



PROPERTY MANAGEMENT SERVICES

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

November 14, 2017

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 27, 2017. The Annual Meeting will begin at 7:00 PM and sign in and pizza will be served starting at 6:30 pm. Location: McGraw Elementary School, Flex Room 401 located at 4800 Hinsdale Drive, Fort Collins, CO 80526.

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 2017 fiscal year, homes were assessed \$500.00 annually. In 2018 HOA dues will be increasing to \$550.00 in effort to continue to build reserves. 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. Your payment should be in the office of Onsite, before the due date of January 1, 2018. A late fee of \$50.00 is incurred 10 days after the due date. Trash service will be suspended for any Annual dues not paid by March 1, 2018 (unless a payment plan has been set up).

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 website if you are not registered already, we encourage you to register on the Onsite website at www.onsiteproperty.com.

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, 2016 Annual Meeting Minutes, 2018 Budget and proxy are enclosed.

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

Sincerely,


Michelle Bermejo
Community Association Manager

Coventry Homeowners Association Annual Meeting Agenda

Monday, November 27th, 2017 at 6:30 pm

Mc Graw Elementary, 4800 Hinsdale Drive, Fort Collins, CO 80526

- Call to order/Roll call / Establish Quorum

- Approval of the 2016 Annual Meeting Minutes

- Financial Review for 2017

- Old Business

- New Business
 - Ratify 2018 Budget

 - Election of New Board Members

- Homeowner Forum
 - 3 minutes to have the floor to voice comments/concerns

- Meeting Adjournment

**Coventry Annual Members Meeting
November 14, 2016**

Directors Present

Chad Schneider - President
Chris Berger - Vice President
Melanie Stalzer - Treasurer
Rocky Knutson - Secretary

Onsite Property Management

Vicky Hicks, Account Manager
Members present and in proxy 18

Robert Kaczanowski - Director

Call to Order

The meeting was called to order at 6:350 p.m. Quorum was not established; voting cannot take place without a quorum.

Financial Review for 2016

Melanie Stalzer provided the balances for the ending Operating and Reserves as of October 31, 2016.

Budget 2017

Without a quorum, the proposed budget for 2017 is not ratified. Thus, the 2016 remains in effect.

Old Business

- Juniper bushes for 2016 included one corner not two, miscommunication with a signed agreement with the prior management company was not realized until the work had commenced. The result is no additional improvements for juniper removal will occur in 2017.
- In-home business signage was discussed with the opportunity of those present to provide direction how they felt regarding the sign policy through a secrecy vote. The Members chose to allow signs to be approved by the ARC Committee. The Board will draft a policy as they feel acceptable for the attorney to review and modify. Policies are voted by the Board of Directors to adopt, not the Members. The Members will have 14 days to provide feedback.

Election of Board Members

- One open seat for the Board of Directors. Without a quorum a vote or nomination can not occur. The Board of Directors may appoint a Member of the Community at the next Board meeting to fill the open seat. Officer titles are determined after the Annual Meeting in Executive Session

Homeowner Forum

- There is not an increase of HOA dues; discussion on the payments and how the trash service was discussed. Anyone with a balance of \$200.00 on March 1, 2017 will have trash service suspended. Payment arrangements may be made by calling Onsite at 970-282-8281 or email vicky@onsiteproperty.com.
- Chad Schneider highly encouraged Members to join the social media forum with Next Door specifically for Coventry HOA to be more informed of the happenings in the Neighborhood. Great turn-outs for the events made happen in part of the grants offered by the City of Fort

Collins.

Next Annual Meeting

- **November 2017 (Date TBD)** - allows more time to review the 2018 Budget with Members and if any assessments incur more notice provided.

Adjournment - Adjourned at 7:23 p.m.

Respectfully submitted by Vicky Hicks, Onsite

Coventry Homeowners Association

OFFICIAL PROXY

2017 Annual Membership Meeting

November 27, 2017 @ 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 the meeting and vote for 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 27, 2017 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(s) Name (printed): _____

Owner (s) Signature: _____

Owner(s) Address: _____

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: michelle@onsiteproperty.com