

**The NorthPark Homeowners Association, Inc.**  
**NOTICE**  
**BUDGET RATIFICATION MEETING**  
**AND ANNUAL MEETING TO FOLLOW**  
**November 13, 2017**  
**7:00 P.M.**  
**NorthPark Clubhouse**

Please plan on attending the Budget Ratification Meeting and Annual Meeting to be held at the time and place shown above. This meeting is being held in accordance with the Bylaws and the Covenants, Conditions & Restrictions of the Association.

**Budget Ratification Meeting** – The first item of business will be to discuss and ratify the proposed 2018 budget. A copy of the proposed budget is included with this notice. Unless a majority of the community rejects the budget, the budget is ratified.

**Election** – The next item of business is the Annual Meeting. Three (3) Board positions will be elected for a three (3) year term. The following homeowners listed on the separate sheet have been nominated as candidates to serve on the Board of Directors. Nominations may also be made from the floor at the meeting.

The directed proxy below may be used for this election. Mail or email proxies must be received by 4 p.m. on November 13, 2017 or you may bring your proxy to the meeting. Email your proxy to [phyllism@vistamgmt.com](mailto:phyllism@vistamgmt.com). You may vote for the below nominee or for any other member of the Association. Getting dedicated people to serve as Directors is sometimes a difficult task for an Association. Please give your support to these or other candidates you wish to nominate by taking the time to fill out your proxy and mail it in.

In order for the Annual meeting to take place a quorum **MUST** be present in person and/or by proxy. **Therefore, it is imperative for you to complete the directed proxy if you are unable to attend. Quorum is 10% (43) of the homeowners. If we do not have quorum we will not be able to hold an election, so please turn in your proxy.**

If you are unable to attend the meeting, **please complete the directed proxy** and give it to the person you are authorizing to vote on your behalf or return to Vista Management Associates prior to the meeting. You must designate a specific person and **not** leave the space blank or open ended (i.e. any member). The person you designate must be at the meeting in order for your vote to be cast. Only those homeowners who are current in their assessments will be allowed to vote.

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**Directed Proxy**

The NorthPark Homeowners Association, Inc.  
c/o Vista Management Associates, Inc.  
8700 Turnpike Drive, Suite #230  
Westminster, CO 80031  
303-429-2611 ph 303-429-2632 fx

Vote for Three (3) Listed Alphabetically by last name

- Liz Fiddes                       Matt Labrum                       Mark Peters                       Marie Struckman
- \_\_\_\_\_                       \_\_\_\_\_                       \_\_\_\_\_

I, the undersigned homeowner of the NorthPark Homeowners Association, and in good standing with the Association do appoint \_\_\_\_\_ (print name) OR Lori Goldstein (Board President) to vote on my behalf at the Annual meeting to be held on November 13, 2017, of The NorthPark Homeowners Association, Inc, including all adjournments, thereof, and to represent me in such other business that may come before the assembly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

*If for any reason, this meeting must be postponed, I authorize my proxy to be valid for the rescheduled meeting.*

# **NORTH PARK**

**Homeowners Association  
Budget Ratification Meeting and  
Annual Meeting Notice  
November 13, 2017  
NorthPark Clubhouse  
7:00 PM**

## **BUDGET RATIFICATION MEETING AGENDA**

**CALL TO ORDER**

**QUESTION & ANSWER SESSION**

**RATIFY 2018 BUDGET**

**ADJOURNMENT**

## **ANNUAL MEETING AGENDA**

**CALL TO ORDER/INTRODUCTION**

**DETERMINE QUORUM**

**APPROVAL OF 2016 ANNUAL MEETING MINUTES**

**BOARD MEMBER CANDIDATE INTRODUCTION/NOMINATIONS**

**ELECTION OF DIRECTORS**

**QUESTION & ANSWER SESSION**

**ADJOURNMENT**

NorthPark 2018 Budget	2017	2018	Notes
	<b>Budget</b>	<b>Budget</b>	
Membership	421	421	
Revenues, Dues per month	\$90.00	\$90.00	
<b>INCOME</b>			
Dues	\$454,680.00	\$454,680.00	no increase
Clubhouse Rental			not included in budget
Collections/Fines/Late/Legal/Lien/NSF			not budgeted
<b>TOTAL REVENUES</b>	<b>\$454,680.00</b>	<b>\$454,680.00</b>	
<b>EXPENSES</b>			
<b>PROFESSIONAL &amp; ADMINISTRATIVE</b>			
Accounting/Audit/Tax Prep	\$2,800.00	\$2,800.00	audit and yearly tax prep
Charges, Bank	\$0.00	\$0.00	no bank charges
Debt, Bad	\$1,200.00	\$1,200.00	same as last year
Income Tax & Corp Fees	\$5,000.00	\$5,000.00	taxes, Ombudsman, Corp fees
Insurance	\$6,900.00	\$6,900.00	no increase
Legal Fees	\$4,000.00	\$4,000.00	based on historic actual
Management Fees	\$21,471.00	\$21,471.00	per contract
Miscellaneous	\$250.00	\$250.00	same as last year
Office Supplies/Postage/Stationery	\$5,000.00	\$4,000.00	based on historic actual
Other, including Website	\$66.00	\$66.00	domain name
Printing	\$2,000.00	\$1,000.00	historic average
Reserve Study	\$2,000.00	\$3,000.00	for 2018 update
<b>TOTAL PROFESSIONAL &amp; ADMIN</b>	<b>\$50,687.00</b>	<b>\$49,687.00</b>	
<b>UTILITIES</b>			
Electric & Gas	\$12,000.00	\$12,000.00	based on historic average
Water & Sewer	\$60,000.00	\$60,000.00	based on historic average
Telephone	\$700.00	\$0.00	telephone removed
Trash Removal	\$62,000.00	\$62,000.00	per contract
<b>TOTAL UTILITIES</b>	<b>\$134,700.00</b>	<b>\$134,000.00</b>	
<b>GROUNDS EXPENSE</b>			
Flowers	\$2,000.00	\$2,000.00	historic average
Improvement	\$9,000.00	\$6,000.00	based on historic average
Contract: Maintenance & Fertilizer	\$58,569.00	\$60,300.00	per contract
Repair - Other	\$10,000.00	\$8,793.00	historic average
Lighting Repairs	\$750.00	\$750.00	historic average
Sign Maintenance	\$2,000.00	\$1,000.00	minor repairs
Sprinkler Repairs	\$15,000.00	\$15,000.00	based on historci average
Tree Care & Insect Mitigation	\$5,000.00	\$3,000.00	historic based
<b>TOTAL GROUNDS CARE</b>	<b>\$102,319.00</b>	<b>\$96,843.00</b>	
<b>POOL</b>			
Life Guard	\$46,500.00	\$49,700.00	per contract
Chemicals	\$4,800.00	\$4,800.00	per contract
Maintenance	\$8,300.00	\$8,300.00	per contract
Repairs	\$4,000.00	\$4,000.00	same as last year
Supplies	\$3,000.00	\$3,000.00	same as last year
Swim Team	\$400.00	\$400.00	same as last year
<b>TOTAL POOL</b>	<b>\$67,000.00</b>	<b>\$70,200.00</b>	
<b>OTHER</b>			
Clubhouse Maintenance	\$2,500.00	\$2,500.00	minor repairs
Fence Maintenance	\$1,000.00	\$1,000.00	average historical
Snow Removal	\$23,000.00	\$20,000.00	based on historic average
Social Activities	\$450.00	\$450.00	same as last year
Tennis Court Maintenance	\$8,000.00	\$7,000.00	major renovation in 2019
<b>TOTAL OTHER</b>	<b>\$34,950.00</b>	<b>\$30,950.00</b>	
<b>TOTAL EXPENSES</b>	<b>\$389,656.00</b>	<b>\$381,680.00</b>	
<b>RESERVES</b>			
Transfer to Reserve Fund	\$65,000.00	\$73,000.00	increase for more complete funding
<b>TOTAL EXPENSE</b>	<b>(\$454,656.00)</b>	<b>(\$454,680.00)</b>	
Net Income / (Loss)	\$24.00	\$0.00	

## **MEET THE CANDIDATES (Listed Alphabetically by last name)**

### **Elisabeth “Liz” Fiddes**

Hello Neighbors--I have lived in NorthPark for over 30 years, and during that time I've seen a lot of changes to the neighborhood and the city of Westminster. My husband and I raised two girls in NorthPark, and we understand the importance of maintaining a financially healthy homeowners association, a safe environment to live in, and an attractive neighborhood. I would like to continue keeping NorthPark a community people want to live in.

Currently, I'm employed with a trade association that represents small electric utilities. As the director of member services and education, I am responsible for organizing education classes and conferences for utility workers and directors. My responsibilities include setting agendas; hiring speakers; contracting for hotel sleeping rooms, food, and meeting space for groups of 10-300 people; and being responsible for the meeting budgets. In addition, I am responsible for two week-long youth camps that take place in Washington D.C. and Steamboat Springs for 30-100 high school students. I also organize and participate in the association's monthly board of directors meetings. My work has given me solid experience working with finances, contracts, boards, and the public. I would be honored to serve on the NorthPark board.

### **Matt Labrum**

I finished my doctoral degree in Mathematics in 2012 and have been working at a nonprofit online math education organization since then. My wife and I have lived in NorthPark for just over two years now (since March 2015). I would like to join the board to take a bigger role in our neighborhood leadership. My wife and I have truly enjoyed living in NorthPark, and I want to help make it the best community possible. I feel that I would be a valuable member of the board because my PhD in math and my day-to-day work have trained me to think critically and make logical decisions based on data. I'm also fiscally responsible and can assist in making financial decisions on the board. I regularly attend the public board meetings, so I am familiar with the communication styles and process the rest of the board uses. I am also a patient and thoughtful communicator. I take in all the data and viewpoints of an issue before making a decision. Finally, yes, I would be able to fulfill the duties of the position.

### **Mark Peters**

Resident of Northpark for 18 years and on the Board for 6 years.

Married for 52 years-- to the same woman

Three adult children and four grandchildren

Education:       BS-Math and chemistry  
                      MS- Analytical chemistry  
                      PhD- Chemistry

Retired for 16 years

Working Profession-

- Research scientist in the fields of environmental science, metallurgical chemistry, nuclear technology
- Analytical lab management, venture capital activities
- Teaching at Marquette U, Iowa State, Colo. School of Mines, UNLV

Hobbies- Golf, skiing, hiking, climbing 14ers, international sailing

### **Marie Struckman**

Hi, I'm Marie Struckman. My husband and I have lived in NorthPark since 1991. We raised our kids here and they are now in college. I have been on the board for close to 20 years and am currently the NorthPark HOA VP. As our community ages, I want to be part of the group that helps maintain all that NorthPark has to offer while continuing to work on our financial future.

This has been a great year to be on the board. NorthPark residents, happy or mad, have come to our board meetings to share their concerns. While this is my bio, I want to encourage you all to come to the board meetings or call us with your issues. I love NorthPark and the community it represents. I would love to continue to serve as your board member.

**NORTHPARK HOMEOWNER'S ASSOCIATION  
ANNUAL MEETING OF THE MEMBERS MINUTES  
September 12, 2016 7:00 PM**

PREPARED BY: Vista Management

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BOARD ATTENDANCE MARIE STRUCKMAN  MARK PETERS   
LORI GOLDSTEIN  JOHN WAGNER   
KEN ARNOLD  MICHELE FLEITAS   
MANAGER-Phyllis McPherson

1. CALL TO ORDER – The meeting was called to order at 7:00 pm.
2. INTRODUCTION – The Board introduced themselves to the homeowners present.  
  
GUEST SPEAKER – Dave Massey from Adams 12 Action Network was here to discuss the Adams 12 school bond issue on the November ballot. All questions were answered. Please check the Adams 12 website for more information.  
  
GUEST SPEAKER Chief Deputy Reeves and Kate Kazell from the City of Westminster were here to discuss crime and what can be done. One specific home was discussed and what homeowners can do. Contact information for the police was distributed to those present.  
  
HOA ISSUES – Lori spoke regarding the home that was asked about. More information was presented to the homeowners present.
3. DETERMINE QUORUM – Quorum was established by proxy or in person.
4. APPROVAL OF THE 2015 ANNUAL MEETING MINUTES – The minutes were sent out in the Annual meeting notice packet. They also were distributed here at the meeting. A homeowner motioned to approve the 2015 Annual Meeting Minutes, the motion was seconded and unanimously passed.
5. QUESTION AND ANSWER SESSION – Topics of discussion: Xcel lights within the community and the home in question.
6. NOMINATIONS FOR THE BOARD OF DIRECTORS – One nomination was taken from the floor. Fred Sargeson was nominated from the floor. Lori Goldstein was nominated to run for the Board for another 3 year term. Motion to close nominations was taken from the floor. Fred Sargeson and Lori Goldstein were nominated to the Board of Directors.
7. ELECTION OF DIRECTORS – Motion to vote by acclamation was taken from the floor. All homeowner's present voted by acclamation to accept Lori Goldstein and Fred Sargeson as members of the Board of Directors.
8. ADJOURNMENT – The meeting was adjourned at 8:20 pm