

Big R Lot Owners Association
Board of Directors Meeting Minutes
May 4, 2026 | 9:00 AM
Via ZOOM

1. Call to Order: The meeting was called to order at 9:01 AM. Quorum was confirmed.
2. Welcome & Introductions
 - a. Brief Introductions: Board members and management were present and introduced.
 - b. Meeting Purpose and Expectations: Laura Brown, Association Manager, outlined the purpose of the meeting:
 - i. Establish expectations for 2026 operations
 - ii. Review HOA structure, responsibilities, and financial position
 - iii. Identify priorities for maintenance, budgeting, and compliance
 - iv. The meeting format was structured to remain efficient and focused, with time reserved for discussion.
3. Review of HOA Structure & Responsibilities
 - a. HOA vs. Owner Responsibilities: The Board reviewed responsibilities and confirmed:
 - i. The HOA maintains Big R Road, including plowing and long-term maintenance.
 - ii. Lot owners are responsible for weed mitigation directly in front of their lots. Management to draft a seasonal letter to residents with expectations and reminder of responsibility.
 - iii. HOA maintenance efforts will remain focused on common areas, including the entrance and pump house.
 - b. Key Shared Assets. Discussion included:
 - i. Road infrastructure (Big R Road / Gemat Ct/Circle)
 - ii. Easements and access
 - iii. Shared well system
4. Board Member / Owner Education (CCIOA)
 - a. Budget Process: The Board reviewed the budget ratification process under Colorado law and discussed timing considerations.
 - b. Governance Policies: The Association is required to maintain approximately 10 governance policies under CCIOA.
 - i. Ken indicated some policies may already exist and/or may not be required for commercial lots/non-residential.
 - ii. **Action:** Board members will review records to locate existing policies before pursuing new drafts.
5. Financial Overview
 - a. Current Financial Status: The Board reviewed financials as of April 30, 2026:
 - i. Operating Cash: \$29,894.80
 - ii. Reserve Balance: \$43,393.16
 - iii. The Association remains in a strong financial position, with healthy reserves.
 - b. Annual Taxes: The Board confirmed Tracy Barner (Rifle) will handle annual tax filings for 2025.
 - c. Outstanding Balances: Two delinquent accounts totaling \$2,409.75 were reviewed. Standard collection procedures will be followed.
 - d. Operating & Reserve Considerations: Net Operating Income: ~\$10,046 YTD.
 - i. Notable increase in gas/electric expenses impacting operating costs.
 - ii. Discussion held regarding increasing reserve contributions to maximize interest earnings.
 - iii. **Action:** The Board agreed to continue operating under the 2025 budget. Revisit and develop a 2027 budget in Fall 2026 once more data is available

6. Operations & Maintenance
 - a. Road Maintenance (Big R Road): No immediate concerns identified.
 - i. Discussion held regarding seal coating and long-term maintenance planning.
 - ii. Board agreed to obtain multiple bids for comparison.
 - b. Towing Requirements & Signage: Two approved parking signs will be installed by Microplastics to allow for tow and proper documentation to limit HOA liability.
 - c. Easements & Access: Responsibilities reviewed; no changes made.
 - d. Shared Well Operations: Coordination needed with Ray's Well Service (Ray) for Meter readings.
7. Reporting and operational planning for 2026
 - a. Potential paving/seal coating vendors. Management will reach out to two vendors and Ignacio will gather an estimate for the Board to consider.
 - b. Snow removal contract: Current contract may be discontinued due to limited use. Alternative options will be explored before winter.
8. Old Business: No formal old business was presented.
9. New Business / Discussion Items:
 - a. Next Meeting: **September 14, 2026 at 9:00 AM** (Zoom). The Board also discussed holding the Annual Meeting in early October 2026.
10. Owner Comment: No formal owner comments were brought forth during this meeting.
11. Adjournment:
 - a. With no further business to discuss, a motion was made by Lowell to adjourn at approximately 9:29 AM. Seconded by Ken. Passed unanimously.

Respectfully Submitted,

Laura K. Brown, Association Manager
Property Professionals HOA Management

APPROVED BY THE BOARD OF DIRECTORS ON 9/28/2026