

Glen Vista Property Owners Association, Inc.

93 Wendy Drive
Cotopaxi, Colorado 81223

September 11, 2025

September 2025 Meeting Order of Business Memorandum

Calling the meeting to Order

- Secretary Roll Call of Directors : Clint Mays; Dawn White; Karyn Thorne, Sue Marconi, Julia Patrick, TJ Cole.
- Announce that a quorum exists. yes
- Call the meeting to order.
- Pledge of Allegiance

I'd like to open the meeting by saying a few words on behalf of the Directors & Officers of the Glen Vista Property Owners Association. First of all, we are all volunteers. We desire to serve this community as leaders, and not rulers of this community. We carry out the will of all members and we intend to model fairness, neutrality, and ethical decision-making based on GVPOA by-laws, covenants, and Colorado law. We welcome all reasonable input and we encourage all qualified volunteers to come forward and serve with us as additional Directors and Committee Chairs and Committee members."

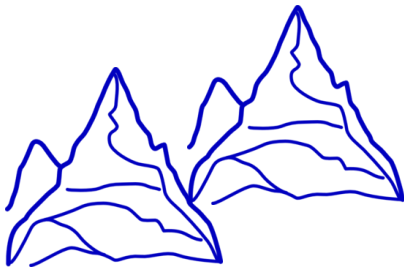
Today's meeting is for the conduct of board business and we appreciate you being here to observe us. The board has recently adopted Robert's Rules of Order - a procedure developed over the last 150 years to organize meetings like ours.

This procedure does allow for member input on a motion following the motion and second prior to a vote by the directors. I will ask for a show of hands of Owners who wish to speak, I will select two and comments will be limited to 3 minutes. Following Owner input I will declare input closed, unless a majority of the Board votes to keep Owner discussion open.

If there is noise or disruption during the meeting I will call for order (much like a judge). Anyone who does not come to order will be requested to immediately leave the meeting.

Public comment is available only to members/landowners for 3 minutes each at the end of the meeting. We have a timer and will record your comments for inclusion in the meeting minutes. Please don't expect us to answer your comments at this meeting. However, we will respond to you in writing if you have given us your email.

If, during Public comment, there is any foul language or personal disparagement that takes place I will stop you and your remaining time will be forfeited. If at any time during the meeting



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disorderly conduct or discussion occurs and my call for order is not heeded, I will have no choice but to call for the meeting to be adjourned.

In accordance with our adopted policy, and to allow for full discussion, no audio or video recording of this meeting is allowed, except by the Secretary in order to accurately prepare the minutes of this meeting.

Again, we want your input! You can make it public today, or you can email us at the addresses on the white board or on the website. We want your input in a civil and constructive manner so we can respond to your needs if possible; and we want to efficiently conduct the business of your community for you as you elected and appointed representatives using Robert' Rules. Thank you

With that let's get to the agenda with the reading & approval of the Minutes from the previous meeting

Reading & Approval of Minutes from the August 14th meeting

"The previous general meeting minutes have been been delayed in preparation due to the birth of Secretary Marconi grand-daughter, we hope to have these minutes finalized today and posted to the GVPOA website soon afterwards"

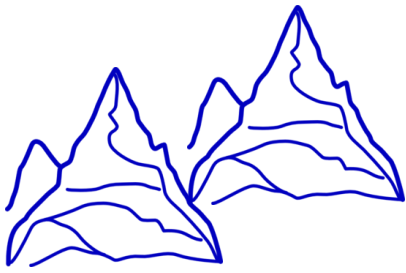
Officer and Committee Reports:

Committee Reports:

"I have re-ordered the priority of the committee reports since our last few meetings to reflect what I believe is their importance to our members. As such, going forward we will lead with reports from the Treasurer and other directors and chairs on the management of the members' money from the collection of dues, and the status of delinquencies in the collections of those dues. We will then proceed with our largest responsibility and expenditure, that of the status of the roads. Next will be covenant compliance as this is our mechanism to protect our members' investments in the community.

Financial stewardship and covenant compliance are required of the board by the by-laws. With all due respect to the hard work and excellent results of our other committees, they can not be our priority - but, these other committees can and do make substantial contributions to our member's community.

As we move forward, as your current President, I will be working on supporting and improving our efforts in the areas of finance, roads and covenant enforcement so that we report sound and effective management of these priorities at the lowest cost to our members. And, I will be challenging our board to find the highest and best use of our limited volunteer resources; while



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challenging our owner/members to continue to step forward and add to our roster of volunteers to maximize the return on the effort for the Glen Vista community.

To this end, following the Director Elections and our Annual Meeting, I am proposing that our November meeting be focused on two things: Election of Officers of the board, as required by the by-laws, and then a strategic assessment of our current efforts and where we want to allocate our resources, how we want to improve our processes, and what we need from our members to do this. I welcome your private or public comment on this path-forward. Again, please contact your team directly at the emails on the whiteboard. Please also mark your calendar to join us on 11/13/25 at 4:30 here at the fire department to hear about our assessments and strategy.

"Treasurer Thorne will make her **Treasurer's report**":

Treasury Report:

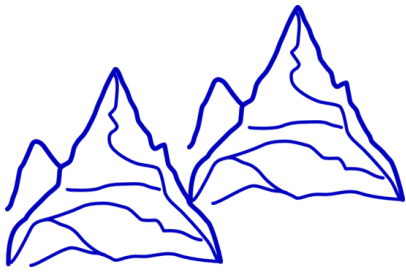
- Invoices - Rocky Mtn Exc. \$28,302.79
- Sangre Solutions - Bookkeeper- \$901/month
- Altitude Community Law - \$7,112.78
- SixU - \$
- Twin Lakes Res and Canal - \$0
- Checking - 9/10/25 - \$90,520.47
- Savings - 9/10/25 - \$27,234.21
- CD - 9/10/25 - \$10,913.18

"Are there any recommendations for a motion?" - Buy all board members a Robert's Rules book (\$15.00) and tabs (\$16.00) - 6 total Karyn made a motion to buy, Sue Marconi second, all voted in favor.

Small Claims, Liens and Collections Report and the Real Estate Status Letters Report"

I need to report that Director Wickline has resigned from the board this week. On behalf of the board I would like to thank her for her service to our community and her hard work in keeping up with Status letters and delinquent dues. Katherine's hard work and commitment will be missed.

As of 09/05/25 there have been 38 Status Letters prepared for sale transactions.



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There were 13 x 1st delinquency letters mailed US Mail on 08/15/2025. The 2nd delinquency letters for these 13 properties (assuming they have not paid beforehand) will be sent "Certified Mail, Return Receipt Requested" the week of 09/15/2025.

"I feel a warning is in order for those who are delinquent. Thanks to the boards' that preceded me we have effective policies and procedures for collections. We also have a newly approved covenant compliance system that can and soon will be applied to collections. Be aware, we will collect, and all our costs of collection will be borne by the delinquent. We will be confidential, fair and open; but we will collect."

Are there any recommendations for a motion? no

"Chairman Thorne will present the **Roads Committee Report**".

Roads completed since the past meeting

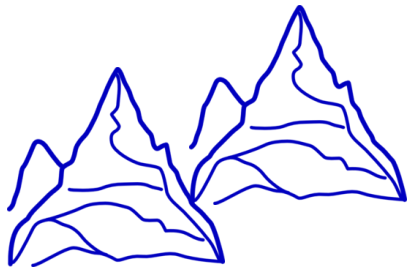
Glen Vista lane from Deer Run to Columbine Ln (Rebuild), Glen Vista Lane East side (rebuild), Deer Run graded in bad spots, Marion Lane (fixed wash out), 10 Loads of road base on Glen Vista Lane from Deer Run to Columbine, Tumbleweed from Alpine to Hill (rebuild), West View Corner by Copper Gulch, West Lane (regrade), Cavalier (reblade), Harmon Drive (reblade hill), Arnold From Kirk to Owens (rebuild), MacDonnel Dr. Loop (reblade), Owens Lane (Regrade), 1 Load of Rock (washout area), 2 loads of road base on Owens above Wilderness, 5 loads of road base - Owens and Arnold (by Westlane below Owens), Installed 1 15" by 60' Culvert on Canyon & Thunderbird intersection (blade intersection), Installed 1 15" by 40' culvert in Cedar & Thunderbird, removed old culvert (reblade intersection)

Total number of miles covered to date - 19.7

"Are there any recommendations for a motion?" No

"The President will present the **Covenant Compliance Committee report**"

In keeping with the motion of the board to maintain strict Violation and alleged Violator anonymity we are consulting with our attorney to prepare a non-disclosure agreement, or NDA, for signatures from all board members, covenant compliance committee members and any other GVPOA volunteers who are given credentials to use the HOALife database. More information will be provided on this when we hear back from counsel.



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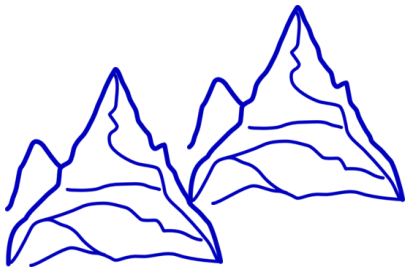
An initial mailing of Friendly Warning letters to alleged violators was issued via email (for those whose email we have) and no-touch USPS on ~August 20th. I was pleased to receive one return email response already with photos proving the alleged violation had been corrected. I am by no means giddy about this, we have an immense amount of work to be done. However, I can report to you that the system you invested in is capable of swift and cost-effective results. I'd like to thank my wife, Ginny, for her incredible investment of her time in evaluating, training, inputting, inspecting our filing to make this happen. I will have more on this in our New Business section.

- See Report **Do we have copies of a monthly CC Report? No**
- GVPOA has inspected 90 lots so far.
- Additional inspections in subsequent filings to occur on a by-weekly basis by Board members or Committee Chairs to ensure we understand and apply the original covenants fairly
- Need volunteers to perform follow-up inspections (1 interviews has been conducted, 1 to be scheduled)
- HOALife software continues to run well and is intuitive to use.

Last month the Covenant Committee discussed the progress on Amended and Revised (A&R's) Covenants. These will replace the 51 year old, partially obsolete, original covenants and the many illegal amendments promulgated over the years so that our covenants are legally binding. We also discussed that we should develop Rules to clarify the covenants (for instance Nuisance: construction hours and decibel limits, etc.) at the same time so that the entirety of our covenants and clarifying rules become effective at the same time and are comprehensively understood.

To this end, and in conjunction with our dire lack of volunteer resources, the covenant committee would like to defer work on the A&Rs until after all filings have been initially inspected. The committee would also like to defer until after the November strategic assessment to ensure our board and are members are aligned on this project. The committee feels that the process of developing the A&Rs and Rules should be done in public work sessions that are open for member input, input is collected and published and language is developed by the majority. It would be our best estimate that this process could be accomplished for a full membership vote concurrent with the 2026 election. However we will defer any commitment to the result of the November strategic assessment.

"Director Patrick will present the **Communications Report**"



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Communications Updates

2025 Communications Plan: Launching a Monthly Email Newsletter

The objective is to increase the frequency of communication and reduce the costs associated with producing a newsletter for all GV property owners. This will ensure they are consistently informed about covenant updates, voting opportunities, and other important HOA events.

Strategy:

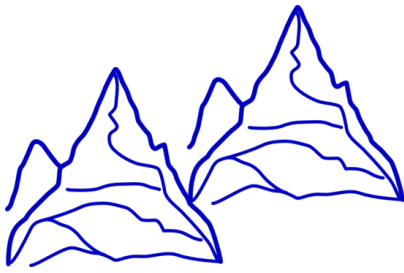
Transition from a yearly, printed, and mailed newsletter (current cost: ~\$2,000) to a monthly email newsletter.

- **HOALife Integration:** Investigate the mass email capabilities of the new HOA software platform, HOALife. Our service contract is believed to include this functionality at no additional cost. Julia will confirm this and report back at a future meeting.
- **Email Address Collection:** Actively collect email addresses from all GV property owners for input into HOALife (or eventual email service provider). To encourage participation, we will launch a prize raffle drawing where every member who provides their email address is entered to win. The GVPOA will reach out to local businesses for prize donations in exchange for a sponsorship mention in the promotion of the email collection effort and a future newsletter advertisement.
- **Alternative Delivery:** For property owners who prefer not to go paperless, printed copies of the newsletter will be made available at each mailbox stand at no additional cost. For those who wish to receive the newsletter via registered mail, we will calculate the associated cost, which they may opt into at an additional fee.

Website Updates

Julia will be taking over website maintenance duties. She is currently working with the website developer to receive training on how to access the site's backend to perform updates. This will reduce website maintenance costs, as current updates are performed by the developer at an hourly rate.

"Are there any recommendations for a motion?" No



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“Do we have a **Wildfire Committee Report?**” **No**

“Do we have an **Ad Hoc Committee Report?**”

Standardization of Mailboxes and Package Delivery Storage Solutions

Jefferson Patrick has volunteered to research solutions for our HOA's package delivery challenges and mailbox standardization. His research will include:

- **Package Delivery:** Investigating locker installation options and associated costs. He will report his findings to the group for a vote on implementation.
- **Mailbox Standardization:** Researching options for the HOA to install consistent-looking mailboxes throughout Glen Vista to enhance community aesthetics.

“This concludes the Officer and Committee Reports”

“Now, to **Unfinished Business**”

“Last month we discussed establishing a Budget meeting to discuss further definition of the 2026 Roads budget as defined in the Treasurer's 2026 budget. Attendance to include Chairman Thorne, Treasurer Thorne and President Mays. We expect this to occur some time in the January/February/March timeframe. This meeting will be open to the public as a work session Motion not needed for this.”

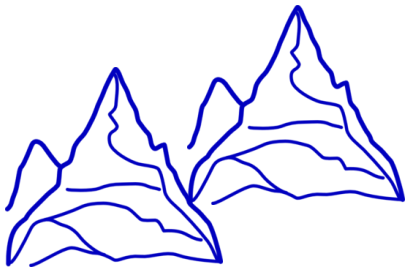
“Do we have an update on Social Media?” **Not at this time**

“Do we have an update on Directors & Officers Insurance?” If we can't get coverage, the POA has to cover the cost.

New Business:

Present today for appointment by the board as a new Director is Karen Nichols. Karen recently met with members of the board for about an hour to discuss duties, expectations and their desired areas of service to Glen Vista and it is my pleasure to nominate Karen for appointment to the board :

Karen (**NEED BIO**) a Glen Vista resident since **2020?** Who's husband Forrest is serving on the DMFPD board is:. She volunteered shortly after attending our August Meeting.



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“May I have a motion to immediately appoint Karen Nichols to the Board and to become Chair of the **Liens, Collections & Small Claims** Committee and will now handle Status letters”

Motion to appoint Karen Nichols, **Kayne Thorne 1st , Dawn White 2nd, all in favor.**

Motion passes: Karen, it is my distinct pleasure to welcome you to the Board of Directors of the Glen Vista Property Owners Association.

Present on-line today for appointment by the board as a new Director is Tijani Cole, who goes by TJ. TJ met with First Vice-President White, Director Patrick and myself yesterday following his return from Australia to discuss duties, expectations and their desired areas of service to Glen Vista and it is my pleasure to nominate Karen for appointment to the board :

TJ is a former HOA Board President, police officer, a high school principal, defense attorney and a sitting judge. Additionally, he was an Olympic Curler, and will be participating in the upcoming World Championships. A Glen Vista member for 4yrs. He and his wife Suzie reside north of Denver and visit 1-2 times a month and I hear Suzie is eager to volunteer to assist us as well.

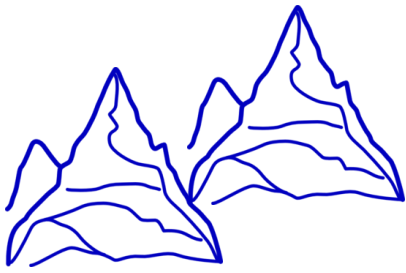
“May I have a motion to immediately appoint TJ Cole to the Board and to work on the Covenant Compliance Committee?”

Motion to appoint TJ, **Dawn White 1st, Karyn Thorne 2nd, all in favor.**

Motion passes: TJ, it is my distinct pleasure to welcome you to the Board of Directors of the Glen Vista Property Owners Association.

“We have had another prospective board member come forward, they may become available in November. We are hopeful to continue bringing on additional directors and reach board capacity.”

Next, Ginny Mays has had to resign from vice chair of the covenant committee due to illness. We are working with our board to re-align and cover this position, we now have Director Cole on-board, but he will need time to make his transition. Director Patrick has expressed interest in supporting the database end of Covenant Compliance and so our efforts will need some time to re-build



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Next, I'm pleased to report that the upgrade of IT licenses to allow video meetings has been implemented and two Directors are able to attend today as a result. Our interview with Director Cole was also facilitated by this improvement.

"I can report that we have signed Conflict of Interest policy statements from all board members except Director Nichols and Director Cole."

Do we need to discuss the ballots, proxy's, voting procedures and agenda for the annual meeting in October? Can someone help me with the process/procedure to outline for the members, I can deliver or someone can take it????

Anything else?

Public Input:

"We now turn to Public Input. This time is reserved for POA members, and property owners in good standing. Please remember that this is a public meeting. The 3 minutes is not interactive, nor a discussion, rather a time for each person to express his concerns, thoughts, or perhaps something positive. We are going to ask that you speak respectfully, and use an appropriate tone of voice, because we are listening. You will be asked to leave if you are unable to be polite, and kind. Sign up in the back of the room for a 3 minute time slot. Additionally, the board is not required to respond to the input. If you have questions, the board can take these questions under consideration and respond at the next meeting"

Sign up; Vince Stoltz; wants to talk about roads. Questions what we spent on roads.

John Ritsucker ;We were able to get a lot of slash for mitigation, many people were able to help. He understands the problem with washouts. Would like to help volunteer to help work on roads. (note, unless properly insured, nobody is authorized to do that).

Nancy Murry; concern over the raising of dues. Questions about getting bids. Confused by budget line items.

Adjournment:

"May I have a motion to adjourn? Yes, Karyn Thorn 1st, Sue Marconi 2nd, all approve.