII. Adjournment – Darrell moves to adjourn 7:55pm, Camille seconded

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# Orchard Valley HOA Board Meeting Agenda

Date and Time: August 23, 2022 @ 6:30pm

Location: 745 Pinyon Court, Fruita CO, 81521

1. Attendance
2. Executive Session
  1. Past Due Accounts / Liens  
Homeowner Filed Complaints
3. Old Business
  - a. Financials
  - b. Irrigation Status
    - I. Upcoming fixes needed
    - II. Reccurring problems
4. New Business
  - a. Unapproved ACC changes
5. Other Business
  - a. Homeowner Communications
  - b. Fall newsletter, what to include
6. Next Board Meeting
7. Adjournment

# Orchard Valley HOA Board Meeting

Date and Time: August 23, 2022 @ 6:30pm

Location: 745 Pinyon Court, Fruita CO, 81521

- I. Attendance  
Debbie Vavak (President), Darrell Loveland (Vice President), Scott Stoltz ACC, Camille Stitt (Treasurer), Amanda Conrads (Secretary)
- II. Executive Session
  - a. Past Due Accounts & Liens
  - b. Payment plans suggestions; pay overdue amount in 12 month increments  
Late fees \$10 monthly interest  
Darrell moves to apply late fees starting Sept 15, 2022 monthly for overdue accounts. Moving forward late fees will start 30 days after yearly invoices.  
Amanda seconded. Motion passes.  
Debbie will send notice to overdue addresses with monthly fee clearly stated.
  - c. Board will start compiling list of houses that need warnings/violations and send out letters in a few months
- III. Old Business
  - a. Irrigation Status
    - i. Upcoming fixes needed:
      - Cleaning out settling pond is upcoming. Darrell will call and get on the schedule with Precision Vac for that after water shut down.
      - More gravel needed in front of pump house to decrease mud. Darrell will contact Lower Valley Dirt Works for project.
    - ii. Reoccurring Problems:
      - New filter hose purchased that is UV rated and should stand up better and resolve problem.
      - Trees around pond and tree removal. Board in agreement to move forward with the trimming of the most dangerous trees. Will ask Right Way Property and Wildlife Management to split out quote on removing Russian Olives for future project.
    - iii. Communication with homeowners around pond to not adjust water flow
  - b. Park Maintenance
    - i. Continue with established maintenance with Pat Currier Services and Mesa Turf Master.

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- IV. New Business
    - a. Unapproved House Color
      - i. Letter will be written to homeowners certified received with wording to communicate to Scott within 15 days. Need to remind homeowners of ACC approval before cosmetic changes to house.
  - V. Other Business
    - a. Homeowners Communications
      - i. Fall Newsletter – weed maintenance, water off mid October, trash can, ACC approval needed, website, anyone want to join a committee
  - VI. Next Board Meeting – Mid October
  - VII. Adjournment – Darrell move to adjourn 8:52, Camille seconded