

**Park River West Condominium Association
Annual Owners Meeting
Saturday, August 20, 2022, 10:00 a.m. MDT
Via Zoom Conference**

SUBJECT TO FORMAL APPROVAL AT THE 2023 ANNUAL OWNER'S MEETING

A meeting of the owner members of PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC. (the "Association") was held on Saturday, August 20, 2022, via ZOOM online/video meeting application at 10:00 a.m. MDT. President Stew Squires (618) presided. Association Secretary John Mize (615) acted as Secretary of the Meeting and prepared these Minutes.

1. **Call to Order.** The Meeting was called to order at 10:00 a.m. by President Stew Squires (618). The following Directors of the corporation were present via ZOOM: Stew Squires (618); Fritz Sampson (633), Vice President; Helen Evans (619), Treasurer; John Mize (615), Secretary; Rick Stephens (603), and Greg Shipman (625).
2. **Roll Call / Validation of Proxies, Declaration of Quorum.** Attendance was recorded to include 42 units represented "in person" via Zoom and 10 proxies were held by other owner/members, for a total of 52 units being represented. (The Roll Call tally sheet is attached as Attachment 1). A quorum was declared.
3. **Welcome and Format for Meeting.** The President welcomed the group and reviewed the format for the meeting and the operation of the Zoom format. It was reviewed how each Unit was to be shown, how an individual could be recognized to speak, and what the procedure would be to vote.
4. **Approval of Prior Owners Meeting Minutes.** The Minutes for the Annual Owners Meeting held on August 14, 2021, were on the Park River West website prior to this meeting. The President called for any additions or corrections. There were none.

Action Taken: It was moved, seconded, and passed to approve the Minutes of the August 14, 2021, Annual Owners Meeting.

The Minutes for the Special Owners Meeting held on October 12, 2021, were posted on the Park River West website prior to this meeting. The President called for any additions or corrections. There were none.

Action Taken: It was moved, seconded, and passed to approve the Minutes of the October 12, 2021, Special Owners Meeting.

5. **Ratification and Confirmation of Board Actions During Past Year.** It was noted that all minutes of the meetings of the Board of Directors held during the past year were posted on the website prior to this meeting. Most often, they are posted within ten days of the occurrence of the meeting.

Action Taken: It was moved, seconded, and passed to ratify and confirm all actions taken by the Board of Directors, as posted in the minutes of meetings of the Board of Directors on the website since the last Annual Members Meeting.

6. **State of the Association.** President Stew Squires presented PowerPoints detailing the state of the Association and important operational matters for the association. He presented general reminders on matters to keep in mind and details on snow removal, landscaping, river trail use and maintenance, pets, parking and fire lanes, the requirements for rental of units, trash and feeders, and the status of the Town of

Estes Park Trailblazer broadband system in PRW. Copies of these PowerPoints are attached hereto as Attachment 2 and incorporated into these minutes by reference.

7. **Financial Report.** Treasurer Helen Evans presented the Financial Summary of Park River West through August 13, 2021. The checking account balance at the Bank of Colorado is \$34,170.66. The association currently has reserve funds in the Bank of Colorado Money Management Account of \$32,805.16 and in the Charles Schwab Corporate Account of \$150,366.62, for total reserves of \$183,171.78. This is an increase in our reserves of approximately \$100,000 since January 1, 2018.

As interest rates have slowly been increasing, beginning in April 2022, a total of \$150,000 has been transferred to the Schwab Corporate Account to set up a ladder of 90-day Treasury Bills. We invested \$60,000 in April which matured in July. Another \$60,000 was invested in May which matured in August. To complete the 3-month ladder, we invested \$50,000 in June for a maturity date in September. As these mature, we reinvest in a 3-month T-bill, each with an increase rate of return as interest rates continue to rise. To date, this strategy has netted PRW \$366.62 in interest.

On July 11, 2022, each Unit was emailed with the Membership Packet a Memo from the Board entitled Reserve Analysis and Proposed Budgets for 2023 ("Budget Memo"). Attached to the memo were two options for the 2023 budget. The board recommend the budget captioned Option 2, which was updated for 2022 expenses through August 11, 2022, and is included in the PowerPoints and as Attachment 3.

8. **Reserve Discussion.** President Stew Squires led a discussion of the status of the Park River Reserves and highlighted the contents of the Memo sent to owners by email on July 11, 2022, entitled Reserve Analysis and Proposed Budgets for 2023 ("Budget Memo"), as outlined in the PowerPoints attached hereto under Attachment 2. The Reserve Study conducted by Association Reserves of Golden, Co and which was emailed to the owners when received this spring was highlighted with the key takeaway being that our reserves are underfunded. The Budget Memo emailed to owners with the packet for this meeting attached spreadsheets showing our projected reserves status in the future after considering the reserve study projected capital costs. The period from 2028 through 2034 is projected to include roof repairs and asphalt paving. Without increasing reserves, special assessments would periodically be needed during this period. To get our reserves to the point to pay for these capital expenditures, without the need for special assessments, the board considered a couple of options for increasing reserves. The first of these would involve a one-time increase in the reserves budget of approximately \$50,000, which would result in 2023 dues increase to \$380 per unit per month. The second option would require increasing reserves, beyond the normal budget increases, at the rate of \$15,000 per year over five years. For 2023, this would result in dues being \$325 per unit per month. After this analysis, it is the board recommendation that we adopt the second option, which means each owner should expect this special increase in dues for reserves approximate an added \$220.00 per unit per year over each of the next five years. The board also provided the owners as an attachment to the Budget Memo with a copy of the revised Reserves Policy and Procedure which it recently adopted, and which is designed to keep reserves in line with future capital expenditures.

9. **Adoption of 2023.** Stew Squires again explained the budget items the board considered and told the owners that the board is recommending the second option with the special increase in reserves of \$15,000 for each of the next five years beginning in 2023 resulting in monthly dues of \$325.00, quarterly dues of \$975, and annual dues of \$3,900.00 per unit for next year.

Action Taken: It was moved, seconded, and a majority of owners in attendance and with proxies voted to adopt the Option 2 budget for 2023 with the special annual increase in reserves of \$15,000 resulting in monthly dues of \$325.00, quarterly dues of \$975.00 and annual dues of \$3,900.00 per unit. A copy of the 2023 budget as approved is attached hereto as Attachment 3.

10. **Nomination and Election of Directors.** Stew Squires reviewed the powers and duties of the Board of Directors from the governing documents of the association. He also reported that the lawyer for the association is Robert Foster, the bookkeeper is Nancy Rocknich, and the accountant is Chris Hill, all of Estes Park. He reported that Rick Stephens advises the association on insurance matters and Dennis McDonald is our Volunteer Coordinator for landscaping and small construction projects, both serving as volunteers. Nominations were requested of Owners to serve a one-year term on the Association Board of Directors. He reported that Steve Tice and Sandra Ireland both left the board during the past year and have sold their properties in Park River West.

The following directors have expressed a willingness to continue serving on the board for the next year:

- Stewart Squires (618, 12 years, Part-Time)
- Herbert 'Fritz' Sampson (633, 7 Years, Full Time)
- Helen Evans (619, 9 years, Part-Time)
- John Mize (615, 4 years, Part-Time)
- Rick Stephens (603, 1 year, Full-Time)
- Greg Shipman (625, 1 year, Full-Time, Inactive STR)

In addition, the following owners have expressed interest in joining the board:

- Doug Feck (635, Full-Time)
- Chris Hines (602, STR)

Stew Squires called for other nominations and Carol Primdahl (653, STR) agreed to serve.

Action Taken: It was moved, seconded, and a majority of those present or by proxies elected the following directors to one-year terms on the Board of Directors:

- Stewart Squires (618)
- Herbert 'Fritz' Sampson (633)
- Helen Evans (619)
- John Mize (615)
- Rick Stephens (603)
- Greg Shipman (625)
- Doug Feck (635)
- Chris Hines (602)
- Carol Primdahl (653)

New Business

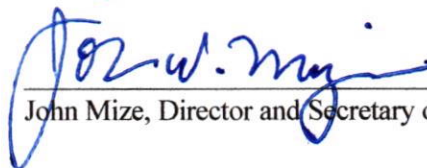
There was no further new business presented for discussion.

11. Adjournment

There being no further business, it was moved, seconded, and approved by all to adjourn. The meeting was adjourned at 11:47 a.m. MDT

Minutes Prepared and Signed on:

August 25, 2022



John Mize, Director and Secretary of the Meeting

Attachment 1

Park River West Condo Association Annual Owners Meeting 8/20/2022

Proxy and Attendance Recording

Page 1		Actual Attendance in Person and Proxies			
Unit	Owner Name(s) Board member identified by yellow	2022 Annual Meeting Proxy whether submitted and who is designated	2022 Annual Meeting - Final Proxy Count	2022 Annual Meeting - Final Zoom Appearance Count	2022 Annual Meeting - Did Not Participate
600	Ferry, Devin and Cassanda (Ferry Capital)				1
601	Carrico, Dione and Craig	Proxy to Stephens	1		
602	Hines, Chris	Proxy to Squires	1		
603	Stephens, Rick and Mindy			1	
604	Olthoff, Curtis and Kay			1	
605	Barkley, Carol and Greg			1	
606	Kim, Yeon				1
607	Spitznagle, Doug and Karen			1	
608	Denney, Jean and Hershel (Alan)			1	
609	Nana's Nook, LLC / Randy & Elizabeth			1	
610	Bull, David and Susan			1	
611	Martinez, Paul and Cynthia			1	
612	Manard, Brad and Carolyn			1	
613	Housinger, Kurt and Kristen			1	
614	Hagen, Ingrid M	Proxy to Bulls	1		
615	Mize, John and Karen			1	
616	Starley, Michael and Elizabeth				1
617	McDaniel, Wayne & Leonora	Proxy to Rick Stephens	1		
618	Squires, Stew and Melanie			1	
619	Evans, Helen			1	
620	McDonald, Dennis and Lorraine			1	
621	Self, Rhonda				1
622	Mease, Jerry			1	
623	Allen, Sam and Kim				1
624	Cole, Joel				1
625	Shipman, Gregory and Susan			1	
626	Hanson, Victor and Calkins, Barbara	Proxy to Stew Squires	1		
627	Lipkin, Alan and Barbara	Proxy to Fritz Sampson	1		
629	Gilberto, Jim and Becky			1	
630	Conley, James and June			1	
631	Lively, Deborah L.			1	
632	Gail, Nola				1
633	Sampson, Herbert (Fritz) and Mary			1	
634	Bower, Ken & Shelly				1
635	Feck, Doug and Tammy			1	
636	Shepherd, Tom & Karen			1	
637	Ball, Ann M.	Proxy to Doug Feck	1		
638	Fuller, Dave and Laura				
639	Felner, Jeff S. & Carol S.	Proxy to Stew Squires	1		1
640	Hollomon, Michael and Wailes, Eric			1	
641	Bellinger, Sheryl				1
642	Barnett, Patricia J.	Proxy to Stew Squires	1		
643	Villar, Noemi and Brannon, Daniel				1
644	Fenton, Darrel and Patty				1
645	Stewart, Doug and Cameron			1	

PRW Condo Association Annual Owners Meeting - Actual Attendance in Person and Proxies

Unit	Owner Name(s) Board member identified by yellow	2022 Annual Meeting Proxy whether submitted and who is designated	2022 Annual Meeting - Final Proxy Count	2022 Annual Meeting - Final Zoom Appearance Count	2022 Annual Meeting - Unit representation - "IN PERSON" and Proxies
646	Harwood, Phil and Deborah			1	
647	Shaw, Jeff & Kelly			1	
648	Sindelar, Jeff and Polly			1	
649	Parzl, Rudy & Hassie			1	
650	Pathak, Sunil (Sunny)			1	
651	Bryan, Patricia & Wolf, Thomas			1	
652	Teten, Arnold & Carolyn			1	
653	Primdahl, Carol & John			1	
654	Malleck, Griff & Vickie				1
655	Ter Haar, Elise & Berlau, Dan			1	
656	Evers, Michael C & Rebecca L			1	
658	Swinger, Barb & Ben			1	
660	Waskey Arthur & Sandra			1	
662	Chamberlain, Bob and Pamela			1	
664	Ermeling, Brad and Genevieve	Proxy to Stew Squires	1		
668	Bortz, Michael and Barbara			1	
670	Loos, Emily (EML Capital, LLC)				1
672	Hamm, David & Janet	Proxy to Stew Squires - in		1	
674	Davis, Jeanne & Dick			1	
676	Springer, Ronald & Jacqueline			1	
678	Thielen, Bruce & Barbara			1	
680	Anderson, Alan and Mary Kay				1
682	Buxton, Raymond & Melody				1
684	Park River West Condo Assn (Mailbox)				
		TOTALS:	10	42	16
		TOTAL OF PROXIES AND IN PERSON RSVPs		#REF!	
		TOTAL OF PROXIES AND IN PERSON FINAL ATTENDANCE		52	
	PROXIES VOTES DESIGNEES:	UNITS:	PROXIES	"IN CASE" *	OWN UNIT + PROXIES
	SQUIRES (618)	602, 626, 639, 642, 664, 672C	5	1	
	SAMPSON (633)	627	1		
	EVANs (619)	653	1		
	STEPHENS, Rick (603)	601617	2		
	BULL (610)	614	1		
	FECK (635)	637	1		

Attachment 2

2022 President's PowerPoint Presentation



Park River West Condo Assn
 New Address: PO Box 1405
 Estes Park, CO 80517-1405
www.parkriverwest.com
info@parkriverwest.com
 2022 Annual Meeting on Zoom
 August 20th, 10AM

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Agenda

- **Roll Call of All Unit Owners and Validation of Proxies**
- Welcome and format for meeting
- Approval of Annual and Special Meeting Minutes
- Ratification of Board Actions During Past Year
- State of the Association
- Financials
- Reserve Discussion
- Adoption of 2023 Budget
- Nomination and Election of Directors
- New Business
- Adjournment

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3

Welcome, Meeting Format

- Zoom as a Meeting Platform
 - Unit Identification
 - Mute when not Recognized for Talking
 - Raise Hand to Vote
 - Leave up, host will lower
 - Raise Hand to be Recognized
 - Comments and Questions are welcomed during meeting
 - When you have the floor be respectful of time and others

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6

Ratification of Board Actions During Past Year

- All board actions taken during the past year have been regularly posted in the minutes on the website and are available to each homeowner usually within ten days after a meeting is concluded.
- We would entertain a motion to ratify and confirm those actions, as recorded in the board meeting minutes, and posted during the past year.

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State of the Association

- General Comments/Reminders
- Highlights
- Landscaping
- Snow Removal
- River Trail
- Pets
- Parking
- Rentals
- Trash and Feeders
- PRW Utilities

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State of the Association

- General Comments/Reminders
 - General
 - Dues all current
 - Association uses Estes Park-based Contractors (shortages of labor and materials, costs up)
 - Kingswood Home Services
 - Park Landscaping
 - Zeke Construction
 - Apex Roofing
 - Enviropest
 - Critical Housing/Accommodation Shortage in EP (especially Workforce)
 - Long and Short Term Rental Market Strong
 - Six Unit sales since last annual meeting (all but one holding ToEP STR licenses, two units currently listed, one w/STR license, one w/o STR license)
 - Property Insurance
 - Association Property – American Family
 - Firewise Cert

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State of the Association

- General Comments/Reminders
 - Association Contact Info
 - Primary - www.parkriverwest.com
 - Contact Tab
 - Board Tab/Governance Docs - Section 17 of the Declaration
 - Primary Rules for Getting Along with Each Other
 - Board Tab/Governance Docs - PRW Rules and Regulations, Association Policies
 - Board Tab/Governance Docs - PRW Frequently Asked Questions
 - Board Tab/Governance Docs - PRW Rental Policy
 - Rental Tab
 - New Address
 - PRWCA, PO Box 1405, Estes Park, CO 80517-1405
 - Email
 - info@parkriverwest.com
 - Town of Estes Park – estespark.colorado.gov
 - Estes Park News – www.estesparknews.com

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State of the Association

- Highlights
 - Volunteer Efforts Have Become More Coordinated and Allow Residents to Contribute, Participation Weaker
 - Dennis McDonald – Volunteer Coordinator, Lori McDonald – Landscaping, Jerry Meese – Landscaping, Mary Sampson – Weed Control, Fire Mitigation
 - PRW Rental Policy Affecting Both Long and Short Term Rentals Working Well & All Owners in Compliance
 - Landscaping
 - Early and Late Freezes/Snow, Dry Winter Hit Landscaping Hard (Trees and Shrubs) AGAIN & AGAIN (Climate Change?)
 - Fire Mitigation – Limbing Trees, Cutting Back Shrubs, Removing Junipers, New Plantings
 - Completed Seal Coating for 2022 – Fritz Sampson
 - Reserve Study Completed and Sent to Owners
 - Deck Policy Modified and Sent to Owners
 - Reserve Policy Modified and Sent to Owners

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State of the Association

- Landscaping
 - Fire Mitigation Based on EVFPD Inspection/Evaluation
 - Landscaping at PRW is at a mature (and in some cases overgrown) stage
 - Plantings were more dense than necessary for this stage of growth.
 - Frequent use of Junipers (cheap, hardy) which are major fire ladder shrubs.
 - We look to completely remove junipers and to thin to promote healthy Firewise trees and shrubs.
 - All Planting Areas Outside of Unit are Common Elements
 - Most all shrubs and trees have their own drip irrigation installed
 - You may not plant gardens or install lawn art/features
 - You may not put out planters except on sidewalk or porch or deck
 - Yard items may not be left out in Common Areas (Hammocks, Lawn Chairs, Volleyball Nets, etc.)
 - If you want something changed use Contact tab on website
 - Landscape Company is Park Landscaping LLC, Ben Ekeren
 - Spring Cleanup
 - Slash Removal When Needed
 - Three Mowings per Season (Looking at Option of Only Two)
 - Tree Removal and Plantings

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State of the Association

- Snow Plowing
 - Zeik Construction does our Snow Plowing, Sidewalk Clearing
 - Normally plows at 4-6" of snow at his discretion unless Association requests.
 - Zeik Offers Unit Owner Drive and Walk Plowing/Shoveling for Small Fee
 - ezequielh@msn.com
- Zeik Construction LLC**
453 E Wonderview Ave. Unit 3 (UPS Store by Safeway)
PMB 275 (UPS Mailbox #)
Estes Park, CO 80517
970-310-5707

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State of the Association

- River Trail
 - Pedestrian Walkway (ROW granted to ToFEP)
 - No Bikes, Trikes, Scooters
 - We Normally Clear Grasses to 10 Feet Either Side of Path
 - Actively Maintaining River Bank Through Remediation Efforts
 - Fishing
 - Colorado Fishing License Required to Fish
 - Catch and Release for Owners and Guests
 - A Group of Owners Stock Fish During the Season (Tom Shepherd is contact).
 - shepclan@msn.com
 - Non-Owners May Not Fish from Our Property
 - Right of Way granted for Pedestrian Path, but Non-Owner Fishing is Trespassing

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State of the Association

- Pets
 - Unit Owners, Long Term Renters
 - May have two.
 - Short Term Rental Guests
 - May not bring Pets into PRW
 - Pets Outside of Units
 - Pets must be on a leash and a human being must be on the other end of the leash
 - You may not tie or chain an animal to your deck or in any other way leave unattended
 - Immediately clean up after your pet

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State of the Association

- Parking
 - All Unit Owners and Guests
 - May Only Park in THEIR Driveway Bib or Garage
 - May Only Park Cars, Motorcycles or Trucks (less than 350 series and no Duallies)
 - RVs (including RV Vans, Camper Shells). Boats, Trailers must be parked in garage and door must be able to close.
 - They may not be parked on Park River Place within PRW
 - No Parking in Access Driveway/Aprons
 - These are all marked as Fire Lanes by the Association
 - Access made available for Use of Fire and Medical (Ambulance/Paramedic)

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State of the Association

- Short Term Rentals – Have Become a Big Deal!
 - All Unit Owners have the right to rent their units (short or long term).
 - The Town of EP licenses and regulates Short Term Rental as Commercial Businesses with a cap limiting the number of active licenses (currently 322 within town limits). PRW Owners hold 19 Town Licenses (6%)
 - Town embedded VHR program in Municipal Code March 2021
 - Ordinance 13-21 - September of 2021. Provides for No Transfer On Sale rights for licenses granted after September 12th, 2021. Licenses granted prior retain Transfer on Sale rights as long as a license is transferred within 30 days of sale. Effectively makes all 19 licenses held by PRW owners perpetual, locking in those units as VHRs.
 - Ordinance 16-21 - October of 2021. Places a moratorium on Town Clerk accepting any further applications for a VHR license until Waiting List exhausted (Est. 10 yrs.)
 - Effectively denies all other unit owners the exercise of their rights to rent their units short term (unless on Waiting List)
 - Ordinance 2-22 - March of 2022. Adds an additional fee to assist development of Workforce Housing within the Estes Valley starting in 2023 (\$1,390) added to license fees.
 - Visitors to EP Lodging Tax - Under Consideration, likely on November ballot. 3.5% Accommodation tax for Workforce Housing and Childcare
 - Current Unit Sales Premium for Rental License possession at PRW estimated at \$100k.

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State of the Association

- Rentals
 - To maintain the Residential Character of PRW, in December of 2019 the PRW Board passed a Rental Policy covering both Short Term and Long Term Rentals
 - Short and Long Term Rental Unit Owners must register their intent to rent their units by May 1st of each year.
 - Short Term Rental Owners must provide
 - PRW Rental Registration form signed by Owner and a Local Agent
 - Copy of Town of Estes Park Rental License
 - Copy of Guest Rental Contract with PRW Rental Rules embedded so that Guests are aware and acknowledge that they must abide by the same rules as the owner.
 - Cert of Commercial Liability Insurance in the amount of \$1,000,000
 - Long Term Rentals must provide Registration Form and Insurance Cert.
 - EVFDP reports that 60% of Structure Fires in EV Caused by Short Term Rental Guests
 - Board considering additional rules for Inspections/Mitigation

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State of the Association

- Trash and Feeders
 - Trash may be placed out during daylight hours only in a hard sided container with lid.
 - Bags left out are quickly discovered and torn open by critters
 - Only Commercial Bear-Proof containers may be left out overnight
 - Feeders for birds or squirrels/chipmunks may only be hung from appropriate hangers attached to decks or awnings
 - Feeders should not be left out overnight
 - Feeders may not be hung on trees or any Common Element structure.

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State of the Association

- PRW Utilities (Unit Owners are responsible for all utility infrastructure serving their unit)
 - Natural Gas – Excel
 - Electricity – Town of Estes Park
 - Phone – Centurylink
 - DSL – 10MB
 - Water and Sewer – Provided by Association. Included in dues.
 - Broadband – TDS Inc.
 - Town of Estes Park Trailblazer Broadband
 - PRW Board failed to reach agreement with Town on access easements for their Broadband emplacement and service to PRW.
 - Town trespassed on a PRW granted Sewer easement. Removed their conduit and remediated area (poorly).
 - Board position is that Town misused their Power easement in violation of Colorado State Statute for Broadband line installation through PRW to access Mountain River Townhomes and further downline.
 - Town will reinvest PRW access to Trailblazer System after completion of other segments in original plan of installation (~2024).
 - Near 1GB broadband service currently provided to PRW through existing cable taps by TDS
 - Satellite – Provisions in Declarations for dish installation

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Park River West Financial Summary through August 11, 2022

Checking Account balance = \$34,170.66
 Bank of Colorado Money Management Account (Reserves) = \$32,805.16
 Charles Schwab Corporate Account (Reserves) = \$150,366.62
 Total Reserves = \$183,171.78. This is an increase in our reserves of approximately \$100,000 since January 1, 2018.

As interest rates have slowly been increasing, beginning in April, 2022, a total of \$150,000 has been transferred to the Schwab Corporate Account to establish a ladder of short-term Treasuries (3-months). We invested \$60,000 in April which matured in July. Another \$60,000 was invested in May which matured in August. To complete the 3-month ladder, we invested \$50,000 in June for a maturity date in September. As these mature, we reinvest in a 3-month T-bill, each with an increase rate of return as interest rates continue to rise. To date, this strategy has netted PRW \$366.62 in interest.

In July, Unit owners received the PRW Reserve Analysis and two options for the 2023 budget. The following spreadsheet shows the budgets from past years and the Board recommended 2023 budget based on Option 2.

Respectfully submitted,
 Helen Evans, Treasurer

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Reserve Discussion

- The Reserve Study authorized at last year's Annual Meeting was completed within the budget approved. Initial Year of Three Year Evaluation was Complete Workup with Site Visit.
- The Reserve Study was conducted by Association Reserves with offices in Golden Colorado and gave a snapshot of our common elements including roofing, paving, and siding, the aging of those common elements, when significant repairs and replacements will be needed, and what the projected replacement costs will be.
- The Reserve Study was electronically provided to all owners this spring shortly after it was received.
- With the annual meeting materials, we sent a Memo entitled Reserve Analysis and Proposed Budgets for 2023 ("Budget Memo"). It explains in detail our financial position and what we are proposing going forward.
- The Board felt AR's process was a bit inflexible leading to inclusion of costs at the end of the assessment time period that were unrealistic and substantially contributed to only being 13% funded in their report.
- The key takeaway from the Reserve Study is that although AR found that our association's reserves were underfunded, the data provided allowed the Board to create a more realistic measure of our underfunding and realign our recommended Reserve allocations for the future. The immediate need is to be sure our reserves meet the funding requirements anticipated between 2028 and 2033 for roofs and asphalt replacement. Future boards can adjust accordingly after those are completed.

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Reserve Discussion

- The Board carefully analyzed our situation and provided its analysis to you in the Budget Memo.
- Special Assessments or Loans to meet Capital Maintenance needs were considered not desired by the membership or not economically viable.
- If we continue funding reserves at our current pace, we will not be able to meet our projected future capital expenses, without having special assessments, which will be significant starting in 2028 and those special assessments would be in addition to our annual budget. These special assessments would continue periodically until at least 2039 and would at times bring our reserve account to zero. This is demonstrated on the first spreadsheet attached to the Budget Report.
- After analyzing the situation, we recommend the most responsible plan is to implement a five-year plan of incrementally increasing our Reserve Account through our annual budgeting and dues assessments.
- By increasing our Reserve Budget by \$15,000 in each of the five years, based on the Reserve Study, we should be able to meet our projected future capital expenses without having special assessments and maintain our Reserve Account at a minimum of \$100,000. This is all demonstrated on the third spreadsheet (Option 2) in the Budget Report.
- The other option we considered was a one-time bump of \$50,000 on our budget for reserves. This would cause dues to go up approximately \$100 per month for each unit and we felt it was more palatable to spread this increase over five years. This option is demonstrated on the second spreadsheet attached to the budget report.

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Reserve Discussion

- The Budget Memo that was sent to you gave two alternative budgets. The first one, which is the fourth spreadsheet attached to the Budget Memo, gives the budget with the one-time increase of \$50,000 in reserves. This is not the one we recommend but wanted to show you what it would look like.
- The second budget, which is the fifth spreadsheet attached to the Budget Memo, is based on the \$15,000 incremental increase in reserves starting next year and continuing each of the next five years to get us where we need to be.
- We are recommending the second option and want everyone to understand that they should anticipate additional dues increases of approximately \$220.00 per year (\$18.50/mo) for each of the next five years above and beyond normal budgeting increases.

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Reserve Discussion

- Going forward, in order to avoid a repeat of this situation, the Board adopted a revised Reserve Policy, which was provided as the last item attached to the Budget Memo.
- This will require continual monitoring of our reserves, a separate budgeting and accounting for reserves in our budgeting process, and periodic future reserve studies to make sure our reserves will meet future capital needs.
- Association Reserves will complete two additional Reserve Studies for FY 2024 and 2025 at no additional cost to Association.

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Agenda

- Roll Call of All Unit Owners and Validation of Proxies
- Welcome and format for meeting
- Approval of Annual and Special Meeting Minutes
- Ratification of Board Actions During Past Year
- State of the Association
- Financials
- Reserve Discussion
- **Adoption of 2023 Budget**
- Nomination and Election of Directors
- New Business
- Adjournment

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PRW Governance

- PRW is Self Governed by Volunteer Board
- PRW Board (3-9 members)
 - Broad Powers – Bylaws Article II Section 9(A)
 - Duties – Bylaws Article II Section 9(B)
 - 9-10 Monthly Meetings per Year by Zoom
 - Professional Support
 - Lawyer – Robert Foster, Estes Park
 - Bookkeeper – Nancy Rocknitch, Estes Park
 - Accountant – Chris Hill, Estes Park
- Advising/Member Volunteering
 - Rick Stephens (603) advises on Association Insurance
 - Dennis McDonald (620) is our Volunteer Coordinator for Landscaping and Small Construction Projects
- PRW IS a Residential Community
 - 77% of units owned by full time and 2nd home residents or are long term rentals
 - Through Policy Decisions Town of Estes Park has Created Permanently Embedded Accommodation Businesses within Park River West
 - Respecting the Rights of Unit Owners to Rent their Units Short Term, the Association has established Policy for Registration and Rules in Accordance with our Declaration to Protect and Maintain the Residential Character of our Community

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Current Directors and Those Who Left Board

- **Willing to Continue on Board**
 - Stewart Squires (2nd Home, 12 years)
 - Herbert 'Fritz' Sampson (Full Time, 7 years)
 - Helen Evans (2nd Home, 8 years)
 - John Mize (2nd Home, 4 years)
 - Greg Shipman (Full Time, STR Lic, 1 year)
 - Rick Stephens (Full Time, 1 year)
- **Left the Board**
 - Steve Tice (Full Time, STR Lic)
 - Sandra Ireland (2nd Home, STR Lic)
- **Board Interest**
 - Doug Feck (Full Time)
 - Chris Hines (2nd Home, STR Lic)
 - Only Three Full Time Owners (Four w/Doug)
 - One STR Owner Represented (Two w/Chris)
- Call for New Members to Join the Board
- Call for Vote by Slate of Those Willing to Serve

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- **New Business**
- Adjournment

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Agenda

- Roll Call of All Unit Owners and Validation of Proxies
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Attachment 3
Park River West Condominium Association, Inc.

Option 2 Budget Report

Prepared on a Cash Basis

Income Budget	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 To August 11	2022 Budget	2023 Budget
Dues for Operating Expenses	\$ 148,977.00	\$ 169,040.00	\$ 167,722.00	\$ 163,467.00		\$ 186,540.00	\$ 210,200.00
Dues for Reserves and Long-Term Capital Expenses	\$ 26,463.00	\$ 34,960.00	\$ 36,278.00	\$ 40,533.00		\$ 41,900.00	\$ 55,000.00
Miscellaneous Income							
Reimbursed Expenses			\$ 280.00	\$ 60.00	\$ 4,350.00		
Interest Income		\$ 335.00	\$ 151.00	\$ 18.00	\$ 30.00		
Assessments						\$ 4,600.00	
Fines and Penalties		\$ 453.00	\$ -	\$ 4,755.00	\$ 605.00		
Transfer Fees	\$ 400.00	\$ 200.00	\$ 600.00	\$ 400.00	\$ 400.00		
Total Income Budget	\$ 175,840.00	\$ 204,988.00	\$ 205,031.00	\$ 209,233.00		\$ 233,040.00	\$ 265,200.00

Operating Budget	2018	2019	2020	2021	2022		2023
Administrative Expenses:							
Bookkeeping	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 2,400.00	\$ 3,600.00	\$ 3,600.00
CPA/Tax Return Preparation	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Legal and Colorado Filing Fees	\$ 45.00	\$ 425.00	\$ 2,526.00	\$ 1,492.00	\$ 475.00	\$ 800.00	\$ 800.00
Miscellaneous (Bank Fees, Mail, Copy Expense, Website)	\$ 605.00	\$ 1,991.00	\$ 1,112.00	\$ 759.00	\$ 375.00	\$ 800.00	\$ 1,000.00
Reserve Study				\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ -
Total Administrative	\$ 4,550.00	\$ 6,316.00	\$ 7,538.00	\$ 8,451.00	\$ 5,850.00	\$ 7,800.00	\$ 5,700.00
Insurance:							
Property and General Liability	\$ 23,425.00	\$ 26,700.00	\$ 30,337.00	\$ 37,899.00	\$ 48,219.00	\$ 43,600.00	\$ 55,000.00
Directors and Officers Liability Insurance	\$ 1,238.00	\$ 1,238.00	\$ 1,238.00	\$ 1,238.00	\$ 1,238.00	\$ 1,238.00	\$ 1,250.00
Business Key Policy	\$ 302.00	\$ 302.00	\$ 302.00	\$ 302.00	\$ 302.00	\$ 302.00	\$ 350.00
Total Insurance	\$ 24,965.00	\$ 28,240.00	\$ 31,877.00	\$ 39,439.00	\$ 49,759.00	\$ 45,140.00	\$ 56,600.00
Utilities:							
Sewer	\$ 40,692.00	\$ 41,284.00	\$ 41,289.00	\$ 45,848.00	\$ 12,719.00	\$ 50,900.00	\$ 56,500.00
Water	\$ 18,756.00	\$ 18,710.00	\$ 14,582.00	\$ 16,227.00	\$ 8,761.00	\$ 13,000.00	\$ 17,000.00
Electric	\$ 362.00	\$ 437.00	\$ 451.00	\$ 449.00	\$ 298.00	\$ 450.00	\$ 450.00
Total Utilities	\$ 59,810.00	\$ 60,431.00	\$ 56,322.00	\$ 62,524.00	\$ 21,778.00	\$ 64,350.00	\$ 73,950.00
Routine Recurring Maintenance (<5 Year Life Expectancy)							
Painting (Annual Expense Recurs Every 8 years Per Unit)	\$ 26,660.00	\$ 29,225.00	\$ 25,415.00	\$ 25,475.00	\$ 25,386.00	\$ 26,000.00	\$ 26,000.00
Asphalt Seal and Coating		\$ 18,233.00	\$ 12,001.00	\$ 15,750.00	\$ 16,189.00	\$ 15,000.00	\$ 16,500.00
Fences and Perimeter Maintenance			\$ 3,310.00				\$ -
Gutter Cleaning			\$ 2,880.00	\$ 2,711.00	\$ 593.00	\$ 2,600.00	\$ 2,600.00
Total Routine Recurring Maintenance	\$ 26,660.00	\$ 47,458.00	\$ 43,606.00	\$ 43,936.00	\$ 42,168.00	\$ 43,600.00	\$ 45,100.00
Landscaping:							
Mowing	\$ 927.00	\$ 3,600.00	\$ 2,677.00	\$ 4,635.00	\$ 2,575.00	\$ 4,000.00	\$ 6,000.00
Weed Control							\$ 2,000.00
Spring Cleanup	\$ 8,306.00	\$ 650.00	\$ 1,760.00	\$ 325.00	\$ 495.00	\$ 2,000.00	\$ 2,000.00
Fall Cleanup	\$ 3,474.00	\$ 1,173.00	\$ 1,115.00	\$ 766.00		\$ 2,000.00	\$ 2,000.00
Irrigation System (Spring Activation, Fall Blow Out, Repairs)	\$ 3,148.00	\$ 3,348.00	\$ 3,723.00	\$ 766.00	\$ 482.00	\$ 3,000.00	\$ 3,000.00
Snow Plowing	\$ 1,070.00	\$ 2,135.00	\$ 2,535.00	\$ 2,338.00	\$ 3,116.00	\$ 2,000.00	\$ 2,000.00
Enviropest (Disease Mitigation)	\$ 1,584.00	\$ 1,056.00	\$ 1,232.00	\$ 1,247.00	\$ 573.00	\$ 1,760.00	\$ 1,900.00
River Path Maintenance	\$ 1,273.00				\$ 11,303.00	\$ 2,000.00	
Arborist		\$ 8,545.00				\$ 6,500.00	\$ 6,500.00
Total Landscaping	\$ 19,782.00	\$ 20,507.00	\$ 13,042.00	\$ 10,077.00	\$ 18,544.00	\$ 23,260.00	\$ 25,400.00
Operating Contingency (Unexpected Expenses or Overages)	\$ 978.00	\$ 2,496.00	\$ 1,832.00	\$ 1,832.00		\$ 1,730.00	\$ 3,450.00
Total Operating Expenses	\$ 136,745.00	\$ 165,448.00	\$ 154,217.00	\$ 166,259.00	\$ 138,099.00	\$ 185,880.00	\$ 210,200.00

Reserve and Capital Improvement Budget	2018	2019	2020	2021	2022		2023
Reserve Fund Annual Contribution	\$ 26,463.00	\$ 34,960.00	\$ 36,278.00	\$ 40,533.00	\$ 18,300.00	\$ 47,330.00	\$ 55,000.00
Interest Income on Reserves Beginning Balance (3%)							\$ 5,670.00
Capital Repairs and Improvements (>5 Year Life Expectancy)							
Decks (Per Policy Up to 6 Per Year Capped at \$2500 per deck)	\$ 7,037.00	\$ 10,280.00	\$ 11,329.00	\$ 9,344.00	\$ 5,246.00	\$ 15,000.00	\$ 15,000.00
Siding Replacement (concrete siding when replaced)	\$ 245.00	\$ 779.00	\$ 814.00	\$ 1,100.00	\$ 2,301.00	\$ 700.00	\$ 5,000.00
Roofing Repair and Replacement	\$ 75.00	\$ 3,197.00	\$ 3,735.00	\$ 3,279.00	\$ 175.00	\$ 1,000.00	\$ 1,000.00
Guttering Repair and Replacement	\$ 1,606.00	\$ 304.00		\$ 665.00		\$ 1,800.00	\$ 2,000.00
Asphalt Replacement							\$ -
Tree & Plant Care (Fire Mitigation, Removal, Replacement)	\$ 9,054.00	\$ 1,370.00	\$ 1,900.00	\$ 3,503.00	\$ 548.00	\$ 2,000.00	\$ 2,000.00
River Path Maintenance	\$ 1,273.00					\$ 2,000.00	\$ 2,000.00
Capital Expense Contingency		\$ 770.00	\$ 395.00			\$ 430.00	\$ 3,000.00
Total Capital Repairs and Improvements	\$ 19,290.00	\$ 16,700.00	\$ 18,173.00	\$ 17,891.00	\$ 8,270.00	\$ 22,930.00	\$ 30,000.00
Balance Added to Reserve Account	\$ -	\$ -	\$ -	\$ -		\$ 24,400.00	\$ 30,670.00
Total Reserve and Capital Improvement Budget	\$ 26,463.00	\$ 34,960.00	\$ 36,278.00	\$ 40,533.00	\$ 34,840.00	\$ 47,330.00	\$ 60,670.00

Dues History Per Unit	2018	2019	2020	2021	2022		2023
Annual	\$ 2,580.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,360.00	\$ 3,360.00	\$ 3,900.00
Quarterly	\$ 645.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 840.00	\$ 840.00	\$ 975.00
Monthly	\$ 215.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 280.00	\$ 280.00	\$ 325.00

Reserve Balance at End of Year	2018	2019	2020	2021	2022 Year to Date	2022	2023
Annual	\$ 102,824.22	\$ 107,924.22	\$ 144,108.00	\$ 164,521.00	\$ 183,171.78	\$ 189,000.00	\$ 219,670.00