



PROPERTY MANAGEMENT SERVICES

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

October 30, 2018

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 Tuesday, November 13, 2018. 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 2018 fiscal year, homes were assessed \$550.00 annually. In 2019 HOA dues will stay the same, however, there will be a special assessment for a new fence in the amount of \$489.00 per homeowner (payable in installments) and those statements will be mailed separately. The timely payment of dues and special assessments 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 annual dues payment should be in the office of Onsite, before the due date of January 1, 2019. 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, 2019 (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, 2017 Annual Meeting Minutes, 2019 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
Tuesday, November 13, 2018 at 7:00 pm
Mc Graw Elementary, 4800 Hinsdale Drive, Fort Collins, CO 80526

- Call to order/Roll call / Establish Quorum
- Approval of the 2017 Annual Meeting Minutes
- Financial Review for 2018
- President's Report
- Ratify 2019 Budget
- Election of New Board Members
- Homeowner Forum
- Meeting Adjournment

Coventry Homeowners Association Annual Meeting Minutes
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 – Board President Chris Berger called the meeting to order at 7:03 pm. All board members were present: Chris Berger, Robert Kaczanowski, Rocky Knutson, Chad Schneider and Melanie Stalzer. Michelle Bermejo attended for Onsite Property Management. There being 30 persons present via proxy or person, a quorum was established.

Approval of the 2016 Annual Meeting Minutes – Robert Kaczanowski motioned to approve the 2016 annual meeting minutes and was seconded by Chris Berger, motion passed unanimously.

Financial Review for 2017 – Balance as of 10/31/17:

Operating: \$11,919.99
Reserve: \$20,052.60
Total: \$31,992.59

Ratify 2018 Budget – The annual dues were increased by \$50.00 to \$550.00 for 2019. The increase is necessary for landscape improvements for 2018 and to cover the increase in trash service. With no rejection to the budget, it is ratified into the association's records.

Election of New Board Members – Two positions are open for election, no one volunteered or no one was nominated from the floor. The current board will stay in place via acclimation.

Homeowner Forum – A homeowner expressed concern about the damage to the trees in the cattail area. Trees will be monitored for health and possible removal in the spring. A homeowner requested that new landscaping improvements be considered for the corner of McGraw Drive. A homeowner requested that the cattail limbs removed from the May storm be removed. All homeowners concerns were addressed.

Meeting Adjournment – There being no further business to conduct the meeting adjourned at 8:03 pm.

Coventry Homeowners Association

OFFICIAL PROXY

2018 Annual Membership Meeting

November 13, 2018 @ 7:00 p.m.

Location: McGraw Elementary School, 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 2018 Annual Membership Meeting to be held on November 13, 2018 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