



**Board of Directors Regular Meeting  
July 11, 2024 6pm  
Pagosa Lakes Administration Building  
AGENDA**

- 1. 6:00 pm Call to Order**
- 2. Verification of Quorum by Board Secretary**
  - a. Acceptance of Board Resignation
  - b. Approval of Agenda
- 3. Approval of the minutes**

**June 13, 2024 Regular Meeting of the Board**
- 4. Disclosures of Conflicts**
- 5. Owner/Member comments (individual comments are limited to three (3) minutes)**
- 6. Staff Reports:**
  - a. General Manager's Report
  - b. Treasurers Report
  - c. Department of Property & Environment Report
  - d. Department of Recreation Amenities Report
  - e. Department of Community Standards Report
  - f. Lifestyle Report
- 7. There are 3 lot Consolidation for review**
- 8. Committee Reports:**
  - a. ECC Liaison Report June 2024 Meeting Minutes
  - b. [Parks and Trails Meeting Report](#)
  - c. Finance Committee Chair
- 9. Unfinished Business**
  - a. Wyndham - Rec Center / Dues Projections
  - b. Capital Improvement Schedule & Funding
  - c. Ballot Items
  - d. [Resolution 2024-03 - Update PPP to comply with HB-24-1091](#)
  - e. [Resolution 2024-04 – Update Collection Policy to comply with HB-24-1233](#)
- 10. New Business**
  - a. [Archery Range Location](#)
  - b. [Annual Meeting Agenda](#)
  - c. Vacant Board Position
- 11. Owner/Member comments (individual comments are limited to three (3) minutes)**
- 12. Adjournment**



**Board of Directors Regular Meeting**

**June 13, 2024 6pm**

**Pagosa Lakes Administration Building**

**AGENDA**

Board Attendees: Lars Schneider-Vice President  
Monty Whitman-Secretary  
Ericka Bailey-Treasurer  
Directors-Sasha King, Wade Lundy, Dan Mayer  
Pat Moore

Staff: Allen Roth-GM, Katie Benoit-CT  
Larry Lynch-DPE, Keith Cramer-DCS  
Ryan Graham-RA, Jen Pitcher-Lifestyles

Candace Selk Barnes-Recording Secretary

Owners/Visitors: C. Schnazenbaker, L. Moore, E. Woodward.

1. Call to Order @ 6:07 by Whitman. (Schneider momentarily delayed) Reminder audio and video recording is prohibited.
2. Verification of Quorum by Board Secretary Whitman
  - a. Approval of Agenda Motion to approve agenda with removal of item 9. c. by Mayer, 2<sup>nd</sup> Lundy. Passed.
  - b. Approval of the minutes Motion to approve Minutes of the May 9, 2024 Regular Meeting of the Board by Bailey, 2<sup>nd</sup> Moore. Unanimous. (Schneider returned prior to approval of minutes)
3. Disclosures of Conflicts - NONE
4. Owner/Member comments - NONE
5. Staff Reports:
  - a. General Manager's Report – as submitted by GM Roth.
  - b. Treasurers Report – as submitted by Benoit and reported by Bailey.
  - c. Department of Property & Environment Report – as submitted by Lynch who added maintenance on parking lots and trails underway and mitigation in Lakes area starts soon.
  - d. Department of Recreation Amenities Report as submitted by Graham. GM Roth reported 2<sup>nd</sup> annual Camp 911 was a success with over 50 kids in attendance yesterday.
  - e. Department of Community Standards Report as submitted by Cramer. Cramer addressed the increase in Violation/Complaints Report as not all complaints are violations – change shows more accurate reporting.
  - f. Lifestyle Report- as submitted by Pitcher.

Motion to approve Staff Reports by Bailey, 2<sup>nd</sup> Moore. Unanimous.

6. There are 4 lot Consolidations for review Motion to ratify all four Archuleta County approved consolidations by Whitman, 2<sup>nd</sup> Bailey. Unanimous.
7. Committee Reports:
  - a. ECC Liaison Report May 2024 Meeting Minutes by Bailey.
  - b. Finance Committee Chair open position. Roth reported several folks interested and will bring recommendation to July BOD meeting.
  - c. Lakes, Fish & Boat Committee – Minutes from recent meeting are included in Board packet.

Motion to accept Committee Reports by Moore, 2<sup>nd</sup> Whitman. Unanimous.

8. Unfinished Business

- a. Wyndham - Rec Center – GM Roth stated he had recently met with interim Wyndham GM Shane Prince and the rec center fees will be paid for upcoming 3<sup>rd</sup> and 4<sup>th</sup> quarter as budgeted. Prince requested a projection of 2025 increase as Wyndham budget process begins in July and formalized in August. Task group including Roth, Benoit, Graham and Finance Committee to prepare items for Board Work Session to be scheduled prior to next BOD Regular Meeting.

- b. Lake Shoreline Policy- final draft included in board packet.

Motion to accept Resolution 2024 -01 Lake Shoreline Policy by Bailey, 2<sup>nd</sup> Whitman. Unanimous.

Motion to accept Resolution 2024-02 Revising PPP with addition of Section 5.1 by Whitman, 2<sup>nd</sup> Moore. Unanimous.

- c. Capital Improvement Schedule & Funding

- i. Rec Center Parking Lot & Vista Mailboxes – both budgeted for 2024. GM Roth included summary in packet of proposed line items to be moved as currently funds not available. Discussion followed regarding installation of Rec Ctr curb/gutter with variance obtained from Arch County with asphalt pushed to be completed within 5 years; as well as the transfer of Operating funds to Capitol Improvement. Mayer reminded all that with Wyndham commitment of Rec Ctr fees for final quarters additional funds will be available, discussion ensued about prioritization of funds.

Motion to complete Rec Ctr curb/gutter only move paving to be completed within 5 years and fully complete the Vista mailbox project by Whitman, 2<sup>nd</sup> Moore. Unanimous.

- d. Ballot Items – brief discussion. Youth Sports and Activities Committee to finalize survey questions regarding the construction of the gym.

9. New Business

- a. Ratify Greenbelt Mitigation Contract Award

Motion to ratify Greenbelt Mitigation Contract Award unanimously approved by email vote to Vance & Bernard Tree Service by Bailey, 2<sup>nd</sup> Lundy. Unanimous.

- b. New Legislation – discussion led by GM Roth who attended a webinar regarding impact to PPP and Rules and Regulations, enforcement and defining SB124. Working with legal to address the legislative items.

- c. PPP Subcommittee – removed from agenda.

10. Owner/Member comments – Owner stated appreciation to DPE crew for working hard to clear Vista mailbox areas in winter.

Addition: Lundy motioned that Resolution 2023-04 Confirming Depository Relationships be updated to remove Dan Mayer as Board President and having any signature authority. 2<sup>nd</sup> by King. Passed. Mayer abstained

11. Adjournment – Motion to adjourn at 7:20 pm by Bailey, 2<sup>nd</sup> Lundy. Unanimous.

Respectfully submitted by:

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Monty Whitman, Board Secretary

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Candace Selk Barnes, Recording Secretary

**Pagosa Lakes Property Owners Association  
General Managers Report  
July, 2024  
By: Allen Roth, CMCA®, AMS®, PCAM®**

**Governance**

**Annual Meeting:** We are looking at changing the training session after the Annual Meeting. We will go over the training portion briefly and then discuss topics of importance since the Association's Attorney, Lauren, will be present. I ask the Board to submit topics they would like to discuss with the Attorney present.

I have also included in the board packet an agenda for the Annual Meeting. The agenda will need to be approved so we can post it to the owners.

The Annual Meeting is scheduled for July 27. The schedule is as follows:

1. Email notifications and post cards were sent out on Friday, June 28. Voting started Saturday, June 29 and goes until Saturday, July 27 at 10:00am.
2. July 26 - voting in the conference room from 9:00am – 4:00pm.
3. July 27 – voting at Admin office from 9:00am – 10:00 am
4. July 27 – Annual Meeting begins at 10:00 am
5. July 27 – After the Annual Meeting, Board Training and Election of Officers. Lunch provided.

**Delinquent Notices:** Close to 200 remaining delinquent accounts received notices placed on their door by the Sheriff beginning on June 10. Any remaining delinquent accounts 30 days after the Sheriff posting will have a lien placed on their property on July 11 and be presented to the Board to send to Legal for collections.

**Finance Committee:** I set a meeting date for the Finance Committee to meet. I have 5 owners interested in serving on the committee, but not sure of the commitment level. The Committee will meet on Tuesday, July 9. The Committee can determine if additional recruitment of members is necessary and who would like to be the chairperson. The Committee will then review the material the Board discussed in the work session regarding budget projections and capital improvement funding.

**Youth Sports & Activities Committee:** The Youth Sports & Activities Committee finalized the ballot survey for the construction of the gymnasium. The following is what is to be included on the ballot:

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**INTEROFFICE MEMORANDUM**

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**TO:** ERICKA BAILEY

**FROM:** KATIE BENOIT

**SUBJECT:** ACCOUNTING NOTES FOR JUNE 2024.

**DATE:** June 30, 2024

As of June 30, 2024, the Association has received \$1,899,300\* or 95.8% of the total billed 2024 regular assessments of \$1,982,825. For the same period in 2023, the collections were approximately \$1,775,400 or 97.9% of the total of \$1,812,900 billed.

\*Does not include 147 properties on payment plans.

Certificates of Deposit as of June 30, 2024:

<b>MATURITY</b>	<b>RATE</b>	<b>VALUE</b>	<b>FUND</b>
8/19/2024	5.35%	\$100,000	Reserve
11/20/2024	5.35%	\$125,000	Capital
11/21/2024	5.30%	\$100,000	Reserve
11/21/2024	5.30%	\$125,000	Capital
12/6/2024	5.35%	\$180,000	Operating
2/24/2025	5.30%	\$100,000	Reserve
3/17/2025	5.35%	\$69,000	Operating
3/27/2025	4.75%	\$150,000	Reserve
5/22/2025	5.25%	\$100,000	Reserve

# Pagosa Lakes Property Owners Association, Inc

Balance Sheet as of 6/30/2024

<b>Assets</b>	<b>Operating</b>	<b>Capital</b>	<b>Reserve</b>	<b>Total</b>
<b>Current Assets</b>				
10000 - Petty Cash	\$951.60			\$951.60
10500 - Cash-TBK Operating	\$214,500.92			\$214,500.92
11540 - First Citizens Bank Operating	\$59,192.85			\$59,192.85
11541 - First Citizens Bank Sweep - Operating	\$1,330,763.16			\$1,330,763.16
12100 - Edward Jones Operating	\$75,003.21			\$75,003.21
12110 - Edward Jones Emergency Fund	\$270,203.73			\$270,203.73
12200 - Edward Jones Capital Improvement		\$501,218.48		\$501,218.48
13820 - Edward Jones Reserves			\$756,970.63	\$756,970.63
13841 - First Citizens Bank Reserves - CDARS			\$151,865.84	\$151,865.84
13850 - Edward Jones Trails Maintenance Reserves			\$308,642.00	\$308,642.00
14000 - Accounts Receivable	\$151,052.38			\$151,052.38
14100 - Accounts Receivable - Other	\$92,873.78			\$92,873.78
14900 - Allowance for Doubtful Accounts	(\$17,580.21)			(\$17,580.21)
15100 - Accts Rec.-Employee Dep Health	\$1,084.45			\$1,084.45
15200 - Accts Rec.-Prepaid Legal	\$15.95			\$15.95
15300 - Accts Rec.-Supplemental Health	(\$292.80)			(\$292.80)
15500 - Interfund-Due To/Due From	(\$389,758.00)	\$389,758.00		-
16000 - Prepaid Expenses	\$52,932.16			\$52,932.16
<b>Total Current Assets</b>	<b>\$1,840,943.18</b>	<b>\$890,976.48</b>	<b>\$1,217,478.47</b>	<b>\$3,949,398.13</b>
<b>Fixed Assets</b>				
18500 - Land: Admin-Shop-Rec Center	\$506,377.38			\$506,377.38
18510 - Building	\$4,043,372.99			\$4,043,372.99
18520 - Equipment	\$911,161.73			\$911,161.73
18530 - Lakes	\$425,755.37			\$425,755.37
18540 - Improvements	\$1,585,187.24			\$1,585,187.24

# Pagosa Lakes Property Owners Association, Inc

Balance Sheet as of 6/30/2024

19900 - Accumulated Depreciation	(\$3,465,893.06)			(\$3,465,893.06)
<b>Total Fixed Assets</b>	<b>\$4,005,961.65</b>			<b>\$4,005,961.65</b>
<b>Total Assets</b>	<b>\$5,846,904.83</b>	<b>\$890,976.48</b>	<b>\$1,217,478.47</b>	<b>\$7,955,359.78</b>
<b>Liabilities / Equity</b>	<b>Operating</b>	<b>Capital</b>	<b>Reserve</b>	<b>Total</b>
<b>Current Liabilities</b>				
20000 - Accounts Payable	\$12,009.19		\$72,590.23	\$84,599.42
20100 - Accrued Expenses	\$60,251.06			\$60,251.06
22000 - Prepaid Assessments	\$19,555.40			\$19,555.40
23000 - Contract Liability	\$136,691.00			\$136,691.00
25000 - Other Current Liabilities	(\$158.79)			(\$158.79)
27000 - Employee Dep Health Payable	(\$682.00)			(\$682.00)
<b>Total Current Liabilities</b>	<b>\$227,665.86</b>		<b>\$72,590.23</b>	<b>\$300,256.09</b>
<b>Equity</b>				
30000 - Investment in property and equipment, net	\$4,005,961.65			\$4,005,961.65
32000 - Retained Earnings-Operating	\$483,124.31			\$483,124.31
33000 - Retained Earnings-Reserves			\$1,165,080.66	\$1,165,080.66
34000 - Retained Earnings-Capital Improvement		\$535,477.63		\$535,477.63
36000 - Net Income	\$1,130,153.01	\$355,498.85	(\$20,192.42)	\$1,465,459.44
<b>Total Equity</b>	<b>\$5,619,238.97</b>	<b>\$890,976.48</b>	<b>\$1,144,888.24</b>	<b>\$7,655,103.69</b>
<b>Total Liabilities / Equity</b>	<b>\$5,846,904.83</b>	<b>\$890,976.48</b>	<b>\$1,217,478.47</b>	<b>\$7,955,359.78</b>

# Pagosa Lakes Property Owners Association, Inc

## Statement of Revenues and Expenses 6/1/2024 - 6/30/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Income</b>							
<b>Admin Service Income</b>							
40000 - Association Dues-Regular	-	-	-	1,983,014.63	1,951,625.00	31,389.63	1,951,625.00
40010 - Association Dues-Timeshare	-	-	-	320,775.00	320,775.00	-	320,775.00
40020 - Association Dues-STR	1,625.00	-	1,625.00	272,050.00	260,000.00	12,050.00	260,000.00
40100 - Funds Transfer-General Reserves	-	-	-	(468,845.00)	(460,345.00)	(8,500.00)	(460,345.00)
40110 - Funds Transfer-Trails Maintenance Reserve	-	-	-	(56,400.00)	(56,400.00)	-	(56,400.00)
40200 - Funds Transfer-Capital Improvement	(389,758.00)	-	(389,758.00)	(389,758.00)	(313,740.00)	(76,018.00)	(313,740.00)
40300 - Assessments-Uncollectible	-	-	-	(3,081.56)	(35,000.00)	31,918.44	(35,000.00)
40400 - Carry Forward	-	-	-	-	125,000.00	(125,000.00)	125,000.00
40500 - Late Charges	(345.38)	-	(345.38)	25,572.53	35,000.00	(9,427.47)	35,000.00
40600 - Other Income-Lien Fees	-	-	-	-	-	-	7,000.00
40700 - Delinquent Postage Fees	2,102.98	208.33	1,894.65	2,543.93	1,249.98	1,293.95	2,500.00
40800 - Delinquent Door Notice Fees	3,680.00	291.67	3,388.33	3,680.00	1,750.02	1,929.98	3,500.00
41000 - Lot Consolidation Fee	1,625.00	2,500.00	(875.00)	14,375.00	15,000.00	(625.00)	30,000.00
41010 - Other Income-Transfer Fees	6,300.00	5,717.75	582.25	32,840.00	34,306.50	(1,466.50)	68,613.00
41020 - Other Income-Misc	-	-	-	3,331.00	-	3,331.00	-
41250 - Credit card expense payment	-	-	-	-	100.00	(100.00)	100.00
41500 - Gain/Loss on Asset	-	-	-	84,518.00	-	84,518.00	-
41900 - Interest - Operating	1,463.31	1,666.67	(203.36)	25,926.41	10,000.02	15,926.39	20,000.00
<b>Total Admin Service Income</b>	<b>(373,307.09)</b>	<b>10,384.42</b>	<b>(383,691.51)</b>	<b>1,850,541.94</b>	<b>1,889,321.52</b>	<b>(38,779.58)</b>	<b>1,958,628.00</b>
<b>Community Standards Income</b>							
42000 - Filing Fee	1,610.00	926.00	684.00	10,752.00	7,842.00	2,910.00	13,500.00
42010 - Review & Inspect Fee	12,428.00	7,888.00	4,540.00	71,396.00	66,814.00	4,582.00	115,000.00
42020 - Permit Transfer Fee	-	-	-	500.00	-	500.00	-
42100 - DCS Fines	-	240.00	(240.00)	1,999.28	2,032.00	(32.72)	3,500.00
42300 - Community Enhancement	1,940.00	273.00	1,667.00	1,940.00	2,321.00	(381.00)	4,000.00
<b>Total Community Standards Income</b>	<b>15,978.00</b>	<b>9,327.00</b>	<b>6,651.00</b>	<b>86,587.28</b>	<b>79,009.00</b>	<b>7,578.28</b>	<b>136,000.00</b>
<b>Property &amp; Environment Income</b>							
44000 - Fishing Permits	42,079.43	14,166.67	27,912.76	99,043.22	85,000.02	14,043.20	170,000.00
44010 - Boat Permits	3,680.00	1,208.33	2,471.67	12,960.00	7,249.98	5,710.02	14,500.00
44100 - Weed Control	-	41.67	(41.67)	-	250.02	(250.02)	500.00
44200 - Property/Environment-Fines	-	33.33	(33.33)	-	199.98	(199.98)	400.00
44300 - Other-DPE (Seed/Fertilizer)	1,332.00	541.67	790.33	5,238.00	3,250.02	1,987.98	6,500.00
<b>Total Property &amp; Environment Income</b>	<b>47,091.43</b>	<b>15,991.67</b>	<b>31,099.76</b>	<b>117,241.22</b>	<b>95,950.02</b>	<b>21,291.20</b>	<b>191,900.00</b>
<b>Community Lifestyle Income</b>							
46000 - Community Activities	710.00	500.00	210.00	1,322.20	1,400.00	(77.80)	4,000.00
46100 - Newsletter Advertising	-	-	-	2,075.42	2,000.00	75.42	8,000.00
46200 - Rent-Clubhouse	1,015.00	1,200.00	(185.00)	3,860.00	4,272.00	(412.00)	9,000.00
46210 - Kitchen Rental	-	200.00	(200.00)	-	200.00	(200.00)	600.00
46220 - Accessory Rental-Tablecloths	-	100.00	(100.00)	50.00	100.00	(50.00)	250.00



# Pagosa Lakes Property Owners Association, Inc

## Statement of Revenues and Expenses 6/1/2024 - 6/30/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Income</b>							
46230 - Clubhouse Cleaning	500.00	300.00	200.00	500.00	300.00	200.00	900.00
46300 - Vista Garden Income	(25.00)	375.00	(400.00)	450.00	1,500.00	(1,050.00)	3,000.00
<b>Total Community Lifestyle Income</b>	<b>2,200.00</b>	<b>2,675.00</b>	<b>(475.00)</b>	<b>8,257.62</b>	<b>9,772.00</b>	<b>(1,514.38)</b>	<b>25,750.00</b>
<b>Recreation Amenities Income</b>							
48000 - PLPOA Members-Amenities	42,659.00	37,941.00	4,718.00	201,454.83	214,561.00	(13,106.17)	352,841.00
48200 - Timeshare Owners-Amenities	-	-	-	121,885.00	60,942.00	60,943.00	60,942.00
48300 - Sponsored Events/Programs	2,285.00	2,688.00	(403.00)	11,130.00	12,566.00	(1,436.00)	20,500.00
48400 - Rental Income	293.50	450.00	(156.50)	2,105.00	1,900.00	205.00	4,000.00
48500 - Retail	7.69	357.00	(349.31)	401.18	999.00	(597.82)	2,500.00
48600 - Pagosa Springs Porpoises Swim Revenue	1,250.00	395.83	854.17	4,762.50	2,374.98	2,387.52	4,750.00
48700 - Swim Lesson Revenue	2,940.00	500.00	2,440.00	7,300.00	3,000.00	4,300.00	6,000.00
49999 - Fund Transfers - Rec	-	10,028.75	(10,028.75)	-	60,172.50	(60,172.50)	120,345.00
<b>Total Recreation Amenities Income</b>	<b>49,435.19</b>	<b>52,360.58</b>	<b>(2,925.39)</b>	<b>349,038.51</b>	<b>356,515.48</b>	<b>(7,476.97)</b>	<b>571,878.00</b>
<b>Total Income</b>	<b>(258,602.47)</b>	<b>90,738.67</b>	<b>(349,341.14)</b>	<b>2,411,666.57</b>	<b>2,430,568.02</b>	<b>(18,901.45)</b>	<b>2,884,156.00</b>

## Operating Expense

### Admin Service Expense

50000 - Payroll-Admin	31,452.86	33,333.33	1,880.47	185,201.72	199,999.98	14,798.26	400,000.00
50010 - Payroll-Overtime-Admin	-	41.67	41.67	92.65	250.02	157.37	500.00
50020 - Payroll Taxes-Admin	2,688.14	2,666.67	(21.47)	17,046.50	16,000.02	(1,046.48)	32,000.00
50100 - Health Insurance-Admin	4,657.30	6,129.17	1,471.87	23,286.50	30,645.85	7,359.35	73,550.00
50110 - Dental Insurance-Admin	338.61	341.67	3.06	2,031.66	2,050.02	18.36	4,100.00
50120 - Vision Insurance-Admin	49.38	50.00	.62	345.66	300.00	(45.66)	600.00
50130 - Retirement-Admin	1,781.96	1,750.00	(31.96)	10,921.75	10,500.00	(421.75)	21,000.00
50140 - HRA-Health Reimbursement-Admin	1,400.00	1,400.00	-	9,800.00	9,800.00	-	16,800.00
50150 - Insurance-Workers Comp-Admin	281.48	166.67	(114.81)	626.48	1,000.02	373.54	2,000.00
50160 - Life Insurance-All	196.78	200.00	3.22	1,377.46	1,200.00	(177.46)	2,400.00
50190 - Payroll-Paychex	1,028.87	1,208.33	179.46	5,085.12	7,249.98	2,164.86	14,500.00
50195 - Misc (Admin Cafeteria Plan)	119.00	133.33	14.33	655.00	799.98	144.98	1,600.00
50200 - Office Supplies	460.55	541.67	81.12	3,064.03	3,250.02	185.99	6,500.00
50250 - Software Expense	1,979.00	2,375.00	396.00	11,918.00	14,250.00	2,332.00	28,500.00
50251 - Office Equip Repair/Tech Help	906.03	1,000.00	93.97	5,834.48	6,000.00	165.52	12,000.00
50260 - Equipment Leases	544.76	266.67	(278.09)	1,634.28	1,600.02	(34.26)	3,200.00
50300 - Postage	2,059.74	916.67	(1,143.07)	7,245.99	5,500.02	(1,745.97)	11,000.00
50310 - Admin Copier	-	41.67	41.67	-	250.02	250.02	500.00
50320 - Copies/Printing	-	41.67	41.67	-	250.02	250.02	500.00
50400 - Dues & Fees	875.00	125.00	(750.00)	1,165.00	750.00	(415.00)	1,500.00
50410 - Education-Seminars	20.00	708.33	688.33	496.77	4,249.98	3,753.21	8,500.00
50420 - Subscriptions	-	22.92	22.92	183.59	137.52	(46.07)	275.00
50500 - Gas/Mileage	-	16.67	16.67	50.92	100.02	49.10	200.00

# Pagosa Lakes Property Owners Association, Inc

## Statement of Revenues and Expenses 6/1/2024 - 6/30/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Expense</b>							
50700 - Board Meetings/Discretionary	123.11	100.00	(23.11)	345.13	600.00	254.87	1,200.00
50710 - Online Elections	-	1,250.00	1,250.00	-	7,500.00	7,500.00	15,000.00
50900 - Misc. & Contingency	101.70	83.33	(18.37)	701.13	499.98	(201.15)	1,000.00
50950 - Advertisement	59.90	83.33	23.43	307.20	499.98	192.78	1,000.00
51000 - Audit	-	2,333.33	2,333.33	-	13,999.98	13,999.98	28,000.00
51100 - Legal	9,885.65	4,166.67	(5,718.98)	23,240.50	25,000.02	1,759.52	50,000.00
51101 - Legal - billed	(1,493.10)	-	1,493.10	(7,996.23)	-	7,996.23	-
51200 - Legal-Collections	2,119.00	5,833.33	3,714.33	8,624.63	34,999.98	26,375.35	70,000.00
51201 - Legal-Collections-billed	(1,842.42)	(4,583.33)	(2,740.91)	(6,461.47)	(27,499.98)	(21,038.51)	(55,000.00)
51500 - Property Taxes	-	83.33	83.33	1,543.76	499.98	(1,043.78)	1,000.00
51510 - Income Tax	-	34.75	34.75	-	208.50	208.50	417.00
52000 - Insurance Deductibles	-	83.33	83.33	(1,000.00)	499.98	1,499.98	1,000.00
52010 - Master Insurance	-	-	-	47,688.89	40,000.00	(7,688.89)	68,000.00
53000 - Bank Charges	14.34	41.67	27.33	(6.66)	250.02	256.68	500.00
53010 - Credit Card Charges	2,174.58	1,166.67	(1,007.91)	8,485.02	7,000.02	(1,485.00)	14,000.00
53020 - Returned Checks	-	8.33	8.33	-	49.98	49.98	100.00
53030 - Delinquent Account Expenses	870.00	291.67	(578.33)	870.00	1,750.02	880.02	3,500.00
<b>Total Admin Service Expense</b>	<b>62,852.22</b>	<b>64,453.52</b>	<b>1,601.30</b>	<b>364,405.46</b>	<b>421,991.95</b>	<b>57,586.49</b>	<b>841,442.00</b>
<b>Community Standards Expense</b>							
60000 - Payroll-DCS	21,391.70	24,065.17	2,673.47	135,332.88	144,391.02	9,058.14	288,782.00
60010 - Payroll-Overtime-DCS	164.58	166.67	2.09	1,195.52	1,000.02	(195.50)	2,000.00
60020 - Payroll Taxes-DCS	1,842.30	2,000.00	157.70	12,362.84	12,000.00	(362.84)	24,000.00
60100 - Health Insurance-DCS	4,991.64	5,237.50	245.86	24,958.20	26,187.50	1,229.30	62,850.00
60110 - Dental Insurance-DCS	368.72	375.00	6.28	2,212.32	2,250.00	37.68	4,500.00
60120 - Vision Insurance-DCS	51.28	54.17	2.89	358.96	325.02	(33.94)	650.00
60130 - Retirement-DCS	1,245.51	1,333.33	87.82	7,925.62	7,999.98	74.36	16,000.00
60140 - HRA-Health Reimbursement-DCS	800.00	1,000.00	200.00	6,800.00	7,000.00	200.00	12,000.00
60150 - Insurance-Workers Comp-DCS	737.20	375.00	(362.20)	1,632.62	2,250.00	617.38	4,500.00
60200 - Office/Field Supplies/Expenses	-	427.00	427.00	558.91	2,227.00	1,668.09	4,500.00
60230 - Uniforms	-	47.00	47.00	-	247.00	247.00	500.00
60310 - DCS Copier	466.33	562.50	96.17	2,946.46	3,375.00	428.54	6,750.00
60320 - Printing Decs & Maps	-	83.33	83.33	-	499.98	499.98	1,000.00
60410 - Professional Fees	127.50	40.42	(87.08)	127.50	242.52	115.02	485.00
60430 - Training	-	116.67	116.67	244.00	700.02	456.02	1,400.00
60500 - DCS Vehicle Gas	156.41	225.00	68.59	547.22	1,350.00	802.78	2,700.00
60530 - Vehicle Exp-Sport S 63	-	62.50	62.50	267.47	375.00	107.53	750.00
60540 - Vehicle Exp-Sport SL 29	-	62.50	62.50	317.00	375.00	58.00	750.00
60700 - ECC Expenses	-	75.00	75.00	60.43	450.00	389.57	900.00
60900 - Contingency	-	47.00	47.00	-	247.00	247.00	500.00
60910 - Capital Expenditures	-	125.00	125.00	-	750.00	750.00	1,500.00
60930 - Community Enhancement	32.96	3,000.00	2,967.04	23,739.62	23,000.00	(739.62)	50,000.00
<b>Total Community Standards Expense</b>	<b>32,376.13</b>	<b>39,480.76</b>	<b>7,104.63</b>	<b>221,587.57</b>	<b>237,242.06</b>	<b>15,654.49</b>	<b>487,017.00</b>

# Pagosa Lakes Property Owners Association, Inc

## Statement of Revenues and Expenses 6/1/2024 - 6/30/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Expense</b>							
<b>Property &amp; Environment Expense</b>							
61000 - Payroll-DPE	25,267.02	30,550.58	5,283.56	167,338.44	183,303.48	15,965.04	366,607.00
61010 - Payroll-Overtime-DPE	262.40	416.67	154.27	898.00	2,500.02	1,602.02	5,000.00
61020 - Payroll Taxes-DPE	2,183.60	2,508.33	324.73	15,239.35	15,049.98	(189.37)	30,100.00
61100 - Health Insurance-DPE	4,470.53	5,761.67	1,291.14	22,352.65	28,808.35	6,455.70	69,140.00
61110 - Dental Insurance-DPE	368.17	375.00	6.83	2,209.02	2,250.00	40.98	4,500.00
61120 - Vision Insurance-DPE	45.17	54.58	9.41	372.65	327.48	(45.17)	655.00
61130 - Retirement-DPE	1,362.31	1,416.67	54.36	9,607.11	8,500.02	(1,107.09)	17,000.00
61140 - HRA-Health Reimbursement-DPE	800.00	1,200.00	400.00	6,800.00	8,400.00	1,600.00	14,400.00
61150 - Insurance-Workers Comp-DPE	1,591.80	625.00	(966.80)	3,524.12	3,750.00	225.88	7,500.00
61200 - Office/Field Supplies	21.28	33.33	12.05	21.28	199.98	178.70	400.00
61210 - Tools, Supplies Expense	344.17	716.67	372.50	2,171.12	4,300.02	2,128.90	8,600.00
61220 - Janitorial Supplies	16.52	250.00	233.48	1,122.02	1,500.00	377.98	3,000.00
61230 - Uniforms	-	125.00	125.00	789.38	750.00	(39.38)	1,500.00
61240 - Admin Office Cleaning	-	125.00	125.00	690.00	750.00	60.00	1,500.00
61350 - Enforcement/Signage	881.33	916.67	35.34	6,301.81	5,500.02	(801.79)	11,000.00
61351 - Roadside Cleanup/Adopt a Street	-	8.33	8.33	94.06	49.98	(44.08)	100.00
61352 - Signage	-	125.00	125.00	-	750.00	750.00	1,500.00
61410 - Seminars/Training/CE	-	125.00	125.00	-	750.00	750.00	1,500.00
61500 - Vehicle-Gas	643.76	1,174.67	530.91	3,447.42	7,048.02	3,600.60	14,096.00
61510 - Dept Auto #1/2011 Toyota P/U	-	83.33	83.33	891.81	499.98	(391.83)	1,000.00
61530 - Dept Auto #3/06 Ford	-	250.00	250.00	504.92	1,500.00	995.08	3,000.00
61540 - Dept Auto #4/2013 Ford Truck	-	125.00	125.00	322.25	750.00	427.75	1,500.00
61550 - Dept Auto #5/2018 Ford F-350	-	125.00	125.00	274.38	750.00	475.62	1,500.00
61560 - Dept Auto #6/20 Chevy Silverado	-	125.00	125.00	279.21	750.00	470.79	1,500.00
61570 - Dept Auto #7/2020 Chevy Colo P/U	-	125.00	125.00	1,194.21	750.00	(444.21)	1,500.00
61580 - Kubota Tractor 201	-	41.67	41.67	-	250.02	250.02	500.00
61590 - Kubota Tractor 2014	54.90	208.33	153.43	1,236.34	1,249.98	13.64	2,500.00
61592 - Kubota Tractor 2022	759.81	166.67	(593.14)	759.81	1,000.02	240.21	2,000.00
61600 - Facilities Maintenance	241.52	625.00	383.48	2,791.05	3,750.00	958.95	7,500.00
61601 - Equipment Maintenance	59.62	375.00	315.38	642.75	2,250.00	1,607.25	4,500.00
61602 - Trailer Maintenance	109.00	83.33	(25.67)	299.42	499.98	200.56	1,000.00
61603 - Boating Improvements	-	375.00	375.00	3,517.72	2,250.00	(1,267.72)	4,500.00
61604 - Lakes Fisheries & Parks/Repair & Maint	48.40	750.00	701.60	2,472.94	4,500.00	2,027.06	9,000.00
61605 - Fence Maint & Construction	-	208.33	208.33	179.36	1,249.98	1,070.62	2,500.00
61606 - Parks & Trails Expense	6.91	458.33	451.42	1,982.60	2,749.98	767.38	5,500.00
61610 - Consulting	-	250.00	250.00	1,759.00	1,250.00	(509.00)	2,000.00
61611 - Engineering/Survey	-	208.33	208.33	1,534.00	1,249.98	(284.02)	2,500.00
61620 - Fire Mitigation	74.35	1,916.67	1,842.32	3,231.70	11,500.02	8,268.32	23,000.00
61630 - Grass Seed/Fertilizer	-	500.00	500.00	7,225.92	3,000.00	(4,225.92)	6,000.00
61631 - Insect, Disease & Noxious Weeds	322.55	500.00	177.45	945.32	1,500.00	554.68	2,500.00

# Pagosa Lakes Property Owners Association, Inc

## Statement of Revenues and Expenses 6/1/2024 - 6/30/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Expense</b>							
61632 - Water Quality Testing	-	83.33	83.33	-	499.98	499.98	1,000.00
61633 - Weeds & Algae Control	4,632.04	2,083.33	(2,548.71)	10,769.01	12,499.98	1,730.97	25,000.00
61640 - Porta Potties	270.40	416.67	146.27	1,582.40	2,500.02	917.62	5,000.00
61642 - PO Cluster Boxes	-	416.67	416.67	5,487.80	2,500.02	(2,987.78)	5,000.00
61645 - Pumping Services	-	125.00	125.00	-	750.00	750.00	1,500.00
61800 - Kids Fishing Derby & Events	-	83.33	83.33	227.75	499.98	272.23	1,000.00
61900 - Misc & Contingency	-	8.33	8.33	-	49.98	49.98	100.00
61910 - Common Area Improvements-Repairs-Equip	664.73	291.67	(373.06)	765.81	1,750.02	984.21	3,500.00
61960 - Stocking & Food Chain	-	9,500.00	9,500.00	58,200.00	57,000.00	(1,200.00)	114,000.00
<b>Total Property &amp; Environment Expense</b>	<b>45,502.29</b>	<b>67,016.49</b>	<b>21,514.20</b>	<b>352,055.91</b>	<b>395,787.27</b>	<b>43,731.36</b>	<b>799,698.00</b>
<b>Community Lifestyle Expense</b>							
62250 - Website-Front Steps	468.34	333.33	(135.01)	1,719.86	1,999.98	280.12	4,000.00
62320 - Newsletter Prep/Printing/Postage	-	-	-	17,983.64	14,000.00	(3,983.64)	28,000.00
62800 - Community Activities & Events	192.33	1,750.00	1,557.67	1,949.83	10,500.00	8,550.17	21,000.00
62810 - Clubhouse Rental Expense	-	41.67	41.67	-	250.02	250.02	500.00
62820 - Facilities-Clubhouse	7.47	208.33	200.86	77.41	1,249.98	1,172.57	2,500.00
62830 - Clubhouse Cleaning Expense	-	125.00	125.00	300.00	750.00	450.00	1,500.00
62840 - Landscaping Clubhouse	121.58	41.67	(79.91)	121.58	250.02	128.44	500.00
62940 - Community Garden	757.10	416.67	(340.43)	1,591.16	2,500.02	908.86	5,000.00
<b>Total Community Lifestyle Expense</b>	<b>1,546.82</b>	<b>2,916.67</b>	<b>1,369.85</b>	<b>23,743.48</b>	<b>31,500.02</b>	<b>7,756.54</b>	<b>63,000.00</b>
<b>Recreation Amenities Expense</b>							
63000 - Payroll-DRA	33,107.93	28,992.00	(4,115.93)	173,845.16	173,952.00	106.84	347,904.00
63010 - Payroll-Overtime-DRA	16.43	41.67	25.24	435.27	250.02	(185.25)	500.00
63020 - Payroll Taxes-DRA	2,828.95	2,291.67	(537.28)	15,736.00	13,750.02	(1,985.98)	27,500.00
63100 - Health Insurance-DRA	2,462.61	3,142.50	679.89	12,313.05	15,712.50	3,399.45	37,710.00
63110 - Dental Insurance-DRA	214.48	216.67	2.19	1,286.88	1,300.02	13.14	2,600.00
63120 - Vision Insurance-DRA	45.17	37.50	(7.67)	259.73	225.00	(34.73)	450.00
63130 - Retirement-DRA	1,078.12	875.00	(203.12)	5,830.06	5,250.00	(580.06)	10,500.00
63140 - HRA-Health Reimbursement-DRA	600.00	600.00	-	4,200.00	4,200.00	-	7,200.00
63150 - Insurance-Workers Comp-DRA	481.52	208.33	(273.19)	1,065.78	1,249.98	184.20	2,500.00
63200 - Supplies-Building	645.05	833.33	188.28	3,982.73	4,999.98	1,017.25	10,000.00
63210 - Supplies-Programs	267.52	750.00	482.48	1,547.26	4,500.00	2,952.74	9,000.00
63220 - Janitorial/Housekeeping	-	166.67	166.67	208.35	1,000.02	791.67	2,000.00
63230 - Uniforms	-	200.00	200.00	-	600.00	600.00	1,000.00
63250 - EZ Facility Software	569.00	416.67	(152.33)	3,417.00	2,500.02	(916.98)	5,000.00
63251 - Tech Help	-	41.67	41.67	-	250.02	250.02	500.00
63320 - Office Supplies/Printing	122.25	266.67	144.42	365.34	1,600.02	1,234.68	3,200.00
63400 - Dues/Subscriptions	47.15	20.83	(26.32)	476.60	124.98	(351.62)	250.00
63410 - Seminars/Training	-	550.00	550.00	140.00	1,100.00	960.00	2,200.00
63500 - Business Mileage	196.98	-	(196.98)	266.90	-	(266.90)	-

# Pagosa Lakes Property Owners Association, Inc

## Statement of Revenues and Expenses 6/1/2024 - 6/30/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Expense</b>							
63600 - Maintenance Building	517.36	1,666.67	1,149.31	7,264.52	10,000.02	2,735.50	20,000.00
63601 - Maintenance-Grounds & Parking	171.39	333.33	161.94	773.02	1,999.98	1,226.96	4,000.00
63602 - Maintenance-Pool	(108.23)	1,750.00	1,858.23	14,731.60	10,500.00	(4,231.60)	21,000.00
63800 - Pagosa Springs Porpoises Swim	1,308.86	375.00	(933.86)	3,225.74	2,250.00	(975.74)	4,500.00
63810 - Swim Lesson Expense	-	395.83	395.83	960.00	2,374.98	1,414.98	4,750.00
63900 - Misc & Contingency	-	41.67	41.67	25.02	250.02	225.00	500.00
63910 - Non Capital Equipment Replacement	-	416.67	416.67	3,304.92	2,500.02	(804.90)	5,000.00
63920 - Merchandise	37.21	166.67	129.46	78.23	1,000.02	921.79	2,000.00
64010 - Utilities-Gas Rec	3,959.50	3,650.00	(309.50)	18,342.45	21,900.00	3,557.55	43,800.00
64020 - Utilities-Electric Rec	4,249.66	3,502.92	(746.74)	16,010.36	21,017.52	5,007.16	42,035.00
64030 - Utilities-Water Rec	689.08	687.50	(1.58)	3,320.33	4,125.00	804.67	8,250.00
64040 - Utilities-Waste Control Rec	-	175.00	175.00	738.14	1,050.00	311.86	2,100.00
64050 - Irrigation Water Rec	10.95	83.33	72.38	10.95	499.98	489.03	1,000.00
64060 - Utilities-Alarm Rec	-	166.67	166.67	450.00	1,000.02	550.02	2,000.00
64070 - Utilities-TV-Telephone Rec	218.70	291.67	72.97	1,303.92	1,750.02	446.10	3,500.00
<b>Total Recreation Amenities Expense</b>	<b>53,737.64</b>	<b>53,354.11</b>	<b>(383.53)</b>	<b>295,915.31</b>	<b>314,782.16</b>	<b>18,866.85</b>	<b>634,449.00</b>
<b>Utilities Expense</b>							
70010 - Gas Admin	102.09	208.33	106.24	965.59	1,249.98	284.39	2,500.00
70020 - Electric Admin	-	358.33	358.33	1,779.74	2,149.98	370.24	4,300.00
70030 - Water Admin	180.67	500.00	319.33	463.23	3,000.00	2,536.77	6,000.00
70040 - Waste Control Admin	-	183.33	183.33	1,081.60	1,099.98	18.38	2,200.00
71010 - Gas Shop	30.49	250.00	219.51	1,079.01	1,500.00	420.99	3,000.00
71020 - Electric Shop	-	183.33	183.33	639.23	1,099.98	460.75	2,200.00
71030 - Water Shop	76.03	87.50	11.47	358.59	525.00	166.41	1,050.00
71040 - Waste Shop	-	150.00	150.00	779.59	900.00	120.41	1,800.00
72010 - Gas Clubhouse	189.02	433.33	244.31	2,139.84	2,599.98	460.14	5,200.00
72020 - Electric Clubhouse	-	183.33	183.33	736.00	1,099.98	363.98	2,200.00
72030 - Water Clubhouse	203.93	225.00	21.07	503.92	1,350.00	846.08	2,700.00
73000 - Cellular Phones	299.44	291.67	(7.77)	1,610.30	1,750.02	139.72	3,500.00
73010 - Telephone-All Depts Except Rec	461.93	416.67	(45.26)	1,903.41	2,500.02	596.61	5,000.00
74000 - Street Lights	88.38	166.67	78.29	675.70	1,000.02	324.32	2,000.00
74010 - Water Other Assoc Lots	1.01	33.33	32.32	4,041.43	199.98	(3,841.45)	400.00
74020 - Aerator	-	833.33	833.33	2,808.03	4,999.98	2,191.95	10,000.00
74030 - Internet	372.21	375.00	2.79	2,240.62	2,250.00	9.38	4,500.00
<b>Total Utilities Expense</b>	<b>2,005.20</b>	<b>4,879.15</b>	<b>2,873.95</b>	<b>23,805.83</b>	<b>29,274.90</b>	<b>5,469.07</b>	<b>58,550.00</b>
<b>Total Expense</b>	<b>198,020.30</b>	<b>232,100.70</b>	<b>34,080.40</b>	<b>1,281,513.56</b>	<b>1,430,578.36</b>	<b>149,064.80</b>	<b>2,884,156.00</b>
<b>Operating Net Total</b>	<b>(456,622.77)</b>	<b>(141,362.03)</b>	<b>(315,260.74)</b>	<b>1,130,153.01</b>	<b>999,989.66</b>	<b>130,163.35</b>	<b>-</b>

# Pagosa Lakes Property Owners Association, Inc

## Statement of Revenues and Expenses 6/1/2024 - 6/30/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Capital Income</b>							
<b>Capital Improvement Income</b>							
90000 - Capital Improvement Income	389,758.00	-	389,758.00	389,758.00	313,740.00	76,018.00	313,740.00
91900 - Interest-Capital Fund	491.66	1,666.67	(1,175.01)	2,370.20	10,000.02	(7,629.82)	20,000.00
<b>Total Capital Improvement Income</b>	<b>390,249.66</b>	<b>1,666.67</b>	<b>388,582.99</b>	<b>392,128.20</b>	<b>323,740.02</b>	<b>68,388.18</b>	<b>333,740.00</b>
<b>Total Income</b>	<b>390,249.66</b>	<b>1,666.67</b>	<b>388,582.99</b>	<b>392,128.20</b>	<b>323,740.02</b>	<b>68,388.18</b>	<b>333,740.00</b>
<b>Capital Expense</b>							
<b>Capital Improvement Expense</b>							
95009 - Parking Lot - Rec Center	-	-	-	14,146.00	-	(14,146.00)	128,208.00
95011 - Vista Mailbox Development	-	-	-	22,483.35	-	(22,483.35)	219,000.00
<b>Total Capital Improvement Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>36,629.35</b>	<b>-</b>	<b>(36,629.35)</b>	<b>347,208.00</b>
<b>Total Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>36,629.35</b>	<b>-</b>	<b>(36,629.35)</b>	<b>347,208.00</b>
<b>Capital Net Total</b>	<b>390,249.66</b>	<b>1,666.67</b>	<b>388,582.99</b>	<b>355,498.85</b>	<b>323,740.02</b>	<b>31,758.83</b>	<b>(13,468.00)</b>

# Pagosa Lakes Property Owners Association, Inc

## Statement of Revenues and Expenses 6/1/2024 - 6/30/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Reserve Income</b>							
80000 - Reserve-Restricted	-	-	-	468,845.00	460,345.00	8,500.00	460,345.00
80100 - Interest-Reserve	1,346.47	1,916.67	(570.20)	18,945.77	11,500.02	7,445.75	23,000.00
<b>Total Reserve Income</b>	<b>1,346.47</b>	<b>1,916.67</b>	<b>(570.20)</b>	<b>487,790.77</b>	<b>471,845.02</b>	<b>15,945.75</b>	<b>483,345.00</b>
<b>Trails Maintenance Income</b>							
81000 - Trails Maintenance Reserve	-	-	-	56,400.00	56,400.00	-	56,400.00
81100 - Interest-Trails Maint Reserves	546.59	1,000.00	(453.41)	12,408.08	6,000.00	6,408.08	12,000.00
<b>Total Trails Maintenance Income</b>	<b>546.59</b>	<b>1,000.00</b>	<b>(453.41)</b>	<b>68,808.08</b>	<b>62,400.00</b>	<b>6,408.08</b>	<b>68,400.00</b>
<b>Total Income</b>	<b>1,893.06</b>	<b>2,916.67</b>	<b>(1,023.61)</b>	<b>556,598.85</b>	<b>534,245.02</b>	<b>22,353.83</b>	<b>551,745.00</b>
<b>Reserve Expense</b>							
84003 - Replace ATV	-	-	-	9,218.80	-	(9,218.80)	-
84014 - Replace Air Unit - Rec Center	752.24	-	(752.24)	423,319.19	700,000.00	276,680.81	700,000.00
84019 - Greenbelt Fire Mitigation	14,000.00	-	(14,000.00)	14,000.00	-	(14,000.00)	45,000.00
84023 - Replace Mailbox - Reserves	-	-	-	1,954.46	-	(1,954.46)	45,428.00
84025 - Server, Upgrades	-	-	-	2,137.27	4,368.00	2,230.73	4,368.00
84026 - Floor Coverings Carpet	-	-	-	-	-	-	10,000.00
84027 - Audio / Video Equipment	-	-	-	-	-	-	4,368.00
84028 - Asphalt-crack-fill,patch, seal coat-Admin	14,378.70	10,261.00	(4,117.70)	14,378.70	10,261.00	(4,117.70)	10,261.00
84029 - Asphalt-crack-fill,patch,seal coat - Rec	14,292.60	10,374.00	(3,918.60)	14,292.60	10,374.00	(3,918.60)	10,374.00
84030 - Concrete sidewalks-partial	-	-	-	-	15,000.00	15,000.00	15,000.00
84031 - Replace 12' Dump Trailer	-	-	-	10,349.86	9,500.00	(849.86)	9,500.00
84032 - Replace 18' Flat Trailer	-	-	-	7,100.10	7,500.00	399.90	7,500.00
<b>Total Reserve Expense</b>	<b>43,423.54</b>	<b>20,635.00</b>	<b>(22,788.54)</b>	<b>496,750.98</b>	<b>757,003.00</b>	<b>260,252.02</b>	<b>861,799.00</b>
<b>Trails Maintenance Expense</b>							
89001 - Seal Coat Vista Blvd	16,045.05	-	(16,045.05)	16,045.05	-	(16,045.05)	15,063.00
89002 - Seal Coat-N. Pagosa-2017 Addition	13,121.64	-	(13,121.64)	13,121.64	-	(13,121.64)	11,352.00
89004 - Repave Lake Forest	-	-	-	-	-	-	72,161.00
89005 - Repave N. Pagosa Blvd.	-	-	-	50,873.60	-	(50,873.60)	109,770.00
<b>Total Trails Maintenance Expense</b>	<b>29,166.69</b>	<b>-</b>	<b>(29,166.69)</b>	<b>80,040.29</b>	<b>-</b>	<b>(80,040.29)</b>	<b>208,346.00</b>
<b>Total Expense</b>	<b>72,590.23</b>	<b>20,635.00</b>	<b>(51,955.23)</b>	<b>576,791.27</b>	<b>757,003.00</b>	<b>180,211.73</b>	<b>1,070,145.00</b>
<b>Reserve Net Total</b>	<b>(70,697.17)</b>	<b>(17,718.33)</b>	<b>(52,978.84)</b>	<b>(20,192.42)</b>	<b>(222,757.98)</b>	<b>202,565.56</b>	<b>(518,400.00)</b>
<b>Net Total</b>	<b>(137,070.28)</b>	<b>(157,413.69)</b>	<b>20,343.41</b>	<b>1,465,459.44</b>	<b>1,100,971.70</b>	<b>364,487.74</b>	<b>(531,868.00)</b>

## DEPARTMENT OF PROPERTY AND ENVIRONMENT

### JULY, 2024 BOARD REPORT

By Larry D Lynch

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- Lakes and Fisheries** – The recent rains have been a bonus for the lakes and overall conditions in the community, all four lakes are still at or near spill levels including Hatcher Lake. We have experienced some generally minor algae issues over the past few weeks and have been treating the lakes as needed with Cutrine Ultra to keep things in check, we did have to get a little more aggressive in Lake Pagosa that last full week of June with a heavier dose of copper sulfate to catch a larger bloom that was occurring. It has cleared up nicely though over the past week and appears to be in good condition. The fishing has slowed down a bit from earlier in the season, but anglers are still doing well on all four lakes for trout and bass and I anticipate that to continue through the summer. Definitely an increase in boating activity over the past few weeks with the warmer temps, everyone is out enjoying the water.
- DPE Projects** – The DPE crew has been busy the past few weeks working on a number of projects including work on the National Forest boundary fence where the cattle are now stationed; lawn and grounds work on the facilities; dam maintenance and mowing on the dams; we utilized the flail mower to trim along the trail shoulders and will continue to do that in the coming weeks; the crew built and installed the new floating fishing dock at Hatcher Lake near the west side Jetty and it has already been very popular; removing a few hazard trees and a couple of beetle kill trees in greenbelts; cleaned up a large abandon kids fort in a greenbelt in Twin creek; and have been assisting Rec Center staff with a few repairs. Some upcoming projects will include installing a new entry fenced area at the Dog Park at Rec Center; prepping and staining the Lake Pagosa gazebo; continued work on the National Forest fence in the Hatcher Highlands area where the cattle will be moved in a few weeks; continuing brush chipping operations at the shop; and working on modifications and improvements to the Vista garden water irrigation system.
- Trail Projects** – The asphalt replacement project on North Pagosa Blvd is complete at this time minus a little shoulder work and grading, the repair work to the damaged section of the trail on Lake Forest Circle should be complete in the next couple of weeks and the repaving of that section can then be completed. PAWSD will be paying for the repair work caused by the water main break earlier in June. Additionally, the crack fill and seal coat work on the northerly part of the North Pagosa Trail and the Vista Blvd paved trail are complete and look good, should extend the lives of those trail segments for years. The parking lots at the Rec Center and the Administration office were also crack filled, seal coated and striped in June and look good.



4. **Greenbelt Thinning Operations** – The contractors have completed the wildfire mitigation work on the large greenbelt in Martinez Mt, the 40 acre water tank and cell tower site. Project came out looking really good, the contractors performed some fairly heavy oak brush mastication work on three sides of the property, clumping oak brush stands and separating. Some trees were removed as well to provide better spacing and improved forest health. The difference is striking and will substantially reduce the threat of fire as well as improve the overall condition of the property. Two additional tracts will be treated later this month, a medium sized greenbelt in Twin creek that separates homes where primarily oak brush thinning and clumping will occur, and a larger greenbelt tract in Lake Forest where approximately 100 trees will be removed to create better spacing in a heavily forested tract. That wood will then be made available to owners for free firewood. We did have some firewood available at the water tank site and it disappeared in about a day and half. Due to the very favorable bid from the contractors and the Wildfire Adapted Partnership grant we received we still have some additional funds available in the budget and plan to select some additional greenbelt properties to be treated later this summer.
5. **Noxious Weed Control** – I have been continuing to treat Association properties and facilities this past month for weed issues including some of the greenbelts, lake properties, and have treated most of the trail system shoulders for weeds. Additionally, I have been assisting a number of individual owners with noxious weed control on their properties throughout the subdivisions. I would say that overall I am pleased with the weed situation in the community, it continues to be improved from the situation we had 20 years ago where noxious weeds were widespread and common, now down to more manageable and isolated trouble spots.



**Pagosa Lakes Property Owners Association  
Regular Board of Directors Meeting  
Recreation Center Report**

<b>Attendance report for June</b>	<b>2024</b>
Timeshare Sign Ins	3,346
Member Sign Ins	6,255
Total User Attendance	9,601
<b>Programs and Activities Attendance</b>	
All programs in Aerobics Room	145
Water Aerobics	172
Racquetball	89
Basketball	70
Lap Lane	974

### **Manager's Summary:**

- I have received an updated Bid from Cleary Buildings. This bid includes the structure of the building, the concrete, a hardwood floor / Sport Court and insulation. I will be receiving bids on the HVAC and electrical hopefully by next week. Cleary will also give us a bid on the excavation work when we know for sure where the gym will be placed.
- We have posted for a full-time custodian. As we are getting busier it's getting harder to keep up on the facility. I have been looking into a better cleaning unit so that we can be more efficient with our time in the building.
- We are down a custodian, I will be covering a few night or early mornings until, we find someone.
- We have a new front desk staff. They all have received CPR training.

### **Maintenance/Supervision:**

- Ryan Benoit has been hired as the new Maintenance Supervisor for the rec center. We are excited to have him on board.
- Ryan B. and I have received our Aquatics Facility Operator Certification. We had taken a two-day course at the Durango Rec Center. The course covered many aspects of operating a pool which include; Mechanical & Chemical operations, various filters, how to create a dosage chart and so forth.
- I have been working closely with Ryan B. in the pump room so that he can begin to understand how that room operates.

### **Programs:**

- Swim Lessons for June concluded. We had 50 kids go through the program. The July session is already full.
- The Porpoises season had ended for the season. We had our last meet in Telluride on June 30<sup>th</sup>. The kids did great this year. We had a competitive team this year as we had many kids place well and drop times. Also, 10 new kids joined this year that did very well for their first year. I give many praises to Coach Haley Wilson and her hard work.
- The Sand Volleyball league has been a new successful program. We maxed out the 6-team limit and everyone seems to be having fun.
- Walking Group has been a solid program. We have been averaging about 17 people per walk.
- Coming in July, we will have a few new programs coming out. We will be doing a movie night in the pool; we have any Olympic fitness challenge and we will be doing a bike Rodeo. Also, we will be doing a water safety course for ages 4 to 7.

## June 2024, Department of Community Standards Report

- There are 44 open violations, as of July 3<sup>rd</sup>.
- We have opened 27 & closed 29 violations this past month. Compliance has been achieved.
- There are 316 current open project permits as of July 3<sup>rd</sup>.
- There were 28 Short Term Rental applications submitted since June 6<sup>th</sup>.
  - 0 new owners of existing Short Term Rental properties.
  - 24 annual renewals of existing registered STR properties.
  - 4 new registration of STR properties not previously registered.

# Current open violations

XN	Details	Property Address
501535	Landscaping - General Yard Maintenance	
492987	Vehicle Parking - Parking in the Grass	
492985	Building / Construction - Project Permit Process Violation	
492983	Hazardous Activities - Trespass	
492982	Repetative Nuisance	
492981	Landscaping - General Yard Maintenance	
492980	Building / Construction - Project Permit Process Violation	
492979	Unsightly - Improper Storage of Household Furniture	
492966	Building / Construction - Project Permit Process Violation	
492965	Vehicle Parking - Parking in the Grass	
492943	Rubbish and Debris - Overflowing Trash Receptacle	
492925	Animals and Pets - Noise Nuisance	
492890	Rubbish and Debris - General	
492889	Unsightly - Tires	
492888	Unsightly - Improper Storage of Household Furniture	
492788	Building / Construction - Project Permit Process Violation	
492787	Repetative Nuisance	
492786	Unsightly - Tires	
492785	Vehicle Parking - Inoperable Vehicle	
488539	Hazardous Activities - Trespass	
488538	Building/Constructions - Doing Work without a Permit	
488472	Hazardous Activities - Civility	
488464	Landscaping - General Yard Maintenance	
488434	Rubbish and Debris - General	
484118	Building / Construction - Project Permit Process Violation	
475504	Landscaping - Weed Removal	
470976	Building / Construction - Project Permit Process Violation	
470943	Repetative Nuisance	
470939	Lighting - Light Trespass	
470938	Lighting - Fully Shielded	
470902	Unsightly - Constructions Materials Improperly Stored	
470901	Repetative Nuisance	
470900	Vehicle Parking - Commercial Vehicle	
470897	Animals and Pets - Fowl	
462073	Unsightly - General	
461691	Architectural - Shed w/out Permit	
443569	Building / Construction - Project Permit Process Violation	
437384	Recreational Vehicles	
437169	Building / Construction - Project Permit Process Violation	
422920	Unsightly - Overall Apperance	
422914	Maintenance - Damaged/Missing Wainscot	
422579	Landscaping - General Yard Maintenance	
391901	Building / Construction - Project Permit Process Violation	
276990	Building / Construction - Project Permit Process Violation	

## Violations opened 6/6/24 - 7/3/24

XN	Details	Property Address
	470976 Building / Construction - Project Permit Process Violation	
	475504 Landscaping - Weed Removal	
	484118 Building / Construction - Project Permit Process Violation	
	488434 Rubbish and Debris - General	
	488464 Landscaping - General Yard Maintenance	
	488472 Hazardous Activities - Civility	
	488538 Building/Constructions - Doing Work without a Permit	
	488539 Hazardous Activities - Trespass	
	492785 Vehicle Parking - Inoperable Vehicle	
	492786 Unsightly - Tires	
	492787 Repetative Nuisance	
	492788 Building / Construction - Project Permit Process Violation	
	492888 Unsightly - Improper Storage of Household Furniture	
	492889 Unsightly - Tires	
	492890 Rubbish and Debris - General	
	492925 Animals and Pets - Noise Nuisance	
	492943 Rubbish and Debris - Overflowing Trash Receptacle	
	492965 Vehicle Parking - Parking in the Grass	
	492966 Building / Construction - Project Permit Process Violation	
	492979 Unsightly - Improper Storage of Household Furniture	
	492980 Building / Construction - Project Permit Process Violation	
	492981 Landscaping - General Yard Maintenance	
	492982 Repetative Nuisance	
	492983 Hazardous Activities - Trespas	
	492985 Building / Construction - Project Permit Process Violation	
	492987 Vehicle Parking - Parking in the Grass	
	501535 Landscaping - General Yard Maintenanc	

## Violations closed 6/6/24 - 7/3/24

XN	Details	Property Address
	470981 Vacation Rentals - Polycarts/Garbage Cans	
	470982 Vehicle Parking - Parking in the Grass	
	475416 Lighting - Light Trespass	
	475455 Building/Constructions - Doing Work without a Permit	
	475456 Landscaping - General Yard Maintenance	
	475565 Rubbish and Debris - Overflowing Trash Receptacle	
	475566 Repetative Nuisance	
	475570 Vehicle Parking - Parking in the Grass	
	488395 Landscaping - General Yard Maintenance	
	488419 Animals and Pets - Noise Nuisance	
	488430 Vehicle Parking - Parking in the Grass	
	488432 Noise - General	
	488453 Vehicle Parking - Parking in the Grass	
	492789 Vehicle Parking - Parking in the Grass	
	492938 Vehicle Parking - Commercial Vehicle	
	492944 Rubbish and Debris - Overflowing Trash Receptacle	
	492945 Building/Constructions - Doing Work without a Permit	
	492946 Vehicle Parking - Parking in the Grass	
	492947 Landscaping - General Yard Maintenance	
	492948 Landscaping - General Yard Maintenance	
	492980 Building / Construction - Project Permit Process Violation	
	492981 Landscaping - General Yard Maintenance	
	492982 Repetative Nuisance	
	492984 Unsightly - Improper Storage of Miscellaneous	
	492993 Vehicle Parking - Parking in the Grass	
	492994 Vehicle Parking - Parking in the Grass	
	501528 Hazardous Activities - Trespass	
	501560 Vehicle Parking - Parking in the Grass	
	501564 Rubbish and Debris - Overflowing Trash Receptacle	



**Pagosa Lakes Property Owners Association  
Lifestyle and Communications Report  
July 11, 2024  
Jenifer Pitcher**

**Lifestyle:**

- **PLPOA lifestyle upcoming offerings**
  - **July 14<sup>th</sup> Art in the Garden for kids**
  - **July 20<sup>th</sup> Laser light show**
  - **Annual meeting- July 27**
  - **Annual BBQ – July 27**
  - **Date night babysitting July 10, 24 & 27**
  - **Triathlon and end of summer bash – Aug 24<sup>th</sup>**
  - **Ballot and Survey have been sent!**
- **Committees**
  - **Garden committee – Event July 14th. Meeting July 11<sup>th</sup> and 25<sup>th</sup>**

SUN 30	MON Jul 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6
get cleaners - June assigned	<ul style="list-style-type: none"> <li>● 9:30am Line Dancing</li> <li>● 12:30pm Monday/Thursday Bridge</li> <li>● 1pm Games Group</li> <li>● 4:30pm Essentrics</li> </ul>	<ul style="list-style-type: none"> <li>● 8:30am Tai Chi with JUNE</li> <li>● 10am Clubhouse fitness with June</li> <li>● 12pm Bridge Group (Conference Ro</li> <li>● 6pm Heating Panel</li> </ul>	<ul style="list-style-type: none"> <li>● 8:30am ECC work Session</li> <li>● 9am Advanced Line Dancing</li> <li>● 1pm Games Group</li> </ul>	<ul style="list-style-type: none"> <li>ADMIN OFFICES CLOSED</li> <li>No Clubhouse Classes</li> </ul>	<ul style="list-style-type: none"> <li>5pm-9pm Get up for Get</li> <li>● 12pm Friday Bridge</li> </ul>	Private party
Get Cleaners - June assigned	<ul style="list-style-type: none"> <li>● 9:30am Line Dancing</li> <li>● 12:30pm Monday/Thursday Bridge</li> <li>● 1pm Games Group</li> <li>● 4:30pm Essentrics</li> </ul>	<ul style="list-style-type: none"> <li>● 8:30am Tai Chi with JUNE</li> <li>● 10am Clubhouse fitness with June</li> <li>● 12pm Bridge Group (Conference Ro</li> <li>● 5:30pm ZUMBA</li> </ul>	<ul style="list-style-type: none"> <li>● 9am Advanced Line Dancing</li> <li>● 1pm Games Group</li> <li>● 6pm Date Night</li> </ul>	<ul style="list-style-type: none"> <li>● 8:30am Tai Chi Chih</li> <li>● 10am Clubhouse fitness with June</li> <li>● 11am Thursday line dance</li> <li>● 12:30pm Monday/Thursday Bridge</li> <li>● 2pm Grey Wolves</li> <li>2 more</li> </ul>	<ul style="list-style-type: none"> <li>New Life GROUP</li> <li>● 12pm Friday Bridge</li> </ul>	<ul style="list-style-type: none"> <li>● 5:15pm Private rental</li> </ul>
● 12:30pm Garden group activity	<ul style="list-style-type: none"> <li>● 9:30am Line Dancing</li> <li>● 12:30pm Monday/Thursday Bridge</li> <li>● 1pm Games Group</li> <li>● 4:30pm Essentrics</li> </ul>	<ul style="list-style-type: none"> <li>● 8:30am Tai Chi with JUNE</li> <li>● 10am Clubhouse fitness with June</li> <li>● 12pm Bridge Group (Conference Ro</li> <li>● 5:30pm ZUMBA</li> </ul>	<ul style="list-style-type: none"> <li>● 8:30am ECC Work Session</li> <li>● 9am Advanced Line Dancing</li> <li>● 1pm Games Group</li> <li>● 7pm eclectic dance</li> </ul>	<ul style="list-style-type: none"> <li>● 8:30am ECC Meeting</li> <li>● 8:30am Tai Chi Chih</li> <li>● 10am Clubhouse fitness with June</li> <li>● 11am Thursday line dance</li> <li>● 12:30pm Monday/Thursday Bridge</li> <li>● 5:30pm ZUMBA</li> </ul>	<ul style="list-style-type: none"> <li>Private rental</li> <li>● 12pm Friday Bridge</li> </ul>	<ul style="list-style-type: none"> <li>● 8pm Women in Music Lose Light sh</li> </ul>
● 1pm Spiritual Experiences Group of	<ul style="list-style-type: none"> <li>● 9:30am Line Dancing</li> <li>● 12:30pm Monday/Thursday Bridge</li> <li>● 1pm Games Group</li> <li>● 4:30pm Essentrics</li> </ul>	<ul style="list-style-type: none"> <li>● 8:30am Tai Chi with JUNE</li> <li>● 10am Clubhouse fitness with June</li> <li>● 12pm Bridge Group (Conference Ro</li> <li>● 5:30pm ZUMBA</li> </ul>	<ul style="list-style-type: none"> <li>● 9am Advanced Line Dancing</li> <li>● 1pm Games Group</li> <li>● 6pm Date Night</li> </ul>	<ul style="list-style-type: none"> <li>● 8:30am Tai Chi Chih</li> <li>● 10am Clubhouse fitness with June</li> <li>● 11am Thursday line dance</li> <li>● 12:30pm Monday/Thursday Bridge</li> <li>● 5:30pm ZUMBA</li> </ul>	<ul style="list-style-type: none"> <li>Clubhouse reserved</li> <li>● 10am Bookclub</li> <li>● 12pm Friday Bridge</li> </ul>	<ul style="list-style-type: none"> <li>Annual Meeting</li> <li>● 1pm Ranch</li> </ul>
Pickleball annual meeting	<ul style="list-style-type: none"> <li>● 9:30am Line Dancing</li> <li>● 12:30pm Monday/Thursday Bridge</li> <li>● 1pm Games Group</li> <li>● 4:30pm Essentrics</li> </ul>	<ul style="list-style-type: none"> <li>● 8:30am Tai Chi with JUNE</li> <li>● 10am Clubhouse fitness with June</li> <li>● 12pm Bridge Group (Conference Ro</li> <li>● 5:30pm ZUMBA</li> </ul>	<ul style="list-style-type: none"> <li>● 9am Advanced Line Dancing</li> <li>● 1pm Games Group</li> <li>● 6pm Date Night</li> </ul>	<ul style="list-style-type: none"> <li>Aug 1</li> <li>● 8:30am ECC Meeting</li> <li>● 8:30am Tai Chi Chih</li> <li>● 10am Clubhouse fitness with June</li> <li>● 11am Thursday line dance</li> <li>● 12:30pm Monday/Thursday Bridge</li> </ul>	<ul style="list-style-type: none"> <li>● 9am Vets for Vets</li> <li>● 12pm Friday Bridge</li> <li>● 5pm Set UP</li> </ul>	<ul style="list-style-type: none"> <li>Private rental</li> </ul>

### ECC Liaison Report

DESCRIPTIONS	June		YTD	Previous YTD		
	6/6	6/20	2024	2023	2022	2021
Construction of new Single Family Residential and Modular Home	2	2	38	45	69	87
Mobile /Manufactured New or used placement	0	0	0	0	5	4
Major Projects	3	2	28	49	53	59
Minor Projects	23	33	139	256	320	343
Owner initiated Variance Request	1	0	5	9	8	16
Solar	0	0	5	27	17	0
Boat Dock Permit / liscense	0	0	0	0	7	4
Sign/ Banner permanent and temporary	0	0	3	2	2	3
Seasonal and Temporary structures	2	0	7	11	27	9
Written Request: Tree Removal/Fire Mitigation)	12	8	44	102	126	126
Written Request:Extensions/Revisions	13	13	132	280	255	136
Written Request: Miscellaneous	10	15	51	85	92	107
Construction of new Commercial Structure	0	0	0	2	2	3
Construction of Multi-family structures	0	0	0	2	0	0
Total Application submissions	66	73	447	883	981	857
As Form Inspection Additions	2	2	38	54	54	x
Total Approved Applications	65	75	457	871	955	846
Notes						

## **Minutes of the Parks, Trails and Outdoor Recreation Committee Meeting**

**Wednesday, June 12, 2024**

The meeting was called to order at 3:00 pm by Kurt Raymond, committee chair. Present were committee members Lisa Foss, Russ Durer, Mr. Raymond, and Ken Wilburt, board liaison Patrick Moore, staff Larry Lynch and Allen Roth GM.

The committee reviewed the minutes of the previous meeting.

The first agenda item was an update by Lynch to the committee of current projects. Lynch updated the committee on progress of the trail resurfacing projects on North Pagosa Blvd and Lake Forest Circle, including details on the water main break on Lake Forest Circle that caused some significant damage to the prepared trail surface. Additional updates on the crack fill and seal coating of 2 trail segments in Vista and the northerly portion of North Pagosa Trail. Additionally, Lynch updated the committee on current greenbelt wildfire fuel mitigation projects occurring this summer and the committee agreed that it would be good to go out and take a look at some of this work. The possibility remains that some of the greenbelts may have some potential for additional parks or trails in the future. The committee was also updated on the recent grant that the Town of Pagosa has applied for to help complete the Town to Lakes Trail, including trail portions in the core area and possibly into South Pagosa Blvd and the hospital area.

The next agenda item was a discussion on long range capital improvements for parks and trails. The recent completion of the Northlake Ave trail was discussed and deemed a very successful project as well as the footbridge project completed in 2022. Lynch gave the committee a brief overview of the current long range capital improvement schedule concerning parks and trails, including scheduled construction of the North Pagosa Blvd trail extension to Apsenglow Blvd; the extension of the Park Avenue trail to Holiday Ave; and the gas line trail project in Vista. Allen wanted to remind the committee that some of these numbers and schedule may need to be adjusted from time to time by the board to accommodate other projects. One example was the North Pagosa trail extension south to Hwy 160, where that money may not be needed if the town is successful with the grant for the Town to Lakes trail (that would be included in that project). Additionally, the Vista Gas line trail money may need to be moved or adjusted as well. Large projects at the Rec Center such as the proposed multi-purpose field and the gymnasium may impact the schedule to some degree. Kurt expressed support for these types of projects but also wanted to make sure that trails and parks are not lost in the shuffle, expressing that trails have been the number one priority and project supported by the community and in surveys.

Kurt and Patrick agreed that it might be a good idea for some of these different Association committees to keep abreast of other committee projects and proposals, there may be some overlap or ways to help support each other. The idea of an occasional joint meeting of the committee chairs was suggested.

Lisa Foss reminded everyone that grant funding applications to GOCO and State Trails could help bring some of these trail project costs way down and help keep them on track for scheduled completion.

Kurt emphasized that he would like to continue working toward updating the 2013 Parks and Trails 7-Year Master Plan and would like to have that completed this year if feasible. The committee agreed that this would be a goal.

The meeting was adjourned.

**Pagosa Lakes Property Owners Association  
RESOLUTION 2024-03  
OF THE BOARD OF DIRECTORS OF  
PAGOSA LAKES PROPERTY OWNERS' ASSOCIATION, INC.  
Resolution Revising Project Permit Process, Adding Section 3.1.10.6.**

**WHEREAS,** The Declaration of Restrictions and Bylaws governing the Pagosa Lakes Property Owners' Association, allow for the implementation of Rules and Regulations for the Association, and require a project application and ECC approval for improvements to a property, and;

**WHEREAS,** The Declaration of Restrictions, Association Bylaws, Resolutions, Rules and Regulations adopted by the PLPOA Board of Directors are established and enforced for the benefit and protection of all property owners, and;

**WHEREAS,** There is statutory authority for such enforcement in the State of Colorado Statutes: including C.R.S. 38-33, 3-117 and 302(1)(a)(o)(p)(q);

**WHEREAS,** House Bill 24-1091 encourages the use of fire-hardened building materials in the construction or maintenance of properties within community associations;

**WHEREAS,** The Board wishes to update the Project Permit Process to include the use of fire-hardened building materials

**THEREFORE,** the following addition to the Project Permit Process will consist of adding section 3.1.10.6 as noted below, shall be established:

**5.1 Shoreline Improvement Permits**

P.P.P. Section 3.1.10.6 (new) – In following Colorado House Bill 24-1091, the PLPOA encourages the installation or use of fire-hardened building materials for construction and/or maintenance if the materials are harmonious in design, dimensions, placement, or appearance with the neighboring properties as approved by the Environmental Control Committee.

**PRESIDENT'S AND SECRETARY'S CERTIFICATION:** The undersigned, respectfully being the President and Secretary of the Pagosa Lakes Property Owners Association, a Colorado nonprofit corporation, certify that the foregoing Resolution was approved and adopted by the Board of Directors of the Association, at duly called and held meeting of the Board of Directors of the Association on \_\_\_\_\_  
And in witness thereof, the undersigned have subscribed their names.

By: \_\_\_\_\_  
Lars Schneider, Vice-President

Attest: \_\_\_\_\_  
Monty Whitman, Secretary

## RESOLUTION 2024-04

### PAGOSA LAKES PROPERTY OWNERS' ASSOCIATION

#### COLLECTION POLICY AND PROCEDURE

Effective Date: **August 8, 2024, Replaces Resolution 2022-10**

This policy is adopted to comply with the terms of the Colorado Common Interest Ownership Act ("CCIOA") which contains provisions that may conflict with the terms of the Association's governing documents. CCIOA and this policy will control over any conflicting provisions in the governing documents.

- 1) **Due Dates, Late Charges, Interest, Suspension of Rights, and Acceleration of Assessments.**
  - a) **Due Dates.** The annual assessment payment is due and payable May 1<sup>st</sup> of each year. Payments will be deemed received on the date the payment is received in the Association's office or the Association's payment processor's office; provided, however, if the Owner's name and the property address for which payment is made is not identified on or with the payment, payment will not be deemed received until such time as the owner and property to which payment should be credited is determined. Any payment not paid in full when due is past due and delinquent.
  - b) **Late Fee or Charge.** A late fee in the amount of \$50.00 will be imposed for any assessment not paid by the due date. Fines or other charges are due 30 days after being assessed and are delinquent if not paid by the due date without further notice to the Owner. Delinquent fines are subject to a \$50.00 late fee. The late fee is a personal obligation of the Owner and a lien on the property.
  - c) **Interest.** Interest at the rate of 8% per annum will accrue on any delinquent assessment, fine, or other charge from the due date without further notice to the Owner. Interest is a personal obligation of the Owner and a lien on the property.
  - d) **Lien.** Under Colorado law and the terms of the Declaration, there is a lien for any unpaid assessment. The Association reserves the right to record a notice of lien in the county records at any time after an assessment becomes delinquent.
  - e) **Administrative Expenses.** Collection costs, imposed by the Association or its managing agent, for delinquent accounts will be the obligation of the Owner and may be posted to the Owner's account. Examples include but are not limited to, **actual cost** of certified mailings, costs to physically post a notice or translate a notice to a language other than English.
  - f) **Suspension of Rights.** An Owner's voting rights are automatically suspended without notice if an assessment or other charge is delinquent as set forth in this policy. An Owner's rights to use recreational facilities may also be suspended without notice if an assessment or other charge is delinquent as set forth in this policy.
- 2) **Attorney's Fees and Collection Costs.** **The Association is entitled to recover its reasonable attorney's fees and collection costs incurred in collecting assessments or other charges due the Association from a delinquent Owner pursuant to the terms of the Declaration and Colorado law.**
- 3) **Application of Payments.** If an Owner who has both unpaid assessments and unpaid fines, fees, or other charges makes a payment to the Association, the Association will apply the payment first to assessments and any remaining amount of the payment to the fines, fees, or other charges owed.
- 4) **Monthly Statements Required.** On a monthly basis, the Association will send to each Owner who has any outstanding balance an itemized list of all assessments, fines, fees, and charges that the Owner owes to the Association (i.e., an account ledger). The monthly statement will be sent by first-class mail to the Owner's registered address, and if the Association has a relevant e-mail address, by e-mail. If the account has been referred to a collection agency or to any attorney, the statement will also specify that the balance may not include all attorney's fees and costs that have been incurred as of the statement date but not yet invoiced to the Association and posted to the account.

- 5) Notice of Delinquency. The Association may send courtesy notices to Owners. However, before the Association turns over a delinquent account of an Owner to a collection agency or refers it to an attorney for legal action, the Association must send the Owner a notice of delinquency specifying:
- a) The total amount due, with an accounting of how the total was determined;
  - b) Whether the opportunity to enter into a payment plan exists as provided in this collection policy, and instructions for contacting the Association to enter into a payment plan, if available;
  - c) The name and contact information for the individual the Owner may contact to request a copy of the Owner's ledger to verify the amount of the debt;
  - d) A statement that action is required to cure the delinquency, and that failure to do so within 30 days may result in the Owner's delinquent account being turned over to a collection agency, a lawsuit being filed against the Owner, the filing and foreclosure of a lien against the Owner's property, or other remedies available under Colorado law;
  - e) Whether the delinquency concerns unpaid assessments; unpaid fines, fees, or charges; or both unpaid assessments and unpaid fines, fees, or charges; and if the notice of delinquency concerns unpaid assessments, the notice of delinquency must notify the Owner that the unpaid assessments may lead to foreclosure;
  - f) The steps the Association must take before the Association may take legal action against the Owner, including a description of the Association's cure process; and
  - g) A description of what legal action the Association may take against the Owner, including a description of the types of matters that the Association or Owner may take to small claims court, including injunctive matters for which the Association seeks an order requiring the Owner to comply with the declaration, bylaws, covenants, or other governing documents of the Association.
- 6) Owner Contact and Delivery of Notice. Before the Association turns over a delinquent account of an Owner to a collection agency or refers it to an attorney for legal action, the Association will **contact the Owner by**
- a) Sending a copy of the delinquency notice described in Paragraph 5 by certified mail, return receipt requested **and first-class mail. and physically post a copy of this delinquency notice at the Owner's property; and**
  - b) **Contacting the Owner by two of the following means:**
    - i) **Telephone call to a telephone number that the Association has on file that the Owner provided to the Association. If the Association is unable to contact the Owner, it will, if possible, leave a voice message.**
    - ii) **Text message to a cellular number that the Association has on file that the Owner has provided to the Association; or**
    - iii) **E-mail to an e-mail address that the Association has on file that the Owner provided to the Association.**
  - c) Notices from the Association will be sent in English; provided, the Owner may send written notice to the Association with an alternate language preference. The Association will attempt to provide an accurate translation of the original English version, but due to nuances in translating to a foreign language, slight differences may exist.
  - d) An Owner may send written notice to the Association identifying another person to serve as a designated contact for the Owner for notices and correspondence. The Association will send the same written communications to the designated contact that ii sends to the Owner. If the Owner wishes to change or cease the designated contact, the Owner must send the Association written notice.
- 7) Record of Notification. The Association will maintain a record of the contact(s) it has made

with an Owner regarding a delinquency, including the type of communication used to contact the Owner and the date and time the contact was made. As this record relates to a particular property, it will not be deemed to be a record available to all Owners under Colorado law.

8) Payment Plans.

- a) Before the Association turns over a delinquent account of an Owner to a collection agency or refers it to an attorney for legal action, it will make a good faith effort to coordinate with the Owner to set up a payment plan. An Owner may enter into a payment plan to pay off a deficiency in equal installments over a minimum period of 18 months or such other longer period as authorized by the Board. **The Owner must accept the repayment plan within 30 days after the offer is made.**
- b) If the Owner fails to comply with the terms of the payment plan (fails to remit payment of three or more agreed-upon installments during the payment plan term), the Association may pursue legal action subject to the notice requirements above.
  - i) The Association is not obligated to negotiate a payment plan with:
  - ii) an Owner who has previously entered into a payment plan pursuant to this policy, or
  - iii) an Owner who does not occupy the property and acquired the property because of a default of a security interest encumbering the property or a foreclosure of the Association's lien.
- c) Before the Association initiates a foreclosure proceeding based on the Owner's unpaid assessments, it will provide the Owner with a written offer to enter into a repayment plan of at least 18 months. Under the repayment plan, the Owner may choose the amount to be paid each month, so long as each payment must be in an amount of at least \$25.00. The Owner may elect to pay the remaining balance under the repayment plan at any time during the duration of the repayment plan. **The Association will not foreclose as long as the Owner is in compliance with the terms of the payment plan.**
- d) All payment plans involving accounts referred to an attorney for collection will be set up and monitored through the attorney in consultation with the President of the Board or other person designated by the Board.

9) Board Action to Refer Delinquent Account. Before a delinquent account is referred to a collection agency or attorney, a majority of the Board must vote to refer the matter by recorded vote conducted in executive session.

10) Referral of Delinquent Accounts to Attorneys. After an account has been referred to the Association's attorney, the account remains with the attorney until it is settled, has a zero balance, or is otherwise resolved. Once accounts are turned over to the Association's attorney, Owners will make payments to the Association at the attorney's address. The Association's attorney is authorized to take whatever action is necessary, in consultation with the Board President or other person designated by the Board, believed to be in the Association's best interest.

After a delinquent account has been referred to the Association's attorney, all communication with the delinquent Owner will be handled through the Association's attorney. Neither the manager, if any, nor any member of the Board may discuss the collection of the account directly with an Owner after it has been turned over to the Association's attorney unless the attorney is present or has consented to the contact. Action by the Association's attorney may include the following

- a) Notice of Lien. If not already recorded, a notice of lien may be recorded against the delinquent Owner's property to provide record notice of the Association's claim against the property.



- b) Filing Lawsuit. The Association may file a lawsuit against the delinquent Owner seeking a money judgment. If a personal judgment is entered against the delinquent Owner, the Association may pursue remedies such as garnishing the Owner's wages or bank account to collect judgment amounts.
- c) Judicial Foreclosure. The Association may foreclose on its lien in lieu of or in addition to suing an Owner for a money judgment. The purpose of foreclosing is to obtain payment of all assessments owing in situations where either a money judgment lawsuit has been or is likely to be unsuccessful or in other circumstances that may favor such action. If the Association forecloses on its lien, the Owner will lose the Owner's property, having the same effect as if a first mortgagee institutes a foreclosure action against the property (though the procedure is different).

The Association will not commence a judicial foreclosure action unless the balance of the assessments and charges secured by its lien (which may include late fees, fines, and other charges as well as other assessments) equals or exceeds 6 months of common expense assessments based on the Association's periodic budget. Additionally, the Association will not pursue foreclosure against an Owner solely based on fines owed to the Association and/or collection costs or attorney's fees the Association incurred that are only associated with such fines. Prior to filing a foreclosure action, the Board will resolve by a recorded vote in executive session to authorize the filing of the foreclosure action against the particular property against which the foreclosure action will be filed.

- d) Receivership. A receiver is a disinterested person, appointed by the court, who manages rental of the Owner's property and collects the rents according to the court's order. The purpose of a receivership for the Association is to obtain payment of current assessments, reduce past-due assessments, and prevent waste deterioration of the property.
  - e) Bankruptcy Filings. Filing necessary claims, documents, and motions in Bankruptcy Court to protect the Association's claim.
- 11) Certificate of Status of Assessment Estoppel Letter. The Association will furnish to an Owner, or such Owner's designee, upon written request delivered personally or by certified mail, first-class postage prepaid, return receipt requested, to the Association's registered agent, a written statement setting forth the amount of unpaid assessments currently levied against the Owner's property. The statement will be delivered within 14 calendar days after receipt of the request personally or by certified mail, first-class postage prepaid, return receipt requested. If the Owner's account has been turned over to the Association's attorney, the statement will include any attorney's fees incurred in providing the statement.

12) Return Check Charges.

- a) If any check or other instrument payable to or for the benefit of the Association is not honored by the bank or is returned by the bank for any reason, including, but not limited to insufficient funds, the Owner is liable to the Association for one of the following amounts, at the option of the Association:
  - i) An amount equal to the face amount of the check, draft, or money order and a return check charge of: (a) \$20.00; or (b) 20% of the face amount of the check, draft, or money order, but not less than \$20.00, if it has been assigned to a collection agency for collection; or (c) an amount equal to the actual charges incurred by the Association levied by the party returning the check, whichever is greater; or
  - ii) If notice has been sent as provided in C.R.S. § 13-21-109 and the total amount due as set forth in the notice is not paid within 15 days after such notice is given, the person issuing the check, draft, or money order will be liable to the Association for three times the face amount of the check, but not less than \$100.00.
- b) If two or more of an Owner's checks are returned within any fiscal year, the Association may require that future payments, for a period of one year, be made by certified check or money order.

13) Bankruptcies and Public Trustee Foreclosures. Upon receipt of any bankruptcy notice or a foreclosure notice by any holder of an encumbrance against any property within the Association, the Association may advise the Association's attorney of the same and turn the account over to the Association's attorney.

14) Waivers. The Association may modify these procedures as the Association determines appropriate under the particular circumstances. Any accommodation may be documented in the Association's files. Failure to require strict compliance with this policy is not deemed a waiver of the Association's right to require strict compliance and will not be deemed a defense to payment of assessment fees or other charges, late charges, return check charges, attorney's fees, and/or costs as described and imposed by this policy.

This Collection Policy and Procedure was adopted by the Board of Directors this \_\_\_ day of \_\_\_\_\_, 2024

Pagosa Lakes Property Owners Association,  
A Colorado Non-Profit Corporation

By: \_\_\_\_\_  
Lars Schneider, Vice President

Attest: \_\_\_\_\_  
Monty Whitman, Secretary

#### RECORD OF REVISIONS

2001-05 – Establish Policy

2003-04 – Update Policy

2005-03 – Update Policy

2013-07 – Update Policy

2016-05 – Update Collections Policy

2018-04 – Update Collections Policy

2021-07 – Update Collections Policy

2022 – 05 – Update Collections Policy

2022 – 10 - Update according to new CCIOA Requirements

2024-08 – Update according to HB24-1233

## NOTICE OF DELINQUENCY

[Date]

[Owner name]

[Mailing Address]

Re: Association Name

Notice of Delinquency

Property Address: \_\_\_\_\_ ("Property")

Dear:

The Association's records indicate that your account is delinquent. As of the date of this Notice, the total amount due is \$\_\_\_\_, which is comprised of unpaid assessments, fines, late fees, interest, or other charges. **[The Notice must specify what charges make up the balance. If fines are not included, then the reference to fines should be deleted.]** Included with this Notice is a copy of your current account ledger. **[If you do not include a current ledger, you must provide a name and contact information for the owner to receive a current ledger.]**

Be advised that payment is required to cure the delinquency and that failure to do so **within thirty (30) days** may result in your account being turned over to an attorney or a collection agency, a lawsuit being filed against you, the filing and foreclosure of a lien against the Property, or other remedies available under Colorado law.

You may be entitled to request a payment plan for up to eighteen (18) months. To request a payment plan, you must contact the Association at \_\_\_\_\_ **[phone number and/or email address]** within thirty (30) days of the date of this Notice. A payment plan would include payment of any additional assessments or charges as they become due.

Before the Association may take legal action against you, a majority of the members of the Board of Directors must vote to approve referral of your account to an attorney or a collection agency. To the extent there are any pending or outstanding violations of the governing documents other than non-payment of assessments as set forth in this Notice, you may be entitled to certain cure rights as more particularly described in the Association's covenant and rule enforcement policy and C.R.S. § 38-33.3-209.5(1.?) (b).

Unpaid assessments may lead to foreclosure of the Property. The Board of Directors must authorize any foreclosure action by a formal, recorded vote. Before commencing foreclosure, you will be provided a written offer to enter into a repayment plan for up to eighteen (18) months. Under this plan, you may choose the amount to be paid each month (no less than \$25 per month) in addition to regular assessments. You may elect to pay the remaining balance at any time during the duration of the repayment plan.

If your account is referred to the Association's attorney, the Association may elect to file a personal lawsuit for failure to pay or foreclose its lien against the Property for unpaid assessments. The Association or you may utilize the small claims court where the amount in controversy does not exceed \$7,500, including disputes arising from assessments, fines, or fees owed to the Association, matters pursuant to C.R.S. § 13-6-403, or as otherwise permitted by Colorado law. Additionally, the small claims court may issue an order for injunctive relief (to cease or perform an action) to enforce a restrictive covenant.

Sincerely,

Name of Association

## RESOLUTION 2024-04

### PAGOSA LAKES PROPERTY OWNERS' ASSOCIATION

#### COLLECTION POLICY AND PROCEDURE

Effective Date: August 8, 2024, Replaces Resolution 2022-10

This policy is adopted to comply with the terms of the Colorado Common Interest Ownership Act ("CCIOA") which contains provisions that may conflict with the terms of the Association's governing documents. CCIOA and this policy will control over any conflicting provisions in the governing documents.

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  - b) Late Fee or Charge. A late fee in the amount of \$50.00 will be imposed for any assessment not paid by the due date. Fines or other charges are due 30 days after being assessed and are delinquent if not paid by the due date without further notice to the Owner. Delinquent fines are subject to a \$50.00 late fee. The late fee is a personal obligation of the Owner and a lien on the property.
  - c) Interest. Interest at the rate of 8% per annum will accrue on any delinquent assessment, fine, or other charge from the due date without further notice to the Owner. Interest is a personal obligation of the Owner and a lien on the property.
  - d) Lien. Under Colorado law and the terms of the Declaration, there is a lien for any unpaid assessment. The Association reserves the right to record a notice of lien in the county records at any time after an assessment becomes delinquent.
  - e) Administrative Expenses. Collection costs, imposed by the Association or its managing agent, for delinquent accounts will be the obligation of the Owner and may be posted to the Owner's account. Examples include but are not limited to, actual cost of certified mailings, costs to physically post a notice or translate a notice to a language other than English.
  - f) Suspension of Rights. An Owner's voting rights are automatically suspended without notice if an assessment or other charge is delinquent as set forth in this policy. An Owner's rights to use recreational facilities may also be suspended without notice if an assessment or other charge is delinquent as set forth in this policy.
- 2) Attorney's Fees and Collection Costs. The Association is entitled to recover its reasonable attorney's fees and collection costs incurred in collecting assessments or other charges due the Association from a delinquent Owner pursuant to the terms of the Declaration and Colorado law.
- 3) Application of Payments. If an Owner who has both unpaid assessments and unpaid fines, fees, or other charges makes a payment to the Association, the Association will apply the payment first to assessments and any remaining amount of the payment to the fines, fees, or other charges owed.
- 4) Monthly Statements Required. On a monthly basis, the Association will send to each Owner who has any outstanding balance an itemized list of all assessments, fines, fees, and charges that the Owner owes to the Association (i.e., an account ledger). The monthly statement will be sent by first-class mail to the Owner's registered address, and if the Association has a relevant e-mail address, by e-mail. If the account has been referred to a collection agency or to any attorney, the statement will also specify that the balance may not include all attorney's fees and costs that have been incurred as of the statement date but not yet invoiced to the Association and posted to the account.

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  - a) The total amount due, with an accounting of how the total was determined;
  - b) Whether the opportunity to enter into a payment plan exists as provided in this collection policy, and instructions for contacting the Association to enter into a payment plan, if available;
  - c) The name and contact information for the individual the Owner may contact to request a copy of the Owner's ledger to verify the amount of the debt;
  - d) A statement that action is required to cure the delinquency, and that failure to do so within 30 days may result in the Owner's delinquent account being turned over to a collection agency, a lawsuit being filed against the Owner, the filing and foreclosure of a lien against the Owner's property, or other remedies available under Colorado law;
  - e) Whether the delinquency concerns unpaid assessments; unpaid fines, fees, or charges; or both unpaid assessments and unpaid fines, fees, or charges; and if the notice of delinquency concerns unpaid assessments, the notice of delinquency must notify the Owner that the unpaid assessments may lead to foreclosure;
  - f) The steps the Association must take before the Association may take legal action against the Owner, including a description of the Association's cure process; and
  - g) A description of what legal action the Association may take against the Owner, including a description of the types of matters that the Association or Owner may take to small claims court, including injunctive matters for which the Association seeks an order requiring the Owner to comply with the declaration, bylaws, covenants, or other governing documents of the Association.
  
- 6) Owner Contact and Delivery of Notice. Before the Association turns over a delinquent account of an Owner to a collection agency or refers it to an attorney for legal action, the Association will contact the Owner by
  - a) Sending a copy of the delinquency notice described in Paragraph 5 by certified mail, return receipt requested and first-class mail.
  - b) Contacting the Owner by two of the following means:
    - i) Telephone call to a telephone number that the Association has on file that the Owner provided to the Association. If the Association is unable to contact the Owner, it will, if possible, leave a voice message.
    - ii) Text message to a cellular number that the Association has on file that the Owner has provided to the Association; or
    - iii) E-mail to an e-mail address that the Association has on file that the Owner provided to the Association.
  - c) Notices from the Association will be sent in English; provided, the Owner may send written notice to the Association with an alternate language preference. The Association will attempt to provide an accurate translation of the original English version, but due to nuances in translating to a foreign language, slight differences may exist.
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- 7) Record of Notification. The Association will maintain a record of the contact(s) it has made with an Owner regarding a delinquency, including the type of communication used to

contact the Owner and the date and time the contact was made. As this record relates to a particular property, it will not be deemed to be a record available to all Owners under Colorado law.

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- b) If the Owner fails to comply with the terms of the payment plan (fails to remit payment of three or more agreed-upon installments during the payment plan term), the Association may pursue legal action subject to the notice requirements above.
  - i) The Association is not obligated to negotiate a payment plan with:
  - ii) an Owner who has previously entered into a payment plan pursuant to this policy, or
  - iii) an Owner who does not occupy the property and acquired the property because of a default of a security interest encumbering the property or a foreclosure of the Association's lien.
- c) Before the Association initiates a foreclosure proceeding based on the Owner's unpaid assessments, it will provide the Owner with a written offer to enter into a repayment plan of at least 18 months. Under the repayment plan, the Owner may choose the amount to be paid each month, so long as each payment must be in an amount of at least \$25.00. The Owner may elect to pay the remaining balance under the repayment plan at any time during the duration of the repayment plan. The Association will not foreclose as long as the Owner is in compliance with the terms of the payment plan.
- d) All payment plans involving accounts referred to an attorney for collection will be set up and monitored through the attorney in consultation with the President of the Board or other person designated by the Board.

9) Board Action to Refer Delinquent Account. Before a delinquent account is referred to a collection agency or attorney, a majority of the Board must vote to refer the matter by recorded vote conducted in executive session.

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- a) Notice of Lien. If not already recorded, a notice of lien may be recorded against the delinquent Owner's property to provide record notice of the Association's claim against the property.
- b) Filing Lawsuit. The Association may file a lawsuit against the delinquent Owner seeking a

money judgment. If a personal judgment is entered against the delinquent Owner, the Association may pursue remedies such as garnishing the Owner's wages or bank account to collect judgment amounts.

- c) Judicial Foreclosure. The Association may foreclose on its lien in lieu of or in addition to suing an Owner for a money judgment. The purpose of foreclosing is to obtain payment of all assessments owing in situations where either a money judgment lawsuit has been or is likely to be unsuccessful or in other circumstances that may favor such action. If the Association forecloses on its lien, the Owner will lose the Owner's property, having the same effect as if a first mortgagee institutes a foreclosure action against the property (though the procedure is different).

The Association will not commence a judicial foreclosure action unless the balance of the assessments and charges secured by its lien (which may include late fees, fines, and other charges as well as other assessments) equals or exceeds 6 months of common expense assessments based on the Association's periodic budget. Additionally, the Association will not pursue foreclosure against an Owner solely based on fines owed to the Association and/or collection costs or attorney's fees the Association incurred that are only associated with such fines. Prior to filing a foreclosure action, the Board will resolve by a recorded vote in executive session to authorize the filing of the foreclosure action against the particular property against which the foreclosure action will be filed.

- d) Receivership. A receiver is a disinterested person, appointed by the court, who manages rental of the Owner's property and collects the rents according to the court's order. The purpose of a receivership for the Association is to obtain payment of current assessments, reduce past-due assessments, and prevent waste deterioration of the property.
  - e) Bankruptcy Filings. Filing necessary claims, documents, and motions in Bankruptcy Court to protect the Association's claim.
- 11) Certificate of Status of Assessment Estoppel Letter. The Association will furnish to an Owner, or such Owner's designee, upon written request delivered personally or by certified mail, first-class postage prepaid, return receipt requested, to the Association's registered agent, a written statement setting forth the amount of unpaid assessments currently levied against the Owner's property. The statement will be delivered within 14 calendar days after receipt of the request personally or by certified mail, first-class postage prepaid, return receipt requested. If the Owner's account has been turned over to the Association's attorney, the statement will include any attorney's fees incurred in providing the statement.

12) Return Check Charges.

- a) If any check or other instrument payable to or for the benefit of the Association is not honored by the bank or is returned by the bank for any reason, including, but not limited to insufficient funds, the Owner is liable to the Association for one of the following amounts, at the option of the Association:
  - i) An amount equal to the face amount of the check, draft, or money order and a return check charge of: (a) \$20.00; or (b) 20% of the face amount of the check, draft, or money order, but not less than \$20.00, if it has been assigned to a collection agency for collection; or (c) an amount equal to the actual charges incurred by the Association levied by the party returning the check, whichever is greater; or
  - ii) If notice has been sent as provided in C.R.S. § 13-21-109 and the total amount due as set forth in the notice is not paid within 15 days after such notice is given, the person issuing the check, draft, or money order will be liable to the Association for three times the face amount of the check, but not less than \$100.00.
- b) If two or more of an Owner's checks are returned within any fiscal year, the Association may require that future payments, for a period of one year, be made by certified check or money order.

13) Bankruptcies and Public Trustee Foreclosures. Upon receipt of any bankruptcy notice or a foreclosure notice by any holder of an encumbrance against any property within the Association, the Association may advise the Association's attorney of the same and turn the account over to the Association's attorney.

14) Waivers. The Association may modify these procedures as the Association determines appropriate under the particular circumstances. Any accommodation may be documented in the Association's files. Failure to require strict compliance with this policy is not deemed a waiver of the Association's right to require strict compliance and will not be deemed a defense to payment of assessment fees or other charges, late charges, return check charges, attorney's fees, and/or costs as described and imposed by this policy.

This Collection Policy and Procedure was adopted by the Board of Directors this \_\_\_ day of \_\_\_\_\_, 2024

Pagosa Lakes Property Owners Association,  
A Colorado Non-Profit Corporation

By: \_\_\_\_\_  
Lars Schneider, Vice President

Attest: \_\_\_\_\_  
Monty Whitman, Secretary

#### RECORD OF REVISIONS

- 2001-05 – Establish Policy
- 2003-04 – Update Policy
- 2005-03 – Update Policy
- 2013-07 – Update Policy
- 2016-05 – Update Collections Policy
  
- 2018-04 – Update Collections Policy
  
- 2021-07 – Update Collections Policy
  
- 2022 – 05 – Update Collections Policy
- 2022 – 10 - Update according to new CCIOA Requirements
  
- 2024-08 – Update according to HB24-1233



## NOTICE OF DELINQUENCY

[Date]

[Owner name]

[Mailing Address]

Re: Association Name

Notice of Delinquency

Property Address: \_\_\_\_\_ ("Property")

Dear:

The Association's records indicate that your account is delinquent. As of the date of this Notice, the total amount due is \$\_\_\_\_, which is comprised of unpaid assessments, fines, late fees, interest, or other charges. **[The Notice must specify what charges make up the balance. If fines are not included, then the reference to fines should be deleted.]** Included with this Notice is a copy of your current account ledger. **[If you do not include a current ledger, you must provide a name and contact information for the owner to receive a current ledger.]**

Be advised that payment is required to cure the delinquency and that failure to do so **within thirty (30) days** may result in your account being turned over to an attorney or a collection agency, a lawsuit being filed against you, the filing and foreclosure of a lien against the Property, or other remedies available under Colorado law.

You may be entitled to request a payment plan for up to eighteen (18) months. To request a payment plan, you must contact the Association at \_\_\_\_\_ **[phone number and/or email address]** within thirty (30) days of the date of this Notice. A payment plan would include payment of any additional assessments or charges as they become due.

Before the Association may take legal action against you, a majority of the members of the Board of Directors must vote to approve referral of your account to an attorney or a collection agency. To the extent there are any pending or outstanding violations of the governing documents other than non-payment of assessments as set forth in this Notice, you may be entitled to certain cure rights as more particularly described in the Association's covenant and rule enforcement policy and C.R.S. § 38-33.3-209.5(1.?) (b).

Unpaid assessments may lead to foreclosure of the Property. The Board of Directors must authorize any foreclosure action by a formal, recorded vote. Before commencing foreclosure, you will be provided a written offer to enter into a repayment plan for up to eighteen (18) months. Under this plan, you may choose the amount to be paid each month (no less than \$25 per month) in addition to regular assessments. You may elect to pay the remaining balance at any time during the duration of the repayment plan.

If your account is referred to the Association's attorney, the Association may elect to file a personal lawsuit for failure to pay or foreclose its lien against the Property for unpaid assessments. The Association or you may utilize the small claims court where the amount in controversy does not exceed \$7,500, including disputes arising from assessments, fines, or fees owed to the Association, matters pursuant to C.R.S. § 13-6-403, or as otherwise permitted by Colorado law. Additionally, the small claims court may issue an order for injunctive relief (to cease or perform an action) to enforce a restrictive covenant.

Sincerely,

Name of Association

Pagosa Lakes Property Owners Association  
Environmental Control Committee  
230 Port Avenue  
Pagosa Springs, Co. 81147

Dear ECC Members,

This letter will serve as an update on the property located on the northeast corner of Highway 160 and Trails Blvd. As you know, this property was approved about 16 months ago for the construction of an archery range in partnership with the Wolf Creek Gun and Bow Association (WCGBA).

Last year, JoAnn Dykstra submitted an application to Colorado Parks and Wildlife for grant funding, but was not able to secure any funds, primarily due to lack of public access. She contacted the insurance company and in speaking with a representative, she has resolved the public access issue. She resubmitted for this grant in March 2024, for which WCGBA is awaiting results. JoAnn is also looking to submit for grant monies through Four Corners SCI, which was recently brought to her attention.

A lease agreement was signed with PLPOA on 2/13/2023. Since that time, WCGBA members have met with Archuleta County Planning and Development to obtain the necessary permitting to begin the next phase of development. WCGBA Land Acquisition Chairman, Gene Geren, has created a conceptual design of the range with entry from Trails Bl. and talked with County officials about this project. In doing so, he has discovered the following:

- Archuleta County Officials advised that any parking area adjacent to Trails Blvd, which is paved, must also be paved. A variance could be submitted for, which if approved, could delay the paving out to five years. Gene's conceptual design of the parking area and the square footage it covers is estimated to cost over \$35,000.
- The County representative also indicated that the CO Department of Transportation would also likely require a traffic study with our entrance coming off of Trails Bl. due to its proximity to Highway 160. It is unknown what cost this would incur.
- Gene, JoAnn Dykstra, and I also recently met with Myron from Davis Engineering at the property site. We learned that the cost of the engineering expenses would be more than \$12,000. We were also advised that the drainage in the lower elevations of the site would create additional expenses.

At my suggestion, the four of us walked to the north end of the property that borders Bonanza Av., which is a gravel road. We surveyed the area visually and it appeared to be a more cost-effective area to develop, because it was out of the lower drainage area with all the watershed ditches and a parking lot could be established directly off Bonanza without having any pavement requirements. This area, according to Gene, would be well suited for his conceptual archery design. Myron also agreed with this regarding cost savings.

WCGBA plans to complete the archery range project in phases and as funding becomes available as follows:

#### Phase 1

- Obtain County permit to construct range by receiving approval from PLPOA ECC to create the entrance to the range from Bonanza Bl instead of Trails Bl.
- Hire an engineering company to complete a survey and site plan including drainage design.
- Complete construction of driveway and parking area for range access. Consideration for handicap access will be included in this design/construction.
- Build walking paths to range areas. Again, handicap access will be included in this design.
- Bring in a storage structure.
- Build a beginner/youth range.
- Build a target range with various shooting distances.
- Install entrance sign.
- Install rules sign, as well as warning signs for designated range area.

#### Phase 2

- Bring in portable restrooms.
- Construct a pavilion with tables and sitting areas.

#### Phase 3

- Build a 3D archery range.

WCGBA's original conceptual design is attached so the Committee has an idea of what the proposed range will include. A map showing the two parcels included in the lease along with the approximate area we request the driveway entrance. The area bordering Bonanza Av. is within the mapped area of the Green Zone provided by the PLPOA management.

In summary, previous discussions with PLPOA were to construct the range with the entrance from Trails Bl. At this point, we are asking that the ECC and/or, possibly Board of Directors, consider that WCGBA be approved to move forth with entry for the range coming from Bonanza Av. instead of Trails Bl.

Eventually, a new conceptual design will be submitted to the ECC for approval, however, in order to move the project forth sooner, we are only requesting permission for this entrance change at this time.

We respectfully await your decision. Thank you,

Greg Dykstra, WCGBA Membership Chairman  
Email: [membership@wolfcreekgunandbow.org](mailto:membership@wolfcreekgunandbow.org)  
(480) 227-9661



Enter Map Title...

Web Print: 10/12/2022

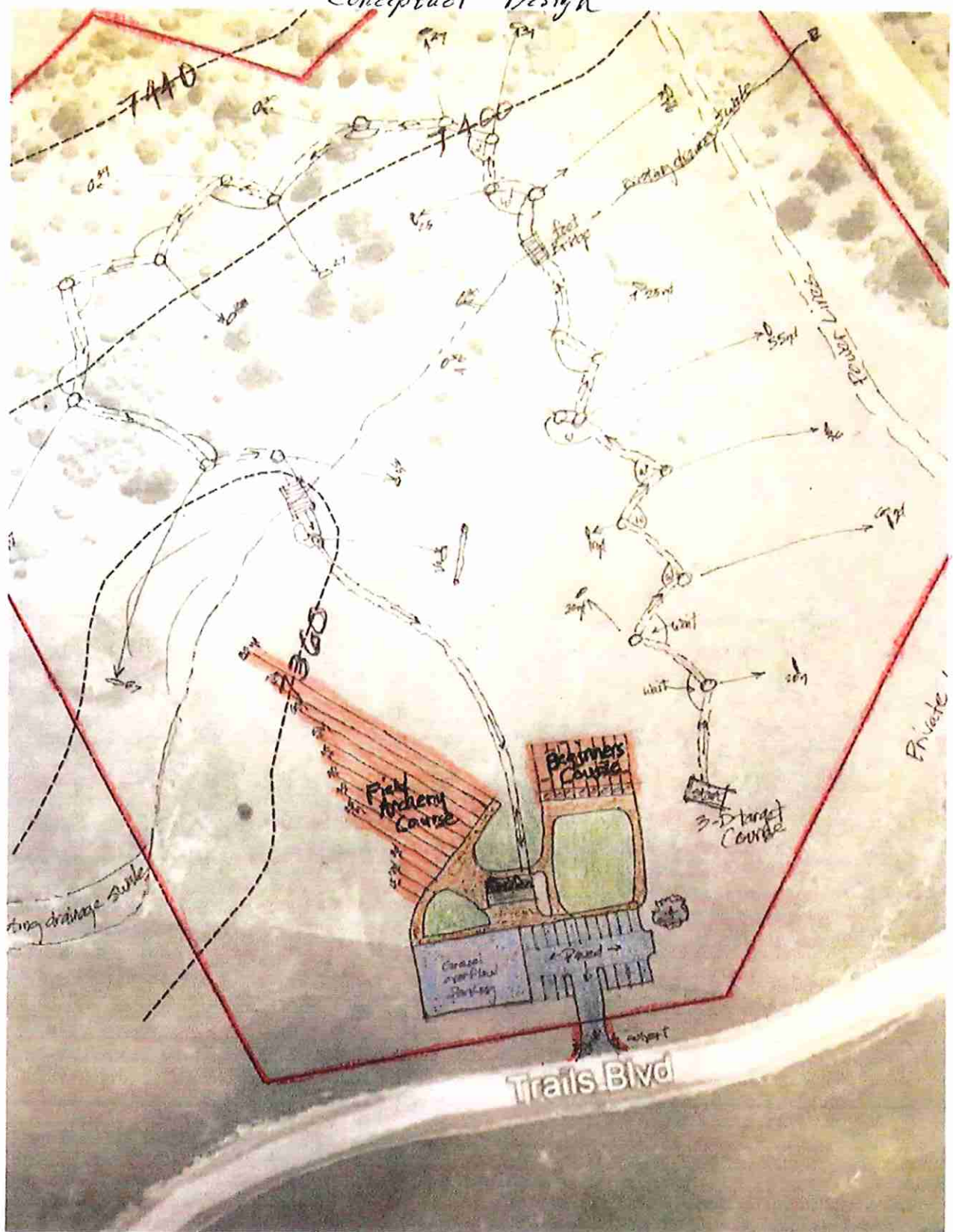
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



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# Conceptual Design



***Pagosa Lakes Property Owners Association, Inc.***

**ANNUAL MEETING AGENDA**

**Saturday, July 27, 2024**

**Online Voting at 9:00 AM – Meeting at 10:00 AM**

**Pagosa Lakes Clubhouse, 230 Port Avenue**

**9:00 AM Registration, Casting of Ballots**

**9:55 AM Final Call for Ballots**

**10:00 AM Meeting Opening**

a. Call to Order – Lars Schneider, Vice-President

1. Close Balloting

b. Pledge of Allegiance

c. Welcoming Remarks – Vice-President, Lars Schneider

• **Verification of a Quorum** – Secretary Monty Whitman

• **Adoption of the Agenda**

• **Approval of Minutes of Annual Meeting July 29, 2023**

**OWNER EDUCATION**

• **HOA Structure, Operations & New Legislation** – Lauren Holmes, Orten, Cavanagh, Holmes & Hunt LLC & GM Allen Roth

**GOVERNMENT**

a. GM Allen Roth Introduction of Board Members, Committee Members and Staff

b. Introduction of Board Election by GM Allen Roth

**BUSINESS**

• **Association Financial Report** – PLPOA Comptroller- Katie Benoit

• **Reserve Study & Capital Projects Overview** – GM Allen Roth

• **Review of Legal Actions** – Lauren Holmes, Orten, Cavanagh, Holmes & Hunt LLC

## COMMUNITY

- **Community Events & Services** – GM Allen Roth

- **Committee Reports**

Recreational Amenities  
Lakes and Fisheries  
Parks, Trails & Outdoor Recreation  
Garden Committee  
Finance Advisory  
Environmental Control Committee  
Youth Sports & Activities Committee

- **Election Results** – Lars Schneider, Vice-President

### **Public Comments**

(Please state your name and address, please keep your comments brief and on point so others may have an equal opportunity to speak, each owner will have 3 minutes)

### **Announcement of Organizational Board Meeting**

Election of Officers, Board Member Education following the Annual Meeting – taking place in the Vista Conference Room.

- **Adjournment**

*Please join us immediately following for the Owner*

*Appreciation BBQ at the Vista Lake Gazebo.*

*Thank You for Attending!*