

BR2HOA

2024 Annual Meeting

**Picacho Hills CC Meeting Room
Saturday, October 19, 1:30 p.m.**



The Organ Mountains as seen from the WSMR side

2023 BR2HOA Annual Meeting Agenda



Butterfield Ridge II Homeowners Association

1. **Call to Order:** attendance verification and establishment of a quorum
 2. **President's remarks**
 - Introduction of new neighbors
 - Review and approval of 2023 Annual Meeting minutes.
 3. **BR2 Financial Status**
 - Financial Reports
 4. **Committee Reports**
 - Roads, Grounds, and Gate (Richard Farr):
 - Little Free Library (Carol Christenson)
 - Social Initiatives (Linda Mandel)
 - Design / Architectural Control (Dave Scheibner)
 5. **New Business:**
 - Approval of the 2025 BR2 Budget
 - 5-year Budget Projections
 - Election to fill 3 Board of Director vacancies
 - Open Forum (issues / comments / discussion - BR2 membership)
- **Adjourn**



▪ **CALL TO ORDER: Establishment of a meeting quorum**

- At least 50% of BR2 properties in good standing must be represented
- 54 properties

At least 27 properties must be represented to establish a quorum

If a Quorum Cannot Be Established

Butterfield Ridge II Homeowners Association

- **If an Association Meeting cannot be held because a quorum has not been established,**
 - Adjourn the meeting for not less than **fifteen** days and not more than **thirty** days ,
 - Whereupon a subsequent Association meeting will be scheduled
 - ✓ All Members shall be notified in writing of the time and place of any Association Meeting.
 - ✓ Notice of the time, date and location of Board meetings and drafts of any proposed policy resolutions shall be provided to lot owners at least forty-eight hours in advance (electronically, by conspicuous posting, posting on the association's website or social media or by any other reasonable means as determined by the Board (see Part A, Article XIII Constructive Notice and Delivery)
- **A quorum at the subsequent Association Meeting shall consist of one-quarter of the total number of Members and valid proxies submitted (Ordinarily 14 members in good standing).**



▪ Hail and Farewell:

- [6715 Bright View Road \(lot 2\)](#)
 - Arrived: **George Kalis**
 - Departed: **Andrew Carroll**
- [6730 Bright View Rd. \(lot 15\)](#)
 - Arrived: **Howard Attarian**
 - Departed: **Steve Warren**
- [6793 Desert Blossom Rd. \(lot 42\)](#)
 - Arrived: **Scott Jensen**
 - Departed: **Dee Wischmann**



President's Remarks

Review & Approval of 2023 Annual Meeting Minutes (pp. 1 & 3)



Butterfield Ridge II Homeowners Association

2023 Butterfield Ridge II Annual Meeting

11dec2023

MEMO FOR: BR II Neighborhood Homeowners

SUBJECT: 2023 Annual Meeting Minutes

DATE / TIME / PLACE: Saturday, October 14, 2023, at 10:00 in the Branigan Library Roadrunner Meeting Room

Establishment of a quorum

- Establishing a quorum this year was a less exasperating challenge than previous year. We sent several reminders to our community, and we gathered enough proxies and attendees (30 total) to establish a quorum.
- Some 16 properties were represented by owners physically present and another 16 were represented by proxies totaling 30 properties represented.

President's remarks – Don Wilson

- The meeting called to order and a quorum was announced.
- New neighbors were welcomed and recognized:
 - **Joel and Sandy Lawson** at 6775 Desert Blossom Rd. (formerly Gunderson and Bloch)
 - **Carlos and Xochitl Medina** at 6735 Desert Blossom Road. (formerly Dennis and Maggie Young)
 - **Lee Rezkowski and Jo Ann Greene** at 6720 Bright View Rd. (formerly David Ineich and Chris Fntz)
 - **Christopher and Ann Klimer** at 6715 Desert Blossom Rd. (formerly Roman and Dorothy Klimkiewicz)
 - **Bruce Peverill and Lynette McGinnis** at 6768 Desert Blossom Rd. (formerly Norman and Linette Terry)
 - **Clayton and Casey Berryman** at 6708 Desert Blossom Rd. (formerly Kandikere and Mandeep Krishnamurthy)
- The 2022 Annual Meeting Minutes were reviewed and approved.
- Our neighbors who have made significant contributions to our community in 2022 (our Neighborhood Heroes) were recognized.

Financial Status – Sharon Hollimon

- Current financial statements (Balance Sheet and Income Statement) were presented and discussed.
- Our out-year budget spreadsheet projections were presented this year. It was requested by Ed Rozylowicz that we begin to update / revise our outdated cost estimates for maintaining and eventually resurfacing our roadways. This should provide a more accurate spreadsheet projection as a planning tool.

2023 Butterfield Ridge II Annual Meeting

- BR2 has an Open Books policy and our financial records are available for inspection to any of our neighbors upon request.

Roads and Grounds Status – Don Wilson for Gary Koverman

- The Beautification Project funded and approved in 2019 has evolved and has been completed. Recent Roads and grounds upkeep efforts have included work in both our entry gate area and the BR2 street signs.
- Our roads are in generally good shape however periodic inspection and prudent planning will continue. We anticipate having to fill and seal cracks in our roadways in 2024.
 - We discussed the site drainage issues at Lot 36 that have caused debris to flow onto Bright View Rd. Since the water in this basin partially flows from Desert Blossom Road we discussed having the Board look into drainage basin improvements. A vote to Approve was made that the Association provide this work.
 - It was mentioned that Lot Owners are generally responsible for drainage from their property onto other sites and streets.
 - The Board was asked whether we should have the roads swept, the Board will contact ABC Power Sweep for pricing.
- **GATE CODES** - please note: **our new entry Gate Code in 2024 will be 1731**, the pedestrian gate code remains unchanged (3214#)
- Gary K. has offered his services as Roads & Grounds Chair to our incoming 2024 Board of Directors. Many thanks and well done, Gary!

Little Free Library – Our Little Free Library custodians for 2023 were Yolanda and Mike Wagnon, many thanks Yolanda and Mike! The custodian rotate yearly, with BR1 providing services for 2024. The task will return to BR2 in 2025.

Social Activity Planning – Don Wilson (for Linda Mandel)

- As anticipated, there is significant community interest in proactively planning, organizing, and executing BR2 social activities in the coming year.
- Dave Scheibner and Lynette Peverill both offered to assist.
- Ideas presented: Time of year – May and October, Types – Street Party, private homes or public facilities.
- Linda will be following up with interested volunteers in the coming weeks.

Design Control Committee (DCC) - Dave Scheibner

- Dave presented an update on the home design and construction project on Lots #24 & #25 (Gunderson properties). This project was cancelled by the Owner, and the lots were placed on the market. The property (Lot 25) was purchased by Joel and Sandy Lawson. The is still in the design phase and more updates will be provided to our Board and our community as the project matures.
- The Board was asked to check the design standards affecting exterior colors of residences. There is some confusion over intent. In general, it would be okay to

President's Remarks

Review & Approval of 2023 Annual Meeting Minutes (p. 3 of 4)



Butterfield Ridge II Homeowners Association

2023 Butterfield Ridge II Annual Meeting

- repair the residence with the existing color. Changing colors would require approval of the Design Control Committee.
- Pool Maintenance Drainage Issue. The Board was asked to review if it is permissible to drain swimming pools onto the public way (street).
- Lot and Home purchases in BR2. suggest that the DCC send the Community Documents with an explanatory cover letter to all residents with DCC contact information and process information. In the case of properties for sale, the Buyer receives thru Escrow, the Community Documents. The Board should work with the Buyer's Agent to receive this contact information prior to closing. Contact should be made to welcome them and assure that they understand the requirements before submitting plans for remodeling, pool construction, landscape improvements, etc.
- The Board was asked to provide a list of recommended Vendors for work within the BR2 Neighborhood.

New Business

- The draft 2024 budget was presented and approved (previously sent to everyone via email and / or USPS)
- New Board of Directors for 2024
 - We have two positions expiring at the end of 2023 (Don Wilson and Dan Strötman) and we have...
 - Two successful nominees voted in to replace them Don Wilson (volunteered to serve again), and Richard Farr. Congratulations!
 - So our BR2HOA Board of Directors for 2024 will be [Robert Blair](#), [Sharon Holliman](#), [Linda Mandel](#), [Don Wilson](#) and [Richard Farr](#). Specific assignments for our 2024 Board will be determined at the next Board meeting. Many thanks for your willingness to serve our community!

Issues Raised By Our Membership:

- **Proposed Movie Production.** Should this Proposal come to fruition, we should require that Liability Insurance include a "hold harmless" agreement as well as adequate insurance coverages.
- **Noise.** When planning events at your home, please be aware of any potentially bothersome noises that your neighbors might find objectionable or annoying. If you are planning to host possibly noisy party events, please consider other more suitable venues. Lots of those around.

Meeting Adjournment: approximately 11:30 am.

Respectfully,

Robert Blair, BR2HOA Secretary

Motion to Approve the 2023 Annual Meeting Minutes?

Neighborhood Heroes!

Butterfield Ridge II Homeowners Association



- ❖ **Don Wilson**
 - ✓ 2023 Don Wilson BR2HOA Board President
- ❖ **Richard Farr**
 - ✓ Board member
- ❖ **Linda Mandel**
 - ✓ Board Member
 - ✓ Landscaping / Beautification
 - ✓ Social Committee
- ❖ **Sharon Hollimon**
 - ✓ Board Member / Treasurer
- ❖ **Robert Blair**
 - ✓ Board Secretary
- ❖ **David Scheibner**
 - ✓ Chair, Design Control Committee
- ❖ **Pending**
 - ✓ 2024-25 Little Free Library Custodians
- ❖ **YOUR NAME GOES HERE!**
 - ❖ **For your continued support of our community**
 - ❖ **For doing your part**

BR2 Financial Status Balance Sheet

Butterfield Ridge II Homeowners Association

Cash Flow > 2024 Annual Meeting - Year to Date 1/1/2024 through 10/4/2024

Category	1/1/2024- 10/4/2024
OUTFLOWS	
BR2 Meetings & Social Activities	44
HOA Insurance	1,081
Over Payment Refund	25
Prof and Legal Fees	
Legal Fees	1,648
TOTAL Prof and Legal Fees	1,648
Roads & Grounds	
Gate Operations & Maintenance	1,037
Landscaping & Grounds Maintenance	1,035
TOTAL Roads & Grounds	2,073
Taxes and Fees	
Bank Fees	19
Federal HOA Taxes	150
NM Corporate Fees	12
Sales Taxes	1
TOTAL Taxes and Fees	182
Utilities	
El Paso Electric	228
TOTAL Utilities	228
TOTAL OUTFLOWS	5,280
OVERALL TOTAL	-5,280



BR2 Financial Status

Statement of Income and Expenses

Itemized Categories > 2024 Annual Meeting - Year to Date

1/1/2024 through 10/4/2024

Date	Account	Num	Description	Tag	Memo	Clr	Amount
INCOME							18,661.74
BR2 Income							18,661.74
EXPENSES							-5,280.39
BR2 Meetings & Social Activities							-44.34
HOA Insurance							-1,081.00
Over Payment Refund							-25.00
Prof and Legal Fees							-1,647.95
Roads & Grounds							-2,072.78
Taxes and Fees							-181.76
Utilities							-227.56
OVERALL TOTAL							13,381.35

1/1/2024 through 10/4/2024

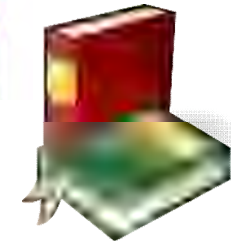
Category	1/1/2024-10/4/2024
INCOME	
BR2 Income	
CY2024 Assessments	17,738.00
Interest Income (1st NM Bank)	923.74
TOTAL BR2 Income	18,661.74
TOTAL INCOME	18,661.74
EXPENSES	
BR2 Meetings & Social Activities	44.34
HOA Insurance	1,081.00
Prof and Legal Fees	
Legal Fees	1,647.95
TOTAL Prof and Legal Fees	1,647.95
Roads & Grounds	
Gate Operations & Maintenance	1,037.40
Landscaping & Grounds Maintenanc...	1,035.38
TOTAL Roads & Grounds	2,072.78
Taxes and Fees	
Bank Fees	19.00
Federal HOA Taxes	150.00
NM Corporate Fees	11.95
Sales Taxes	0.81
TOTAL Taxes and Fees	181.76
Utilities	
El Paso Electric	227.56
TOTAL Utilities	227.56
TOTAL EXPENSES	5,255.39
OVERALL TOTAL	13,406.35

Committee Reports

Butterfield Ridge II Homeowners Association

1. Roads and Grounds (Gary Koverman)

- Landscaping / Beautification
- Gate O&M



2. Little Free Library (Carol Christenson)

3. Social Activities (Linda Mandel)

4. Design Control Committee (Dave Scheibner)



Roads & Grounds Committee

Gary Koverman

Butterfield Ridge II Homeowners Association

■ Our BR2 Roadways

- Overall – our roadways are in reasonably good condition
- Continue periodic inspection and prudent maintenance activities
- No maintenance activities planned in 2024
 - filling & sealing cracks anticipated in 2025
- Vegetation trimming and clean-up a continuing priority

■ Our BR2 Entry Gate:

- BR2 is proceeding with the replacement of the (e) BR2 entry wall sign. Providing new lettering and infill of the sign base.

■ Landscaping and Beautification:

- Our 2024 BR2 Budget addresses landscaping and maintenance of our community roadways and grounds

■ New Gate Code (beginning 1 Jan 2025) will be: ***8822**



BR2 Roadway Update

Butterfield Ridge II Homeowners Association

- **Per our request, Mo Moabed (DAC Chief Engineer), gave our roadways a courtesy inspection earlier this year and he determined that our BR2 roadways are in good condition**
 - He wished his DAC roadways were in as good shape as ours.
 - He stated that our roadways should serve us well into the future with routine maintenance and upkeep
- **Our roadways are showing signs of wear and weathering, and maintenance activities should be undertaken reasonably soon.**
 - Fill and seal cracks $\leq \frac{1}{4}$ "
 - Waterproofing top-coat

BR2 Roadway Update

Butterfield Ridge II Homeowners Association

- **Our BR2 Board solicited bids from 5 local contractors; only 2 have submitted bids as we requested (Highlands Enterprises and Welch Dirtworks)**
 - We requested separate bids for our BR2 roadways and for our Private Roadways and Utility Easements.
 - So, what are the differences?

BR2 Private Roadways and Utility Easements

What are They?

Butterfield Ridge II Homeowners Association



Bid Summaries

Butterfield Ridge II Homeowners Association

- For our Subdivision Roadways

Subdivision		
Highland Enterprises		
Welch 1		
Welch 2		
Crack seal	34,870	18,000
tax @ 6.5%	2,267	1,170
	37,137	19,170
Seal Coat	26,000	54,190
tax @ 6.5%	1,690	3,522
	27,690	57,712
Totals	\$ 64,827	\$ 70,807 \$ 76,882

Bid Summaries

Butterfield Ridge II Homeowners Association

- For our Private Roadways / Utility Easements

Highland Enterprises	
Crack seal	4,365
tax @ 6.5%	284
	4,649
Seal Coat	5,700
tax @ 6.5%	371
	6,071
Totals	\$ 10,719

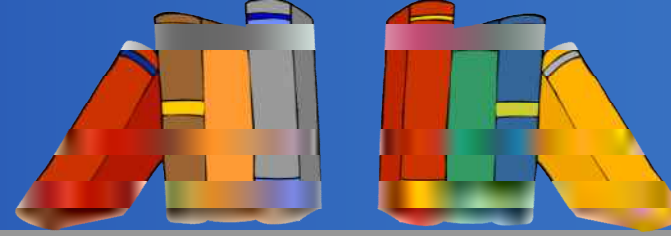
Welch 1	Welch 2
2,000	2,000
130	130
2,130	2,130
5,760	6,185
374	402
6,134	6,587
\$ 8,264	\$ 8,717

Follow-on Discussions and Current Status

Butterfield Ridge II Homeowners Association

- **Richard and Don Wilson met again with the DAC Chief Engineer to review the technical sufficiency and reasonableness of the bids we received.**
- **Results:**
 - Mo was very familiar with Highlands, but not Welch
 - Both bids look reasonable - but there is no real need for two top-coats (Welch)
 - Mo was very favorably impressed with the equipment Highlands has to apply to a job like ours and their capability to perform
- **Board Decisions pending:**
 - How to address the Private Roadways?
 - Final selection of a contractor, final negotiations, contract award, and granting authority to proceed.

Little Free Library (Stewardship shared w/ BR1)



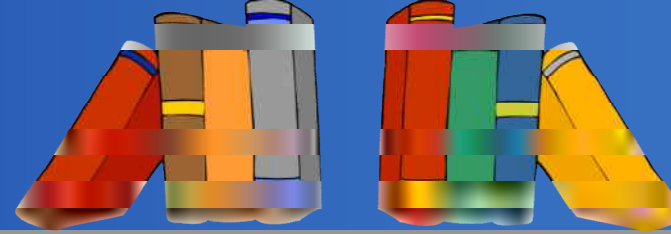
Butterfield Ridge II Homeowners Association

Duties of the LFL Steward:

- **Check periodically that books are circulating;**
 - Fiction & non-fiction books
 - No children's books, reference books or magazines.
 - remove inappropriate material,
 - add books as appropriate.
- **Monitor the condition of the library, e.g., door closed, front glass clean, etc.**
- **Accept and store any overflow books for the library which will be used to fill in as needed**
- **Stewardship rotates annually between BR1 and BR2**

Little Free Library

BR2 Responsibility in 2023



Butterfield Ridge II Homeowners Association

- **Yolanda & Mike Wagnon were Stewards for 2023**
 - BR1 have been the Custodians for **2024**.
BR2 will be then be Custodians for 1 year.
- For **2025**, Carol Christenson has graciously accepted the Stewardship Role. Many thanks.



Social Activities

Linda Mandel

Butterfield Ridge II Homeowners Association

- **We would like to be more pro-active in planning social activities in 2025. We hope that you can come at 1:30 pm for Appetizers and Cash bar prior to the Annual Meeting.**

Some Questions...

Q: How many here would be interested in participating in some BR2 social activities?

Q: How many here would be willing to volunteer time and perhaps your home to support such activities?

Q: Would you be more interested in meeting at a restaurant or private room somewhere?



Design Control Committee

Dave Scheibner

Butterfield Ridge II Homeowners Association

- **Update on Home Design and Construction Projects:**



Design Control Committee

Butterfield Ridge II Homeowners Association

Butterfield Ridge II Home Owners Association, Design Control Committee

Annual Report - October 19, 2024

The Butterfield Ridge II Design Control Committee (DCC) is responsible for overseeing the visual harmony and appropriateness of structures and landscapes of the Butterfield Ridge II (BR2) community. The Committee strives to balance the rights of residents to enjoy and use their property while respecting the standards of the neighborhood as expressed in the Community Documents.

The DCC has received several informal inquiries since the Annual Meeting in 2023. They included questions about preliminary plans, accessory structures, and heavy equipment access. Only one request for information has resulted in a formal application, a flagpole proposed for Lot #38 (6745 Bright View Rd.). This application was approved and the flagpole was erected. The owners of Lot #25 (6775 Desert Blossom Rd.) submitted a preliminary plan for a house but abandoned the project and listed the property for sale. Recent correspondence indicates the possibility of reviving the project.

A written request for property cleanup was issued to the owner of Lot #54.

A reminder to all property owners in BR2:

Some homeowners, especially new homeowners forget to submit an application and get DCC approval before undertaking exterior improvements. Even long-term residents sometimes forget that exterior paint colors and major landscaping must be approved in advance. Please be mindful of our rules and respectful of our neighbors.

New Business

Butterfield Ridge II Homeowners Association

New Business Topics:

- ✓ **Review and approve our 2025 BR2 Budget**
- ✓ **Election to fill upcoming Board of Director vacancies**
- ✓ **YOUR issues & concerns.**

Proposed 2025 Budget

Butterfield Ridge II Homeowners Association

Motion to Approve our Budget?



**A LOOK
at the
BUDGET**

Assets - Cash & equivalents as of:	1-Oct-23
1st NM Checking account:	2,176
Cash Account	81
1st NM Money Market Account:	99,195
OP Reserve/Total Cash & Equiv:	\$101,452

INCOME - Projected	
BR2 Assessment Income:	\$27,000
Other BR2 Income	0
Interest Income (1st NM Bank)	480
TOTAL PROJECTED INCOME	27,480

OPERATING EXPENSES / BUDGET - projected	
<i>Subtotal Meetings & Socials</i>	600
<i>HOA Insurance</i>	1,139
<i>Subtotal Legal & Professional Fees</i>	981
<i>Subtotal Office Expenses</i>	519
<i>Subtotal Gate Operations & Maintenance</i>	1,529
<i>Subtotal Roads & Grounds Maint</i>	1,962
<i>Subtotal Taxes & Fees</i>	181
<i>Subtotal Utilities</i>	313
<i>Other Expenses</i>	0
TOTAL - OPERATING EXPENSES	7,224

TOTAL - CAPITAL IMPROVEMENTS	11,313
TOTAL PROJECTED EXPENSES	18,537

Operating Reserve (carry forward)	115,292
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BR2 Financial Status

5-Year Look Ahead



Butterfield Ridge II Homeowners Association

SUMMARY - YEAR	2022	2023	2024	2025	2026
TOTAL INCOME - projected	23,969	27,904	28,404	28,500	28,750
OPERATING EXPENSES / BUDGET - projected					
<i>Subtotal Meetings & Socials</i>	0	0	244	654	715
<i>HOA Insurance</i>	1,150	1,045	1,081	1,242	1,353
<i>Subtotal Legal & Professional Fees</i>	0	0	1,648	1,069	1,165
<i>Subtotal Office Expenses</i>	81	476	0	566	616
<i>Subtotal Gate Operations & Maintenance</i>	1,512	1,403	1,037	1,667	1,817
<i>Subtotal Roads & Grounds Maint</i>	8,181	3,125	1,035	2,139	2,331
<i>Subtotal Taxes & Fees</i>	87	166	182	197	215
<i>Subtotal Utilities</i>	338	287	228	341	372
TOTAL - OPERATING EXPENSES	11,348	6,502	5,455	7,874	8,584
CAPITAL IMPROVEMENTS					
Roadway Capital Improvements	0	0	0	0	0
Grounds Capital Improvements	0	0	0	0	0
TOTAL - CAPITAL IMPROVEMENTS	0	0	0	0	0
TOTAL PROJECTED EXPENSES	11,348	6,502	5,455	7,874	8,584
Operating reserve (carry forward)	85,482	106,349	129,297	149,923	170,089

Board of Directors

FAQ

Butterfield Ridge II Homeowners Association

- **Five Directors total on the Board with staggered, Two-Year Terms**
 - ❖ Each Board's term of office is the calendar year following our Annual Meeting
- **New Board members for the upcoming term are elected at BR2NC Annual Meeting – TODAY!**
- **Officer Positions for the upcoming term are decided during a planning meeting in November**
 - ❖ Preparation for hand-off of duties 1 Jan
 - ❖ Committee staffing begins also
 - ❖ Committee members not necessarily Board members and vice-versa
- **Non-Board member support of committees and other community activities is encouraged and always welcome!**

Three vacancies need to be filled at today's meeting

Board of Directors for 2022

Butterfield Ridge II Homeowners Association

■ **Current Board Members:**

- Linda Mandel (term expiring)
- Sharon Hollimon (term expiring)
- Robert Blair (term expiring)
- Richard Farr (1-year remaining)
- Don Wilson (1-year remaining)

Volunteers needed (always)!

Board of Directors, Committees, General Support

Butterfield Ridge II Homeowners Association

BENEFITS:

- ✓ **Fantastic pay package:** Salaries doubled every year (or even every meeting)!
- ✓ **Vacation time:** Plenty of time off to spend with friends and family at full pay
- ✓ **Plenty of sick days** (just stay home)
- ✓ **Retirement:** retire at full pay after 1 term!
- ✓ **The undying respect, esteem, adulation and gratitude from all your neighbors!**



Election of Board of Directors

Butterfield Ridge II Homeowners Association

- **Volunteers / Nominees:**
 - Sharron Hollimon (re-enlisting!)
 - Robert Blair (re-enlisting)
 - Nominations to replace Linda Mandel
 - **YOU??**
- **ANY volunteers / nominees from the floor?**



Voting for Board Candidates

Butterfield Ridge II Homeowners Association

TO VOTE FOR BOARD

CANDIDATES:

1. Use 3x5 Card
2. One card for each lot owned
3. Write in last name
4. Write in Lot # (or street address)
5. Write in names in order of preferred priority (Rank-ordered voting)
6. Sign & submit card

Last Name _____

Lot # _____

1) _____

2) _____

Signed _____

**Votes will be tallied and results
announced later.**

Election to Fill Board Vacancies

Butterfield Ridge II Homeowners Association



Issues / Concerns / Comments from the Membership – YOUR THOUGHTS?

Butterfield Ridge II Homeowners Association

Some Concerns Expressed by Our Neighbors

Basically a call for courtesy and consideration...

Butterfield Ridge II Homeowners Association

- **Signage**

- We are in the process of replacing the old ceramic / wood street signs with metal signs and frames. Additionally, we plan to update the stop signs. This requires some adjustments (placement, direction and visibility). Please bear with us as we work to complete this project.

Annual Assessment Reminder

Butterfield Ridge II H



**Annual Assessment (\$500)
due NLT 1 Jan 2025!**



Motion to Adjourn?