

Stapleton Mansion Homes Condominium Association

Dear Members;

A meeting of the membership is set for December 10, 2015 – see Notice of the Meeting with the time and location included with this mailing.

Two important matters will be presented at the meeting: first, members consideration of ratification of the budget for 2016 adopted by the Board of Directors, and second, members approval of a special assessment.

1. Special Assessment:

- In 2015 our operating budget adequately covered our operating expenses, unbudgeted maintenance and repair costs*, and allowed us to add a small amount to our reserve account.
- While our current monthly fees will continue to be adequate for operating expenses in 2016, our reserve account is badly underfunded. The only solution to adequately fund our reserve account is to levy a special assessment of \$2K, (two thousand dollars), on each of our units.
- Since our 2010 remediation project left us \$1MM, (one million dollars), short of what was needed to complete the project our reserve account has been badly underfunded. At that time, (2010), we used our existing reserves of \$285K along with a loan from Mutual of Omaha to cover the shortfall.
- Our annual payment of \$68K to Mutual of Omaha, would have replenished our reserves if not needed to pay off the loan. (line item: 19).

The decision to make a special assessment of this amount at this time was taken as the result of detailed studies, consultation, and discussion; it has the unanimous support of the board and HOA management.

The board proposes a special assessment to each unit owner of \$2K (two thousand dollars), to be payable in March of 2016. The board knows that this assessment is unexpected and a big expense in the personal budgets of our members, and has allowed for an option of making the payment in two installments, the first: March 1, 2016, and the second September 1, 2016.

A meeting to ratify this proposed special assessment is scheduled following the meeting to ratify the proposed budget for 2016.

2. 2016 Budget:

The board is recommending the enclosed budget for 2016, (same fees as last year, \$246.00), this budget will adequately fund our operating and maintenance needs for 2016. Note that line 17, (\$39, 880), is for unplanned expenses, such as gutter, siding, roof, sidewalk repairs, and tree removal and replanting. Any unused portion of this contingency expense will be transferred to our reserves.

We hope to see you at the meeting December 10, 2015 and encourage your participation and involvement in our HOA.

As always, it is the objective of the board to maintain and protect our homes and investments and operate our association according to our governing documents; your support is needed and appreciated.

Sincerely,

Board of Directors

By


Edwin P. Koldenhoven, President

6/November/2015

*Unplanned/unbudgeted expenses in 2015:

- Upgrade, maintenance and cleaning of gutters = \$26K
- HOA roof expenses, heat cables, flashing etc. = \$11K
- Snow removal and landscape costs = \$6K
- 5 Year Capital Reserve Study, dated Oct. 15, 2015 study = \$5K
- Total unplanned/unbudgeted = \$48K

Stapleton Mansion Homes Condominium Association

Date: November 9, 2015

Subject: Budget for 2016

To All Members:

**Notice of Adoption of Budget for 2016 by Board of Directors
And Notice of Levy of Annual Assessment for 2016**

You are notified that on October 30, 2015 the Board of Directors adopted a budget for income and expenditures of the Association for the calendar year 2016, and also levied an annual assessment against each unit in the amount of \$2,952.00 to be paid in 12 equal monthly payments of \$246.00 each due in advance on the first day of each month; payments received after the 15th day of the month shall be subject to a late fee of \$10.00. **A copy of the proposed budget is attached to this Notice.**

Notice of Meeting of Owners to Ratify Budget for 2016

You are hereby notified that a meeting of Owners of condominium units in Stapleton Mansion Homes Condominium Association, filing no. 2, will be held on:

**Thursday, December 10, 2015 at 6:30 PM at
Stapleton Master Community Association
Conference Room, 3rd Floor
7530 E 29th Ave, Denver, CO 80237**

The purpose of the meeting is to consider ratification of the budget as required by Article IV, paragraph 6 of the Declaration; the budget is deemed ratified unless rejected by a vote of 67% of the unit owners, 66 votes. Owners may vote in person or by proxy; forms for appointment of proxy are enclosed.

Stapleton Mansion Homes Condominium Association
 2016 Budget Adopted by the Board of Directors, Oct. 30, 2015
 Monthly Assessment, \$246 – 98 units

	24,108	24,108	24,108	24,108	24,108	24,108	24,108	24,108	24,108	24,108	24,108	24,108	24,108	289,296
Transfer to Reserves	2,411	2,411	2,411	2,411	2,411	2,411	2,411	2,411	2,411	2,411	2,411	2,411	2,411	28,932
Total Income:	21,697	21,697	21,697	21,697	21,697	21,697	21,697	21,697	21,697	21,697	21,697	21,697	21,697	260,364
Expenditures:														
Operating Expense:														
	900	900	900	900	900	900	900	900	900	900	900	900	900	10,800
2. accounting / audit	900	900	900	900	900	900	900	900	900	900	900	900	900	10,800
3. Postage, Printing, Copies	100	100	100	100	100	100	100	100	100	100	100	100	100	1,200
4. office supplies	30	30	30	30	30	30	30	30	30	30	30	30	30	360
5. telephone	75	75	75	75	75	75	75	75	75	75	75	75	75	900
6. web site expense	60	60	60	60	60	60	60	60	60	60	60	60	60	720
7. education & licensing	30	30	30	30	30	30	30	30	30	30	30	30	30	360
8. Insurance	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000
9. lawn maintenance				1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	10,000
10. shrub, flower, care	0	0	0	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	0	10,000
11. Irrigation Maintenance			500	500	500	500	500	500	500	500	500	500		4,000
12. building maintenance	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
13. exterior lighting/electricity	150	150	150	150	150	150	150	150	150	150	150	150	150	1,800
14. snow removal	2,000	2,000	2,000	2,000						2,000	2,000	2,000	2,000	14,000
15. city water/sewer	1,750	1,750	2,500	2,500	2,500	2,500	5,000	5,000	2,500	2,500	1,750	1,750	1,750	32,000
16. annual storm drainage fee		4,500	4,500											9,000
17. Contingency for unbudgeted operating expense	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,240</u>	<u>3,240</u>	<u>38,680</u>
18. Total Operating Expense	13,215	17,715	18,965	16,965	14,965	14,965	17,465	17,465	14,965	16,965	15,735	13,235	13,235	<u>192,620</u>
19. Mutual of Omaha Payment	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>68,448</u>
Total:	18,919	23,419	24,669	22,669	20,669	20,669	23,169	23,169	20,669	22,669	21,439	18,939	18,939	261,068
Cash Flow	2,778	-1,722	-2,972	-972	1,028	1,028	-1,472	-1,472	1,028	-972	258	2,758	2,758	-704

STAPLETON MANSION HOMES CONDOMINIUM ASSOCIATION, INC.

PROXY

FOR: MEETING OF OWNERS TO RATIFY BUDGET FOR 2016
On Thursday, December 10, 2015, 6:30 PM at Stapleton Master Community
Association Conference Room , 3rd Floor 7530 E 29th Ave, Denver, CO

I, (We) _____, Principal(s), Unit
(print name(s) of unit owner(s))

Owner(s) and member(s) in good standing of Stapleton Mansion Homes Condominium Association, Inc. (the "Association"); under the provisions of the Articles and By-Laws of the Association, do hereby appoint the following person to serve as my Proxy and to appear at the above meeting; and to vote in my name, place and stead; and according to the number of votes allocated to my Unit that I am entitled to cast if I were personally to attend the above meeting, with regard to all matters coming before such meeting that are to be determined by vote of the membership.

The named Proxy may appear at the above meeting with this Proxy Form completed and signed by the Principal and vote on behalf of the Principal. The appearance of the Proxy shall be for the purpose of determining a quorum for the meeting as well as voting as stated above.

I appoint the following as my Proxy as stated above:

Print Name _____, Proxy

Unit Address _____

Unit Owner Name: (Print): _____

Signature: _____ Date: _____

Stapleton Mansion Homes Condominium Association

Date: November 9, 2015

Subject: Special Assessment for 2016

To All Members:

Notice of Levy of Special Assessment

You are notified that on October 30, 2015 the Board of directors levied a one-time special assessment in the amount of \$2,000 for each unit, payable in two (2) equal installments of \$1,000 each due on March 1, 2016 and on September 1, 2016; the purpose of the special assessment is to fund the Capital Reserve Account.

The assessment is subject to approval of two-thirds of the votes of a quorum of the Association votes cast by the Members voting in person or by proxy at a meeting duly called for this purpose. A quorum requires the presence of sixty percent (60 %) of the membership or proxies entitled to cast votes = 60 votes; approval of the special assessment requires two-thirds (2/3) vote of this quorum = 40 votes. Owners may vote in person or by proxy; forms for appointment of proxy are enclosed.

NOTICE OF OWNERS MEETING

You are hereby notified that a meeting of Owners of condominium units in Stapleton Mansion Homes Condominium Association, filing no. 2, will be held on:

Thursday, December 10, 2015 at 7:00 PM at
Stapleton Master Community Association
Conference Room, 3rd Floor
7530 E 29th Ave, Denver, CO 80237

SUBJECT: Consider approval of a special assessment levied by the board in the amount of \$2,000 payable in two (2) equal installments of \$1,000 each on March 1, 2016 and September 1, 2016 for the purpose of funding the Association's Capital Reserve account.

STAPLETON MANSION HOMES CONDOMINIUM ASSOCIATION, INC.

PROXY

**FOR: MEMBERS MEETING TO CONSIDER APPROVAL OF
SPECIAL ASSESSMENT LEVIED BY THE BOARD OF DIRECTORS
On Thursday, December 10, 2015, 7:00 PM at Stapleton Master Community
Association Conference Room , 3rd Floor 7530 E 29th Ave, Denver, CO**

I, (We) _____, Principal(s), Unit
(print name(s) of unit owner(s))

Owner(s) and member(s) in good standing of Stapleton Mansion Homes Condominium Association, Inc. (the "Association"); under the provisions of the Articles and By-Laws of the Association, do hereby appoint the following person to serve as my Proxy and to appear at the above meeting; and to vote in my name, place and stead; and according to the number of votes allocated to my Unit that I am entitled to cast if I were personally to attend the above meeting, with regard to all matters coming before such meeting that are to be determined by vote of the membership.

The named Proxy may appear at the above meeting with this Proxy Form completed and signed by the Principal and vote on behalf of the Principal. The appearance of the Proxy shall be for the purpose of determining a quorum for the meeting as well as voting as stated above.

I appoint the following as my Proxy as stated above:

Print Name _____, Proxy

Unit Address _____

Unit Owner Name: (Print): _____

Signature: _____ Date: _____