

# SunMarke Community Association

SUNMARKE COMMUNITY ASSOCIATION, INC.  
PARKER, COLORADO 80134

## OFFICIAL NOTICE

### ANNUAL MEMBERSHIP MEETING

**Date of Meeting:** Wednesday November 12, 2008  
**Time of Meeting:** 6:30 p.m. to 8:00 p.m.  
**Location of Meeting:** SunMarke Community Recreation Center  
18012 Keyser Creek Avenue  
Parker, CO 80134

THIS IS TO CERTIFY THAT NOTICE OF THE ANNUAL MEMBERSHIP MEETING WAS SENT OUT ON OR BEFORE OCTOBER 10, 2008, TO ALL HOMEOWNERS OF RECORD.



MARK L. EAMES, PCAM  
COMMUNITY REPRESENTATIVE FOR THE  
SUNMARKE COMMUNITY ASSOCIATION, INC.

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SUNMARKE COMMUNITY ASSOCIATION, INC.  
ANNUAL MEMBERSHIP MEETING  
NOVEMBER 12, 2008

### AGENDA

6:30 P.M. MEETING CALLED TO ORDER

6:31 INTRODUCTION OF THE BOARD OF DIRECTORS/MEMBERS

6:35 OFFICER AND COMMITTEE REPORTS

6:45 UNFINISHED BUSINESS:

7:00 NEW BUSINESS:  
PRESENTATION OF 2009 BUDGET

7:45 QUESTION/ANSWER SESSION

8:00 ADJOURNMENT

**SUNMARKE COMMUNITY ASSOCIATION, INC.**  
**ANNUAL MEMBERSHIP MEETING MINUTES**  
**DECEMBER 1, 2007**

**CALL TO ORDER:**

President Kurt Wolter called the meeting to order at 10:09 a.m. The meeting was held at the SunMarke Community Center.

**INTRODUCTION OF BOARD OF DIRECTORS AND PROFESSIONAL SERVICE COMPANIES**

Kurt Wolter introduced the current Board of Directors for the community and introduced himself and the staff in attendance from PCMS to the members.

**APPROVAL OF THE 2006 ANNUAL MEETING MINUTES**

Mr. Eames asked the homeowners in attendance to review the 2006 Annual Meeting Minutes, if they had not already done so. Copies were made available to all homeowners present. Motion was made and seconded and unanimously passed to approve the minutes as written and presented.

**COMMITTEE REPORTS**

Ad Hoc Advisory Committee: Pat Witzel explained the duties of the Committee and the projects that they have been working on in the past year and discussions and ideas that they have for the upcoming year such as adding benches and tables by the park area, adding sun covers to the existing benches in the park area, and possibly installing horseshoe pits. Mrs. Witzel encouraged any interested homeowners to attend the monthly Committee meetings and/or get involved with the Committee.

**NEW BUSINESS**

Director Wolter provided an updated regarding what has been done in 2007 such as the entryway monuments, landscaping and the new clubhouse and noted that the pool is set to be open from Memorial Day to Labor Day of 2008.

**2007 FINANCIAL REPORT AND 2008 BUDGET PRESENTATION**

Mr. Eames reviewed the 2007 financial condition of the Association and then presented the 2008 Budget. Upon final review, a motion was made, seconded and without public comment unanimously passed to approve the 2008 budget as presented.

**HOMEOWNER COMMENT/SUGGESTIONS/QUESTIONS:**

Questions were fielded by Mr. Eames and Director Wolter related to the Anthology Development and other general questions related to the Association.

**ADJOURNMENT:**

With no further business before the membership. the meeting was adjourned at 12:30 p.m. The next Annual Meeting of the membership is tentatively scheduled for November 2008.

Respectfully Submitted.

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Mark L. Eames, PCAM, Agent for the  
SunMarke Community Association, Inc.

**SUNMARKE COMMUNITY ASSOCIATION, INC.**  
**2008 APPROVED BUDGET, 2008 ESTIMATED ACTUAL,**  
**2009 PROPOSED BUDGET**

**AUGUST 2008**

<b>CATEGORY</b>	<b>08 Approved</b>	<b>08 Estimated</b>	<b>09 Prop Bud</b>
<b><i>Operating Income</i></b>			
Assessments	\$153,900	\$155,900	\$160,740
Recreational Facility	\$51,300	\$52,300	\$64,860
Builder Income	\$20,400	\$40,000	\$20,280
Late, Legal and Fine Income	\$2,000	\$8,400	\$3,000
Working Capital Income	\$0	\$1,320	\$0
Declarant Subsidy	\$124,600	\$71,666	\$104,820
<b>Total Operating Income</b>	<b>\$352,200</b>	<b>\$329,586</b>	<b>\$353,700</b>
<b><i>Operational Expenses</i></b>			
Irrigation Water	\$47,200	\$58,000	\$52,000
Electric	\$2,500	\$2,100	\$2,440
Landscape/Contract Maintenance	\$48,000	\$44,500	\$48,000
Sprinkler Repair	\$3,000	\$3,000	\$3,000
Snow Removal	\$8,000	\$7,000	\$8,000
Grounds: Common Area	\$3,600	\$2,000	\$3,600
Trash Removal Service	\$30,400	\$36,050	\$38,600
Community Social Activities	\$5,000	\$3,000	\$5,000
Miscellaneous	\$300	\$100	\$300
Capital Improvements	\$5,000	\$3,000	\$5,000
Recreation Facility	\$132,000	\$94,500	\$103,000
<b><i>General &amp; Administrative</i></b>			
Legal	\$4,800	\$6,800	\$7,500
Professional Fees	\$500	\$500	\$1,500
Audit/Income Tax	\$1,800	\$1,600	\$1,800
Insurance/Insurance Deductible	\$4,800	\$4,386	\$4,800
Property Taxes	\$0	\$5,000	\$0
General Administration/Newsletter	\$6,200	\$6,500	\$6,500
SunMarke Station Administration	\$5,400	\$5,400	\$5,400
Management Fee	\$18,500	\$18,750	\$19,200
Bad Debt	\$3,600	\$5,800	\$4,220
<b><i>Reserves</i></b>			
Reserve Contribution	\$21,600	\$21,600	\$33,840
<b>Total Expenses</b>	<b>\$352,200</b>	<b>\$329,586</b>	<b>\$353,700</b>
<b>Net Income (Loss)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

***SunMarke Community Association***  
***2009 Operations, Maintenance and Reserves Budget***  
***Management Narrative***  
***September 2008***

**OPERATING REVENUES**

***Homeowner Assessments***

Budgetary estimate is based upon an average of 235 closed homes paying a monthly assessment rate of \$57.00, billed quarterly.

***Recreation Facility Assessments***

Budgetary estimate is based upon an average of 235 closed homes paying a monthly assessment rate of \$23.00, billed quarterly.

***Builder Assessments***

Budgetary estimate is based upon an average of 65 annexed Builder lots paying a monthly assessment rate of \$26.00, billed quarterly. (Est. based upon 6 Lots in Filing 12 and 59 lots in Filing 17A)

***Late Fees/Legal/Fines Income***

Estimated revenues based upon historical data on homeowners that paid their monthly assessment late to the SunMarke Community Association for 2008.

***Declarant Subsidy***

The Declarant has graciously agreed to make a maximum contribution to the Associations operations in 2009 of \$104,820.00 in order to offset operational costs of the Association, which in turn helps lower the monthly assessment costs to each homeowner in the community.

**OPERATING EXPENSES**

***Irrigation Water***

Costs associated with the irrigation (watering) of all common properties owned and to be maintained by the Association. 2009 estimates are based upon 2007 and 2008 estimated actual, with an anticipated 10% increase in the cost of water by the Parker Water and Sanitation District in 2009.

***Electrical Usage***

Costs associated with all current and potential modifications to the common tracts, including lighting and landscape irrigation clocks. The 2009 estimates are based upon 2008 estimated actual with anticipated electrical increase of 10% for 2009.

***Landscape/ Contract Maintenance***

Budget figures reflect the current contract for day-to-day seasonal landscape maintenance and operations by the current landscape contractor, winter watering and minor bed mulch rejuvenating during the Spring season.

***Sprinkler (Irrigation) Repairs***

Those costs associated with continuing day-to-day maintenance of the irrigation system during the Spring, Summer and Fall 2009 that would not be considered a reserve expense.

## OPERATING EXPENSES CONTINUED

### ***Snow Pushing Contract***

Budget figures reflect current estimated costs for customary snow removal operations by the current landscape contractor for 2009. Estimates are based upon the lineal footage of sidewalks adjacent to common tracts of the Association, with an estimated removal for fourteen (14) snow storms during the year.

### ***Grounds: Common Area***

Those costs associated with continuing day-to-day maintenance for vandalism, community fencing, lighting, electrical repairs, etc., that would not fall under a contractual agreement with an outside contractor and would not be considered a reserve expense.

### ***Trash Removal***

Budgeted figure includes all trash removal for private residences. The total number of closed homes will affect the number of the contract with Suburban Waste, which is currently projected for this budget based upon 235 closed homes. The latest contract was executed in 2007, which guaranteed the rate for one-year.

### ***Community Social Activities***

Budget figures reflect the implementation of a social budget for the Association to help convey a sense of "community" to the neighborhood. This budgetary line item would require the organization and participation of volunteer homeowners.

### ***Miscellaneous***

Unbudgeted expense categories. Normally utilized for potential expenses during the year that the Board did not foresee in the budgeting process.

### ***Capital Improvements***

Budgeted funding for future proposed capital projects that may be suggested by the Ad HOC Community Advisory Committee and Board of Directors for 2009. All proposed projects must be approved by the Board of Directors.

### ***Recreation Center Contribution***

The estimated contribution toward the overall operation and maintenance of the recreation center, including the pool. The total projected annual costs to operate, maintain and establish a long term capital replacement program for the entire facility, including the pool, is currently estimated at approximately \$143,800.00

### ***Legal***

This budget category includes estimated costs associated with all types of potential legal activities initiated by the SunMarke Board of Directors for the benefit of the Association members.

### ***Audit, Tax Preparation***

This budget category includes estimated costs associated with the preparation of the 2008 audit and tax return for the Association.

### ***Insurance***

Budget estimate includes costs associated with maintaining the general liability, hazard and Director and Officer insurance policies for the Association. This figure does not include required and currently maintained insurance costs associated with those homeowners that are also a part of the SunMarke Station.

## **OPERATING EXPENSES CONTINUED**

### ***General Administration***

Budget estimate includes costs for paper, postage, faxes, assessment payment coupons, envelopes, banking service charges, periodic newsletters and a variety of other office supplies that may be utilized by the Association.

### ***SunMarke Station Administration***

Budget estimate for operational purposes as it relates to those single family lots that are annexed into the SunMarke Station Community Association, Inc.

### ***Management Service Fees***

Estimated management and accounting service fees for the Association based upon the management service contract with PCMS.

### ***Reserves***

Reserve contributions for the 2009 budget projections are based upon a projected per home contribution of \$ 12.00 per month, of which the overall contribution breakdown is as follows:

**LANDSCAPE \$ 3.00**

**IRRIGATION \$ 1.00**

**SIDEWALKS \$ 1.00**

**MAILBOX STATIONS \$ .50**

**PARKS/PLAY EQUIPMENT \$ 2.50**

**RECREATIONAL FACILITY \$ 4.00**