



Notice & Agenda

Willow Creek Pass Village Association Annual Meeting

NOTICE IS HEREBY GIVEN that the Annual Meeting of the members of the Association will be held at 10:00 AM on Saturday November 2, 2024 at the North Routt Fire Station 2, 61915 County Road 129 (mile marker 26) Clark, Colorado, for the purpose of conducting the following business:

PROPOSED ANNUAL MEETING AGENDA

- I. Call to Order
- II. Roll Call, Introductions, Determination of Quorum
- III. Wildfire Mitigation/North Routt Fire Protection District Presentation
- IV. Approval of Minutes from 2023 Homeowners Annual Meeting
- V. Association Financial Review
- VI. 2025 Budget Ratification
- VII. Election of Board of Directors
Josh Boles (Class A), John Litchenberg (Class B), Lisa Ruff (Class C), Steve Warnke (at Large)
- VIII. Road Maintenance
- IX. ECC Report
- X. Fencing Committee Report
- XI. Snow Plowing Update
- XII. Other Business
- XIII. Owner Questions & Comments
- XIV. Adjournment

Willow Creek Pass Village Association PROXY

The undersigned owner or owners of the Lot set forth below hereby appoints _____, (or if no individuals are so named, the Board President with full power of substitution) to cast all votes the undersigned would be entitled to cast if personally present at the annual meeting of the Association to be held at the North Routt Fire Station 2 on November 2, 2024 at 10:00 AM and any adjournment of such meeting, with all power which the undersigned would possess if personally present, upon all matters that may come before said meeting or any adjournment thereof.

Date: _____

Unit Number/Address: _____

Signature of Lot Owner: _____

Printed/Legal Name: _____

INSTRUCTIONS: Proxies may be emailed to selena@cpgsteamboat.com, mailed to 1856 Lincoln Ave., Steamboat Springs, CO 80487 or given to any bona-fide Willow Creek Pass Village HOA member present at the meeting.

**Willow Creek Pass Village Association
2023 Annual Meeting Minutes
December 9, 2023 at 10:00 AM
61915 County Road 129 Clark, Colorado**

Call to Order

Nate Marsh called the meeting was called to order at 10:10 AM.

Roll Call, Introductions, Determination of Quorum

Owners Present: William Adams, Bob Auchinachie, Dale Barker, Josh Boles, Gary Caille, Trent Connor, Kerri Crocker, Charlotte & Marcus Dudoit, Larry Edwards, James & Stephanie Finegan, Donald Fletcher, Simon Fryer, Marjorie Gustin, Joanie Hastings, Jill Johnson, Stuart Koci, John Litchenberg, Jim Major, Darby Malone, Matt Marsh, Nate Marsh, Chris Murphy, Carol Peregoy, Kelly Rafferty, Rick Pettit, Lisa Ruff, Scott Schnackenberg, Wallace & Linda Thomas, Matt Thompson, Ron Thompson, Carol Twitchell, Steve Warnke, Blair Lunceford & Eric Weber, and Mark Yost

Owners Present by Proxy: Wayne Adamo, David & Christy Alberts, Scott & Mary Andre, Chris & Mary Andrew, Jeffrey & Melanie & Amy Austin, Arthur & Frances Callahan, David Coleman, James & Michelle Childs, Bob Gilbert, Leah & Samuel Ivester, Tina & Scott Johnson, Bruce & Patricia Kelso, Howard & Jane Kisner, David & Lisa Lancaster, James Landers, James & Lisa Landers, Alan Lay, Nicholas & Jennifer Nedostup, Robert Poole, L.C. & Celia Powell, Barbara Rexrode, Robert & Jean Smith, Linnea & Peter Sherman, Todd & Nicole Stahly, James & Madeleine Vail, Donald & Pamela Wendell, John Whitbeck, John & Teri Whitbeck, Debra Wiens, Mitchell & Debra Wiens, Douglas & Caitlin Wilson, Gregory & Brenda Young, and Dimitri Zgourides

Others Present: Andrea Wilhelm and Selena Wathern of Commercial Property Group, Paul Rose and Gavin Telles of North Routt Fire Protection District

With more than 50 members and 250 total votes present or represented by proxy, a quorum was established. Nate Marsh began the meeting by introducing the newest member of the Board of Directors, Josh Boles, who was appointed by the Board to fill the position vacated by John Whitbeck. Nate also introduced the new management company, Commercial Property Group, represented by the owner, Andrea Wilhelm, and Association Manager, Selena Wathern.

Wildfire Mitigation/North Routt Fire Protection District

Gavin Telles and Paul Rose addressed wintertime fire protection measures and burning permits with the following reminders:

- Ensure your address is always shoveled and visible from the roadway.
- For recreational burning, call the station to advise of the burn and provide the permit number.
- For slash pile burn permits, call the station to confirm if weather permits burning, provide notice of slash pile burn, and provide the permit number.
- Do not burn factory materials which include manufactured wood. Burning forest wood is acceptable.
- The station references smoke disbursal metrics provided by the NOAA website daily to approve or deny burning requests.
- Many large slash piles have been burning recently, weather permitting. If you have a question regarding smoke or possible burning, call the station to confirm.
- The NRFPD has expanded their team recently reducing their mobilization time from 15-20 minutes down to approximately 4 minutes allowing them to respond to emergencies faster and ensure the station is always manned.

The North Routt Fire Protection District can be reached at (970) 879-6064. John Twitchell, current WCPVA owner and employee of the Colorado State Forest Service, addressed the group with wildfire safety reminders and updates which included the following:

- A consultant, retired from the forest service industry, has assisted the North Routt Fire Protection District in applying for a 4-year grant for the purposes of wildfire mitigation. The grant will provide matching

funding opportunities to property owners within the NRFPD district to mitigate wildfire potential and fuel sources. The award status will be known after the start of the year. The Association would have to match the grant funds associated with mitigation on Association owned property with volunteer work or money.

- A capacity grant has also been applied for to help train the local fire department in wildfire response and manage the grant process.
- Educational materials related to the Home Ignition Zone and Defensible Space were available at the meeting and will be emailed to all owners in a follow up email from CPG.

Management Transition

Andrea Wilhelm introduced herself and Selena as the association managers for Willow Creek Pass Village. Andrea apologized for the late timing of the Annual Meeting and explained it was a result of the management transition and stated the Annual Meeting will return to September or October next year in order to avoid winter weather. CPG officially assumed management of the Association on September 1st and has completed significant work since then to include:

- A comprehensive lot audit against Routt County Assessor records has been completed. A similar lot audit will be conducted annually to ensure all records and classes are accurate before Association Dues are billed.
- Most of the homeowner records have been updated. There are approximately 50 owners for which CPG does not have contact information. Owners were advised to reach out to management if they do not have a valid email on file as CPG will communicate all important association matters electronically.
- The Association financials have been reconciled. When management transitioned, the AR balance was over \$80,000. Management has made significant efforts to collect past due balances and the AR balance is now currently around \$30,000. Owners questioning their account balances were advised to reach out to Andrea or Selena so further research may be done. Management will be sending monthly statements to all owners with balances due.
- Commercial Property Group has been working closely with the Board of Directors to understand Association operations, draft the 2024 Budget, and compile the year end newsletter which accompanied the meeting packet.

Approval of Minutes from 2022 Homeowners Annual Meeting

No revisions or additions were requested to the meeting minutes as presented. Carol Twitchell made a motion to approve the 2022 Annual Meeting minutes as presented. Josh Boles seconded the motion. All owners were in favor.

Association Financial Review

The current 2023 fiscal year income is ahead of budget as less owners took advantage of the 30% discount for payment in full prior to April 15th. Expenses are on track with budget. The favorable net operating income is mainly driven by the road improvement expenditures ending underbudget at \$53,000 vs the budgeted amount \$72,000. The Balance Sheet as of October 31st shows roughly \$160,000 in assets and approximately \$30,000 in operating cash which is sufficient to cover the remainder of expenses for the year. An owner questioned the purpose of the Road Damage Deposits shown on the Balance Sheet and Andrea confirmed the funds are liabilities the owners paid for potential road damage prior to starting approved construction. Management has begun reconciling the balance of this account which has been confirmed to include owners who have not completed construction, those who have and have not turned in their Certificate of Occupancy dated at least one year prior, and likely deposits that were never returned to owners that have since sold. Discussion occurred regarding the one year from CO issuance stipulation with Steve Warnke detailing the necessity to be able to view utility trench settlement and road damage caused by construction vehicles during construction. through all four seasons of the year before determining whether the road damage deposit should be released. Another owner questioned the funds held in the Association's savings account. Andrea explained the Association does not have a formal Capital Reserve and that the funds are a cumulation of prior year earnings and what is designated as future assets to be spent primarily on roads and/or other capital repairs such as fencing. A discussion occurred regarding the recommended level of savings funds for the Association. Andrea explained the guidance fluctuates by Association based upon what the HOA is responsible for and what projects should be completed in the coming 5-10 years for adequate financial planning. Carol Twitchell, member of the fencing committee, suggested the Fencing Fixed Asset value should be much higher than what is reflected on the

Balance Sheet as the replacement cost of all fencing far exceeds the amount currently booked. Management will investigate the accounting history of the asset and report back to the Board.

2024 Budget Ratification

The 2024 Association Dues are equal to expense to achieve a balanced budget. The primary drivers of the increase in Admin Expenses are the management fee, with Andrea noting the previous rate offered by the former manager was a very affordable fee given that the average rate in Steamboat Springs is \$125 to \$150 per lot per year. Commercial Property Group is charging Willow Creek Pass \$60 per lot per year or \$5/month to each owner. CPG offers a variety of services with management including online owner portal software, electronic payment options, robust association communications, and accurate record management. Office expenses have been decreased to account for the shift to electronic communications. In HOA Operations, Road & Sidewalk Maintenance, Road Treatments, and Snow Removal have been increased based on historical expenses and inflationary increases. The increase in Road & Sidewalk Maintenance also accounts for noxious weed mitigation required by the County and State. Beginning in 2024, the Future Road Maintenance Allocation has been introduced whereby the Association will allocate funds to the savings account annually in preparation for future road projects to be completed in the next three years. The projects are the Beaver Canyon culvert replacement, apron replacements at the five entrances, and the reconfiguration of the Miners Dream intersection. Dues will increase by approximately 30% but the 30% discount is still offered for those who pay in full by April 15th. An owner questioned the increase in Website Admin with Andrea explaining the budget now includes a website admin fee from CPG to host the owner portal equal to \$0.80 per owner per month. In the absence of any veto by the owners, the 2024 Budget was formally ratified.

Election of Board of Directors

The seats for a Class C Member, a Class D Member, and one Member at Large were up for re-election to three-year terms. The seats are currently held by Lisa Ruff, Kelly Rafferty, and Darby Malone. All three Directors indicated they were willing and interested in serving again. Andrea opened the floor for other volunteers or nominations. With no owners stepping forward, Trent Connor made a motion to re-elect all three incumbents, Rebecca Grabowski seconded the motion, and all were in favor. John Whitbeck previously stepped down from his seat mid-term and the Board appointed Josh Boles to serve the remainder of the vacated class A term. That seat will be up for election next year.

Road Maintenance

The Association retains NWCC as the road maintenance consultant. Steve Warnke, an NWCC representative, and the road maintenance contractor drive all HOA roads each spring to determine a plan for what needs to be addressed. This includes ditch cleaning, culvert replacements, and identifying areas in need of additional road base. NWCC creates the action plan based upon budgetary limitations and project priority. All historical plans are located on the HOA website – www.wcpva.org. This year, the cul-de-sac at Diana Place was completed and the culvert replacement at Beaver Canyon is a high priority project for the coming year.

ECC Report

The ECC Committee is comprised of Steve Warnke, Dave Peregoy, and Trent Connor. The ECC reviewed four submittals for new construction in 2023 and 13 projects are currently in various stages of construction. The HOA website (www.wcpva.org) contains all design guidelines, requirements, and submittal packages.

Fencing Committee Report

The HOA owns approximately six miles of fence in total and has replaced almost all fencing within the association over the years. State regulation requires property owners to “fence out” unwanted cattle on private property. There were no fence replacements in 2023 though many of the wires needed to be reinstalled and suffered damage from cows in the spring. Fencing expenses totaled \$15,733.05 this year. Nate Marsh reiterated the committee’s appreciation for those owners who participate in the fencing volunteer day each year and encouraged more owners to attend and help maintain the HOA’s fences.

Snow Plowing Update

With the transition in management, the Board will no longer field concerns or complaints regarding snow removal. If you have any issues or concerns, please contact Commercial Property Group with specific details so management may follow up with the vendor. It is important any issues are brought forward in a timely manner as the snow

removal contract will be renegotiated before the start of the next winter season. The Board and management will work together on the RFP and selection process.

Owner Questions & Comments

There was discussion about the possibility of an electronic annual meeting format, the negotiation of the upcoming snow removal contract, and the Board's selection process in seeking a new association manager.

Adjournment

The meeting adjourned at 11:15 AM.

Submitted by,
Commercial Property Group

**Association Balance Sheet
as of September 30, 2024**

Account Name	Balance
ASSETS	
Cash	
Operating Cash	4,179.65
Savings - Reserve	234,681.94
Total Cash	238,861.59
Accounts Receivable	39,951.13
FIXED ASSETS	
Entrance Signs	29,589.53
Fencing	29,721.23
HOA Lots (F1-16, F1-17, F2-52, F4-42)	27,065.87
Road Signs	1,901.56
School Parcel	103,606.14
Tool Shed	3,557.41
Accumulated Depreciation	-63,213.37
Total FIXED ASSETS	132,228.37
TOTAL ASSETS	411,041.09
LIABILITIES & CAPITAL	
Liabilities	
Accounts Payable	4,997.16
Prepaid Rent/Dues	254.20
Road Damage Deposits	25,300.00
Total Liabilities	30,551.36
Capital	
Capital Reserve	35,000.00
Prior Years Retained Earnings	266,178.10
Calculated Retained Earnings	100,871.58
Calculated Prior Years Retained Earnings	-21,559.95
Total Capital	380,489.73
TOTAL LIABILITIES & CAPITAL	411,041.09

2025 Operating Budget

Account Name	2022 Actual	2023 Actual	2024 Forecast	2024 Budget	2025 Budget
Income	-27%	-25%	-27%	-21%	-17%
Association Dues	334,060.00	336,530.00	437,762.00	448,682.00	440,762.00
Discounts	-89,258.66	-85,772.00	-117,733.20	-94,223.22	-74,929.54
DRB Fee Income	210.00	190.00	90.00	0.00	0.00
Miscellaneous Income	0	24,923.12	0.00	0.00	0.00
Late Fees & Interest	4,686.05	0.00	2,600.00	2,000.00	0.00
Total Operating Income	249,697.39	275,871.12	322,718.80	356,458.78	365,832.46
Expense					
Admin/Other Expenses					
Website Admin	700.00	557.78	4,966.40	3,734.40	3,734.40
HOA Management Fees	12,000.00	17,140.00	27,420.00	27,420.00	27,420.00
Bank Service Charges	15.00	39.90	0.00	0.00	0.00
Bad Debt Expense	180.00	4,364.17	111.06	2,500.00	500.00
HOA Insurance	2,252.00	1,391.37	1,500.00	1,500.00	1,650.00
Accounting/Tax Return	0.00	0.00	350.00	350.00	350.00
Legal Fees	2,226.85	4,905.00	995.00	5,000.00	3,000.00
Meeting Expenses	0.00	225.00	300.00	850.00	500.00
Misc Admin/Other Exp	0.00	2,644.25	70.50	300.00	300.00
Office Supplies/Printing	0.00	1,016.91	50.00	500.00	150.00
Postage	670.00	571.02	163.83	132.00	200.00
Real Estate Taxes (Vacant)	412.36	416.00	505.64	658.00	658.00
Total Admin/Other Expense	18,456.21	33,271.40	36,432.43	42,944.40	38,462.40
HOA Operations					
Community Dumpster	2,015.66	0.00	0.00	0.00	0.00
Gate / Fence Maintenance	15,733.05	15,417.08	12,913.87	16,000.00	20,000.00
Road & Sidewalk Maintenance	72,584.60	80,536.78	99,244.88	95,000.00	110,000.00
Road Treatments - Mag Ch	29,033.27	38,550.60	43,488.90	40,000.00	47,000.00
Future Road Maint Approp	0.00	0.00	35,000.00	35,000.00	35,000.00
Snow Removal (HOA)	84,150.00	78,582.96	78,582.96	87,250.00	80,299.60
Weed Spraying	0.00	0.00	5,544.00	0.00	5,000.00
Total HOA Operations	203,516.58	213,087.42	274,774.61	273,250.00	292,299.60
Total Operating Expense	221,972.79	246,358.82	311,207.04	316,194.40	330,762.00
NOI - Net Operating Income	27,724.60	29,512.30	11,511.76	40,264.38	35,070.46
Other Income					
Interest Income	460.70	1,855.38	3,969.46	500.00	500.00
Fire Mitigation Grant	0.00	0.00	5,000.00	10,000.00	10,000.00
Total Other Income	460.70	1,855.38	8,969.46	10,500.00	10,500.00
Other Expense					
CapEx: Road Impr	0.00	52,927.63	0.00	46,750.00	48,875.00
CapEx: Wildfire Mitigation	0.00	0.00	5,000.00	10,000.00	15,000.00
Total Other Expense	0.00	52,927.63	5,000.00	56,750.00	63,875.00
Net Other Income	460.70	-51,072.25	3,969.46	-46,250.00	-53,375.00
Net Income	28,185.30	-21,559.95	15,481.22	-5,985.62	-18,304.54

Reserve Schedule

	Estimates	2021	2022	2023	2024	2025	2026	2027
					FORECAST			
Balance Carry Forward			\$ 107,025	\$ 127,025	\$ 129,573	\$ 164,573	\$ 145,698	\$ 100,298
Unused portion of 2021 Road Budget			\$ 20,000					
Cash Transfer from Operating			\$ -	\$ 55,476	\$ -	\$ -	\$ -	\$ -
Fire mitigation matching grant		\$ -	\$ -	\$ -	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000
Appropriation from Operations		\$ 40,000			\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Special Assessment/Reserve Assess		\$ 67,025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income		\$ 107,025	\$ 127,025	\$ 182,501	\$ 169,573	\$ 209,573	\$ 190,698	\$ 145,298
PROJECTS								
Diana Place (completed 2023)	\$40,000	0	\$ -	\$ 52,928	\$ -	\$ -	\$ -	\$ -
Beaver Canyon Culvert Replacement	\$42,500	0	\$ -	\$ -	\$ -	\$ 48,875	\$ -	\$ -
Entrances (5)	\$67,000	0	\$ -	\$ -	\$ -	\$ -	\$ 80,400	\$ -
Miner's Dream intersection Reconfig	\$40,000	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Fire Mitigation	\$20,000	0	0	\$ -	\$ 5,000	\$ 15,000	\$ 10,000	\$ 10,000
Total Expense		\$ -	\$ -	\$ 52,928	\$ 5,000	\$ 63,875	\$ 90,400	\$ 60,000
Reserve Ending Balance		\$ 107,025	\$ 127,025	\$ 129,573	\$ 164,573	\$ 145,698	\$ 100,298	\$ 85,298

2025 Dues Roll

	2024	2025	2025 Discount	Discounted Dues
	<u>Dues</u>	<u>Dues</u>	20%	if paid by 4/15/25
Class A	\$ 1,690.00	\$ 1,690.00	\$ 338.00	\$ 1,352.00
Class B	\$ 780.00	\$ 780.00	\$ 156.00	\$ 624.00
Class C	\$ 156.00	\$ 156.00	\$ 31.20	\$ 124.80
Class D	\$ 780.00	\$ 780.00	\$ 156.00	\$ 624.00

The discount program was initially put into effect to help promote healthy cash flow for the Association through the duration of the year since annual Dues are due by December 31st. 90% of Owners took advantage of the 30% early payment discount in the 2024 fiscal year which was the largest volume of discounts since the program was started. Since the number of discounts is increasing, annual Dues would need to be increased 15% to offset deficit. The Board voted to decrease the amount of the early payment discount to 20% in order to not increase Dues.

The discount deadline date is April 15, 2025.