



RETREAT LANDOWNERS ASSOCIATION, INC.

Post Office Box 160
Glen Haven, Colorado 80532

MINUTES

THE TWENTY-THIRD ANNUAL MEETING

JULY 30, 1994

THE GLEN HAVEN COMMUNITY BUILDING

BOARD MEMBERS PRESENT: Marlan McMahan, President; Graham Fowler, Vice President; Bill Lovejoy, Treasurer; Board Members Jack Heidebrecht, Irene Little, Dice McKnight, and Janice Tate; Committee Chairs Steve Little, Architectural Control; Mary Purinton, Environmental Control; Dick Weinmeister, Roads; Marvin Gee, Assistant Treasurer; and Joanne Weinmeister, Recording Secretary.

CALL TO ORDER. The meeting was called to order by President Marlan McMahan at 1 p.m.

President McMahan introduced the Board Members and the Committee Chairs, explained their various duties and thanked them for their contributions and time. Esther Russell, Parliamentarian, was introduced.

The landowners introduced themselves, giving Retreat addresses and a word or two about themselves.

A moment of silence was observed for those not at the meeting because of illness or other causes.

McMahan expressed appreciation for services performed and contributions by Jim Boyd who resigned from the Board in January; Dice McKnight whose term on the Board has ended; Ron Tate who resigned from the ACC; Janice Tate whose term on the Board has ended; Mary Purinton who resigned as Environmental Chair; Irene Little whose term of office is up; Duke Sumonia who resigned from the ACC; and special recognition was expressed to Kevin Little who, with his Boy Scout Troup, worked on Retreat trails and bridges. He introduced Marcy Trahan, Officer of the Bulwark Ridge Association. He noted that there is now a locked gate to the Bulwark Ridge area which helps keep non-Bulwark landowners from entering the area without permission.

CREDENTIALS REPORT. Marv Gee reported there are 261 lots in the Retreat and 216 members, including 5 landowners in Bulwark Ridge. New directories were distributed. A filing/lot sequential listing has been added to make them more "user friendly." Total number of members in good standing is 214. Two members, Ruth Maitland and Al Matlock, have not paid their 1993 or 1994 assessments and liens have been filed and recorded against their properties. There have been 34 property transfers since the 1993 annual meeting (21 last year) and new member units added during this time are 32 compared to 19 last year. There are 103 completed dwellings (increase of 4); 56 owner-occupied, full-time (increase of 11); 47 other, part-time and 4 full-time rentals (decrease of 3); and there are 7 being constructed (same as last year).

The number of member units present at this annual meeting is 62. Forty is required for a quorum. A quorum was declared. There are 32 proxies and Gee distributed these as well as a card to be used with each proxy. Gee suggested that next year proxies be submitted 24 hours before the meeting.

MOTION was made by Tom Bennett that the Agenda for the Annual Meeting be accepted. SECONDED by Jim Persichetti. MOTION PASSED.

The Parliamentarian, Esther Russell, reviewed the MEETING STANDING RULES. Referring to #9: "Those wishing to speak in discussion need to stand," she added "speak up, give name, and indicate if speaking for or against a motion." A 2/3 vote is required for approval of the rules.

Jerry Spencer referred to #2 of the MEETING STANDING RULES concerning officially proposed proxy votes. His questions: Was it not a suggestion to the Board that prior notice be given for amendments of the Bylaws so they could be printed in the NEWSLETTER? If that is so, why were three individuals denied access to the NEWSLETTER when they proposed Bylaw changes in sufficient time to be included? McMahan: Since the

Bylaws were completely changed in 1993, to expedite this particular issue, they were published in the NEWSLETTER. Once the Bylaws were completed, it was decided that additional amendments could be easily brought up from the floor. Fowler: Page 10 of the Bylaws says nothing about notification to members. The Board's position is that these not be published ahead of time since it wasn't a Board generated revision of the Bylaws. They were specifically landowner requests which could be brought up from the floor. Sumonia: Roberts Rules states any member can amend and, when submitted in writing, they must be published at the cost of the Board and for better understanding by the members. Parliamentian Russell: Roberts Rules does say this, but the RLA's Bylaws take precedence and those Bylaws do not require previous notice for amendment changes to the Bylaws to be brought to an annual meeting. If a member wants to get something issue specific, the member must get the Board to approve the request or change the Bylaws to say the Board has to publish them.

MOTION made by Gee that the election of officers and the four items that were printed in the official agenda for which proxies can be passed be considered. **SECONDED** by Kathy Hubert. **PASSED**.

MOTION made to accept the **STANDING RULES**, **SECONDED** and **PASSED**.

TREASURER'S REPORT. Bill Lovejoy gave the Treasurer's Annual Report of July 30, 1994. (1) The Board adopted a policy requiring signatures of two officers on checks exceeding \$1,000. Three officers of the Board are authorized to sign checks. (2) A uniform voucher for expenses is being used to facilitate record-keeping and audit. (3) A payroll function has been implemented for part-time employees to meet requirements of insurance, workmen's compensation, and the IRS. (4) A petty cash fund was established with the assistant treasurer for office supplies and postage. (5) Expense line items were modified to enhance accountability and better track expenses. (6) A reserve fund of \$2,500 within the money market account was identified for equipment. (7) A reserve fund of \$1,000 with the money market account was designated for miscellaneous costs. (8) \$2,000 was set aside to assist the Glen Haven Area Rural Fire Department in the legal expenses of pursuing a fire district. (9) \$500 was designated for incidental costs of the Roads Committee in selecting a site for an eventual RLA equipment building. (10) Balance Sheet was updated to include all association assets of RLA's smaller common areas at the assessor's actual value of \$1,800 and the common area park (12 acres) at the estimated market value of \$40,000; and based on Larimer County Roads and Bridges Department's estimate of cost, twelve miles of road valued at \$1,200,000 (underlines the fact roads need to be maintained).

Handouts included the RLA's Annual Report; Statement of Cash Receipts and Cash Disbursement, Year Ended 12/31/93 by Odstrcil and Meis, CPA's; Income Statement, 1/1/94-7/20/94; and Balance Sheet, 7/20/94.

The Statement of Cash Receipts and Cash Disbursements for the Year Ending December 31, 1993 shows Total Cash Receipts of \$27,394.74; Total Cash Disbursements of \$20,510.14; and Excess of Cash Receipts over Cash Disbursements of \$6,884.60.

The RLA Income Statement dated 1/1/94 through 7/20/94 shows an **OVERALL TOTAL** as follows: 1/1/94 Actual \$15,032.81; Budget \$0.00; and 7/20/94 Difference \$15,032.81.

The RLA Balance Sheet as of 7/20/94 shows **TOTAL ASSETS** of \$1,295,487.64; **TOTAL LIABILITIES** \$0.00; **EQUITY** of \$1,295,487.64. **TOTAL LIABILITIES AND EQUITY** equals \$1,295,487.64.

Lovejoy addressed the following extraordinary items which are not part of the standard budget. The motions will come up during the Environmental Committee Report following reports on the Fire Department and the forty acres. In the NEWSLETTER, the following four motions recommended by the RLA Board were published.

1. Increase the RLA support of the Glen Haven Area Volunteer Fire Department from \$500 annually to \$10,000 annually for a period of up to three years.
2. Approve the acquisition of forty (40) acres of U. S. Forest Service land as Retreat common area greenbelt

at a cost of approximately \$40,000. (Fowler will give an update on this cost during his report.)

If the membership wishes to approve the above motions, then the annual assessment limit will need to be increased to accommodate them and the following motions are recommended by the Board:

3. Increase the annual assessment limit from \$150 to \$250. (This can be adjusted to accommodate if only one of the previous motions is approved.)
4. Increase the annual assessment from \$115 to \$215 for a period of up to three years in order to support the Glen Haven Fire Department assessment for three years and to support the acquisition of the land.

PRESIDENT'S REPORT. To clarify the previous discussion regarding issue specific items, McMahan noted that in 1992 the Bylaws were completely revised, the attorney put them into final print, a year was spent to see how they would work, and then they were opened up to the entire membership for changes. That is why everything was printed in the NEWSLETTER at that time. Since then, any Bylaw changes are to come up through motions from the floor rather than through the NEWSLETTER.

McMahan thanked the membership for the opportunity to serve on the Board and in the capacity as President. The Board exists for the landowners and seeks to keep accurate records, supervise employees, give notice of the assessment, record and foreclose liens on unpaid assessments, maintain insurance, maintain roads, have the books audited, meet every two months, enforce the covenants, and manage the funds of the Association. The Board set goals to establish covenant violation procedures for an aesthetically pleasing environment, fund the fire department, donate to organizations, replace and repaint signs, plan for open space, maintain expenses and increase revenues and protect equipment. Over 1,000 volunteer hours were donated by the Board. He stressed that we all need each other and need to use our skills in a positive way for the benefit of the Retreat.

VICE PRESIDENT'S REPORT. Graham Fowler commented favorably on the Wine and Cheese Get-Together on Friday Night and suggested it be made an annual event. New signs have been put up around the Retreat and new stickers are available to be put on cars of non-landowners. The roads are in good shape, a successful work day was held, and the stream has been stocked with trout. Some dead fish were found; a couple of reasons for this could be that the stream has been low and people may not know how to catch and release trout (use barbless hooks or bend the barbs, keep them in water as much as possible, wet your hands before touching them).

A solution of the trail issue had been worked out with the Forest Service to our benefit, however, the Forest Service forgot to post it in the local newspapers as required to again solicit public comment on their final proposal, so they are back to square one. A Retreat member who lives in Washington, D.C. has been following up on this. Several proposals are being considered. There are a couple of our trails which might be of concern, but the Retreat is basically protected.

Regarding the forty acres, Fowler reported there are 47 steps to complete which could take up to three years to process. The purchase of the land would actually be a transfer of land. The Retreat would buy a parcel of land in which the Forest Service is interested and there would be a transfer of this land for the forty acres within the Retreat. The Forest Service says that whoever purchases the land can do whatever they want with it in compliance with the current zoning laws of Larimer County, however, variances or other use permits can be requested. Also, if someone else were to buy it, access could probably be acquired since Retreat roads are not gated, therefore, it is possible permission could be granted to use them. It does not have to be kept as open space. The Forest Service's current assessment is \$45,000-\$55,000, but until the Retreat enters into negotiations with the Forest Service, the actual price is not known. The membership asked the Board to come up with a plan--this is it--and he believes the RLA should take advantage of this opportunity now before the Forest Service decides to sell to someone else. RLA does have reserve money which could be put down on it and with a \$50 assessment increase per member for three years, the RLA could afford to purchase that land. Millie Mueller reviewed for the membership an assignment I.B. Mueller as chair and his committee worked on about five years ago to consider the possibility of the Retreat building its own community building. This same

forty acres was considered as a site at that time for a price of \$20,000. Much work went into this project, but it was voted down. Her question to Fowler was "Why are you pushing the Association to purchase this property at this time?" Fowler: Sy Kleinman made a motion at the last annual meeting for the Board to come up with options to pursue the purchase of open space. The motion passed and the Board was directed to do that.

MOTION made by Jerry Spencer that the 40-acre issue be discussed at this time. **SECONDED** by Maynard Avey.

DISCUSSION: Gee recommended that the motion be voted down since in a sense of priority the Glen Haven Fire Department should be considered before talking about open space. Spencer: To understand what the issue is before we vote, we should discuss it now. There may be another alternative to the Fire Department issue.

CALL FOR QUESTION, **SECONDED**, AND **PASSED**.

MOTION DEFEATED.

ARCHITECTURAL CONTROL REPORT given by Steve Little. He announced that he and John Manchester will co-chair the Architectural Control Committee this coming year. He asked that applications and correspondence relevant to the ACC be submitted to the ACC, P. O. Box 172, Glen Haven, CO 80532. One of the issues the ACC is addressing is pollution in the Retreat, basically noise (barking dogs, gunshots, loud talking, etc.). He asked that yard lights, night and porch lights not be left on all night and recommended that motion sensor lights be used. He said the water level is low this year--conserve your water. Leon Satterfield found a lot of cement in the stream which he removed. The stream is not a place for trash. He asked the membership to do their part in helping to control these pollutions.

ROADS COMMITTEE REPORT. Jim reported that he and Rock Tallman are paid employees who help maintain the roads and are responsible for snow removal in the winter. Snow removal this year was minimal--only 2-3 times. He put in about 70 hours since last July--part paid, part volunteer. He and Rock Tallman spent a lot of time cutting limbs from trees overhanging and growing into the road right-of-way. The landowners can help by trimming their own tree limbs and removing trees in the ditches and they can also help by maintaining driveways on the uphill side of the road which tend to wash down onto the roads.

Dick reported, at the request of the Board, the number of volunteer hours he and Dice McKnight have worked during this past year on roads and equipment. Dick has 160 hours (148 on roads and 12 on equipment maintenance) and Dice has 130 hours. The entire material budget for this year was used for 25 loads of road base which was put on Miller Fork. All the roads have been graded at least once. The problem areas are where the road is down to bedrock and there is no material to work with on these areas, but they will try to keep them clean and passable. Steve Little reminded the landowners that they are responsible for keeping their culverts free of debris. Janice asked for and received a big round of applause for Dick and Dice.

Dick reported that Janice Tate had received an inquiry about keeping dust down on the roads. She contacted Enviro-Tech in Greeley and was informed that they use magnesium chloride for this purpose. It does make a hard surface, doesn't hurt vegetation or animals, but the road cannot be graded after it is applied. The price is .50/gallon and would cost about \$1500 per mile.

Maynard Avey asked how much money is spent on the Dunraven Glade road. Response: Dunraven is a County road and is maintained by the County.

Avey also asked why other people besides the Road Crew cannot use the Retreat's equipment. Response: Because of insurance and maintenance, it was agreed that the equipment be used by the maintenance crew only.

FIRE REPORT. Jack Heidebrecht said the presentations given by himself, Jim Kadlecsek and Tom Housewright are about fire safety as well as emergency medical services, a vital part of the services of the Fire

Department. In addition to serving as the Retreat Liaison to the Glen Haven Area Volunteer Fire Department, Jack is also the Fire Department Board Treasurer, one of the three-person committee formed to study a Tax District, the other two members being Janice Tate and Lee Lasson, and he served for 32 years as a public safety official. The fire department is the most immediate source of protection we have. This meeting is crucial to the Fire Department because we are going to decide at this meeting whether or not the Fire Department is going to be funded at an acceptable rate so that we can move on to the task of improving our operational capabilities or whether we are just going to continue with our fund raising. The Glen Haven Association this year made the decision to assess itself \$50/year/member in order to fund the Fire Department. We are asking today that you do the same thing. The RLA has set aside \$2,000 to cover legal fees for a preliminary study of establishing a special tax district. A factual and complete report will be provided to you upon the completion of this study; then eligible electors will decide whether or not a special tax district is the right way to fund the Fire Department. This process could take 2-3 years.

The 1994 budget for the Fire Department was set at \$22,560 and with the income to date plus the carry-over from 1993 and the successful Fire Days effort, there is enough money to break even this year, but there will be no carry-over for 1995. \$3,000-\$6,000 will be needed just to get started next year because we don't know when the money from the Glen Haven and Retreat Associations will begin to come in. Even if this amount does come in, we will still need the \$10,000 requested in the proposal to the RLA today plus the \$9,250 that the Glen Haven Association has allocated to the Fire Department plus another \$6,000 which will need to come from other sources. The only substantial capital outlay purchase the Fire Department is making during these two years is the 6 x 6 military truck they got from the Colorado Surplus Property for \$3,000 with the help of Ron Bachali. It is important to know that there are unpredictable things which come up every year and this year it will cost about \$1,500 to get hepatitis shots for the emergency service personnel. To date, contributions from RLA members total \$5,020 compared to last year's total of \$3,685, but it is still short of the need. He asked those who have not donated to please do so.

Jim Kadlecsek, Fire Board President and also a Retreat landowner, gave his report and distributed two graphs which illustrate how the services performed by the Glen Haven Volunteer Fire Department have increased and changed with the years as the Glen Haven area population has grown. The greatest increase in services is the need for medical services. Wildfires have been on the increase in the state. Year-to-date, fire calls are at 72% of the fire calls for the entire year of 1993. When the new Board took over in January, it pledged to come up with a permanent way to fund the Fire Department. There are four alternatives: (1) Solicitation and Fund Raising. (2) Donations from Associations. (3) Tax District. (4) Subscription Service.

Tom Housewright, Chief, Fire Department, gave a presentation on capabilities of the Fire Department's personnel, training equipment, response, medical emergencies and wildfire threat. There are 13 active members and 7 on reserve, 5 emergency medical technicians, 4 first responders and 1 from the Estes Dive Rescue team. Training includes Firefighter I and ongoing continuing education for emergency medical technicians. They have at least one monthly meeting. The equipment average age is 25 years old. They are trying to change the insurance rating from 9 to 8. A couple of dry hydrants have been installed and they hope to install more. In response to 911, firefighters are enroute from 0 to 1 minute and equipment enroute 0-3 minutes. Service covers about 45 square miles. Calls in 1992 were 22 and in 1993 there were 44. They handle all types of calls: medical, accidents, fires, everything from dynamite to rattlesnakes. They also serve as standby for other departments and receive mutual aid from a variety of agencies. Wildfire danger is extreme. He presented a Wildfire Checklist: (1) Report all smoke immediately; (2) Evacuation; (3) Remember: pets and valuables, shut off propane tank, wet down shake roofs, decks, grass, and leave outside lights on, leave ladder and hose visible, close windows and doors, don't block driveway. (4) Defensible perimeter--clear things away 50 feet around your home. YOUR SUPPORT IS APPRECIATED.

McMahan suggested anything which landowners can do to assist in fire safety is helpful--such as the water tanks installed by some landowners. He commented on the positive letter by Janice Tate in the NEWSLETTER.

Heidebrecht reported that 145 out of 216 landowners have not donated to the Fire Department.

Duke Sumonia spoke in support of the Fire Department, but said he remembers the attorney saying moneys cannot be assessed for the Fire Department, so he had proposed a recommendation for the preamble so this could be done, and said there are ways to support the Fire Department without raising dues.

ENVIRONMENTAL REPORT. Chair Mary Purinton suggested that landowners look at the material on the information table about the environment. John Manchester provided copies of the wildfires going on and also provided a picture of what happens when you feed animals and birds--it brings predators. She also brought up the subject of water and wells in Colorado. Dennis Bicknell provided information regarding this--she suggests you read it. Just because your well works today does not guarantee it will work tomorrow. Your wells are not a city supply of water. Your water is coming from a common amount of water below the Retreat shared by all of us, please conserve it. Being on a stream does not guarantee water. Jim Persichetti suggested wells be tested. They can easily be bacteria contaminated, especially if you live on a stream. Mary said do not pour oil on the roads. It will work its way into the wells.

Mary invited Mike Hughes of the Colorado Forestry Department at CSU to attend the meeting today and be available for questions regarding the evaluation of fire danger in the Retreat. He prepared an individualized wildfire report on the Retreat. Pamphlets were supplied by him and he will be available during the break.

Speaking of fires, she strongly mentioned the large number of cigarette butts she finds on roads and trails in the area. It takes a filter 6-9 months to disintegrate. This is not a safe habit at any time of the day or year. When there is a wildfire alarm, it is illegal to smoke on trails or outside of a structure.

Jorend asked about the policy for having llamas. McMahan responded that the Board has addressed this and decided that llamas would be considered in the same way as horses--two per acre. Little said corral fences must be 50 feet back from the edge of property. Permission must be granted from the ACC for the corral and llamas and a building permit as well as ACC permission is required for any buildings.

Janice Tate announced that copies about ordinances of animal control and dog licensing are available from Larimer County Animal Control.

Lovejoy introduced the following motions as recommended by the RLA Board:

MOTION made by Bill Lovejoy to increase the Retreat Landowners Association support of the Glen Haven Area Volunteer Fire Department from \$500 annually (current budget item) to \$10,000 annually for a period of up to three years. **SECONDED** by Marv Gee.

DISCUSSION: Borge Villumsen asked if voluntary amounts would be requested in the next three years? McMahan responded: No, however, there would still be fundraisers, but not solicitation letters. Don Rausch--What would we lose if we do not vote this in? Tom Housewright: We barely get enough to keep the doors open; response will drop off; equipment could not be repaired, etc. Sumonia recommended the preamble include a statement about this. Lovejoy said that a special assessment cannot be made to support the Fire Department and we are not doing that. One motion is to increase our expenses; the other one is to support our revenue to cover that. A special assessment is not being made to support the fire department. It would be a donation. Manchester said we need to support this now while a Tax District is being investigated. In response to a question about what happens after three years, Janice Tate said that the membership will have to vote on it again or a Tax District will have been established. Satterfield and Trahan both stated their support and commented that \$50 is not much to pay for protection of trees and scenery.

CALL FOR THE QUESTION, SECONDED and PASSED.

MOTION PASSED.

MOTION made by Bill Lovejoy to approve the acquisition of forty (40) acres of U. S. Forest Service land as Retreat common area greenbelt at a cost of approximately \$40,000. SECONDED by Steve Little.

Paul Dingle made a FRIENDLY AMENDMENT to amend the above motion to increase the amount from \$40,000 to \$55,000. SECONDED by John Manchester. Bill Lovejoy and Steve Little accepted the friendly amendment.

DISCUSSION: Sumonia stated his opposition to using a reserve, since how much of this might be needed is not known. Lovejoy responded that there is \$1,000 in the Open Space reserve, \$13,000 unappropriated and \$14,000 in a restricted general reserve--too much for an association to be holding.

Spencer: What is the big fear that if we do not buy the property that it will be turned into a detrimental use?
Fowler: The Forest Service wants to sell it, it has been appraised, the door is open and we have the first right of refusal. We came up with this proposal at the landowners' request and have pursued what we feel is the best plan. Spencer said he is not in favor of purchasing it and not in favor of raising the assessment in order to do so. It is his understanding that the forty acres can be used for only a few purposes and all would have to be reviewed by the County Commissioner and any variances approved. There is also the possibility that if the Retreat Association buys it, it could build a community building or an equipment shed--no longer open space.

Sy Kleinman stated that a commitment needs to be made now. "A piece of earth to live with" is why we came here and we need to preserve whatever limited space we have left. John Barlow stated that he has talked to the County Planners and related the many possibilities developers could do with this land. Tom Bennett said to look at the motion--it says "common area greenbelt."

Borge Villumsen asked about the possibility of the Retreat selling to someone who has adjacent land, but with the same protective covenants which we now have to recap some of our money? Fowler replied this could be done, but it would defeat the purpose of open space and the only access would be a road through the meadow.

In response to a question from Don Raucsh about the Forest Service's pushing us to buy, Fowler said we are pushing them. There are 47 steps which could take three years. We are dealing with the Forest Service in Fort Collins. Fowler has a letter from the Forest Service saying they would like to enter into formal negotiations, however, he has taken it as far as he can without RLA approval.

CALL FOR QUESTION, SECONDED and PASSED.

MOTION AS AMENDED PASSED.

MOTION made by Jerry Spencer that this piece of property be designated as permanent open space, never to be built upon in any manner or form. SECONDED by Maynard Avey.

DISCUSSION: John Barlow and Borge Villumsen both said options should be kept open with no restrictions. Parliamentarian Russell said that according to Roberts Rules of Order, it would take a 2/3 vote of the membership to change it; also Roberts Rules of Order states it is not a good idea to bind a future assembly by a vote. Sumonia said the Board has already considered putting a pole barn on this property, subdividing, or selling a portion off. Fowler responded that these were only "discussed." Anything that takes funds from the Retreat must come before the membership for a vote. The Board does not make capricious or arbitrary decisions when it involves the resources of the RLA.

CALL FOR QUESTION, SECONDED and PASSED.

MOTION DEFEATED.

MOTION made by Bill Lovejoy to increase the annual assessment limit from \$150 to \$250. SECONDED by Joe Barraclough.

FRIENDLY AMENDMENT to the MOTION made by Kathy Hubert to put a three-year limit to the annual assessment limit. Accepted by Bill Lovejoy and Joe Barraclough.

DISCUSSION: Jerry Spencer suggested raising the cap by \$35 for the three years and using the reserve for one year. Sumonia said the Board has been building a reserve over the past several years. The Board could have lowered the assessment by \$30 this year, but chose to put it in the reserve. Over the last five years, there has been an excess of \$23,670 which the Board never returned but put in the Reserve. Little said some of this surplus was spent on a road grader and road base and that a reserve is necessary. There have been no disasters, but if we have nothing in reserve, this could be serious. Kadlecek said how these reserves were used shows that this particular form of representative government is working. Fowler: In the past, reserves were not carried and we realized that after attending conferences regarding associations, this was not good business. There should be a contingency for an emergency.

CALL FOR QUESTION, SECONDED and PASSED.

MOTION AS AMENDED PASSED.

MOTION made by Bill Lovejoy to increase the annual assessment from \$115 to \$215 for a period of up to three years. SECONDED by Graham Fowler.

DISCUSSION: In response to a question from Don Rausch, Lovejoy said that if a Tax District is established in less than the three years, the assessment could be dropped.

CALL FOR QUESTION, SECONDED AND PASSED.

MOTION PASSED.

ELECTION OF BOARD OF DIRECTORS: The Nominating Committee, Graham Fowler, John Barlow, John Manchester, and Duke Sumonia nominated the following persons to run for the Board of Directors: Ken Gwynn, Irene Little, Richard Stolte, Duke Sumonia, Marcy Trahan, and Terry Tuttle. Each spoke briefly to their qualifications. Duke Sumonia announced his resignation from the nominations.

MOTION made by John Manchester to continue the meeting until 5:30. SECONDED by Kathy Hubert. PASSED.

McMahan called for nominations from the floor. There were none. The election proceeded.

During break, Mike Hughes of the Forestry Department talked to members regarding his fire safety report.

Meeting resumed at 5:15 p.m..

Bill Lovejoy will be the Chair of the Nominating Committee for 1994-95. Anyone wanting to serve on this committee may contact him following the meeting.

McMahan announced that Joanne Weinmeister is requesting to be relieved of her duties as recording secretary. Anyone interested, contact a member of the Board.

NEW BUSINESS.

Fowler reported that Ken Gwynn, Irene Little and Richard Stolte have been elected as the new Board members.

The following friendly RESOLUTION was presented by Maurice Ward:

Whereas, Members of the Retreat Landowners Association (RLA) have a right to hold and express their thoughts and concerns to the Board of Directors and any other RLA Member, and

Whereas, Members have a right to question any action of the Board, and

Whereas, They, the Members, have a right to expect answers to any concerns or questions presented in writing to the Board; now therefore be it

- RESOLVED, 1. That the Members here assembled and present in person direct the Directors to respond in writing to any Member who submits written concerns or questions within fifteen (15) days of receipt of such;
2. That response be explicit and direct to the concern or question;
3. That failure to do so as resolved be regarded as not in the best interest of the RLA nor an act of good faith;
4. That this resolution not apply to questions of a personal, privileged or private nature of any RLA member not of public record;
5. That this resolution be adopted as a Standing Rule of the RLA;
6. That this resolution be published in the next RLA NEWSLETTER.

Maurice read the following message from President McMahan from the December, 1993 NEWSLETTER: "We want to continue to encourage each and every one of you to contact us or write to us about anything you appreciate as well as share any concerns you may have."

MOTION made by Maurice Ward that the membership accept the RESOLUTION. SECONDED by Jerry Spencer.

Steve Little made a FRIENDLY AMENDMENT to the RESOLUTION that the time limit be changed to include "not to exceed 30 days" and that #3 be deleted. FRIENDLY AMENDMENT accepted by Ward and Spencer.

DISCUSSION: "Too much is already expected from Board members;" "The Board members already respond in a timely fashion;" "The Board only meets every two months and if the Board as a whole needs to respond, it would mean calling a special meeting;" "It presumes a problem which does not exist."

MOTION made by Marv Gee to continue the meeting until 6 p.m. SECONDED by Steve Little. PASSED.

CALL FOR QUESTION, SECONDED, and PASSED.

MOTION AS AMENDED DEFEATED.

MOTION (#1) made by Maynard Avey to amend Article XII, Section 1 of the RLA Bylaws, by inserting the following before the last sentence, "Members whose lot(s) abut Dunraven Glade Road, and if a dwelling is present having its driveway entering from that road, will not have in their annual assessment a sum equal to their normally prorated portion of road maintenance/snow removal, equipment maintenance/insurance/ reserve depreciation, operator related expenses, and any other directly related funds budgeted or expended." SECONDED by Jerry Spencer.

MOTION made by Graham Fowler that all four amendments be voted upon in total. SECONDED by John Manchester. (This motion takes precedence over the above motion by Maynard Avey.) Following discussion, MOTION by Fowler PASSED.

In addition to the above MOTION made by Maynard Avey, the following MOTIONS were made:

MOTION (#2) made by Maynard Avey to amend Article IV, Section 1, by adding, "The majority of the directors (4) must be full-time residents in the RETREAT." SECONDED by Thomas Geldes.

MOTION (#3) made by Maynard Avey to amend Article IV, Section 2, by adding, "No Director may serve more than two consecutive terms." SECONDED by Jerry Spencer.

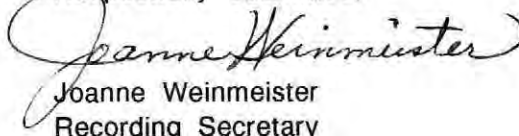
MOTION (#4) made by Maynard Avey to amend Article IX, Section 1, by adding, "The President must be a full-time resident in the RETREAT." SECONDED by Thomas Geldes.

DISCUSSION ON ALL MOTIONS: (#1) Dunraven Glade is used by many non-Retreat people in the summer. County maintenance saves all of us money. The County asked us to stay away from their roads and we respect that. It was noted that not all Dunraven Glade residents want to be associated with this amendment. Gee said when appraisers appraise land, if one mile of road is improved in the Retreat, 216 people benefit. Lenders get very nervous about private roads. (#2) No restrictions should be put on people who want to participate, who have paid their dues, who are members in good standing. Living in the Retreat does not guarantee attendance at meetings. (#3) The membership has an opportunity to keep a Board member from serving more than two consecutive terms when casting their votes. (#4) Just puts another restriction on the Board.

MOTIONS DEFEATED.

MOTION made by Tom Bennett that the meeting adjourn. SECONDED. PASSED. Meeting adjourned at 6:05 p.m.

Respectfully submitted,


Joanne Weinmeister
Recording Secretary

Retreat Landowners Association, Inc.

23rd Annual Membership Meeting


July 30, 1994

Proxy forms and their assignments

Landowner:

Granted to:

1. Beckham
2. Crandell
3. Cunningham
4. Haden
5. Heins
6. Holt
7. B. Johnson
8. M. Johnson
9. Johnson-Fay
10. Lofquist
11. Lawson
12. G. Lorenz
13. Miles
14. Niles
15. Russel
16. Turpin
17. Widmaier
18. Williams
19. Ziegler

- Gee
Lovejoy
Tate
Tuttle - PRESENT 
-
G. Fowler
Little
G. Fowler
Little
-
G. Fowler
Carroll
Tate
McMahan
Little
Tate
Gee
Gee
~~Fulton~~ HAUSER

Certified by Marvin Gee, corresponding secretary, 7-30-94 [including the post office mail].

- | | |
|-----------------------|---------------------|
| 20. <u>VENTRESCH</u> | <u>-</u> |
| 21. <u>RETRUM</u> | <u>SUMMONIA</u> |
| 23. <u>VAN BUTSEL</u> | <u>SMATTERFIELD</u> |
| 24. <u>CHAVANNE</u> | <u>SPENCER</u> |
| 25. <u>HAUSER</u> | <u>HAUSER</u> |
| 26. <u>ELLIS</u> | <u>RUNNELS</u> |
| 27. <u>R. LORENZ</u> | <u>RUNNELS</u> |
| 28. <u>LEWIS</u> | <u>BACHALI</u> |
| 29. <u>McDONALD</u> | <u>FULTON</u> |
| 30. <u>CLAY POOL</u> | <u>AVEY</u> |
| 31. <u>COOK</u> | <u>SUMMONIA</u> |
| 32. <u>STOLZ</u> | <u>SUMMONIA</u> |
| 33. <u>LENKE</u> | <u>AVEY</u> |
| 34. _____ | _____ |
| 35. _____ | _____ |
| 36. _____ | _____ |
| 37. _____ | _____ |



Beginning with #20, these were received by and certified by Marvin Gee on Saturday, July 30.

Retreat Landowners Association, Inc.
23rd Annual Membership Meeting
July 30, 1994

Report of corresponding secretary and assistant treasurer

Total number of lots in the subdivision: 261

Total number of members: 216, including 5 Bulwark Ridge land owners.
New directories are available; a filing/lot sequential listing has been added to make them a little more "user friendly."

Total number of members in good standing: 214; two members have not paid their 1993 or 1994 assessment. Liens have been filed and recorded against their property: they are Ruth Maitland & Al Matlock.

Number of property transfers since 1993 annual meeting: 34 [21 last year]

New member units added during this same time period: 32 [19 last year]

Total number of completed dwellings:	103	[+4 from last year]
owner-occupied, full-time	56	[+11 from last year]
other, part-time & rental	51	(4 full-time rentals)
		[54 last year]

Construction in progress	7	[same as last year]
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Number of member units present for this annual business meeting: FIXED ^{REPORTED} 62
According to the RLA bylaws forty Members constitute a quorum;
I declare this is ✓, this is not a quorum. 68

In addition, I have 32 proxies to assign.

Signed:

Marvin W. Gee
Corresponding secretary
Assistant treasurer

M&V

RETREAT LANDOWNERS ASSOCIATION

TREASURER'S ANNUAL REPORT

July 30, 1994

1. On the recommendation of the treasurer, and to protect the association, the board, and the treasurer, the board adopted a policy requiring the signatures of two officers on checks exceeding \$1000.00. Three officers of the board are now authorized to sign checks.
2. A uniform voucher for expenses is now in use in order to facilitate record-keeping and audit.
3. A payroll function has been implemented for the association's part-time employees to meet the requirements of insurance, workmen's compensation, and the IRS.
4. A petty cash fund was established with the assistant treasurer for office supplies and postage.
5. Expense line items were modified to enhance accountability and better track such expenses as postage and telephone charges.
6. A reserve fund of \$2500 within the money market account was identified for equipment.
7. A reserve fund of \$1000 within the money market account was designated for miscellaneous costs such as surveys, if necessary, in acquiring open space.
8. \$2000 was set aside to assist the Glen Haven Area Rural Fire Department in the legal expenses of pursuing a fire district.
9. \$500 was designated for any incidental costs of the Roads Committee in selecting a site for an eventual RLA equipment building.
10. The Balance Sheet was updated to include association assets in addition to equipment and the road grader. The RLA's smaller common areas are listed at the assessor's actual value of \$1800 and the common area park at the estimated market value of \$40,000. Based on the Larimer County Roads and Bridges Department's estimate of cost, the twelve miles of roads are valued at \$1,200,000.
11. The accountant's compilation for 1993 is attached.
12. The RLA Income Statement and Balance Sheet as of July 20, 1994 is attached.
13. Extraordinary items for consideration by the membership have been listed in the Summer, 1994 Newsletter.

RLA Income Statement

1/1/94 Through 7/20/94

7/18/94

Page 1

RLA-94-Selected Accounts

Category Description	1/1/94 Actual	- Budget	7/20/94 Diff
INCOME/EXPENSE			
INCOME			
Assessments	25,323.58	24,725.00	598.58
Interest Income	415.42	400.00	15.42
Other Income	374.49	10.00	364.49
Transfer Fees	1,300.00	1,500.00	-200.00
TOTAL INCOME	27,413.49	26,635.00	778.49
EXPENSES			
Accounting	280.00	300.00	20.00
Administration:			
Miscellaneous	27.50	300.00	272.50
Office Supplies	1,492.56	1,500.00	7.44
Postage	407.43	400.00	-7.43
Secretarial Services	80.00	300.00	220.00
Telephone	296.97	300.00	3.03
Travel	85.52	500.00	414.48
Total Administration	2,389.98	3,300.00	910.02
Annual Meeting	0.00	500.00	500.00
Donations - GHAVFD	500.00	500.00	0.00
Donations - GHAVFD Legal	533.17	2,000.00	1,466.83
Environmental	746.00	1,250.00	504.00
Insurance	2,730.00	3,200.00	470.00
Legal Fees	806.87	1,800.00	993.13
Membership/Corporation	245.00	330.00	85.00
Payroll:			
Employee Compensation	0.00	2,200.00	2,200.00
RLA FICA Contribution	0.00	200.00	200.00
RLA Medicare Contribution	0.00	60.00	60.00
Total Payroll	0.00	2,460.00	2,460.00
Property Taxes	123.80	140.00	16.20
Reserves	0.00	4,055.00	4,055.00
RLA Building Fund	0.00	500.00	500.00
Road Maintenance	4,025.86	6,300.00	2,274.14
TOTAL EXPENSES	12,380.68	26,635.00	14,254.32
TOTAL INCOME/EXPENSE	15,032.81	0.00	15,032.81
TRANSFERS			
TO Checking Account	-5,000.00	0.00	5,000.00
TO Federal Unemployment	-4.03	0.00	4.03
TO MM - Unappropriated	-17,000.00	0.00	17,000.00
TO Petty Cash Fund	-372.49	0.00	372.49
FROM Checking Account	17,376.52	0.00	17,376.52
FROM MM - Unappropriated	5,000.00	0.00	5,000.00
TOTAL TRANSFERS	0.00	0.00	0.00
OVERALL TOTAL	15,032.81	0.00	15,032.81

RLA Balance Sheet

As of 7/20/94

7/18/94

RLA-94-All Accounts

Page 1

Acct	7/20/94 Balance
ASSETS	
Cash and Bank Accounts	
Checking Account	4,420.37
MM - Equipmnt Reserve	2,500.00
MM - General Reserve	14,000.00
MM - Open Space Resrv	1,000.00
MM - Unappropriated	13,342.27
Petty Cash Fund	100.00
Total Cash and Bank Accounts	35,362.64
Other Assets	
Com Area, Actual Valu	1,800.00
Com, Park, Market Val	40,000.00
Common Roads	1,200,000.00
Old Equipment	7,000.00
Road Grader	11,325.00
Total Other Assets	1,260,125.00
TOTAL ASSETS	1,295,487.64
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Federal Unemployment	0.00
Federal Withholding	0.00
FICA	0.00
Medicare	0.00
State Disability Tax	0.00
State Unemployment Tx	0.00
State Withholding	0.00
Total Other Liabilities	0.00
TOTAL LIABILITIES	0.00
EQUITY	1,295,487.64
TOTAL LIABILITIES & EQUITY	1,295,487.64

RLA Check Register

5/21/94 Through 7/20/94

7/18/94
RLA-94-Checking

Page 1

Date	Num	Description	Memo	Category	Clr	Amount
<u>Checking Account</u>						
5/21/94	3065	Marvin Gee		[Petty Cash]	x	-86.54
5/21/94	3066	Steve Little		--Split--	x	-29.34
5/21/94	3067	John Manchester		Administration:Tel...	x	-12.82
5/21/94	3068	Joanne Weinmeister		Administration:Sec...	x	-20.00
6/1/94	3069	AT&T		Administration:Tel...	x	-47.65
5/21/94	3070	Dick Weinmeister		Road Maint	x	-45.73
6/14/94	3071	Guiducci & Guiducci		Legal Fees	x	-33.00
6/14/94	3072	Hammond Clark an...	Fire District	Donations - Leg	x	-500.00
6/26/94	3073	US Postal	Stamps-Treasurer	Administration:Pos...	x	-29.00
6/26/94	3074	CAI		Membership		-175.00
6/26/94	3075	Janice Tate	Copies-Fire District	Donations - Leg		-33.17
6/26/94	3076	Joanne Weinmeister		Administration:Sec...		-20.00
6/29/94	3077	S&S Construction	Road Base	Road Maint		-3,884.67
6/29/94	3078	AT&T		Administration:Tel...		-43.34
7/1/94	3079	W H Lovejoy, treas...	Greeley-accountant	Administration:Tra...		-24.80
7/2/94	3080	Marvin Gee		[Petty Cash]		-89.66
7/6/94	3081	Hobert Office Servi...	Newsletter, copies	Administration:Offi...		-36.40
7/6/94	3082	Dick Weinmeister	Roadgrader-flat tire	Road Maint		-16.50
7/11/94	3083	Hobert Office Servi...	Newsletter, copies	Administration:Offi...		-116.75
7/17/94	3084	Cline Trout Farms		Environmental		-746.00
7/17/94	3085	Guiducci & Guiducci		Legal Fees		-208.00
7/11/94		Bank One	Transfer	[MM1 - Unapprop]		5,000.00
7/15/94	DEP	Landowners	Nash,Tate-Weinmei...	Transfer Fees		200.00
6/2/94	DEP	Various		--Split--	x	515.70
Total Checking Account						-482.67