

AGENDA

COP Condo Association's 2026 Annual Meeting

3/21/26 (Saturday) - 10:00 AM

"On the Green " behind Sutherland's - 12631 W. Castle Rock Drive

Websites: Colby's Town Square and "copcondo.org"

**All members are invited to attend, and seating may be limited, so bring a chair.*

**Please sign in when you arrive.*

**Pastries, juice, and water will be available.*

Ballots: Remember **your ballot needs to be submitted/in the hands of the Ballot Tabulating Committee by the "call to order" of the meeting at 10 AM;** otherwise, your vote will not be tabulated. All ballots received count towards our necessary quorum of 51% - at least 26 ballots from 50 units (condo).

1. Call to Order/Welcome: Bob Frank, President

2. Presentation on safety/ lock boxes by Sun City West Fire Department: Jim Sutherland

3. Board of Directors (BOD) Introduction: Bob Frank

Jan Nelson, Vice President; Pat Sannerud, Treasurer; Sue Sutherland, Secretary; and
Gerald Phipps

4. Invocation/ Remembrance of our passed residents: Curt Mentzer, resident

Remembrances: Rodger Cousins & Ron Steele

5. Introduction of Ballot Tabulating Committee & confirmation of submitted ballots: Bob Frank

- a. Terrie Luna and Linda Roberts
- b. Confirmation of a quorum (at least 26 ballots from 50 residents)

6. Approval of Minutes from 2025 Annual Meeting (March 8, 2025): Sue Sutherland, Secretary

- a. For your review, these minutes are attached. Extra copies of these pending minutes will be available at the meeting. After approval, minutes will be posted on Colby's Town Square.
- b. Motion to approve 2025 Annual Meeting minutes

7. President's Report: Bob Frank

a. 2025-2026 Accomplishments

- 1) Implementation of new directives after Colby was acquired by Associa (1st quarter 2025): financial reporting requirements, vendor invoicing system, websites and apps, homeowner account numbers, and budget processes.
- 2) Greater emphasis on adequate reserve funds
- 3) Increased investment to our major infrastructure/irrigation systems
- 4) Green Space upgrades, redesign/implementation of the East End landscape
- 5) December 6th informational meeting (highly attended) to present the 2026 budget and the HOA dues increase.
- 6) The Board of Directors set priorities for improvements for the COP
- 7) Increased the number of homeowners signing up for HOA dues direct debit
- 8) Increased safety and emergency initiatives for residents: updated residents' emergency contacts
- 9) Completed audit of the irrigation system with hard-copied diagrams.
- 10) BOD met with Ray and Lawanda to devise a plan to improve the landscape and green areas.
- 11) Collaborative/cooperation between members of the BOD by listening to all suggestions and initiatives. And, at the same time, drawing on the strengths of each member's knowledge, expertise, and simply looking out for what is best for each homeowner in our HOA.

b. 2025-2026 Hurdles

- 1) Finances and bringing monthly dues "In line" with costs
- 2) Assistance to homeowners using Town Square to make direct payment for HOA dues with a charge card, setting up individual accounts, setting up monthly statements to be posted electronically and sent via email vs. US Mail, which saves money for the HOA, completing the form for electronic funds transfer (EFT), and assisting homeowners to avoid late fees on monthly dues.
- 3) Transitioning to the new Colby financial system
- 4) Continual maintenance and operation of our dated irrigation system
- 5) Including the Identification (through Ray's audit) of three (3) master water valves that are old, beyond their usage life, and therefore, they need to be replaced. Due to the expense, we are replacing two of the three valves this year.

8. Vice President's Report: Jan Nelson

a. Introduction of new homeowners

- b. Jan is the point person on site all year, and especially in the summer.

9. Treasurer's Report: Pat Sannerud

Findings

*For the month of December, we had a net loss of \$9,915.17. We are very fortunate that we have a sufficient balance in the Operating Bank account to cover the net loss.

Income - \$16,031.88

- Homeowner Assessments: \$16,000
- Late Fees and Interest: \$30.00
- Investment Income: \$1.88

Expenses - \$25,947.05

- Tree Trimming - \$7,685
- Bee Removal - \$245

Reserves

- Currently, we have \$56,358.89 in the Reserve Account with approximately 40% allocated to the Painting Reserve, which is \$16,338
- Reserve totals – Landscape - \$8,849.50; General - \$16,583.54
- During 2026, we will add \$2,005 per month to the reserves

Year End

For year 2025 we have a net loss of \$12,781.20. The loss is \$255.62 per household or additional \$21.30 per month. In order to break even, the 2025 monthly dues needed to be \$341 per month. We have an adequate balance in the Operating Bank account to cover the loss, so we do not need to assess the homeowner to cover the loss.

10. Committee Reports:

a. Grounds Committee: Jan Nelson

- 1) **Soil Samples** – Soil samples were taken and submitted to the labs. The objective is to adjust the fertilizer and grass seed applications .
- 2) **Broadleaf weeds in the lawns** – Herbicides for the broadleaf weeds in the lawn were typically applied in January and September to “knock down” the existing weeds. Ray is now doing this process on an ongoing schedule, as needed, to stay ahead of the weeds.
- 3) **Irrigation System** – To save water, we monitor the irrigation system’s schedule as it relates to rainfall. Regularly, we only open the pressure valves intermittently as needed, then shut them off if rain is forecasted. This process allows us to save water usage and allows us to apply the savings to other expense categories, e.g., replacing aging sprinklers and valves. This has allowed us to save almost 500,000 gallons of water in 2025. Jan monitors the monthly water statements for unusual increases in water usage to look for leaks in the system.

4) Irrigation System Upgrades

During 2025 we conducted an extensive sprinkler audit to determine where additional sprinklers were needed, sprinklers that needed to be replaced, sprinklers that needed repair, and sprinklers that were unneeded. A full paper diagram of the sprinkler system was provided to Ray so he can enhance his monitoring of our aging irrigation system (43 years old).

We continue to change sprinkler heads and update as needed. By changing some of those to the MP Rotator nozzles, we will gain over 50% more pressure as well as a lot more distance. Standard nozzles use 2 to 2.5 gallons per minute, while the MP Rotator nozzles use .04 to .08 gallons per minute. *Savings of 1.96 gallons to 2.42 gallons.*

Replacement of three major irrigation water control valves, which are part of the 14 valves that control the system. We need to replace three of these values - over \$2,000 per value. In 2026, we will replace two of these valves, which are leaking badly. The 3rd valve will be replaced in 2027 unless it starts leaking this year.

5) East End project

This was a major project that addressed a serious issue where grass would not grow, and mud was the "landscape," . This was unacceptable. This project involved removing existing grass, applying a plastic underlay, and applying 14 TONS of Stage Coach Brown rock overlay. Plants and shrubs were added along with 118 feet of extruded curbing with decorative boulders on the border. The end result is beautiful and adds to the quality of our association's landscaping.

6) Ongoing Ground maintenance

Planting and replacing over 20-30 shrubs per year. Identification and repair of lawn bare spots.

Maintenance and trimming of over 121 trees on the property.

11. Architectural Committee: Jerry Phipps

12. Ballot Tabulating Committee: Terrie Luna and Linda Roberts

1) Election results for two seats on the Board of Directors for 2026-2028

13. Welcome/Social Committee: Joanie Frank

1) New Resident Welcome Folders

2) Raffle - prizes donated by True Value, Dairy Queen, Bob's Variety Store, Trader Joe's, and Florencia Pizza

11. Audience Sharing


12. Adjournment: Bob Frank, President

NEXT BOD MEETING DATE: March 28, 2026, (Sat.) 9:30 AM, Bob Frank's home (12618 West Prospect Drive)

The BOD will elect new Officers for 2026-2027.

Balance Sheet Report

C O P Condo Association



As of January 31, 2026

	Operating	Reserves	Others	Total
Assets				
Operating Funds				
1000 - FCB Oper 6828	29,711.31	0.00	0.00	29,711.31
1650 - Due To/From Reserves	(2,005.00)	0.00	0.00	(2,005.00)
Total Operating Funds	27,706.31	0.00	0.00	27,706.31
Reserve Funds				
1325 - FCB Res 7121	0.00	49,435.01	0.00	49,435.01
1350 - FCB CD 2103 3.5% 07/01/2026	0.00	6,930.17	0.00	6,930.17
1651 - Due To/From Operating	0.00	2,005.00	0.00	2,005.00
Total Reserve Funds	0.00	58,370.18	0.00	58,370.18
Accounts Receivable				
1500 - Residential Assessments Receivable	880.00	0.00	0.00	880.00
Total Accounts Receivable	880.00	0.00	0.00	880.00
Total Assets	28,586.31	58,370.18	0.00	86,956.49
Liabilities				
Accounts Payable				
2015 - Returned Check Fee Payable	35.00	0.00	0.00	35.00
Total Accounts Payable	35.00	0.00	0.00	35.00
Prepaid Assessments				
2550 - Prepaid Assessments	1,760.00	0.00	0.00	1,760.00
Total Prepaid Assessments	1,760.00	0.00	0.00	1,760.00
Total Liabilities	1,795.00	0.00	0.00	1,795.00

Balance Sheet Report
C O P Condo Association
As of January 31, 2026

	<u>Operating</u>	<u>Reserves</u>	<u>Others</u>	<u>Total</u>
<u>Owners' Equity</u>				
Owners Equity - Prior Years				
3000 - Owners Equity - Prior Years	16,462.13	0.00	0.00	16,462.13
Total Owners Equity - Prior Years	16,462.13	0.00	0.00	16,462.13
Capital Reserves - Prior Years				
3184 - Insurance Reserves - Prior Yrs	0.00	480.00	0.00	480.00
3188 - Interest Reserves - Prior Yrs	0.00	1,237.70	0.00	1,237.70
3192 - Landscape Reserves - Prior Yrs	0.00	11,249.50	0.00	11,249.50
3218 - Painting Reserves - Prior Yrs	0.00	23,958.54	0.00	23,958.54
3268 - General Reserve - Prior Yrs	0.00	19,433.15	0.00	19,433.15
Total Capital Reserves - Prior Years	0.00	56,358.89	0.00	56,358.89
Total Owners' Equity	16,462.13	56,358.89	0.00	72,821.02
Net Income / (Loss)	10,329.18	2,011.29	0.00	12,340.47
Total Liabilities and Equity	28,586.31	58,370.18	0.00	86,956.49

Income Statement Report

C O P Condo Association

Operating

January 01, 2026 thru January 31, 2026

	Current Period			Year to Date (1 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Assessment Income								
4000 - Residential Assessments	18,750.00	18,750.00	0.00	18,750.00	18,750.00	0.00	225,000.00	206,250.00
Total Assessment Income	18,750.00	18,750.00	0.00	18,750.00	18,750.00	0.00	225,000.00	206,250.00
Collections Income								
4710 - Late Fees & Interest	30.00	0.00	30.00	30.00	0.00	30.00	0.00	(30.00)
Total Collections Income	30.00	0.00	30.00	30.00	0.00	30.00	0.00	(30.00)
Investment Income								
4900 - Interest Earned - Operating Accounts	1.39	3.00	(1.61)	1.39	3.00	(1.61)	36.00	34.61
Total Investment Income	1.39	3.00	(1.61)	1.39	3.00	(1.61)	36.00	34.61
Total Operating Income	18,781.39	18,753.00	28.39	18,781.39	18,753.00	28.39	225,036.00	206,254.61
Expense								
Administrative								
5090 - Office Supplies	140.58	150.00	(9.42)	140.58	150.00	(9.42)	1,800.00	1,659.42
5196 - Miscellaneous Admin Expenses	0.00	40.00	(40.00)	0.00	40.00	(40.00)	480.00	480.00
Total Administrative	140.58	190.00	(49.42)	140.58	190.00	(49.42)	2,280.00	2,139.42
Insurance								
5400 - Insurance Premiums	0.00	0.00	0.00	0.00	0.00	0.00	20,939.00	20,939.00
Total Insurance	0.00	0.00	0.00	0.00	0.00	0.00	20,939.00	20,939.00
Utilities								
6000 - Electric Service	0.00	25.00	(25.00)	0.00	25.00	(25.00)	275.00	275.00
6025 - Water Service	0.00	4,583.00	(4,583.00)	0.00	4,583.00	(4,583.00)	58,195.00	58,195.00
6030 - Sewer Service	0.00	2,336.00	(2,336.00)	0.00	2,336.00	(2,336.00)	29,670.00	29,670.00
6035 - Trash and Recycling Service	900.00	900.00	0.00	900.00	900.00	0.00	10,800.00	9,900.00
Total Utilities	900.00	7,844.00	(6,944.00)	900.00	7,844.00	(6,944.00)	98,940.00	98,040.00
Landscaping								
6100 - Grounds & Landscaping - Contract	2,440.00	2,440.00	0.00	2,440.00	2,440.00	0.00	29,280.00	26,840.00
6125 - Chemical/Fertilizations Lawn	0.00	837.00	(837.00)	0.00	837.00	(837.00)	9,511.00	9,511.00
6160 - Tree Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	7,290.00	7,290.00
6199 - Landscape Other	2,049.00	0.00	2,049.00	2,049.00	0.00	2,049.00	3,100.00	1,051.00
Total Landscaping	4,489.00	3,277.00	1,212.00	4,489.00	3,277.00	1,212.00	49,181.00	44,692.00

Income Statement Report

C O P Condo Association

Operating

January 01, 2026 thru January 31, 2026

	Current Period			Year to Date (1 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Expense</u>								
Irrigation								
6200 - Irrigation Repair & Maintenance	0.00	944.00	(944.00)	0.00	944.00	(944.00)	11,328.00	11,328.00
6299 - Irrigation Other	430.00	430.00	0.00	430.00	430.00	0.00	5,160.00	4,730.00
Total Irrigation	430.00	1,374.00	(944.00)	430.00	1,374.00	(944.00)	16,488.00	16,058.00
Contracted Services								
6434 - Pest Control	275.63	369.50	(93.87)	275.63	369.50	(93.87)	4,434.00	4,158.37
Total Contracted Services	275.63	369.50	(93.87)	275.63	369.50	(93.87)	4,434.00	4,158.37
Repair & Maintenance								
6375 - Tree Replacement	0.00	365.00	(365.00)	0.00	365.00	(365.00)	4,380.00	4,380.00
Total Repair & Maintenance	0.00	365.00	(365.00)	0.00	365.00	(365.00)	4,380.00	4,380.00
Professional Services								
7000 - Audit & Tax Services	0.00	0.00	0.00	0.00	0.00	0.00	1,790.00	1,790.00
7040 - Management Fees	212.00	212.00	0.00	212.00	212.00	0.00	2,544.00	2,332.00
Total Professional Services	212.00	212.00	0.00	212.00	212.00	0.00	4,334.00	4,122.00
Other Expenses								
9105 - Reserve Contribution Expense	2,005.00	2,005.00	0.00	2,005.00	2,005.00	0.00	24,060.00	22,055.00
Total Other Expenses	2,005.00	2,005.00	0.00	2,005.00	2,005.00	0.00	24,060.00	22,055.00
Total Operating Expense	8,452.21	15,636.50	(7,184.29)	8,452.21	15,636.50	(7,184.29)	225,036.00	216,583.79
Total Operating Income / (Loss)	10,329.18	3,116.50	7,212.68	10,329.18	3,116.50	7,212.68	0.00	(10,329.18)

COP Condo Association

2026 BUDGET

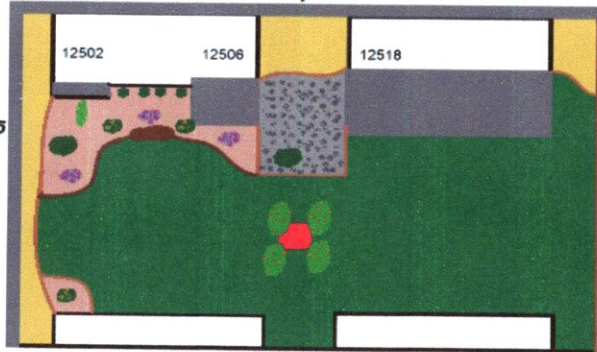
Submitted By: _____

Date: _____

		2026												
G/L	Description	Annual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
INCOME														
4000	Homeowners Assessments	225,000.00	18,750.00	18,750.00	18,750.00	18,750.00	18,750.00	18,750.00	18,750.00	18,750.00	18,750.00	18,750.00	18,750.00	18,750.00
4900	Interest - Operating	36.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
4910	Interest - Reserve	-												
	(open)	-												
	Total Income	225,036.00	18,753.00	18,753.00	18,753.00	18,753.00	18,753.00	18,753.00	18,753.00	18,753.00	18,753.00	18,753.00	18,753.00	18,753.00
EXPENSES														
Admin Expenses														
7040	Accounting Service (Colby)	2,544.00	212.00	212.00	212.00	212.00	212.00	212.00	212.00	212.00	212.00	212.00	212.00	212.00
7025	Legal/Collection	-												
5090	Office Supplies	1,800.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00
5400	Insurance	20,939.00			5,234.00	1,745.00	1,745.00	1,745.00	1,745.00	1,745.00	1,745.00	1,745.00	1,745.00	1,745.00
7000	Audit & Tax Services	1,790.00		150.00	1,200.00					75.00	365.00			
5196	Miscellaneous Expenses	480.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00
	(open)	-												
	Total Admin Expenses	27,553.00	402.00	552.00	6,836.00	2,147.00	2,147.00	2,147.00	2,222.00	2,147.00	2,512.00	2,147.00	2,147.00	2,147.00
Utilities														
6025	Water	58,195.00	4,583.00	4,583.00	4,583.00	4,583.00	4,583.00	5,040.00	5,040.00	5,040.00	5,040.00	5,040.00	5,040.00	5,040.00
6030	Sewer	29,670.00	2,336.00	2,336.00	2,336.00	2,336.00	2,336.00	2,570.00	2,570.00	2,570.00	2,570.00	2,570.00	2,570.00	2,570.00
6000	Electricity	275.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
6035	Trash Removal	10,800.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00
6005	Cable and Internet	-												
6045		-												
	(open)	-												
	Total Utilities	98,940.00	7,844.00	7,844.00	7,844.00	7,844.00	7,844.00	8,535.00	8,535.00	8,535.00	8,535.00	8,535.00	8,535.00	8,510.00
Landscaping														
6100	Landscape Maint (Gardener)	29,280.00	2,440.00	2,440.00	2,440.00	2,440.00	2,440.00	2,440.00	2,440.00	2,440.00	2,440.00	2,440.00	2,440.00	2,440.00
6199	Landscape Extras	3,100.00		625.00	1,850.00			625.00						
6125	Grass Seed/Fertilizer	9,511.00	837.00		837.00		1,035.00			625.00		6,177.00		
6200	Irrigation/Sprinkler Repairs	11,328.00	944.00	944.00	944.00	944.00	944.00	944.00	944.00	944.00	944.00	944.00	944.00	944.00
6160	Tree Trimming	7,290.00				2,160.00			780.00				4,350.00	
1375	Tree Replacement	4,380.00	365.00	365.00	365.00	365.00	365.00	365.00	365.00	365.00	365.00	365.00	365.00	365.00
6299	Irrigation Other	5,160.00	430.00	430.00	430.00	430.00	430.00	430.00	430.00	430.00	430.00	430.00	430.00	430.00
	(open)	-												
	Total Landscaping	70,049.00	5,016.00	4,804.00	6,866.00	6,339.00	5,214.00	4,804.00	4,959.00	4,804.00	4,179.00	10,356.00	8,529.00	4,179.00
Maintenance/Repair														
6434	Pest Control	4,434.00	370.00	370.00	370.00	370.00	370.00	370.00	369.00	369.00	369.00	369.00	369.00	369.00
6600	Repairs & Maintenance	-												
	(open)	-												
	Total Maintenance/Repair	4,434.00	370.00	370.00	370.00	370.00	370.00	370.00	369.00	369.00	369.00	369.00	369.00	369.00
Reserve Allocations														
9914	Painting Reserve	8,580.00	715.00	715.00	715.00	715.00	715.00	715.00	715.00	715.00	715.00	715.00	715.00	715.00
9936	Roofing Reserve	-												
9886	Landscaping Reserve	6,540.00	545.00	545.00	545.00	545.00	545.00	545.00	545.00	545.00	545.00	545.00	545.00	545.00
9916	Paving Reserve	-												
9880	Insurance Reserve	-												
9800	Major Maintenance Reserve	8,940.00	745.00	745.00	745.00	745.00	745.00	745.00	745.00	745.00	745.00	745.00	745.00	745.00
	(open)	-												
	Total Reserve Allocations	24,060.00	2,005.00	2,005.00	2,005.00	2,005.00	2,005.00	2,005.00	2,005.00	2,005.00	2,005.00	2,005.00	2,005.00	2,005.00
	Total Expenses	225,036.00	15,637.00	15,575.00	23,921.00	18,705.00	17,580.00	17,861.00	18,090.00	17,860.00	17,600.00	23,412.00	21,585.00	17,210.00
	Net Income	-	3,116.00	3,178.00	(5,168.00)	48.00	1,173.00	892.00	663.00	893.00	1,153.00	(4,659.00)	(2,832.00)	1,543.00

East End Project

Xeriscape conversion for COP HOA Prospect

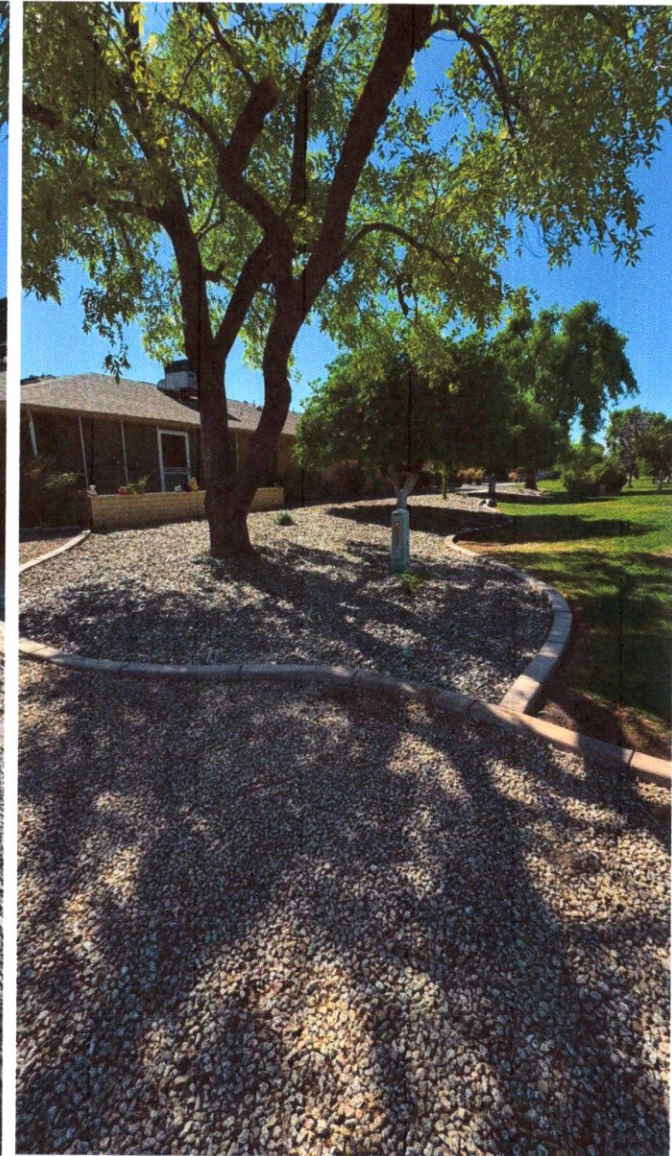
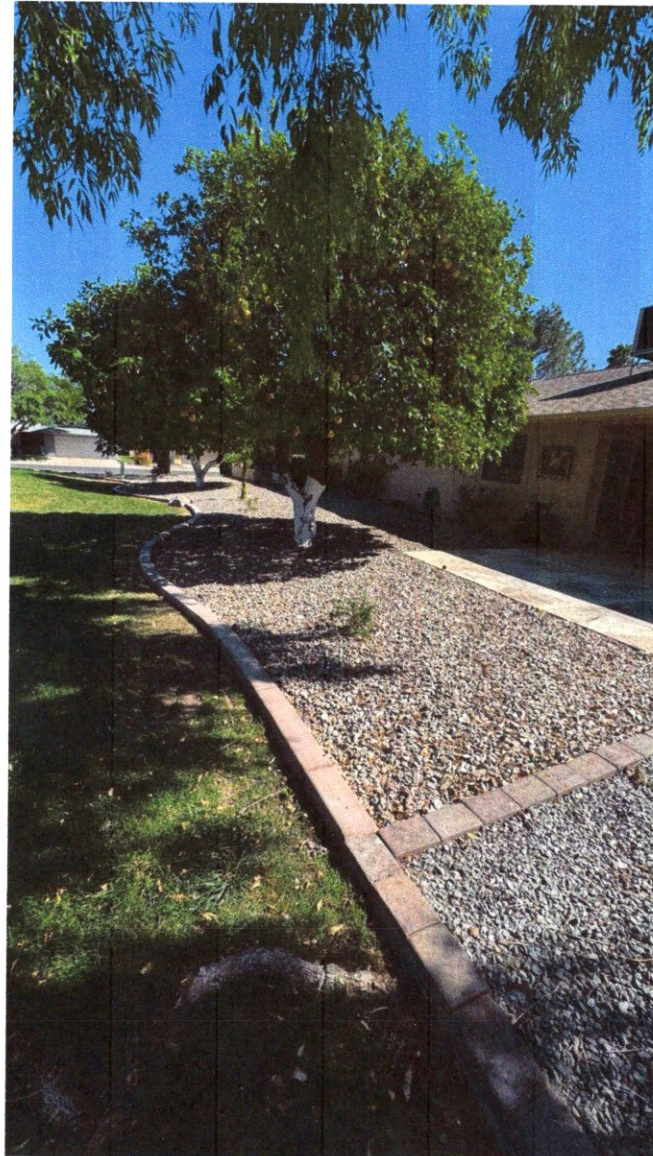


Existing Items:

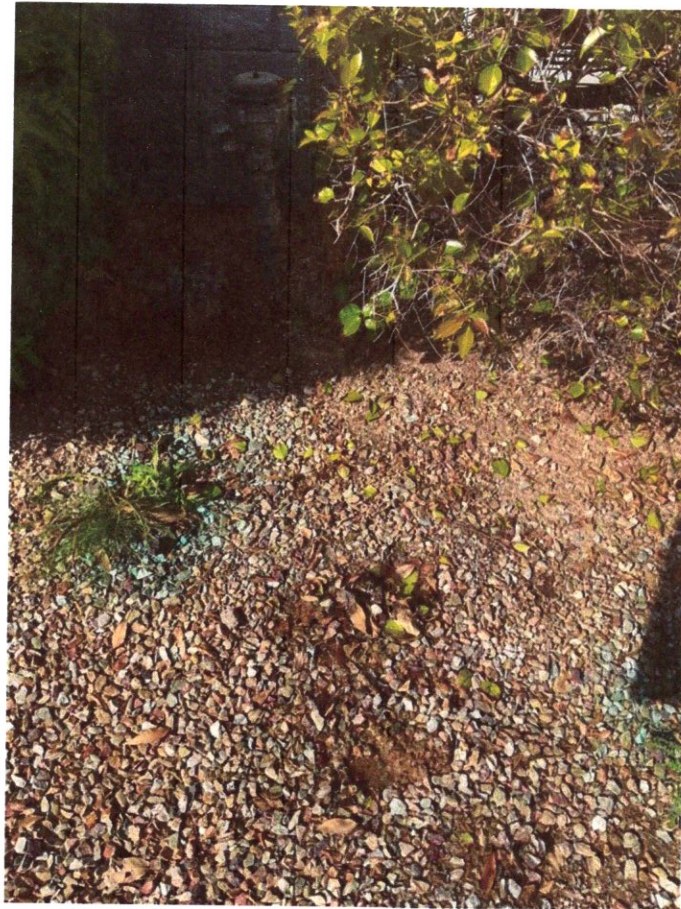
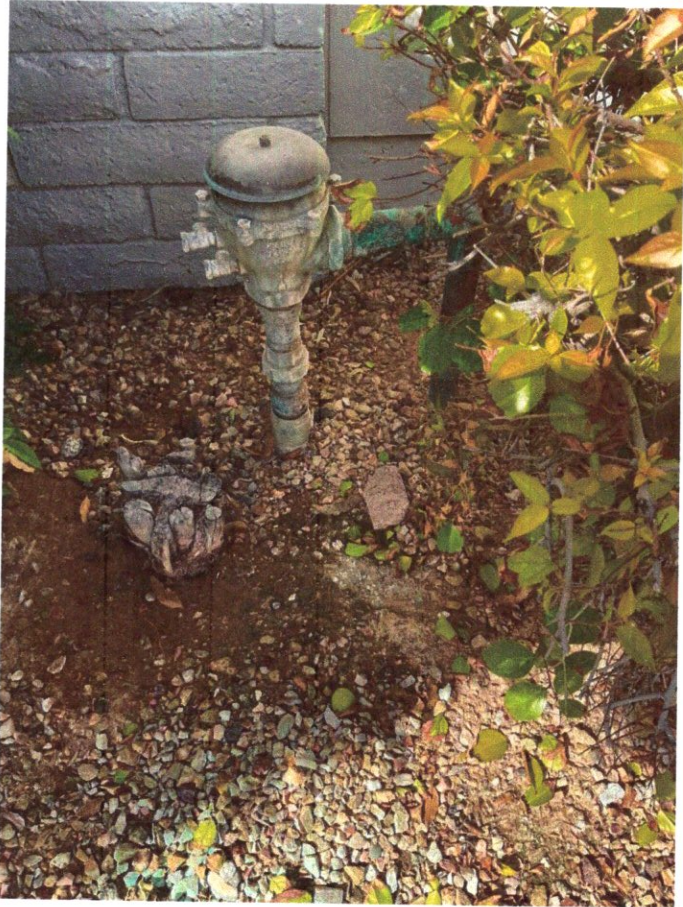
- 1/2" Ridge Gray stone (added Last year)
- Existing shrubbery
- Existing Ash trees
- Existing Cirus trees
- Existing Extruded border
- Existing Orange jubilees

Items we will be adding:

- 7 gal. Bells O'fire Tecoma Stenz
- 5 Gal. "Blue Bells" Emu Bush
- 300lb Surface Boulders
- 3/4" "Stagecoach" Stone
- Extruded Concrete curbing



Water Valve





ASSOCIATION PAYMENT OPTIONS

01

Direct Debit - NO FEE

The preferred payment method - complete the Direct Debit form and provide copy of voided check. Monthly assessments are pulled around the 7th of each month with no fee to owners. If assessment amounts change, the amount pulled is automatically updated.

02

Check Payment - NO FEE

Checks can be mailed to the association lockbox. There is no fee but this is a payment processing center and it will take time for payments to post.

03

Bank Bill Pay - NO FEE

Set up bill pay through your banking institution to send payments to Associa. Some banks will still cut a physical check that then requires mailing/processing time.

04

E-check - TownSq

Payments can be made by e-check through TownSq. There is a flat fee of \$2.95 for e-check payments. You are able to set them up as recurring payments, however, the management of the frequency and amount is controlled solely by the owner. Payments are immediately posted to your association ledger.

05

Credit Card - TownSq

Payments can be made by credit cards through TownSq. There is a convenience fee of \$2.95 + 3.5% for credit card payments. You are able to set them up as recurring payments, however, the management of the frequency and amount is controlled solely by the owner. Payments are immediately posted to your association ledger.