



PROPERTY MANAGEMENT SERVICES

2121 Midpoint Drive, suite 302 • Fort Collins, CO 80525 • phone 970-282-8281 • fax 970-797-1015

October 17, 2016

Dear Coventry Homeowner(s):

On behalf of the Board of Directors, this letter is to notify you of the upcoming Coventry Homeowners Association Annual Meeting, which will be held on Monday, November 14, 2016. The Annual Meeting will begin at 7:00 PM. Location: McGraw Elementary School, (Flex Room) 4800 Hinsdale Drive, Fort Collins, CO 80526. Sign-in and pizza will begin at 6:30p.m. Coventry Homeowners Association is a Common Interest Community; the Declarations were originally recorded June 02, 1995; reception # 95031319.

The fiscal year for Coventry Homeowners Association is January through December. Coventry HOA is managed by Onsite Management, 2121 Midpoint Drive, suite 302, Fort Collins, CO 80525. The telephone number is 970-282-8281.

During the 2016 fiscal year, homes were assessed: _____ Dues are not increasing in 2017. The timely payment of dues assures the association is maintaining good financial status for the benefit of all homeowners. Please remember to make your checks payable to Coventry HOA and mail to Onsite. Checks should be in the office of Onsite, before the due date of January 1, 2017; a late fee of \$50 is incurred 10 days after the due date. Trash service will be suspended for any Annual dues not paid by March 1, 2017.

The following documents of Coventry Homeowners Association including Covenants, Bylaws, Articles of Incorporation, meeting minutes for the past year, rules and regulations, operating budget for the current fiscal year and annual financial statements including amounts held in reserve for the preceding fiscal year, can be found on the Onsite website at www.onsiteproperty.com Click the HOA Login in the upper right corner.

Coventry Homeowners Association has Insurance coverage through State Farm Insurance for the Business Owners Package and Directors and Officers Liability coverage. Samuel C Moore is the Agent; his address is 5730 E Otero Ave suite 100, Centennial CO 80112-6600. His telephone number is 303-220-9911. All policy information, policy limits and policy deductibles are maintained in the office of the designated agent and can also be obtained by calling State Farm Insurance.

An Annual Meeting Agenda is enclosed.

On behalf of the Board of Directors, we look forward to seeing you at the meeting.

Sincerely,

Vicky Hicks
HOA Account Manager

Coventry Homeowners Association Annual Meeting Agenda

Monday, November 14, 2016 7:00 pm

Location: McGraw Elementary School, Flex Room, 4800 Hinsdale Drive, Fort Collins, CO 80526

- Sign-in and Pizza 6:30 p.m.
- Call to order/Roll call / Establish Quorum
- Approve Minutes of 2016 Annual Meeting
- Financial Review for 2016
- Old Business
 - Juniper Buses status
 - In-home business signs - attached letter dated 2-11-16 - vote
- New Business
 - Ratify 2017 Budget
- Election of New Board Members
- Homeowner Forum
 - 3 minutes to have the floor to voice comments/concerns
- Meeting Adjourned



2121 Midpoint Drive, Suite 302w Fort Collins, CO 80525 w phone 970-282-8281 w fax
970-797-1015

February 11, 2016

Dear Coventry Homeowner(s):

Thank you to those who attended the 2016 Annual Members Meeting in January, and for those who submitted their proxy; a quorum was reached and great discussions took place on a variety of topics. Please note the DRAFT minutes will be uploaded to the Onsite website soon.

One topic needing homeowner input is addressing the use of in-home business signs on homeowner property.

The Covenants/Declarations (same document) mentions this:

Article IX Section 8: Nuisance

...No obnoxious or offensive activities or commercial business or trades shall be conducted on any Lot, except home occupations as defined and permitted by the applicable zoning resolution of the City of Fort Collins.

City of Fort Collins Home Occupation License requirements include for the signage:

Article 3.83 Home Occupation:

4. There shall be no exterior advertising other than identification of the home occupation (one 4 square foot per face sign on arterial streets, one 2 square foot per face sign on all other streets).

An application and other important key factors must be considered before the City of Fort Collins can offer the License.

The Board of Directors requests your valuable feedback, as a homeowner, on whether or not to add a Sign Policy regarding these in-home business signs on Coventry homeowner property.

The following options are currently being considered.

1. Add a new Policy requiring ARC (Architectural Review Committee) approval for any new in-home business signs (in addition to City of Fort Collins approval).
2. Add a new Policy disallowing in-home business signs entirely in Coventry
3. No changes, meaning that the current City of Fort Collins' approval is sufficient to erect in-home business signs.

Please send your feedback and opinions on the above options to: vicky@onsiteproperty.com by February 21, 2016. To view the Covenants go to www.onsiteproperty.com - HOA Login - user:

Sincerely,
Your Board of Directors

**COVENTRY HOMEOWNERS ANNUAL MEETING
FORT COLLINS, Colorado
November 14, 2016**

OFFICIAL BALLOT (may accompany your proxy)

**For The Election Of One Members for The Board Of Directors Of Coventry HOA. For A Three Year
Term Beginning at the Close Of The
November 14, 2016 (2017) Annual Meeting.**

VOTE FOR ONE

Yes

Chad Schneider

Nominations from the floor

There is a commitment to attend Quarterly Board Member Meetings; (February, May, August, October), the 3rd Monday at 5:30 p.m., in addition, the Annual Meeting in November.

Official Ballot (may accompany your proxy)

The voting for proposed options regarding in-home business signage at Coventry HOA.

Please mark an "X" on the line you are in favor of

Please refer to the enclosed notice dated February 11, 2016

- 1) _____ Add a new Policy requiring ARC (Architectural Review Committee) approve for any new in-home business signs (in addition to City of Fort Collins approval)
- 2) _____ Add a new Policy disallowing in-home business signs entirely in Coventry
- 3) _____ No changes, meaning that the current City of Fort Collins' approval is sufficient to erect in-home business signs

Coventry Homeowners Association

OFFICIAL PROXY

2017 Annual Membership Meeting

November 14, 2016 @ 7:00 p.m. Pizza and sign-in at 6:30 p.m.

Location: McGraw Elementary School (flex room), 4800 Hinsdale Drive, Fort Collins, CO 80526

As an owner in *Coventry Homeowner Association*, under the provisions of the governing documents of the Association, I grant my proxy as follows:

- To _____, who will carry my proxy to
(name of individual who will be present at the annual meeting)
the meeting and vote on my behalf.

OR

- To the President of the Board of Directors, Chris Berger, or his designee to cast my vote on my behalf
- To the Vice President of the Board of Directors, Chad Schneider, or his designee to cast my vote on my behalf
- To the Treasurer of the Board of Directors, Melanie Stalzer, or her designee to cast my vote on my behalf
- To the Secretary of the Board of Directors, Rocky Knutson, or his designee to cast my vote on my behalf
- To the Member at Large of the Board of Directors Robert Kaczanowski, or his designee to cast my vote on my behalf

This proxy carries with it full power of substitution and full right to the proxy holder to cast his/her vote(s) as the proxy holder sees fit, to represent me on any matter or resolution which may come before the Meeting, and take any other action which I could personally take if present at the meeting.

This proxy is for the 2017 Annual Membership Meeting to be held on November 14, 2016, or at any extension, adjournments or continuations thereof, rescinds all other proxies for Annual Membership Meetings, and shall remain in effect until revoked by me.

Owner Signature: _____

Owner Name(s): _____

If you are not giving a neighbor your proxy you may also,
Return your proxy in one of the following ways:

Mail: 2121 Midpoint Drive, suite 302, Fort Collins, CO 80525

Fax: 970-797-1015

Email: vicky@onsiteproperty.com