**Annual Homeowners Association Meeting**

**Tuesday, December 08, 2020 at 7:00 pm**

**THIS YEAR OUR MEETING WILL BE HELD ON ZOOM DUE TO COVID-19 CONCERNS**

**Entry is at 6:30pm – Meeting ID: 859 6914 4939 – Passcode: 433535**

It is time again for the annual meeting required by the Association’s by-laws.

Agenda Items for the meeting are as follows:

* Owner Education
* Highlights of Year 2020
* 2020 Board Nominations/Elections
* Treasurer Report and 2021 Budget
* New Business

If you have additional items you would like discussed, please provide them to any member of the Board for inclusion at the meeting.

It is imperative that we have a quorum for this meeting to continue functioning as a resident run covenant controlled area. Proxies are accepted in determining a quorum. You can deliver a Proxy form to any homeowner who will attend the meeting, or you can drop it off to any board member prior to the meeting. ***If you attend the Zoom call you are considered as attending the meeting in person.***

Inclusions: 1. Proxy

2. Proposed 2021 Budget

3. Zoom Instructions

PROXY AUTHORIZATION ANNUAL HOMEOWNERS MEETING ON **TUESDAY, DECEMBER 08, 2020**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed name of homeowner), owner of lot number \_\_\_\_\_\_\_, hereby authorizes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PRINTED NAME OF PROXY) to be my proxy at the aforementioned meeting.

SIGNATURE OF HOMEOWNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ORCHARD HOA-BUDGET 2021** | | | | | |
|  | | | | | |
|  | **ACTUAL** | **ACUTAL** | **PROPOSED** | **PROJECTED** | **PROPOSED** |
|  | 2018 | 2019 | 2020 | Actual 2020 | 2021 |
|  |  |  |  |  |  |
| DUES | 19,875 | 72,875 | 72,875 | 72,875 | 66,250 |
| INTEREST EARNED | 25 | 29 | 30 | 30 | 30 |
| LATE FEES | 80 | 0 | 0 | 16 |  |
| REBILLING FEES/OTHER |  | 0 | 0 |  |  |
| LESS: UNCOLLECTIBLE DUES |  | 0 | 0 |  |  |
|  | 19,980 | 72,904 | 72,905 | 72,921 | 66,280 |
|  |  |  |  |  |  |
| TRASH & RECYCLING | 6,973 | 7,217 | 7,485 | 7,567 | 8,340 |
| INSURANCE | 2,524 | 2,524 | 2,700 | 2,491 | 2,600 |
| MAINT - FENCE | 370 | 180 | 1,000 |  | 400 |
| FENCE REPLACEMENT |  | 4,630 | 55000 | 111,897 | 48,420 |
| MAINT - LANDSCAPING | 1,480 | 1,400 | 1,600 | 2,085 | 1,800 |
| ACCOUNTING | 1,490 | 1,515 | 1,500 | 1,571 | 1,600 |
| LEGAL & ADMINISTRATION | 1,662 | 558 | 3,000 | 576 | 2,500 |
| OFFICE/MISC | 448 | 274 | 400 | 233 | 400 |
| COMMUNITY BUILDING | 0 | 0 | 100 | 0 | 100 |
| TAXES/FILING FEES | 10 | 10 | 10 | 10 | 10 |
| UTILITIES | 102 | 100 | 110 | 105 | 110 |
|  | 15,059 | 18,408 | 72,905 | 126,535 | 66,280 |
|  |  |  |  |  |  |
| NET INCOME | 4,921 | 54,496 | 0 | -53,614 | 0 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Proposed 2021 Dues are $1,250.00 per lot. | |  |  |  |  |
|  |  |  |  |  |  |
| Proposed fence replacement is estimated at $170,000, spread across 3 years. | | | | |  |

**ZOOM INSTRUCTIONS**

*PLEASE CALL JUSTICE KELLER @ 303-815-2502 IF YOU CANNOT DOWNLOAD ZOOM PRIOR TO THE MEETING OR IF YOU CANNOT FIGURE OUT HOW TO TEST THE MEETING BEFORE THE 8TH. JUSTICE CAN HELP WALK YOU THROUGH HOW TO GET ON TO THE MEETING, BUT PLEASE DO NOT CALL THE NIGHT OR DAY OF THE MEETING, IT WILL NEED TO BE A COUPLE OF DAYS BEFORE.*

Visit [www.zoom.com](http://www.zoom.com) for tutorials on how to get started with zoom. If you scroll all the way to the bottom of the screen and click on “Live Training” under the Support header; you will find many helpful videos and you can test a zoom call as well.

Before the day of the call you will want to download the app on a mobile device (iOS or Android) or download the program to your home computer (Mac or Windows). It works on many platforms.

**Mac/Windows computer**:

1. Go to [www.zoom.com](http://www.zoom.com) and click on “Join a Meeting”. It will prompt you to download the software.
2. To join the meeting: Click on the “Join a Meeting” link again.
   1. Enter the meeting ID: 859 6914 4939
   2. Enter the password: 433535
3. Before you enter the call, it will ask for your name, enter your First and Last name so that we can see you are a participant.
4. Once you are on the call, please remember to click on the mute button at the bottom of the screen.

**Smart Device**:

1. Go to the App Store or the Google Play Store and download the Zoom app
2. You do not need to sign up with Zoom to attend a meeting.
3. To join the meeting: click on “Join a Meeting” at the bottom of your device.
   1. Enter the meeting ID: 859 6914 4939
   2. Enter the password: 433535
4. Before you enter the call, it will ask for your name, enter your First and Last name so that we can see you are a participant.
5. Once you are on the call, please remember to click on the mute button at the bottom of the screen.