Bannockburn Homeowners Association

P.O. Box 211 Franktown Co. 80116-0211

August 2026 Meeting Minutes

The August meeting was called to order at 7:05 pm with a quorum present. Board attendees: Jack Shuler, Dave Delgado, Jason Hopfer, Vickie Heydman and Steve Shkilevich. (Members Michelle Rozeboom and Cynthia Goetz were absent). Guest resident John Edwards (past Treasurer) was present to help discuss financial corrections to prior months balance sheet(s).

Guest Matt Myers present to review an IT proposal to the Board.

Reports from Matt Myers and Board members:

- Matt Myers (Mr. Computer Pro)
    - Presented tiered IT support options following a previous account compromise.
        - Tier 1: Base administration, onboarding/offboarding, MFA assistance ($95/mo).
        - Tier 2: Proactive monitoring, log reviews, and email security firewall ($195/mo).
        - Tier 3: Security training materials and additional support ($295/mo).
    - Decision: The board motioned to retain Matt on an as-needed (T&M) basis at $85/hr. remote or $100/hr. on-site rather than committing to a monthly retainer.
    - Security Tip: Matt warned against scanning random QR codes as they can trigger drive-by downloads; recommended enabling browser settings to ask before saving files.

Board Reports:

Secretary's Report: (Shuler asked for review and if any changes to July minutes)

- July minutes were reviewed and approved as submitted.

Treasurer's Report: (Delgado and Edwards)

- Reconciliation Update: Accounts are now reconciled after John helped Deb (bookkeeper) resolve classification errors in QuickBooks dating back to February.
- Current Status: Total cash on hand approximately $26,700 ($18k in CD, $8.4k in checking).
- Financials and any invoices or expenses were approved.
- Delinquent Dues: Four homeowners remain delinquent ($225 total). The board will send formal delinquency letters via certified US Mail as required by policy.
- Training: John and Dave will meet with Deb Gardner (bookkeeper) in September for additional face-to-face QuickBooks training to ensure balance sheets consistently tie back to bank statements.

- Environmental and Grounds Maintenance

    - Entrance Mowing: Barnes Performance completed recent mowing/weeding. The board discussed a second mow for the center median due to high grass ($800 estimate).
    - Entrance Aesthetics: Jack authorized to purchase a large fake rock (hollow) to cover utility boxes/wires at the entrance.
    - Approved Project: Phil Curry's Trex deck replacement (backyard) approved as it complies with material standards.

Social Committee Report: (Heydman)

- Annual Picnic: Scheduled for Saturday, August 29th (implied) at the Sears' residence starting at 4:00 PM.
    - Band: Booked for $350; staging area scoped for power requirements.
    - Logistics: Board to rent 50 chairs and 5 round tables ($398 total). Port-a-potty rental in progress. Two 'easy ups' will be provided
    - Food: HOA provides burgers, hot dogs, and water. Jack and Steve to provide a flat-top grill or BBQ for the event.
- Yard Sale: Noted higher participation than previous years; banner usage was successful.

Old Business:

- Kimberly Adams entrance project – no show at meeting, nothing received

New Business:

- Seminar on CCIOA presented by Orten Law on Friday August 15

- Annual Meeting Planning (Oct 17, 2026)

    - Location: Franktown Fire Station, 11:00 AM.
    - Board Vacancies: Four two-year terms expire Oct 17, 2026 (Dave, Jack, Vicki, Steve).
    - Notice Requirements: Written notice, agenda, and 2027 budget required. The board will use email for 105 residents who opted-in to save postage, mailing required information to the remaining residents. Calendar of events to comply with Annual meeting requirements is in place.
    - Budget: 2027 budget must be approved at the September meeting to be included in the notice package.

Ball in Court items:

- Brunat Lot and cars
- Community work party for entrance etc.?
- Welcome letter for new residents
- 2027 Budget/Required documents for 2026 Annual Meeting
- Ideas to benefit Bannockburn residents (Delgado)
- Document Committee report and status of committee/Limited expense HOA?
- Nomination committee for annual meeting
- Zoom or 365 for meetings
- Devices to record meetings

- Executive session – none
- Adjournment – motion approved to adjourn August Board meeting at 9:10 pm