

Fairway Four HOA

ANNUAL NOTICE OF MEETING OF MEMBERS

02-27-2018 5:00pm to 8:00pm MT

TO THE MEMBERS OF THE FAIRWAY FOUR CONDO ASSOCIATION:

This shall serve as formal notice of the Meeting of the Members of the FAIRWAY FOUR CONDO ASSOCIATION.

To be held at 5:00 PM MT on Tuesday, the 27th of February 2018 at the Mountain Village Town Hall, 455 Mountain Village Blvd, Suite A, Mountain Village, CO. 81435.

Attached is a Directed Proxy form with space for comments if you are unable to attend in person. Please be sure to return this proxy either to ASAP, another owner, or a Board Member so we can be assured a quorum in order to perform Fairway Four business. Thank You.

If you have any questions, please feel free to contact us at:

ASAP Accounting and Payroll Services, Inc.

P.O. Box 2710

Telluride, CO 81435

970-728-6777

hoa@businessasap.com

DIRECTED PROXY

KNOW ALL MEN BY THESE PRESENTS, that the undersigned does hereby constitute and appoint _____ (the "Proxy") to act on behalf of _____ at the Annual Meeting of Fairway Four CONDO ASSOCIATION, (the "Association") to be held at 5:00 PM MT on Tuesday, the 27th of February 2018 at the Mountain Village Town Hall. 455 Mountain Village Blvd, Suite A, Mountain Village, CO. 81435.

The Proxy shall have full authority to vote upon any and all matters that may be presented at the Mountain Village Town A455 Mountain Village Blvd, Suite A, Mountain Village, CO. 81435. Meeting as fully and with the same effect as if the undersigned had been present at the Meeting, except _____ and the undersigned hereby ratifies and confirms all that the Proxy may cause to be done by virtue of this instrument.

This Directed Proxy is irrevocable except by actual revocation notice by the undersigned to the Secretary of the Association or to the officer presiding over the Meeting. Unless sooner terminated, this Directed Proxy shall terminate automatically upon the final adjournment of the Meeting.

Comments: _____

The undersigned has executed this Directed Proxy effective as of this ____ day of _____ 20__.

Signature

Unit/Lot # _____

Please Return This Form By:

5:00 P.M. MST February 26th, 2018

ASAP Accounting & Payroll Services

P.O. Box 2710, 220 E. Colorado Ave. Suite 219 Telluride, CO 81435

Ph (970) 728-6777 Fax (970) 728-6848 Attn: Barrett Miller

E-mail: hoa@businessasap.com

Fairway Four Townhomes

H.O.A. Annual Homeowners' Meeting

Meeting Date: Tuesday, February 27th, 2018

Mountain Village Town Hall

5:00pm-8:00pm

AGENDA

- | | |
|----------------------------|--|
| 5:00pm | 1. CALL TO ORDER & ROLL CALL |
| 5:01pm | 2. PROOF OF NOTICE OF MEETING |
| 5:02pm | 3. MINUTES |
| 5:05pm | 4. OPENING OF MEETING
4.1 Opening comments by HOA Board Members |
| 5:10pm | 5. REPORTS OF OFFICERS - HOA ISSUES
5.1 Parking Issues
5.2 Owners and Renters not removing snow from decks – More notices?
5.3 Recycling Issues – Cardboard, Signage, Other?
5.4 Other Issues? |
| 5:40pm
Easement | 6. REPORTS OF OFFICERS – Town of Mountain Village Request for Sidewalk
6.1 Explanation of Basic Request
6.2 Potential Issues
6.2 (a) Noise & Disturbances, especially late night
6.2 (b) Sidewalk Lighting impacts on Fairway Four units
6.2 (c) Noisy Equipment (Bobcats etc.) to remove snow, possibly early in the morning.
6.2 (d) Reduction in Privacy
6.2 (e) Serious Liability Risks to the HOA
6.2 (f) Snow Storage – This path crosses one of the very few places to store snow. This could be a very serious safety & liability issue.
6.2 (g) Easement would be permanent.
6.2 (h) TMV does not envision compensating the HOA for permanent easement rights.
6.2 (i) TMV will not compensate the HOA for the legal costs involved to properly consider this request, nor the legal costs involved with negotiating and properly vetting a contract for such easement. These legal costs would likely cost the HOA a few thousand dollars.
6.2 (j) Reasonable Assumption that such a path would never be built.
6.2 (k) Serious Impacts on the owners & occupants of units #: 1, 21, 22, 23, & 24
6.2 (l) Other Potential Issues? |

- 6:15pm** **7. REPORTS OF OFFICERS - MAINTENANCE ISSUES**
7.1 PRVs – Paint & Stucco maintenance may be need this summer.
7.2 Fire Alarm & Suppression Systems (\$500-\$700/unit to replace outdated & out of code sprinkler heads). This was requested to be done, but contractor was unable to schedule it.
7.3 Decks
7.4 Asphalt – Should we get it sealed again?
7.5 Landscaping – Irrigation maintenance needed for berm trees. Other landscaping issues?
7.6 Should one board member be a de-facto “Maintenance Officer”?
7.6 Other?
- 6:50pm** **8. REPORTS OF OFFICERS – SUBJECTS & ISSUES NOT ON AGENDA**
- 7:00pm** **9. REPORTS OF OFFICERS - 2017 BUDGET**
9.1 Explanation of 2018 Budget
9.2 Money saving ideas.
9.3 Line-by-Line Review of 2018 Budget.
9.4 **Discussion about monthly dues and/or imposing a special assessment - Possible Board vote may follow in “UNFINISHED OR NEW BUSINESS”.**
- 7:30pm** **10. ELECTION OF AT ONE OPEN POSITION TO THE BOARD OF DIRECTORS**
(NOTE: The board is currently assessing potential resignations and open positions)
10.1 Nomination of Candidate(s)
10.2 Election of New Director(s)
10.3 Board Designation of Officers
- 7:45pm** **11. UNFINISHED OR NEW BUSINESS**
11.1 Owners vote on Proposed Budget
11.2 Possible Board vote concerning dues or a special assessment
- 7:50pm** **12. NOMINATION AND ELECTION OF OFFICERS BY THE BOARD**
- 8:00pm** **13. MEETING ADJOURNMENT**

*****Agenda times are estimates only*****

*****Agenda is only an outline of suggested topics. Other topics may also be discussed and acted upon*****

Ordinary Income/Expense	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL	2017 ACTUAL	VARIANCE	% VARIANCE	
Income	1.1																
Operating Income																	
Assessment-Operating	8,387.50	8,387.50	8,387.50	8,387.50	8,387.50	8,387.50	8,387.50	8,387.50	8,387.50	8,387.50	8,387.50	8,387.50	100,650.00	91465.20	9184.80	10.04%	7,625.00
Dog Clean Up	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00	600.00	0.00	0.00%	
Unit Transfer Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.11	(0.11)	-100.00%	
Late Fee/Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1382.41	(1382.41)	-100.00%	
Total Operating Income	8,437.50	8,437.50	8,437.50	8,437.50	8,437.50	8,437.50	8,437.50	8,437.50	8,437.50	8,437.50	8,437.50	8,437.50	101,250.00	93447.72	7802.28	8.35%	
Total Income	8,437.50	8,437.50	8,437.50	8,437.50	8,437.50	8,437.50	8,437.50	8,437.50	8,437.50	8,437.50	8,437.50	8,437.50	101,250.00	93447.72	7802.28	8.35%	
Expense																	
Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Admin Expenses																	
Accounting Fees																	
Secretarial Service	0.00	200.00	100.00	0.00	200.00	0.00	0.00	0.00	200.00	0.00	100.00	200.00	1,000.00	183.75	816.25	444.22%	
Accounting	1,066.67	1,066.67	1,066.67	1,066.67	1,066.67	1,066.67	1,066.67	1,066.67	1,066.67	1,066.67	1,066.67	1,066.63	12,800.00	12845.49	(45.49)	-0.35%	
Less Owner Fee Reimbursement															0.00	0.00%	
Total Accounting Fees	1,066.67	1,266.67	1,166.67	1,066.67	1,266.67	1,066.67	1,066.67	1,066.67	1,266.67	1,066.67	1,166.67	1,266.63	13,800.00	13029.24	770.76	5.92%	
Administrative Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Banks Charges - Operating	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Copies/Postage/Etc	54.43	54.95	41.86	23.51	48.17	28.99	39.35	44.67	37.44	41.66	41.19	43.78	500.00	622.08	(122.08)	-19.62%	
Corporation Filing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Late/Lein Filing Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Legal/Prof																	
Legal/Prof Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1297.76	(297.76)	-22.94%	
Owner Reimbursement Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Total Legal/Prof	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1297.76	(297.76)	-22.94%	
Management Fee	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00	4800.00	0.00	0.00%	
Administration Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Total Admin Exp	1,521.10	1,721.62	1,608.53	1,490.18	1,714.84	1,495.66	1,506.02	1,511.34	1,704.11	1,508.33	1,607.86	1,710.41	20,100.00	19749.08	350.92	1.78%	
Ext Maint Exp																	
Dog Clean Up	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
General Maint Ext	0.00	0.00	0.00	0.00	0.00	0.00	312.78	3,350.67	1,150.00	3,186.55	0.00	0.00	8,000.00	1863.00	6137.00	329.41%	
Janitorial Supplies	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	100.00	0.00	100.00	0.00%	
Landscape Maint	0.00	0.00	0.00	0.00	2,048.00	1,073.00	0.00	1,224.00	0.00	0.00	2,055.00	0.00	6,400.00	7080.00	(680.00)	-9.60%	
Misc Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Snow Removal Ground	1,000.00	3,091.00	1,460.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	993.50	6,645.00	12582.25	(5937.25)	-47.19%	
Snow Removal Roof	0.00	0.00	1,725.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,725.00	3737.50	(2012.50)	-53.85%	
Trash Removal	724.32	724.32	724.32	724.32	724.32	724.32	724.32	724.32	724.32	724.32	724.32	724.48	8,692.00	8894.84	(202.84)	-2.28%	
Total Ext Maint Expense	1,724.32	3,815.32	3,909.82	724.32	2,822.32	1,797.32	1,037.10	5,298.99	1,874.32	3,910.87	2,879.32	1,767.98	31,562.00	34157.59	(2595.59)	-7.60%	
Interior Maint Exp																	
Alarm Sprinkler Maint	0.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	500.00	0.00	500.00	0.00%	
General Maintenance-Interior	0.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00	250.00	0.00	500.00	190.00	310.00	163.16%	
Total Interior Maint Expense	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	250.00	0.00	250.00	0.00	1,000.00	190.00	810.00	426.32%	
Taxes/Insurance Exp																	
Liability Insurance	1,031.44	1,031.44	1,031.44	1,031.44	1,031.44	1,031.44	1,031.44	1,031.44	1,031.44	1,031.44	1,031.44	1,031.44	12,377.28	12377.25	0.03	0.00%	
Work Comp Insurance	396.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	396.00	326.00	70.00	21.47%	
Federal Income Tax	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00	0.00%	
State Income Tax	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	20.00	0.00%	
Tax Preparation	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	272.00	28.00	10.29%	
Service Charges	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	40.00	0.00%	
Taxes/Insurance Expense - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Total Taxes/Insurance Expense	1,427.44	1,031.44	1,371.44	1,151.44	1,031.44	1,031.44	1,031.44	1,031.44	1,031.44	1,031.44	1,031.44	1,031.44	13,233.28	12975.25	258.03	1.99%	
Utilities																	
Electricity	39.27	41.04	39.68	37.23	38.66	42.95	47.57	46.01	44.32	44.38	41.04	37.84	500.00	388.00	112.00	28.87%	
Water & Sewer	1,366.54	1,428.08	1,380.74	1,295.53	1,345.23	1,494.36	1,655.32	1,600.87	1,542.08	1,544.07	1,428.08	1,316.83	17,397.72	17397.72	0.00	0.00%	
Total Utilities	1,405.81	1,469.12	1,420.42	1,332.76	1,383.90	1,537.30	1,702.89	1,646.88	1,586.40	1,588.44	1,469.12	1,354.67	17,897.72	17785.72	112.00	0.63%	
Total Expense	6,078.67	8,037.50	8,310.21	4,698.70	7,452.50	5,861.72	5,277.45	9,488.65	6,446.27	8,039.08	7,237.74	5,864.50	83,793.00	84857.64	(1064.64)	-1.25%	
Net Ordinary Income	2,358.83	400.00	127.29	3,738.80	985.00	2,575.78	3,160.05	(1,051.15)	1,991.23	398.42	1,199.76	2,573.00	17,457.00	8590.08	8866.92	103.22%	

Other Income/Expense

Other Income																
Assessment for HOA Loan interest	1,998.85	2,037.81	2,025.24	2,012.58	1,999.82	1,986.97	1,974.00	1,960.94	1,940.25	1,902.73	1,422.77	957.24	22,219.20	10824.58	11394.62	105.27%
Assessment for HOA Loan Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Insurance Settlement Unit 5 13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Insurance Settlement - WD 2013 8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Interest Income Reserve	21.74	0.00	0.00	41.37	43.51	21.06	21.76	21.78	21.78	21.78	35.22	0.00	250.00	249.95	0.05	0.02%
Reserve Fund Income													0.00		0.00	0.00%
Interest Income Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Reserve Fund Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Other Income	2,020.59	2,037.81	2,025.24	2,053.95	2,043.33	2,008.03	1,995.76	1,982.72	1,962.03	1,924.51	1,457.99	957.24	22,469.20	11074.53	11394.67	102.89%
Other Expense																
Water Damage 2013 Unit 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Payments of HOA Loan Principal	2,459.62	2,459.62	2,459.62	2,459.62	2,459.62	2,459.62	2,459.62	2,459.62	2,459.62	2,459.62	2,459.62	2,459.62	29,515.44	5432.55	24082.89	443.31%
Payments of HOA Loan Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
suspense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Capital Reserve Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Capital Reserve Projects													0.00		0.00	0.00%
Painting Stuuco	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Capital Reserve Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Other Expense	2,459.62	2,459.62	2,459.62	2,459.62	2,459.62	2,459.62	2,459.62	2,459.62	2,459.62	2,459.62	2,459.62	2,459.62	29,515.44	5432.55	24082.89	443.31%
Net Other Income	(439.03)	(421.81)	(434.38)	(405.67)	(416.29)	(451.59)	(463.86)	(476.90)	(497.59)	(535.11)	(1,001.63)	(1,502.38)	(7,046.24)	5641.98	(12688.22)	-224.89%
Net Income	1,919.80	(21.81)	(307.09)	3,333.13	568.71	2,124.19	2,696.19	(1,528.05)	1,493.64	(136.69)	198.13	1,070.62	10,410.76	14232.06	(3821.30)	-26.85%

Follow up on getting ASAP online access

12:34 PM

02/16/18

Accrual Basis

Fairway Four Townhomes
Balance Sheet
As of December 31, 2017

	<u>Dec 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Community Bank - Operating	16,703.21
Community Money Market	83,304.08
BillCom Clearing	578.32
Total Checking/Savings	<u>100,585.61</u>
Accounts Receivable	
Accounts Receivable	16,010.21
Total Accounts Receivable	<u>16,010.21</u>
Other Current Assets	
Loan Origination Fees	2,380.40
Total Other Current Assets	<u>2,380.40</u>
Total Current Assets	118,976.22
Other Assets	
Share of Loan	
Unit 4	22,885.68
Unit 6	6,861.23
Unit 11	15,636.04
Unit 14	32,374.70
Unit 16	12,847.84
Total Share of Loan	<u>90,605.49</u>
Total Other Assets	<u>90,605.49</u>
TOTAL ASSETS	<u>209,581.71</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,675.77
Total Accounts Payable	<u>2,675.77</u>
Total Current Liabilities	2,675.77
Long Term Liabilities	
Community Bank Loan	88,659.51
Total Long Term Liabilities	<u>88,659.51</u>
Total Liabilities	91,335.28

Fairway Four Townhomes
Balance Sheet
As of December 31, 2017

	Dec 31, 17
Equity	
Capital Reserve Accounts	18,109.53
Retained Earnings	85,765.84
Net Income	14,371.06
Total Equity	118,246.43
TOTAL LIABILITIES & EQUITY	209,581.71