

Bannockburn Homeowners Association

Board Meeting Minutes

Franktown Fire Station

January 14, 2026

7:00

- The meeting was called to order at 7:03 pm with a board quorum present. Board attendees: Jack Shuler, Dave Delgado, Cynthia Goetz and Jason Hopfer (by Phone).
- Other attendees: John Edwards (outgoing treasure), Deb Gardner (HOA Bookkeeper), and Cynthia Graham (resident).
- Reports were given by HOA Board members:
 - Secretary's Report
 - December's minutes were reviewed and approved.
 - Treasurer's Report (John Edwards)
 - A summary of accounts was shared.
 - Transaction history, open invoices, profit & loss details, and YTD comparison were reviewed and discussed.
 - Dues notices and process to notify residents was reviewed and duties assigned as follows:
 - Bookkeeper initiates preparation of annual dues invoices in QuickBooks.
 - Confirm that Bookkeeper is set to print invoices and letters (at 5 cents per page) for mailing to residents and have them ready for the treasurer to pick up at Pinecrest CC on Monday, Feb. 2.
 - Bookkeeper generates invoices and an attached letters and sends them to residents with an email on file by the end of Monday Feb. 2.
 - Treasurer delivers invoices, copies of letters, window envelopes, a BBHOA address stamp and USPS stamps to Bannockburn HOA Member-at-large (MAL) for collation/stuffing on Monday, Feb. 2.
 - MAL drops off stuffed and stamped envelopes at Franktown Post Office Tuesday, Feb. 3 or Wednesday, Feb. 4.

- Treasurer sends a Dues Reminders email on Feb. 18 and March 20 to residents with an email on file that have not yet paid.
- Treasure mails out Dues Reminder letters to residents with no email on file and that have not yet paid, on Feb. 18 and March 20.
- Bookkeeper provides the Treasurer with a listing of residents that have not paid dues and prints out new invoices reflecting a \$25 late fee on April 8 (April HOA Board Meeting).
- Treasurer mails out, and Bookkeeper emails, a new invoice with a late fee to residents that have not paid dues by March 31, on April 9.
- Bookkeeper monitors payments and prepares a monthly report to the Treasurer for review and presentation at each monthly HOA Board Meeting throughout the year.
- Banking process and Post Office pick-up was discussed and duties assigned as follows:
 - Treasurer will give written checks to bookkeeper to record and deposit
 - Treasurer will download Wells Fargo at end of month statements and give to the bookkeeper to load into Share Point for alignment.
 - The bookkeeper is responsible for comparing Quick Books with Share Point.
 - Both treasurer and bookkeeper have keys to the HOA post office box.
- Social Committee (Heydman)
 - Confirmed events for 2026 scheduled as follows:
 - Easter Egg Hunt-March 28
 - S'mores Get-together-June 6
 - Community Yard Sale-July 10/11
 - Annual Picnic-August 29
 - Hayride-October 24
 - Chili Cookoff-November 14
 - Social Chair plans to send out a Newsletter in January 2026
- Environmental Committee Report (Jason Hopfer)
 - Environmental Committee has no information to report

- Document Committee Report
 - Tabled until February Meeting

- Old Business
 - Collection Policy
 - President will align the HOA present collection policy to the new state regulations sign it and have Steve Nickerson post the revised HOA Collection Policy on the Website.
 - Variance Policy
 - President presented a cost breakdown comparison for preparing and outsourcing to EBC (Elizabeth Business Center), a difference of approximately \$80 and \$130 respectfully, more than the present \$250 fee. Additionally, the cost to file a variance with the county is \$43.
 - Motion was made and seconded to increase the \$250 variance fee to \$325. Motion passed
 - Jack agreed to update the Variance Policy.
 - Transfer Fee
 - Transfer fee requirements for HOA Boards: A transfer fee is a charge for moving assets, balances or ownership from one party or account to another when property sells. The fee covers administrative cost, processing, and compensation for the transfer to update records and ownership. The present fee is \$250.
 - President Jack presented a copy of the report required for review.
 - The discussion also included consideration of a Statement Prep Fee and a Common Area Maintenance Fee.
 - Motion was made and seconded to increase the Transfer Fee to \$350. Motion has passed.
 - President Jack will update the Transfer Fee Policy

- New Business
 - Microsoft Licenses
 - John Edwards will investigate the difference between Premium and Basic subscriptions. Questions were asked if the Board needs 2 Premium subscriptions at a cost of \$44/month.

- HOA Board Email address updates for the website were discussed. Dave will work with Nathan Toland to complete the updates for the Board members.
- Dave will work with Nathan to set up an Instruction Guide on “How to Set up E-mail Addresses” for Share Point.
- HOA Board agreed to give Bookkeeper, Deb Gardner, access to Share Point. Treasurer Dave will look into developing a non-disclosure agreement for Deb to sign.

- HOA Board members’ terms were reviewed and agreed upon:
 - Jack, Dave, Vickie, and Steve’s terms will expire on 10/31/2026.
 - Jason, Michelle, and Cynthia’s terms will expire on 10/31/2027.

Resident Family’s Home Fire

- HOA used residents’ emails to request a voluntary donation for the Starr Family. 18 neighbors donated gift cards ranging from \$25 to \$200.
- Ball in Court Items
 - Brunat lot- Jack will follow-up
 - Bannockburnhoa.org emails and office 365 for board members
 - John Edwards and Kay Wilcox will ask Orten for clarification regarding Limited Expense HOA determinations and report to the Board.
 - Board discussion regarding who on the Board can post notices to the website. Presently, only Steve Nickerson can post.
 - Printer problems, envelope printing and possible printer purchase that prints envelopes were discussed and tabled for the Feb. Meeting.

The meeting was adjourned by the HOA President at 8:35 pm.