



Meeting Notice

Carriages at Briargate Homeowners Association 2024 Budget Ratification

will be held on

Tuesday, December 19th, 2023

at

1:00 pm via Ring Central

Join: <https://meetings.ringcentral.com/j/1496744446?pwd=WC9yTTdrakJrTisxNXU5ZIBETUZRUT09>

Meeting ID: 1496744446

Password: nu6gDGgqrf

2024 BUDGET PRESENTATION

The Carriages at Briargate Amended Budget for the 2024 Fiscal Year will be presented at the meeting. A copy is enclosed for your review. **The 2024 assessments will increase to \$390 per month.** The Annual Budget reflects the expenses associated with the activities of the Association and the income needed to meet those expenses. Formal ratification of the Board approved 2024 budget will be held in accordance with Article 6, Section 6.3 of the Association's Declarations of Covenants, Conditions and Restrictions.

Unless at the meeting a majority of the Owners entitled to vote (at least 17 homeowners out of 32 total homeowners) reject the Budget, the Budget shall be deemed ratified, whether or not a quorum is present. At the Meeting on December 19th, 2023, the Board will be glad to answer any questions you may have.

MEETING PROXY: QUORUM REMINDER

Enclosed you will find the Proxy form for the Carriages at Briargate 2024 Budget Ratification Meeting. By definition, a Proxy is "a person who is authorized to act for another."

If you are unable to attend the Meeting, please fill out the enclosed proxy and give it to the person you are authorizing to vote for you or deliver it to Hammersmith Management. You must designate a specific person. Please **do not** use the



Management Company's name. The person you designate must be at the meeting for your vote to be cast.

If you do not fill in a specific name as your appointed Proxy, but do return the signed form, Cynthia Robison, President, or in her absence, Wayne Skold, Vice President, will act as your Proxy and will cast your vote.

If you have questions about this process, feel free to contact your Assistant Community Manager, Arianna Johnson, from Hammersmith®, at Arianna.Johnson@ehammersmith.com or (303) 980-7463.

Kind Regards,

Carriages at Briargate Board of Directors

President/Treasurer: Cynthia Robison
Vice President/Secretary: Wayne Skold



2024 BUDGET RATIFICATION MEETING

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*** AGENDA ***

- I. **CALL TO ORDER**
 - A. Introductions
 - B. Purpose of Meeting
- II. **2024 BUDGET RATIFICATION Per Declarations, Article 6, Section 6.3**
- III. **HOMEOWNER FORUM**
- IV. **ADJOURNMENT**

CARRIAGES AT BRIARGATE	2022 ACTUALS	2023 Approved Budget	2023 ACTUALS (projected)	2024 Budget (Board Approved)
REVENUE				
MONTHLY ASSESSMENT	\$ 310.00	\$ 314.00	\$ 314.00	\$ 390.00
400000 - ASSESSMENTS	\$ 119,020.00	\$ 120,576.00	\$ 120,576.00	\$ 149,760.00
404000 - WORKING CAPITAL	\$ 1,680.00			
405010 - LATE FEE INCOME	\$ 40.00			\$ -
405015 - LATE FEE INTEREST INCOME	\$ 10.86		\$ -	\$ -
405095 - SMALL BALANCE LETTER FEE	\$ 3.00			
OTHER MISC INCOME	\$ 30.00		\$ -	\$ -
TOTAL: REVENUE	\$ 120,783.86	\$ 120,576.00	\$ 120,576.00	\$ 149,760.00

OPERATING EXPENSES

ADMINISTRATIVE EXPENSES

500000 - MANAGEMENT	\$ 10,896.00	\$ 11,118.00	\$ 11,782.00	\$ 12,500.00
502000 - LEGAL- GENERAL	\$ 1,361.00	\$ 1,500.00	\$ 1,865.00	\$ 1,550.00
502500 - LATE FEE EXPENSE	\$ 23.00	\$ 50.00	\$ 20.00	\$ 50.00
503000 - INSURANCE	\$ 29,889.11	\$ 18,000.00	\$ 26,985.00	\$ 35,114.00
504000 - AUDIT & TAX PREPARATION FEES	\$ 325.00	\$ 400.00	\$ 325.00	\$ 350.00
507000 - ADMINISTRATIVE EXPENSE	\$ 227.68	\$ 75.00	\$ 1,403.00	\$ 1,500.00
507010 - POSTAGE	\$ 191.36	\$ 200.00	\$ 240.00	\$ 200.00
507020 - PRINTING / COPIES	\$ 210.24	\$ 450.00	\$ 298.00	\$ 450.00
507070 - BANK CHARGES	\$ 25.00			
507084 - CHECK PROCESSING FEE EXPENSE	\$ 0.90			
507500 - OFFICE EXPENSE	\$ 337.96	\$ 350.00	\$ 101.00	\$ 350.00
510000 - SOCIAL	\$ 1,370.47	\$ 2,000.00	\$ 1,800.00	\$ -
515000 - WEBSITE EXPENSE	\$ 163.95	\$ 295.00	\$ 163.95	\$ 175.00
TOTAL: ADMINISTRATIVE EXPENSES	\$ 45,021.67	\$ 34,438.00	\$ 44,982.95	\$ 52,239.00

BUILDING MAINTENANCE

600000 - BUILDING MAINTENANCE	\$ 186.43	\$ 3,000.00	\$ 8,000.00	\$ 13,000.00
603000 - PAINTING	\$ -	\$ 5,000.00	\$ -	\$ 7,000.00
TOTAL: BUILDING MAINTENANCE	\$ 186.43	\$ 8,000.00	\$ 8,000.00	\$ 20,000.00

GROUNDS MAINTENANCE

701010 - LANDSCAPE CONTRACT	\$ 6,391.35	\$ 13,000.00	\$ 14,194.00	\$ 14,000.00
701030 - LANDSCAPE IMPROVEMENTS	\$ 1,034.05	\$ 1,848.00	\$ 816.00	\$ 1,800.00
705000 - TRASH REMOVAL	\$ 5,096.96	\$ 5,000.00	\$ 5,331.00	\$ 5,500.00
706000 - SNOW REMOVAL	\$ 2,160.00	\$ 10,781.00	\$ 6,205.00	\$ 9,281.00
707000 - ASPHALT REPAIR & MAINTENANCE	\$ -	\$ 8,000.00	\$ 12,139.00	\$ 2,000.00
740000 - MISCELLANEOUS GROUNDS EXPENSE	\$ 1,898.33			
TOTAL: GROUNDS MAINTENANCE	\$ 16,580.69	\$ 38,629.00	\$ 38,685.00	\$ 32,581.00

UTILITIES

900020 - ELECTRIC	\$ 629.94	\$ 7,000.00	\$ 256.00	\$ 250.00
901000 - WATER	\$ 8,469.15	\$ 3,000.00	\$ 8,181.00	\$ 10,000.00
9010?? - STORM WATER FEE		\$ -	\$ 1,284.00	\$ 1,350.00
901030 - STORM DRAIN SERVICING		\$ 250.00	\$ 707.00	\$ 500.00
TOTAL: UTILITES	\$ 9,099.09	\$ 10,250.00	\$ 10,428.00	\$ 12,100.00

RESERVE ADDITIONS

970000 - TRANSFER TO RESERVES	\$ 29,367.00	\$ 29,368.00	\$ 29,368.00	\$ 32,840.00
TOTAL: RESERVE ADDITIONS	\$ 29,367.00	\$ 29,368.00	\$ 29,368.00	\$ 32,840.00

OPERATING EXPENSE

TOTAL: INCOME	\$ 120,783.86	\$ 120,576.00	\$ 120,576.00	\$ 149,760.00
TOTAL RESERVE ADDITIONS	\$ 29,367.00	\$ 29,368.00	\$ 29,368.00	\$ 32,840.00
TOTAL OPERATING EXPENSES	\$ 70,887.88	\$ 91,317.00	\$ 102,095.95	\$ 116,920.00
TOTAL EXPENSES (RESERVE + OPERATING)	\$ 100,254.88	\$ 120,685.00	\$ 131,463.95	\$ 149,760.00
OPERATING NET TOTAL	\$ 20,528.98	\$ (109.00)	\$ (10,887.95)	\$ -



PROXY

FOR THE 2024 BUDGET RATIFICATION MEETING TO BE HELD ON
December 19th, 2023, at 1:00 p.m. (check-in starts at 12:45 p.m.)

I, _____, as a Member of Carriages at Briargate Homeowners Association and having received notice of the Budget Ratification Meeting on **December 19th, 2023** ("Meeting") to be held virtually via Ring Central. at **1:00 p.m.** Mountain Time, and at any adjourned sessions thereof, do hereby:

SELECT ONE:

_____ Appoint _____ as my proxy to cast my Ballot for the Board of Director's election and for voting on my behalf as my Proxy deems appropriate at the Annual Meeting of the Association.

_____ Appoint my proxy to the President (or, in his/her absence, the Vice President) of the Association to represent me and vote on my behalf at the Annual Meeting of the Members of the Association.

Appointment of a proxy is revoked by the person appointing the proxy if: (a) attending any meeting and voting in person; or (b) signing and delivering to the secretary or other officer or agent authorized to tabulate proxy votes either a written statement that the appointment of the proxy is revoked or a subsequent appointment form.

ALL PROXIES MUST BE DELIVERED TO THE HAMMERSMITH OFFICE BY December 18, 2023 AT 5:00 PM OR BE DELIVERED TO THE MEETING. DELIVERY BY MAIL: HAMMERSMITH, 1155 KELLY JOHNSON BLVD, STE 495, COLORADO SPRINGS, CO 80920; OR BY EMAIL: Arianna.Johnson@eHammersmith.com.

Dated this _____ day of _____, 2023.

Printed Name: _____

Signature: _____

Address: _____

THIS PROXY MUST BE SIGNED AND DATED IN ORDER TO BE VALID