

**Wapiti Commons Homeowners Association**  
Board of Directors Meeting Minutes  
Date: October 6, 2025 | Time: 6:00 PM (via Zoom)

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### 1. Call to Order and Introductions

The meeting was called to order at **6:07 PM** by **Management**.

**Verification of Quorum:** Quorum was established.

**Board Members Present:** Dylan Lauffler, Luz (Lucy) Luz Galaviz, and Jeff Lawson.

**Management:** Property Professionals, represented by Laura Brown.

**Homeowners Present:** As reflected on the attendance sheet.

#### **Approval of Prior Minutes:**

Motion by Jeff Lawson to approve the **August 20, 2025** meeting minutes.

Seconded by Luz Gutierrez. Motion carried unanimously.

### 2. Purpose of Meeting

The purpose of this meeting was to:

- Review current financials and the 2025 YTD budget-to-actual report.
- Approve the proposed **2026 Operating Budget**.
- Continue **Declarant transition wrap-up** and policy compliance discussion.
- Provide **HOA education** on Board roles, CCIOA compliance, and owner responsibilities.
- Establish 2026 priorities and maintenance goals.

### 3. Declarant Transition, Policies & Compliance

#### **a. Transition Summary**

Management provided a recap of the transition process from **Habitat for Humanity** to the **Homeowner Board**, noting that most transition documents have been provided and common area responsibilities are being clarified.

Outstanding items include:

- Tree and flowerbed warranties.
- Clarification of maintenance boundaries between HOA and homeowners.
- Coordination on landscape drainage and irrigation design review.

#### **b. Required Policies**

Management reviewed the required **governance and collection policies** mandated under **CCIOA and the 2023–2025 legislative updates**.

#### **c. Education and Compliance**

Management provided an overview of **Board fiduciary duties**, emphasizing transparency, proper documentation, and adherence to CCIOA.

Discussion included:

- Annual policy updates to remain compliant with state law.
- The importance of clearly defining HOA vs. homeowner maintenance responsibilities to ensure fiscal and operational accountability.

#### **4. Financial Review & 2026 Budget Approval**

##### **a. 2025 Financial Recap**

Management presented the **September 30, 2025 Balance Sheet** and **YTD Budget Comparison**:

- **Cash Balance:** \$6,066.23 (Operating account).
- **Total Liabilities & Capital:** \$6,066.23.
- **Net Income:** \$(688.17) year-to-date, primarily due to legal costs related to policy adoption and transition activities.

Expenses remain within normal operating ranges; insurance and legal fees were the largest budget categories. The Association continues to demonstrate sound financial management with minimal delinquency (\$200 outstanding).

##### **b. 2026 Operating Budget**

The proposed 2026 budget totals **\$48,000**, based on:

- **Townhomes:** \$200/month (10 units).
- **Condos:** \$150/month (10 units).  
The budget includes:
  - Reserve contribution: \$9,000.
  - Management fees: \$8,400 (20 units).
  - Fire sprinkler maintenance, landscaping, irrigation water, and insurance allocations consistent with current vendor contracts.

After discussion, the Board approved the **2026 Operating Budget** as presented. Motion by **Luz Gutierrez**, seconded by **Dylan Lauffer**. Motion carried unanimously.

The approved budget will be included in the **Annual Ownership Meeting Packet** for ratification by the members in accordance with **CCIOA**.

#### **5. Maintenance Responsibilities & 2026 Priorities**

The Board discussed the following maintenance and operational priorities for 2026:

- **Fire sprinkler room:** Add backflow device and inspection line item.
- **Mailboxes:** All 14 units currently occupied have a unit available through the USPS. Remaining 6 units Cluster Box to be installed.
- **Landscaping:** Redesign of common areas for improved drainage and long-term sustainability; replacement of dead trees and reseeded with drought-tolerant materials.
- **Irrigation:** Winterization scheduling and backflow maintenance.

- **Snow removal:** Clarification of contract scope and snow mound management.

## 6. Owner Open Forum

Owners were encouraged to ask questions and share feedback. Topics included:

- Landscaping concerns and warranty follow-up with Habitat for Humanity.
- Emphasis on collaborative planning for the community master landscaping plan.

Management thanked residents for their engagement and reiterated that **owner education and participation** remain central to the HOA's mission as it transitions fully to homeowner governance.

## 7. Adjournment

There being no further business, the meeting was adjourned at **7:19 PM**.

**Motion to Adjourn:** Luz Gutierrez

**Seconded:** Dylan Lauffler

Motion passed unanimously.

## Next Steps & Action Items

- Management to finalize and distribute **2026 Budget Ratification Packet** to all owners.
- Habitat for Humanity to confirm **remaining warranty items** and turnover documents.

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### Prepared by:

Laura Brown, Community Association Manager

On behalf of the Wapiti Commons HOA Board of Directors

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**Approved by the Board of Directors on 3/30/2026**